

# Herrera Elementary Handbook

*Parents & Students*  
2019-2020

**PARENTS:** *Sign and Return the Form Inside this Handbook!*



Website: [www.hattech.net](http://www.hattech.net)  
Twitter: @HerreraHuskies  
Instagram: #theherrerahuskies

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Houston, Texas 77022  
Phone: 713-696-2800

Chris Carnes, Principal

Mandy Gutierrez, Asst. Principal

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# **\*\*\*WELCOME TO HERRERA ELEMENTARY\*\*\***

## **Highlighted Programs:**

- \* INTERNATIONAL BACCALAUREATE PROGRAM**
- \* INTEGRATED TECHNOLOGY MAGNET**
- \* INTERNATIONAL SPANISH ACADEMY**
- \* DUAL LANGUAGE PROGRAM**



## **Herrera Elementary Mission Statement**

It is the mission of Herrera Elementary to create self-disciplined creative problem solvers who are versatile with today's technological advances. We are committed to integrating a variety of technologies and methods to intrinsically motivate individual students to reach their potentials both academically and socially. We believe in an open environment that unites school staff, parents, and community members to work together in support of our students as they become lifelong learners.

## **Theme**

*HERRERA HUSKIES: LEADING THE PACK!*

## **School Motto**

Every Child, Every Class, Every Day -Doing what it takes!

## **School Mascot**

HERRERA HUSKY – *Named: “Hector”*

## **School Colors**

PURPLE & YELLOW

# International Baccalaureate Program

The IB's programs are different from other curricula because they:

- encourage students of all ages to think critically and challenge assumptions
- develop independently of government and national systems, incorporating quality practice from research and our global community of schools
- encourage students of all ages to consider both local and global contexts
- develop multilingual students

## IB Summary

Within HISD, only a select few campuses have the dedicated staff and community members needed to become an authorized IB campus, which offers a world-class education with high expectations for student achievement. IB educates the “whole” child, versus only focusing on TEKS assessed by the government.

In-depth discussion controlled largely by students is what the International Baccalaureate (IB) program is all about. IB has gained popularity for setting high standards and emphasizing creative and critical thinking. IB students are responsible for their own learning, choosing topics and devising their own projects, while teachers act more as supervisors or mentors than sources of facts. IB emphasizes research and encourages students to learn from their peers, with students actively critiquing one another’s work. Beyond preparing students for critical thinking and college-level work, the full IB program calls for students to express themselves through writing, requires community service, and aims “to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.”

IB takes a global approach, looking at big ideas across disciplines, such as examining connections between the early 20th century novel *The Jungle* and communism or considering visual depictions of music. No matter what they’re studying, students dig deep into subjects and try to find answers.

The IB educational framework emphasizes on asking questions and searching for answers, no matter how controversial the subject. Questions on every imaginable and challenging topic will be up for debate as teachers challenge students to ask questions and research their answers. As topics arise, the only rules are that questioning is okay and that students seek not only answers but to understand the cultural biases that exist in competing arguments. It’s all in the pursuit of IB’s mission to teach students that, “other people, with their differences, can also be right.” To some, these class discussions may seem politically charged or they may touch on points that are at odds with a family’s belief system, but discussions only focuses on educational learning and not promoting any belief over another.

Elementary IB focuses on six themes: who we are, where we are in place and time, how we express ourselves, how the world works, how we organize ourselves, and sharing the planet. Students examine these ideas through a variety of prisms, by considering works that focus on language, social studies, math, arts, science, and personal, social, and physical education.

To learn more about the IB program visit: [www.IBO.org](http://www.IBO.org)

## **Chris Carnes, Principal**

I began my educational career in 1996 as a High School Mathematics teacher. After several years of teaching I wanted to expand my knowledge and explore school leadership, so I decided to attend the University of Houston for a career in school administration. I was fortunate enough to begin my administrative career right away in Pasadena ISD as an Assistant Principal in 2003. In 2008, I joined HISD as the Instructional Manager for the North Region, and was blessed a couple months later to become Herrera's Principal.

I instantly knew Herrera was a gem of a school and a shining beacon to its community. I made it my goal to have the campus always reflect that. During my time at Herrera, we have been able to accomplish several things to improve the quality of education and enhance the learning environment for the students, teachers, and community. Being that we are an elementary school, we redesigned the interior of the school with hand-painted murals that evoke school pride and colors and characters that draws children in. Within the school we have created purposeful spaces such as a habitat for students to learn about animals and nature; an Internet lounge for students to enrich their learning opportunities; and an outdoor classroom within the habit for students and teachers to enjoy. We upgraded our instructional inventory by adding the latest and most current technology for the entire campus, including iPads, flying Drones, 3D technology, and even added 1 or 2 Smart Board to every classroom. These technologies allowed even the smallest of hands to interact with their learning in a very personal way. News traveled fast about the technology-driven lessons going on Herrera and soon other schools were touring our campus, eventually leading to our designation as an innovative campus for HISD. Extra-curricular activities have been added to our after-school program as well. Among the after-school activities, we have created highly successful classes for our community members. We have dynamically shifted the instructional practices in each classroom to student-centered, hands-on, interactive lessons allowing students to learn from each other. We have created classrooms that support small group instruction giving every child the chance to reach their fullest potentials. This transformation naturally prepared us for the challenging work of becoming a fully authorized IB school. I am very proud to be the Principal of Herrera, and thankful that my daughter and I are part of this supportive and prideful community.

## **Mandy Gutierrez, Assistant Principal**

After graduating from the University of Texas at San Antonio I applied to TeachForAmerica and was granted the wonderful opportunity to teach in Houston, Texas! I began my teaching career at Sam Houston High School, specifically at the 9<sup>th</sup> Grade College Prep. In 2008 I had the honor of teaching 9<sup>th</sup> grade students English I. After 3 years in the classroom, I decided to pursue other educational opportunities and become a public school leader. In 2012, I launched my administrative career at River Oaks Elementary, as an Assistant Principal. In 2013, I was blessed to come back and serve the North Houston community and joined the Herrera family as an Assistant Principal. I have proudly served, and will continue to serve, here at Herrera Elementary because I love our community!

## Daily Schedule

|           |  |
|-----------|--|
| 7:10 a.m. | School building opens  |
| 7:30 a.m. | Instruction and announcements begins, and breakfast starts being delivered to classrooms |
| 7:45 a.m. | Students arriving at this time or later are considered tardy.                            |
| 2:50 p.m. | Dismissal ( <i>District Early Dismissal Days: 11:30</i> )                                |

**\*\*To ensure the safety of our students, please adhere to the times on the schedule. Students arriving before 7:10am must remain outside of the building, and will not be supervised.**

**Early student check-out is NOT allowed after 2:05 p.m., and is NOT allowed after 10:45am on HISD early dismissal days.**

## **Morning Drop off (7:10-7:30am):**

- **\*\*\*PARENTS ARE NOT ALLOWED TO WALK STUDENTS TO CLASS AT ANY TIME\*\*\***
- Parents of PreK – 2<sup>nd</sup> grade children may drop their child off at the main entrance of the school building facing Bennington St. Drop off is at the curb in front of the doors, and to present staff members helping escort your child out of the car.
- Parents of 3<sup>rd</sup> – 5<sup>th</sup> grade children may drop their child off at the side entrance of the school facing Helmers st. Drop off is at the curb in front of the doors, and to present staff members helping escort your child out of the car.
- Parents may park in the visitor parking lot (facing Bennington St) and physically escort children to the building.
- Students arriving after 7:45 must report to the main office for admit pass.

**FOR CHILD SAFETY: Parents must drop students off only at one of the above destinations. Parents MAY NOT drop students off in parking lot areas, on the street, or any other location causing a child to cross traffic flow risking student injury. Those failing to adhere this safety expectation will be subject to police intervention and/or citations.**

## **Afternoon Dismissal 2:50 pm:**

Dismissal classification choices: **1) CAR RIDERS, 2) WALKERS, or 3) BUS RIDERS**

### **1) CAR RIDERS (*location is the U-Circle drive on Helmers St. side of the building*):**

- a. Students will be escorted to the mini-gym by their teacher
- b. Student(s) name will be called as parent's vehicle approached the pick-up area.
- c. Parent may not walk to, or in the building removing students from this area until after 3:10pm

### **2) WALKERS (*including parents walking to the building meeting their child*)**

- a. PreK-1<sup>st</sup> grade parents will enter the building at 2:45pm to pick up their child in their teacher's room.
- b. 2<sup>nd</sup>-5<sup>th</sup> grade students will walk out of the building doors near the playground/PreK hallway.
- c. Students not picked up by 3:10 will be escorted to the mini gym area

### **3) BUS-RIDERS**

- a. Pre-Kinder through 1<sup>st</sup> grade students will be escorted to their designated area (located in the main lobby area) so that they can get on their appropriate bus.
- b. 2<sup>nd</sup> grade through 5<sup>th</sup> grade students will walk to the designated bus area and will load their assigned bus.
- c. Herrera does not have any supervision over private buses running late, leaving students, etc...issues with private buses must be handled between parents and bus company directly.

**\*NOTE: If adult picking student up is NOT following the above procedures, Herrera staff will not assist with associated issues that may arise with not following procedures.**

## **STUDENT LATE PICK UP**

- Students must be picked up at 2:50pm (*11:30am on HISD early dismissal days*) – *If delayed, please call the office ASAP*
- Student not picked up by 3:30pm (*12:00pm on HISD early dismissal days*), **will be subject to childcare fees of \$1 per minute afterwards.**
- If student is not picked up by 1+ hours after the scheduled dismissal time, CPS must be notified, and HISD police may possible transport the child to their downtown holding to wait for parents/guardians.

# 2019-2020 Academic Calendar

Houston Independent School District

| <b>JULY 2019</b>  | <b>AUGUST 2019</b>   | <b>SEPTEMBER 2019</b> |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
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| 14  | 15                   | 16                    | 17 | 18 | 19 | 20 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 21  | 22                   | 23                    | 24 | 25 | 26 | 27 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 28  | 29                   | 30                    | 31 |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
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| 4   | 5                    | 6                     | 7  | 8  | 9  | 10 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 11  | 12                   | 13                    | 14 | 15 | 16 | 17 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 18  | 19                   | 20                    | 21 | 22 | 23 | 24 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 25  | 26                   | 27                    | 28 | 29 | 30 | 31 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   | 1                    | 2                     | 3  | 4  | 5  | 6  | 7 |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 8   | 9                    | 10                    | 11 | 12 | 13 | 14 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 15  | 16                   | 17                    | 18 | 19 | 20 | 21 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 22  | 23                   | 24                    | 25 | 26 | 27 | 28 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 29  | 30                   |                       |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <b>OCTOBER 2019</b>   | <b>NOVEMBER 2019</b> | <b>DECEMBER 2019</b>  |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | S                    | M                     | T  | W  | T  | F  | S |  |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>  | S | M | T | W | T | F | S |  |  |  |  |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |                      | 1                     | 2  | 3  | 4  | 5  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 6   | 7                    | 8                     | 9  | 10 | 11 | 12 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 13  | 14                   | 15                    | 16 | 17 | 18 | 19 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 20  | 21                   | 22                    | 23 | 24 | 25 | 26 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 27  | 28                   | 29                    | 30 | 31 |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |                      |                       |    |    | 1  | 2  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 3   | 4                    | 5                     | 6  | 7  | 8  | 9  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 10  | 11                   | 12                    | 13 | 14 | 15 | 16 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 17  | 18                   | 19                    | 20 | 21 | 22 | 23 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 24  | 25                   | 26                    | 27 | 28 | 29 | 30 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   | 1                    | 2                     | 3  | 4  | 5  | 6  | 7 |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 8   | 9                    | 10                    | 11 | 12 | 13 | 14 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 15  | 16                   | 17                    | 18 | 19 | 20 | 21 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 22  | 23                   | 24                    | 25 | 26 | 27 | 28 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 29  | 30                   | 31                    |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <b>JANUARY 2020</b>   | <b>FEBRUARY 2020</b> | <b>MARCH 2020</b>     |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | S                    | M                     | T  | W  | T  | F  | S |  |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>  | S | M | T | W | T | F | S |  |  |  |  |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |                      |                       | 1  | 2  | 3  | 4  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 5   | 6                    | 7                     | 8  | 9  | 10 | 11 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 12  | 13                   | 14                    | 15 | 16 | 17 | 18 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 19  | 20                   | 21                    | 22 | 23 | 24 | 25 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 26  | 27                   | 28                    | 29 | 30 | 31 |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |                      |                       |    |    |    | 1  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 2   | 3                    | 4                     | 5  | 6  | 7  | 8  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 9   | 10                   | 11                    | 12 | 13 | 14 | 15 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 16  | 17                   | 18                    | 19 | 20 | 21 | 22 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 23  | 24                   | 25                    | 26 | 27 | 28 | 29 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   | 1                    | 2                     | 3  | 4  | 5  | 6  | 7 |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 8   | 9                    | 10                    | 11 | 12 | 13 | 14 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 15  | 16                   | 17                    | 18 | 19 | 20 | 21 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 22  | 23                   | 24                    | 25 | 26 | 27 | 28 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 29  | 30                   | 31                    |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <b>APRIL 2020</b>   | <b>MAY 2020</b>      | <b>JUNE 2020</b>      |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | S                    | M                     | T  | W  | T  | F  | S |  |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S |  |  |  |  |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31   |   |   |   |   |   |   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S |   | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |                      |                       | 1  | 2  | 3  | 4  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 5   | 6                    | 7                     | 8  | 9  | 10 | 11 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 12  | 13                   | 14                    | 15 | 16 | 17 | 18 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 19  | 20                   | 21                    | 22 | 23 | 24 | 25 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 26  | 27                   | 28                    | 29 | 30 | 31 |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |                      |                       |    |    | 1  | 2  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 3   | 4                    | 5                     | 6  | 7  | 8  | 9  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 10  | 11                   | 12                    | 13 | 14 | 15 | 16 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 17  | 18                   | 19                    | 20 | 21 | 22 | 23 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 24  | 25                   | 26                    | 27 | 28 | 29 | 30 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 31  |                      |                       |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M                    | T                     | W  | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   | 1                    | 2                     | 3  | 4  | 5  | 6  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 7   | 8                    | 9                     | 10 | 11 | 12 | 13 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 14  | 15                   | 16                    | 17 | 18 | 19 | 20 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 21  | 22                   | 23                    | 24 | 25 | 26 | 27 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 28  | 29                   | 30                    |    |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |

| <p><b>Key</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></span> Holidays</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; border-style: dashed; margin-right: 5px;"></span> Early Dismissal/Staff Development Days</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Teacher Service Days (no students)</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> Teacher Preparation Days (no students)</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> Weather Make Up Day (if needed)</li> </ul> | <p><b>Holidays</b></p> <ul style="list-style-type: none"> <li>September 2, 2019</li> <li>October 9, 2019</li> <li>November 25-29, 2019</li> <li>December 23, 2019 - January 3, 2020</li> <li>January 20, 2020</li> <li>March 16-20, 2020</li> <li>March 30, 2020</li> <li>April 10, 2020</li> <li>May 25, 2020</li> </ul> <p style="margin-top: 20px;"> <b>Labor Day</b><br/> <b>Fall Holiday (students only)</b><br/> <b>Thanksgiving</b><br/> <b>Winter Break</b><br/> <b>Martin Luther King, Jr. Day</b><br/> <b>Spring Break</b><br/> <b>Chávez/Huerta Day</b><br/> <b>Spring Holiday</b><br/> <b>Memorial Day</b> </p> |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
|--|---|--------------------------|-----------------|---------------------|-------------------|----------------------------|-----------------|------------------------------|--------------|---------------------------------|--------------|---|--------------|-----------------------|--|-----------------|--|--------------------------|----------------|---------|------------------|---------------|---------|-------------------|-----------------|---------|------------------|----------------|---------|-------------------|----------------|---------|---------------|----------------|---------|--------------|-----------------|--|--------------------------|-----------------|---------|------------------|-----------------|---------|------------------|----------------|---------|----------------|-----------------|---------|--------------|
| <p><b>Significant Dates</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">August 12, 2019</td> <td>Teachers report to work</td> </tr> <tr> <td>August 26, 2019</td> <td>First day of school</td> </tr> <tr> <td>December 20, 2019</td> <td>Last day of first semester</td> </tr> <tr> <td>January 6, 2020</td> <td>First day of second semester</td> </tr> <tr> <td>May 29, 2020</td> <td>Last day of school for students</td> </tr> <tr> <td>June 1, 2020</td> <td>Weather Make Up Day (if needed) or Teacher Prep Day</td> </tr> <tr> <td>June 2, 2020</td> <td>Last day for teachers</td> </tr> </table>   | August 12, 2019   | Teachers report to work  | August 26, 2019 | First day of school | December 20, 2019 | Last day of first semester | January 6, 2020 | First day of second semester | May 29, 2020 | Last day of school for students | June 1, 2020 | Weather Make Up Day (if needed) or Teacher Prep Day | June 2, 2020 | Last day for teachers | <p><b>Grading Periods</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;"><b>6 Cycles</b></th> <th style="text-align: left;"><b>Report Card Dates</b></th> </tr> <tr> <td style="width: 30%;">Aug 26 - Oct 4</td> <td style="width: 30%;">29 days</td> <td>October 11, 2019</td> </tr> <tr> <td>Oct 7 - Nov 8</td> <td>24 days</td> <td>November 15, 2019</td> </tr> <tr> <td>Nov 11 - Dec 19</td> <td>24 days</td> <td>January 10, 2020</td> </tr> <tr> <td>Jan 6 - Feb 14</td> <td>29 days</td> <td>February 21, 2020</td> </tr> <tr> <td>Feb 17 - Apr 3</td> <td>29 days</td> <td>April 9, 2020</td> </tr> <tr> <td>Apr 6 - May 29</td> <td>38 days</td> <td>June 2, 2020</td> </tr> <tr> <th colspan="2" style="text-align: left;"><b>4 Cycles</b></th> <th style="text-align: left;"><b>Report Card Dates</b></th> </tr> <tr> <td>Aug 26 - Oct 18</td> <td>38 days</td> <td>October 25, 2019</td> </tr> <tr> <td>Oct 21 - Dec 19</td> <td>39 days</td> <td>January 10, 2020</td> </tr> <tr> <td>Jan 6 - Mar 13</td> <td>49 days</td> <td>March 27, 2020</td> </tr> <tr> <td>Mar 23 - May 29</td> <td>47 days</td> <td>June 2, 2020</td> </tr> </table> | <b>6 Cycles</b> |  | <b>Report Card Dates</b> | Aug 26 - Oct 4 | 29 days | October 11, 2019 | Oct 7 - Nov 8 | 24 days | November 15, 2019 | Nov 11 - Dec 19 | 24 days | January 10, 2020 | Jan 6 - Feb 14 | 29 days | February 21, 2020 | Feb 17 - Apr 3 | 29 days | April 9, 2020 | Apr 6 - May 29 | 38 days | June 2, 2020 | <b>4 Cycles</b> |  | <b>Report Card Dates</b> | Aug 26 - Oct 18 | 38 days | October 25, 2019 | Oct 21 - Dec 19 | 39 days | January 10, 2020 | Jan 6 - Mar 13 | 49 days | March 27, 2020 | Mar 23 - May 29 | 47 days | June 2, 2020 |
| August 12, 2019  | Teachers report to work   |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| August 26, 2019  | First day of school   |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| December 20, 2019  | Last day of first semester  |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| January 6, 2020  | First day of second semester  |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| May 29, 2020   | Last day of school for students   |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| June 1, 2020   | Weather Make Up Day (if needed) or Teacher Prep Day   |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| June 2, 2020   | Last day for teachers   |                          |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
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| Aug 26 - Oct 4   | 29 days   | October 11, 2019         |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| Oct 7 - Nov 8  | 24 days   | November 15, 2019        |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| Nov 11 - Dec 19  | 24 days   | January 10, 2020         |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| Jan 6 - Feb 14   | 29 days   | February 21, 2020        |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| Feb 17 - Apr 3   | 29 days   | April 9, 2020            |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| Apr 6 - May 29   | 38 days   | June 2, 2020             |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
| <b>4 Cycles</b>  |   | <b>Report Card Dates</b> |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
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| Oct 21 - Dec 19  | 39 days   | January 10, 2020         |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |
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| Mar 23 - May 29  | 47 days   | June 2, 2020             |                 |                     |                   |                            |                 |                              |              |                                 |              |   |              |                       |  |                 |  |                          |                |         |                  |               |         |                   |                 |         |                  |                |         |                   |                |         |               |                |         |              |                 |  |                          |                 |         |                  |                 |         |                  |                |         |                |                 |         |              |

## Attendance

Students are expected to be on time and present in school every day. An excused absence must include the following: 1) Reason for being absent, 2) Date(s) of absence(s). This must be stated in writing and should be signed by the parent/guardian of the student. The written excuse must be received by the school within 2 days (48 hours) after the absence, otherwise it will be considered unexcused. Federal and State Compliance may investigate any absence, at any time. If a student is absent, he/she may not participate in extracurricular activities on the day of the absence.

### Excused Absences:

The only acceptable excuses for tardies and absences are:

- Personal Illness
- Sickness or death of immediate family
- Quarantine
- Severe weather conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designated person
- Participation in school activities with permission of the principal

According to the Texas Compulsory School Attendance Law (TEC. Sec. 25.085) if a student is absent without an excuse for 10 days in a six month period; or 3 or more days or parts of days in a 4 week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and is subject to a fine up to \$500 for each day of unexcused absence after the warning letter is issued.

Also, students with 10 or more absences will be retained for the year despite passing grade, and will be required to attend summer school.

## Tardy Policy

Students begin walking to class at 7:25 and instruction promptly begins by 7:30 a.m. Students are considered tardy at 7:45 a.m. and must report to the front office in order to receive a written tardy slip. School officials understand that occasional traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated, and will be addressed using the campus tardy policy. Students are allotted 2 tardies per 9 weeks without any consequences.

Students who are tardy miss important instruction, which may cause them to fall behind, or not understand expectations. In addition, tardy students disrupt the class for all other students. It is in the best interest of our children to be on time every day. **Students accumulating 10 tardies will NOT be eligible for the end of year perfect attendance award.**

## Early Student Check-Out

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the persons listed on the "Emergency Contact Form" will be allowed to take a child from school during regular school hours. **A valid picture ID; such as a driver's license is required.** After signing the child out, the student will be called to the office. Teachers are not permitted to release students unless this procedure has been followed. **The release of students after 2:05pm will NOT be permitted (10:45 on HISD early dismissal days).** Parents needing to break early release policy will be forfeiting their child's right to participate in future time sensitive events such as: field trips, school assemblies/events, etc...

## Cold or Rainy Days

An "Emergency Plan Form" will be sent home with each student so that the parents/guardian may advise the school of who will pick up his/her child at the end of the school day during inclement weather. If it is raining at the end of the day, students who walk home will not be allowed to do so.

## Registration Requirements

For a child to be registered in school, it is necessary to provide the following items:

- Proof of residence, such as a utility bill or rent receipt with the correct name and address.
- A certified copy of birth certificate or birth registration card.
- A report card of last school attended.
- If enrolled during the current school year, a withdrawal sheet from the previous school.
- Guardianship papers if the student is residing with someone other than the parent.
- Social Security number, if available.

***\*\*\*\*ANY CHANGES TO PHONE NUMBERS, ADDRESS, and GUARDIAN RIGHTS, ETC... MUST BE GIVEN TO THE SCHOOL IMMEDIATELY. IT IS IMPORTANT FOR THE SAFETY OF YOUR CHILD THAT THE SCHOOL HAS THE MOST CURRENT AND ACCURATE INFORMATION.***

## Withdrawal Procedures

Advance notification (24 hours) is required to complete the check-out forms and determine if fines and textbooks have been cleared. Inform the school of the student's last day of attendance, new address, and the name of the new school the child will attend. The parent/legal guardian must be physically present to officially withdraw the child. The completed check-out form must be taken to the new school along with a copy of the last report card attached, if available.

## Cafeteria / Lunch

Lunch is a time for students to enjoy each other's company while visiting using moderate voices. For health code reasons, food may not be shared among students. Parents are always welcome to join their child for lunch; however, all visiting parties must adhere to Herrera's lunch procedures and guidelines. If a student is witnessed not meeting school expectations, it MUST be reported to a Herrera staff member present in the cafeteria. **Visitors are absolutely NOT permitted to discipline other children by any means.**

Parents must sign in at the office and pick up a "Visitor's Pass". The pass must be worn at all times while in the building. At the end of the lunch period, parents must check out in the main office and return their visitor's pass. Parents are NOT allowed to enter through the side cafeteria doors.

## Birthday Treats

Students celebrating birthdays may treat their classmates at the end of the instructional day. Treats are limited to single servings of fruit, cookies, cupcakes or pre-cut cakes. Ice cream, sodas and party favors are not acceptable. Teachers must be notified 1 week in advance, to avoid any conflicts. It may be necessary for the classroom teacher to request that treats be delayed or advanced if other events occur within a given period. Classroom treats must be dropped off at the front office. Treats, including pizza and cupcakes, are not permitted in the cafeteria during lunch hours.

## Class Parties

By HISD school board policy, only 2 class parties may be held. At Herrera Elementary School, these parties will be held on the day before the winter holiday break and during the last week of school. At his or her discretion, a teacher may choose to invite parents to assist with these celebrations. No additional siblings (older or younger) are allowed to attend.

## Field Days & Special Events

Field day is an outdoor event and considered a reward for students at the end of the year. Parents are welcome to assist during these events. Students must be clear of accumulated fees and also behavioral consequences in order to enjoy the many special events taking place. Parents may request their child not to participate in field day, or any other Herrera special events by submitting a written note to the teacher or office. Any religious beliefs and/or request should be communicated with the child's teacher.

## Field Trips

Classroom teachers may choose to invite parents to assist during these trips if space permits. Each student participating must have a complete and signed permission slip, by 8:00am the morning of the trip. By completing the Field trip permission slip, **you are also agreeing that the student will remain at school after the trip until 2:50.** Students will participate in a field lesson reflection, once they return to campus. *\*Students leaving after returning from the field trip, will be subject to NOT attending remaining field trips.*

- ❖ **PLEASE NOTE: Students are NOT required to participate in Field Days and/or Field trips; therefore, students who have documented behavioral issues, missing assignments, and/or have unpaid fines/fees may be prohibited from participating in such events.**

## Discipline Code

All parents and students will receive the 2019-2020 HISD Code of Student Conduct booklet; which details the expectations for student behavior and the consequences for misbehavior. Below you will find specific rules and consequences at Herrera Elementary, which are aligned with the HISD code. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning.

**Expectations for all classrooms:**

- Follow classroom essential agreements.
- Be respectful of adults and peers.
- Keep hands, feet and objects to yourself.
- Raise hand to speak, one person at a time.
- Have all materials out and ready to work.
- Stay focused on the objective(s) and complete all assignments.

**Severe Discipline Case Clause:**

Severe cases will be referred to the office immediately. Examples are:

1. abusive/inappropriate language
2. fighting
3. weapons (including toy guns, pocket knives, and laser pointers)
4. drugs (including cigarettes and vape pens)
5. obscene materials
6. defacing school property
7. any gang related behavior
8. any other condition that could prove detrimental to other students and/or the learning environment

When a student is referred to the office, the following actions may occur:

- Parent/student/principal conference
- Assign student to 1 or 2 hour detention (*Before, During, or After Normal School Hours*)
- Removal from school-wide activities (*field day, parties, programs, field lessons, etc.*)
- In or Out of School Suspensions
- Revoking transfer paperwork
- HISD police intervention and citations
- Enrollment to Alternative school placement

**Disruptive Items:**

No electronic devices (pagers, laser pointers, iPods, Nintendo DS, PSP, radios, handheld gaming device, etc...) toys, basketballs, or games are permitted to be used at school without direct permission of the school/teacher. Any violation will result in confiscation of the disruptive item where upon it becomes the property of the school district. Confiscated items may be returned to the student's guardian only after paying the holding \$15 fee. School administration also has the right to keep the device as school possessions, or turn over to the HISD administration offices. If any devices are brought to the campus, with or without permission, the school will not be responsible for any broken items nor will they take any action to retrieve missing items.

- *Exception: Cell phones are ONLY allowed on campus only if placed in a non-visible area at all times during the school hours. Cell phones must remain in the off position, at all times, until after dismissal time (2:50pm). The school will NOT be responsible, or take action, on broken or misplaced cells phones. Students having phones in sight, or if phone rings/vibrates during the school hours will be subject to confiscation and fees.*

**Lost/Damaged Textbooks and Library Books**

Students are responsible for all textbooks issued to them at the beginning of the school year and any checked out books from the library. Books lost and/or damaged must be paid for by the student's parents/guardian. Books not returned or paid for will result in the loss of privileges for the student (i.e. field day, field lesson, or end of year class celebration). If the book is paid for and later found in good condition, the money will be returned to the parents.

## Student IDs

Students will be required to wear their student IDs while on campus. The IDs are essential for library checkout, Lunch, and overall safety. Students will be responsible for a replacement fee of \$5.00 for lost IDs.

## Homework

Regularly assigned homework develops good study habits and assists students in achieving satisfactory school progress. Homework is regularly assigned Monday-Thursday. It's the student's responsibility to complete homework assignments and meet all deadlines. Herrera Elementary will provide each student with a school planner/agenda. The planner will be used to maintain communication with parents/guardians. Please make sure to sign it every night. All students are encouraged to read, or be read to, at least 30 minutes each night. Failure to complete homework (*3 or more times*) may result in disciplinary action.

## Classroom/Building Visitors

Visitors are welcome at all times; however, HISD policy requires all visitors to sign in at the school office. This is for the protection of all students and staff. Visitors must be model appropriate attire, and behavioral expectations while at campus or events. Because student learning is our priority, teachers are never free to leave their classrooms unsupervised. Parents may not proceed to a classroom during instructional time unless approved by the teacher and administration. Parents wishing to observe their child in his/her classroom are welcome. In order to complete a classroom visit, the following must be completed:

- Call the main office, 24 hours in advance, and speak to an administrator to schedule the classroom visit
- All visits are restricted to 30 minutes durations
- Visitors are not allowed to interrupt instruction, during their visit
- Visitors will only be allowed to visit their child's classroom that has been pre-scheduled.

***\*\*\*Parents not adhering to the policies above and/or refusing to sign in at the main office are subject to removal from the campus, denied permission to visit and/or attend future campus events, and subject to citations by the HISD police department. Student security is our first priority.***

## Eyeglasses

If your child requires eyeglasses, it is imperative that they wear them daily, as this will impact their learning. Vision screenings will be conducted by the school nurse and you will be notified if she recommends your child see an optometrist.

## **Health Information**

### **Medication:**

HISD Board Policy prohibits school personnel from administering any medication, including aspirin, during school hours. If a child must take long-term medication, the school will provide parents with a form to be signed by a physician. Upon receipt of the signed form, medications will only be administered in the clinic under the nurse's supervision. Medication in must be given directly to the school nurse by the child's parent/guardian, it's original container.

### **Immunizations:**

All students are required to have current and updated immunizations as required by law. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state-mandated immunizations. Exclusions from compliance are allowed on an individual basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

### **Lice:**

Students who have lice MUST be properly cleaned and may return to school within 24 hours. Absences beyond this will not be excused. All students must be checked by the school nurse, upon his/her return, before entering the classroom. Children with long hair should keep it in a ponytail at all times while at school. Ponytails help to prevent lice from spreading or infecting a child.

## **Magnet and Approved Transfer Students**

Herrera Elementary is highly publicized for it's innovational work through instructional integration of technology, and of being an authorized IB campus. Herrera Elementary is happy to approve and welcome magnet and student transfers form non-zoned students, allowing them to benefit from the high-level instruction and opportunities provided at the school. Transfer/Magnet students and families must meet all campus expectations including, but not limited to: Attendance/Tardy policies, maintaining passing grades, and no behavioral issues. Students and/or parents not meeting a campus expectation will be placed on a growth plan, then determined if the transfer will remain or be revoked by the administration.

## **Middle School Magnet Process**

Our 5<sup>th</sup> grade students should begin preparing for Middle School in October, 2019. All 5<sup>th</sup> graders can apply to any of the 20 plus Magnet Middle schools in Houston ISD. Applications can be completed on-line or by paper. Students/Parents need request from our magnet coordinator, Ms. Vizi's office the appropriate documents which need to accompany magnet application(s). Allow 24hrs after requesting any document for it to be delivered to students or parents. The following documents need to accompany the applications:

- Final Report Card from 4<sup>th</sup> grade
- Any and all STAAR scores (4<sup>th</sup> & 5<sup>th</sup> grades)
- Magnet Application

## **DRESS CODE**

## “GIRLS”

### **Pants:**

- \* Solid khaki or blue pants, shorts, jumpers, or skirts that are no shorter than 2 inches above the kneecap.
- \* Pants, shorts, jumpers, etc... must properly fit around student's waist and be free of tears, holes, or extreme manufactured color fading.
- \* Students may wear any shade of Blue Demin Jeans provided they are appropriately sized, free of natural or manufactured tears, and worn at the waist.

### **Belts:**

- \* All Herrera students are allowed to wear a belt through the appropriate belt loops daily.

### **Shirts:**

- \* Purple, gold, white, blue, or Herrera spirit shirts are permitted daily.
- \* Shirts or other apparel displaying obscene, drug/alcohol related, violent illustrations and/or slogans will not be tolerated.
- \* Shirts must be tucked in at all times unless given permission for special circumstances from the nurse or administrator.
- \* In addition to the daily approved shirts, college themed shirts are permitted every *Wednesday* for "College Spirit Day."

### **Shoes:**

- \* Tennis shoes or leather rubber soled shoes with socks are suggested.
- \* Heels, flip-flops, or open toed shoes are a potential danger during recess, transitioning, and physical education so they will not permitted.

### **Jewelry:**

- \* Loop or dangling earrings are dangerous during P.E. and recess and are not allowed.
- \* Herrera Elementary is not responsible for any jewelry lost or damaged at school.

### **Hair and personal hygiene:**

- \* Hair must be clean and well groomed. Hair that is shoulder length or longer should be worn in a pony tail while at school. Unsafe, unusual, or disruptive hairstyles will be subject to administrative review and/or approval. Etched designs in the hair are not permitted. "Faux-Hawks" are limited to a 1.5 inch height. If seeking a new highly-expressive hair cut, please speak with an administrator first to discuss if it is appropriate for the classroom.

## “BOYS”

### **Pants:**

- \* Solid khaki or blue pants or shorts.
- \* Pants and shorts must properly fit around student's waist and be free of tears, holes, or extreme manufactured color fading.
- \* Students may wear any shade of Blue Demin Jeans provided they are appropriately sized, free of natural or manufactured tears, and worn at the waist.

### **Belts:**

- \* All Herrera students will be allowed to wear a belt through the appropriate belt loops daily.

### **Shirts:**

- \* Purple, gold, white, blue, or Herrera spirit shirts are permitted daily.
- \* Shirts or other apparel displaying obscene, drug/alcohol related, violent illustrations and/or slogans will not be tolerated.
- \* Shirts must be tucked in at all times unless given permission for special circumstances from the nurse or administrator.
- \* In addition to the daily approved shirts, college themed shirts are permitted every *Wednesday* for "College Spirit Day."

### **Shoes:**

- \* Tennis shoes or leather rubber soled shoes with socks are suggested.
- \* Flip-Flops or open toed shoes are a potential danger during recreation, transitioning, and physical education so they will not permitted.

### **Jewelry:**

- \* Earrings are not permitted while on campus.
- \* Herrera Elementary is not responsible for any jewelry lost or damaged at school.

### **Hair and personal hygiene:**

- \* Hair must be clean and well groomed. Hair that is shoulder length or longer should be worn in a pony tail while at school. Unsafe, unusual, or disruptive hairstyles will be subject to administrative review and/or approval. Etched designs in the hair are not permitted. "Faux-Hawks" are limited to a 1.5 inch height. If seeking a new highly-expressive hair cut, please speak with an administrator first to discuss if it is appropriate for the classroom.

- **PLEASE NOTE:** *The principal and assistant principal are authorized to make determinations regarding whether any fashion, fad, hair, jewelry or article of clothing is inappropriate for school wear or disruptive to the educational process or safety of the campus.*

## Parent-Teacher Conferences

Parents may request a parent-teacher conference to discuss a variety of issues.

It is recommended that parents contact their child's teacher, at least 24 hours in advance, to schedule a conference. In order to meet the needs of the students, and not interrupt instructional time. Conferences may only be held before school, during the teacher's conference period, or after school. Parents showing unannounced and requesting an immediate teacher conference most likely not be granted do to campus schedules and/or instruction taking place.

## HISD Promotion Standards

### Kindergarten:

- A student in Kindergarten may only be retained when a parental request for the retention has been answered by the formal, written approval of the Grade Placement Committee.

### Grades 1 - 5

- A student must pass all three standards in order to be promoted to the next grade level:
  - **Standard 1**
    - 70% average or better in reading, language arts, mathematics, and either science or social studies.
  - **Standard 2**
    - A passing score on the High Frequency Word Evaluation (only grades 1-2).
    - A passing score on the Reading and Math STAAR (3rd - 5th grade ONLY)
  - **Standard 3**
    - Students must have sufficient attendance. A student's total number of unexcused absences cannot exceed 10% of class meetings.

\*\*\*These above standards are subject to change based on HISD school board decision.

### ➤ Academic Assistance/Intervention:

If a student's performance indicates possible failure, the classroom teacher and administrator will take the appropriate steps to help the student improve. This may include daily tutorials and/or participation in our academic intervention programs at Herrera. If a student is receiving intervention services, they are still required to meet all standards by the end of the year for promotion.

Parents should stay in regular contact their child's teacher and actively monitor progress reports/report cards, to ensure academic progress. If the student fails to demonstrate academic achievement, in any of three standards (listed above), at the end of the school year, the student may be required to attend summer school. However, attending summer school does **NOT** guarantee that the student will be promoted. He/she must demonstrate academic achievement, or he/she will be retained for the next school year.

## School Safety Plan

The Herrera Elementary community is committed to our #1 Core Value: *Safety Above All Else*. Several safety measures are in place to ensure the safety and security

of all the children, faculty and staff at Herrera Elementary School.

**Drills:**

Monthly safety drills are administered, as required by state law to practice procedures in case of a fire, disaster or intruder in the building. \*\*\*During the first week back to school there will be a Lock-Down Drill & Fire Drill.

**Securing School Property:**

Herrera Elementary has wonderful family support and relies heavily on friends and neighbors in the area to report any suspicious activity to the HISD Police Department, 713-892-7777, any unusual or suspicious activity after school hours. The HISD armed police officers are on patrol duty at night and on the weekend. Please assist us in securing our school and property so that our children can continue to enjoy a healthy and safe school.

**After School Programs & Clubs**

Herrera Elementary is proud to offer several after school activities for students. Most programs are free for students to participate. Hours and expectations may differ for various activities, but will be communicated by the sponsor.

Students must maintain passing academic grades, receive no school discipline referrals, and meet club expectations to remain in after school programs.

Students must be picked up on time from club activities. Students picked up more than 15 minutes after the ending time will be subject to removal from all after school programs.

Clubs may include: Academic UIL, Soccer, Basketball, Cheer, Dance, Robotics, Technology Club, Book Club, Chess Club, Yearbook, Caring Community, Student Counsel, Girl Scouts, Boy Scouts, and The Husky Camp. Some afterschool programs require fees to participate.

Club opportunities may change yearly depending on staffing. Check with the front office for club information if interested. Information advertising clubs will be sent out via the club sponsor.

**HANDBOOK QUIZ – EARN FREE HOMEWORK PASS!!**

- 1)  TRUE /  FALSE When returning from a field trip, you must remain at school until dismissal time.
- 2) Who may NOT escort students to their classroom in the mornings?
- a. Teachers
  - b. Office Staff
  - c. Parents
  - d. Herrera Students
- 3) When bringing treats to celebrate a special occasion for the class, which is the correct procedure?
- a. Bring to the office, for delivery at the end of the day
  - b. Meet student in the cafeteria and give during lunch
  - c. Take to classroom without signing in the office
  - d. Leave in the parking lot
- 4)  TRUE /  FALSE Students may NOT be checked out of school between 2:05pm - 2:50pm
- 5) What is the consequence for students picked up late after 3:30pm?
- a. \$1.00 per minute after 3:30pm
  - b. Yellow cab is called for student
  - c. Office referral to see principal
  - d. None of the above
- 

**\*\*\*\*FREE HOMEWORK PASS\*\*\*\***

Have this pass activated by passing the above quiz with 80% correct, submitting signed parent handbook form by Aug 30, 2019, and receiving teacher's signature.

Validated homework pass may be submitted instead of completing 1 homework assignment during the first semester.

Quiz Grade: \_\_\_\_\_

Validation Signature \_\_\_\_\_

**ATTENTION Parents!**

Complete the form with the appropriate information below. Sign and Return to your student's homeroom teacher by:

**Friday AUGUST 30, 2019**

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My student, \_\_\_\_\_, will be a proud Herrera Husky during the 2019-2020 school year. By signing and submitting this form, I acknowledge that I have received and read this handbook. To ensure Herrera Students have a safe and academically centered environment, I will do whatever is necessary to see that all expectations are met.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Email

\_\_\_\_\_  
Parent/Guardian Cell Phone Number

\_\_\_\_\_  
Emergency Contact #1: Name

\_\_\_\_\_  
Emergency Contact #1: Phone Number