



Golfcrest ELEMENTARY STUDENT HANDBOOK

2021-2022



“Racing towards Excellence”

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GOLFCREST ELEMENTARY SCHOOL

7414 Fairway Dr, Houston, TX 77087

(713) 845-7425 713-847-4705 fax

Miguel Lopez Blanco, Principal

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

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

GOLFCREST ELEMENTARY STUDENT HANDBOOK 2021-2022

The Golfcrest Handbook has been written to help your son or daughter gain the greatest possible benefit from his or her school experience.

Golfcrest needs your help and cooperation. It is important that every student and parent understand the handbook and follow the rules/guidelines set forth in the handbook. Please read and discuss the Handbook with your child. Afterwards, you and your child **must** sign this form and **return** the form to the school. Thanks for your cooperation and support.

Student Signature

Date

Parent or Guardian Signature

Date

Grade _____

Homeroom _____

Place original form in student's cumulative folder and submit a copy to the main office.



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How Can We Help You?

<http://www.houstonisd.org/Golfcrest>

It is requested that parents call the school if their child is going to be absent or tardy for that day. Tardy students arriving after 8:00 am must be escorted in to the building by a parent or guardian to be signed in to school.

Please call 713-845-7425.

If you have any questions or concerns, do not hesitate to call the school. We will gladly assist you in any way we can.

All faculty/staff members or school administration can also be reached by e-mail. You may check the school's website for e-mail addresses or contact the main office for assistance. You will receive a response from your e-mail within 48 hours.

WE WORK TOGETHER TO EDUCATE YOUR CHILDREN

Principal
Assistant Principal
Counselor

Wraparound Specialist

Administrative Assistant
SIMS Clerk
Clerk
Clerk

Nurse

Plant Operator

Cafeteria Manager

Leadership

Miguel Lopez Blanco
Martha Vanegas
Jodi Grodner

Support Staff

Jalil Cantarero,

Office Personnel

Rebecca Lagunas
Kaylynn Garcia
Jennifer Diaz
Glenda Castruita

Health Services

Magda Nunez

Custodial

Juliana Bocanegra

Food Services

Thelma Quezada

Golfcrest Elementary Motto

“Racing towards Excellence”

Mission Statement

The mission of Golfcrest Elementary is to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student’s self-esteem is fostered by positive relationships with students and staff. Therefore, Golfcrest Elementary respects the individual needs of children; fosters a caring and creative environment; and emphasizes the social, emotional, physical, and intellectual development of each child.

School Vision

We are dedicated to improving academic achievement, school culture, and community engagement by enhancing students’ educational experience through differentiated instruction, technology integration, and effective teaching practices.

Literacy Plan Mission Statement

The mission of the Golfcrest Literacy Plan is to effectively prepare and motivate students to successfully exceed grade level promotional standards in K-5th grades through differentiated instruction, student centered intervention, and effective teacher lesson plans with an emphasis on literacy across all content areas. Students, parents, and all faculty will collaboratively promote literacy instruction on a daily basis.

Critical Success Factors

- **Academic Performance**
- **Use of Quality Data to Drive Instruction**
- **Leadership Effectiveness**
- **Increase Learning Time**
- **Family and Community Engagement**
- **School Climate**
- **Teacher Quality**



SCHOOL HOURS

Office Hours	7:05 a.m. - 4:00 p.m.
School Hours	7:30 a.m. - 2:55 p.m.
Breakfast in the Classroom	7:35 a.m. - 8:00 a.m.

ARRIVAL TO SCHOOL

Doors open for students at 7:15 a.m. Parents should not leave students at school before this time. There will be no adult supervision prior to 7:15 a.m.

Staff will be on duty as of 7:15 a.m. Should a student arrive excessively early, a phone call will be made to the parent(s) to remind them of the school's policy and our concern for your child's safety.

Parents should drop students off at the front of the school on the McHenry Street side of the campus.

For the safety of students, entrance to the building will only be from the main front doors.

ATTENDANCE

Students are expected to attend school daily for the entire instructional day. Any deviation from these hours is a serious disruption to the student's educational program. Attendance is taken each day at 9:45 a.m. Students arriving after this time will be counted absent.

The only acceptable excuses for absences are personal illness, serious illness in the family, death of a close relative, or an observance of a religious holiday. Students who have medical appointments are not counted absent if they return to school with a statement from the doctor. ***Prolonged absences have an impact on your child's learning and may hinder his/her educational progress. Please provide the school with a written note from the doctor for prolonged absences.***

If your child is going to be absent or tardy, a parent or legal guardian is required to call the school as early as possible, prior to 7:45 a.m., on the day of the absence.

If no excuse is provided for the absence, it is considered an unexcused absence. If your child is absent during the day he/she may not attend afternoon or evening activities. Should your child be absent for 3 or more days, the school nurse may require a doctor's note.

EXTENDED VACATIONS

Golfcrest Elementary believes strongly in the importance of regular attendance. Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. Parents of students who do take vacations during school time should inform the building Principal at least one week in advance explaining the length of time for the vacation and the reason.

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school. The school will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns.

MAKE-UP WORK

If a child is going to be absent for an extended length of time, please call the school to make arrangements for any missed work that can be done at home. These assignments can usually be picked up at the end of the school day with the request being made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness. Students will have one day beyond the number of days they were absent to complete make-up work.

TARDY PROCEDURE

Promptness to school is important. Students are to be ready to begin the day in their classroom promptly at 7:30 a.m. Students that enter the classroom tardy miss pertinent information that is essential to their daily success. Students arriving after 9:30 a.m. should see Ms.Garcia before reporting to class.

Students arriving after 7:45 am must be signed in by a parent or guardian upon entry into the building.

In cases of habitual tardiness, parent contact will be made and appropriate discussion will take place to remedy the problem.

DISMISSAL

For the safety of all students, no student will be dismissed early without a parent or legal guardian coming to the main office to sign the student out. You will be required to provide identification to school authorities so please have identification readily available.

Should there be a need for someone other than a parent or legal guardian to pick up a student early, the office will verify that the person is listed on the student's enrollment card or on the emergency pick up form.

No child will be dismissed to a parent through a building teacher or other staff members. All dismissals must go through the main office. Parents are asked to wait at the office for their child once dismissal arrangements have been made. Only the names appearing on the student's emergency form will be allowed access to the student. If your contact information changes, it your responsibility to alert the office immediately.

Try to establish a routine that your child understands and can follow. If you must change the routine, under any circumstances, be sure your child knows the changes before he/she leaves home in the morning. **Any changes to the regular routine must be in writing and communicated to the front office/or the classroom teacher. If changes happen during the school day, parents must notify the front office BEFORE 2:00 p.m.**

The school asks that you keep early dismissals to a minimum. Please arrange appointments prior to or after school hours to the greatest degree possible so that time on learning is not lost. Early dismissals or tardies will affect the student's school attendance records.

- Students who walk to and from school MUST use crosswalks, obey the crossing guards, and use caution at all times.
- Parents are not to park in the fire zone in the front or side of the school. Cars parked in the fire zone will be ticketed or towed.
- To avoid traffic congestion, please do not park in the drop-off/pick-up line.
- Students are not allowed to wait across the street, at the playground, or anywhere unattended for their ride. All students waiting for a ride must be picked up in the car rider line on Joplin Street.
- All students who ride HISD and private Day Care buses will be picked up in the bus area located on McHenry Street.

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours.

PARENT PICK UPS

Parents who walk to pick up their child will do so in the sidewalk of McHenry Street. Parents will present the student pick up number to school personnel and wait for the student to come out from the cafeteria. For safety reasons, parents are asked not to show the pickup ID number until a campus employee asks for it.

STUDENT CAR RIDERS

Parents who use a vehicle to pick up their child will do so in Joplin Street. Parents will present the student pick up number to school personnel and wait for the student to come out from the cafeteria. For safety reasons, parents are asked not to show the pickup ID number until a campus employee asks for it.

STUDENT WALKERS

Students walking home from school will leave from the car pick-up area at the front of the school at 3:08PM. **Students who do not walk home on a regular basis must have a note from their parent or guardian giving permission for them to walk at the end of the school day.** Notes are to be given to the classroom teacher notifying the school of the change to ensure student safety. Students will exit from McHenry Street.

BUS TRANSPORTATION

Students, who ride buses and/or vans, will be escorted to the library. If your child rides a private van and/or bus, please be sure the provider is aware of school hours.



BUS CONDUCT

Persons who transport students via contracted transportation services insist on proper language and conduct by riders. Contractors and drivers shall exercise care for the safety and comfort of riders and shall have full authority over the management of conditions and conduct of students while en route.

Administrative guidelines and/or regulations shall include thorough compliance with the following and will be defined in the HISD Student Code of Conduct.

PARENT PHONE CALLS REGARDING CHANGES IN TRANSPORTATION

Due to concerns regarding student safety, **Golfcrest School personnel cannot accept messages over the telephone requesting that the child's mode of transportation to go home be changed.** Arrangements will need to be made in advance, with the normal mode of transportation only being altered under the following two conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.

If the above arrangements have not been made, the child will be sent home according to their usual mode of transportation due to safety concerns.

SAFETY

For the safety of students and school personnel, entry into the building is through the main entrance, where you will receive a visitor's pass. Please **DO NOT** ask students and/or school personnel to allow you entry through any other door.

SCHOOL ENROLLMENT /IMMUNIZATIONS

Any student entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. **Students without the proper/updated immunizations can be withdrawn from school.**

WITHDRAWAL REQUIREMENTS

If your family is moving to another school, district, or state, we request that you notify Ms. Garcia at least three days in advance of withdrawal so that we can start the paperwork involved. In addition, we will need time to check in materials and clear the record of any outstanding books.

If parents decide to withdraw their child/children from Golfcrest Elementary School, the following things should be done:

- Complete Withdrawal Confirmation Form
- Student must return all books/technology
- Students must clear any debts
- Notify the SIR of the withdrawal and the new school's name and location
- Parents may request copies of student records

Parents are asked to notify the school, as soon as possible, if they will be withdrawing their child from school. Records will be mailed to the receiving school.

STUDENT RECORDS COPY REQUESTS

Copies of student records may be requested from the registrar Ms. Garcia. Requests must be filled out completely in person. The Registrar will check your state identification and relationship in reference to the child/children who's enrolled here on our campus. There is a 24 hour turnaround time for the registrar to prepare your documents. You will be notified when the requested documents are ready for pick up. The first set of records are provided free of charge. Additional copies will be provided at the cost of \$.10 per page.

EMERGENCY FORM

An Emergency Form for each student, completed by parents, will be on file in the Nurse's Office and the Main Office. It needs to be filled out at the beginning of each school year and returned to school within the first 2 weeks of school. This form must be kept up to date. It should include the following information:

1. Parent(s) or guardian(s) name(s)

2. Complete and up-to-date address and phone numbers
3. Home phone and parent(s) work phone
4. Emergency phone numbers of friends or relatives
5. Physician's name and phone
6. Medical alert information

Please inform the office of any changes that occur during the year relative to the information on the emergency form. It is very important that emergency forms be filled out completely and updated as needed by the parent or guardian.

IN CASE OF ILLNESS OR ACCIDENT

If a student becomes ill or is injured during school hours, the school nurse is contacted. The School Nurse will determine the seriousness of the illness or injury and upon his/her determination, a parent or legal guardian will be contacted. Upon students being referred to the school nurse, parents will be contacted by the nurse. The student will be returned to class unless he/she has a fever or shows visible signs of an illness. If neither parent nor legal guardian can be contacted, those persons listed on the emergency form will be contacted. If warranted the family physician will be contacted. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

It is crucial that the school always have current information regarding students. If you change your address, home telephone number, work number or any other information, please inform school office personnel at once or send written notification. This is especially important in case of student emergencies.

CONTAGIOUS DISEASE OR HEALTH CONDITION

Students with any contagious health ailments cannot be sent to school until the condition is properly treated and is no longer contagious. ***Students should be fever free for 24 hours or more before returning to school.*** The school nurse is responsible for the determination of the student's re-entry into school.

SCHOOL NURSE

The purpose of the school nurse is to enhance the education process by the modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness.

The following requirements need to be met in order for your child to receive any medications:

1. A signed permission slip from a parent must be on file.
2. A signed medication order sheet from the child's doctor. This includes all prescriptions and over the counter medications.

Any medication that your child is to take, including Tylenol and cough drops, will not be supplied by the school. All medications must be supplied by the parents in the original containers with the child's name properly labeled on the container.

Should you have any questions regarding your child's health, please do not hesitate to contact the school nurse.



MEDICATION

Medicine should always be given at home when possible. Students may not keep medicine on them, in a desk, backpack or purse. This includes Tylenol, allergy medication, etc. If school personnel does administer medication, the following procedures will be followed:

- Parent/guardian must bring all medications to the school. Students may not transport any medication to or from school.
- All medicine must be ordered by a doctor.
- All medicine must be in the original bottle with a pharmacy label, which must include the student's name, doctor's name, date ordered, name of medicine, the dose and time to be given at school.
- No medicine will be given without a consent form signed by a parent/guardian.
- An authorization for Medication Form is available in the school clinic.
- The administration of medications will be handled in compliance with applicable state and local policies, laws, and regulations.
- Medications will be kept in a lockable storage area under the supervision of the school nurse and/or other school administration.
- No medications may be kept in any location other than the clinic.

Possession and/or administration of any drugs or other controlled substance(s) on school grounds and or school sanction events/activities by students or others may constitute violation of the law. Please refer to the HISD Code of Student Conduct.

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative that the Principal, and/or Records Clerk be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal, judge signed documents are required to be sent to the principal for adherence. A copy will be placed on file and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the school for adherence to it. If unsure about documentation provided, the Principal will contact HISD's Legal Services Department to determine next steps/how to proceed.

PARENT/ TEACHER COMMUNICATION

We encourage communication between parents and teachers; however, because of their teaching responsibilities, teachers will not be called to the phone, or office, during instructional hours (7:30 a.m. - 2:55 p.m.). **If you would like to talk with the teacher about your child, please contact the school, or email your child's teacher. Please do not "drop by" during instructional time expecting to conference with the teacher at the spur of the moment.** You will receive a call back from the teacher within 48 hours.

If at any time you have a concern regarding your child's education or school procedures, **PLEASE BEGIN WITH YOUR CHILD'S TEACHER.** If after talking to the teacher you still feel concerned, please call the front office for an Administrator at 713-845-7425. A resolution will be worked out with team effort if needed.

VISITORS/SCHOOL VISITATION (in case restrictions are lifted due to the COVID-19 pandemic)

Parents are welcome to visit the school. For all students' protection, all visitors must have valid photo I.D., sign in at the front office, and wear a visitor's badge before going to the classrooms. Parents must have completed and been approved with a background check. Parents should contact the classroom teacher before visiting the classroom to ensure that special activities haven't been planned for that day. Any unplanned interruption of the instructional day will not be permitted. Parents wishing to discuss a problem with a teacher should call the school, email or write the teacher a note to set up an appointment. This prevents disturbing the classroom learning process. **Classroom visits/observations will last no longer than 15 to 20 minutes. The Principal reserves the right to deny visits that disrupts the educational process. Irate parents will not be escorted to teacher's classrooms for any reason.**

PARENT/TEACHER CONFERENCES

Every child benefits from good parent-teacher relationships. Conferences are helpful in keeping the lines of communication open. The parent, teacher, or administration may request conferences. Teachers are not permitted to take class time away from their students to hold a parent conference. Please do not show up at your child's classroom in the morning and expect a conference. Teachers have many duties in the mornings as they are preparing for their day. Our wish is to meet with you in a quiet, relaxed, private atmosphere to discuss your needs and concerns. Parent/teacher conferences can be scheduled during the teacher's conference period. Whenever you believe a conference is needed, please contact the teacher(s) of your child/children.

When teachers are having conferences with parent(s), time is somewhat limited. However, if you wish to discuss your child's needs in greater detail, you may call for follow-up information or set another conference time. Other conferences may be arranged whenever a need arises by the parent or teacher.

EARLY SIGN-OUT

- When parents/guardians pick up students **before 2:00 PM**, they must sign the child out in the front office. (Reference to page 8)
- The front office must be provided with proper identification which is required (TX Driver License, or TX Identification Card).
- Students will not be released to anyone who is not on the Student Enrollment and/or Emergency Contact Forms. Students **will not** be released to anyone under the age of 18 years old.

MESSAGES TO STUDENTS

Please make personal and family arrangements with your child at home prior to him/her coming to school. Also, keep in mind that there is no public phone for student/parent use. It would be impossible to allow use of the school phone for outside calls unless it was an emergency.

EMERGENCY EVACUATION INSTRUCTIONS

The alarm system in Golfcrest Elementary is a loud, continuous horn, and when activated sends a direct signal to the Fire Department. There will be numerous practice evacuation drills and other types of emergency drills during the school year. Emergency and fire evacuation instructions for Golfcrest are posted in the respective areas of the building. Students and staff will be permitted back into the building when it is deemed safe by public safety officials and the building principal.



CONFIDENTIALITY STATEMENT

Information about our students is confidential and should never be discussed in public places or where the discussion may be overheard by others. Thank you for respecting the privacy of our children and their families.

VOLUNTEERS

All parents are encouraged to participate as a school volunteer during the course of the school year. Many enriching and worthwhile experiences are afforded our children through volunteer help from parents. With this support, teachers are able to provide more direct instruction to students.

Parents interested in volunteering time and services are requested to contact the VIPS (Volunteers in Public Schools) Coordinator at the school. Upon contacting the school, you will be notified of who's in charge of VIPS.

General guidelines for volunteers include:

1. Volunteers must register using VIPS online and submit acceptable form of identification for the annual criminal background check. Please see Mrs. Miller to complete thorough onboarding process.
2. Volunteers are requested to sign-in at the main office upon entering the building and sign-out upon completion of services.
3. Volunteers are to comply with all HISD and school regulations while on campus.
4. Volunteers must respect the confidentiality of teachers and students. This includes not grading papers or recording grades in grade books.
5. Volunteers must wear appropriate clothing for a school setting.
6. Volunteers must be under the supervision of a teacher or staff member/district personnel at all times. Volunteers are not to supervise students or escort them to different locations on campus, at any time.
7. Volunteers are to use appropriate channels of communication for comments and suggestions.

Volunteers are to observe, support, and adhere to guidelines set by the principal.

We greatly appreciate any amount of time and support volunteers are able to offer. Please remember, all field experience chaperones must be VIPS cleared each school year.



SCHOOL LUNCH

PAYMENT OF SCHOOL LUNCHES

Lunch	Applications for free and reduced lunch will be sent home the first week of school. Lunch applications must be completed via online or using the paper application form. The online method will get a rapid response. Lunch is free for all students at Golfcrest Elementary School, however, applications still need to be filled out.
Breakfast	Breakfast is served daily in the classroom and is available to all students free of charge. Breakfast starts at 7:30 a.m. and ends promptly at 8:00 a.m.
Additional Snacks	Money can be sent for additional snacks or it can be pre-paid online.
Online website	http://www.houstonisd.org/Page/91116

Parents may have lunch with their children in the cafeteria on their birthday and

on the following days. Mondays: Parents of Pre-K students. Tuesdays: Parents of 1st and 2nd grade students. Wednesdays: Parents of 3rd and 4th grade students. Thursdays: parents of 5th grade students. Fridays: Parents of kindergarten students.

DISCIPLINE: STATEMENT OF PHILOSOPHY

The Golfcrest School Community believes that all students can and will learn the skills needed to function appropriately in the school and community if given instruction, sufficient time and support. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior, certain guidelines must exist. At all times, HISD's Code of Student Conduct will be enforced.

Golfcrest's Discipline Management Plan is based on the recognition that behavior can be modified, controlled and improved through instruction and the adoption of the expectations and guidelines. **Golfcrest enlist the participation and support of ALL parents/guardians in upholding high standards for student behavior.**

Golfcrest Elementary Discipline Plan:

- **School-wide** rules created by the students/staff and teacher.
- **School-wide** rewards and consequences formulated by the staff member in charge.
- **Frequent** review of the expectations, rewards and consequences.
- **Weekly** communication from the teacher to the parent/guardian regarding student behavior.
- **Required Face-to-Face Conference** if behavior becomes repetitive.
- **Referral to the office** for continued misbehavior **AFTER** Teacher/Parent conference.
- **Referral to the office** for offenses in Levels 3 or above (Consequences may vary.)

BREAKAGE AND DAMAGE OF SCHOOL PROPERTY

Golfcrest Elementary School is your school. You should be proud of it and care for it. Writing on the desks or walls, putting gum under the desks and tables, breaking windows or otherwise destroying property reflects directly on you. Any student found damaging or defacing property at Golfcrest Elementary School will be subject to disciplinary action, and the cost of repairs will be paid for by the students and parents.

PHYSICAL OR VERBAL OFFENSE(S)

If a student issues a verbal or physical offense to another student/staff member, appropriate disciplinary action will be taken. Depending on the seriousness of the offense, the action taken could range from a reprimand to school suspension. It is extremely important for students to understand the use of appropriate language and actions at all times when speaking to other students or staff members.



FIDGET SPINNERS/TOYS/MONEY

Bringing toys, collectables or articles of value to school is not allowed unless they have been brought with teacher permission for a school project. Students are also strongly discouraged

from bringing large amounts of money to school. Under no circumstances are weapons or articles that resemble weapons in any manner allowed in schools. Items that disrupt the educational process are not permitted. The school will not accept responsibility for lost, broken, or stolen items. Fidget Spinners are toys and should not be brought to school. They are a huge distraction to the learning environment.



CELL PHONES/ELECTRONICS

Cell phones/electronics are not allowed to be on during the instructional day, if not used for instructional purposes. This includes vibrate mode. All cell phones and electronic media must be powered off and placed inside the student's backpack until the student leaves the campus. Cell phones, in use, will be confiscated and parents will be contacted. The first incidence will constitute a warning, and the phone will only be released to the parent/guardian. The second offense will result in the phone being confiscated and parents having to pay a fee of \$15 to get the phone back. **Golfcrest Elementary will not be responsible for cell phones/electronics that are broken, lost, or stolen.**

HOMework

Homework is an integral part of the school routine to foster greater student learning and understanding. It is an extension of the learning that takes place in school, and increases in amount and expectation with each grade level. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. An effective homework program also supports the conviction that learning is not limited to the normal classroom experience, but an extension that works to expand the vital home/school connection. Failure to complete homework will be addressed and dealt with at the individual teacher's discretion.

FIELD EXPERIENCES

Field experiences have an educational value and, therefore, every student is encouraged to participate. Parents will be informed well in advance of upcoming field experiences. All students are required to have a signed permission slip on file with the classroom teacher at least 48 hours before the scheduled field experience.

Parents are often encouraged to chaperone on field experiences. Although we encourage all students to participate in field experiences, it may become necessary to require a parent to attend due to habitual inappropriate behavior from their child. The teacher will make the request to the principal who will determine whether the parent's presence is needed. If such is the case, students and parents will be given at least two days notice.

If medication must be given to a student during a field experience, written permission from a parent/guardian must be given to the school nurse to allow her to delegate that responsibility to the teacher if a nurse is not going on the field experience.

Under no circumstances will extraneous people (children of chaperones, visiting relatives, etc.) participate in a field experience.

LOST AND FOUND

Articles that have been found in the school building, on school grounds, or on school buses are placed in the Lost and Found area where their owners may claim them. After a certain length of time, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and important school supplies with the child's first and last name. Lost and found items will be kept in the cafeteria/multi-purpose room in the custodian's storage area. Items, not claimed, will be donated to a shelter/charity in December and May of each school year.



SCHOOL BOOKS AND EQUIPMENT

Each child is responsible for his/her textbooks, school equipment, and borrowed school library books. Any lost or damaged books and equipment must be replaced. The principal will determine the cost according to the amount of damage and the age of the book. If a library book has been lost and payment has not been forthcoming, the student will not be permitted to borrow additional materials.

STUDENT DRESS CODE

Student appearance is the responsibility of the student and his/her parents. Golfcrest's dress code is khaki pants and/or blue bottoms with a plain white or red polo shirt, or Golfcrest t-shirt. Students not in dress code will be required to call home and obtain uniform clothing. **Parents should ensure their children are attired correctly to avoid having to come and bring the correct uniform. Dress code will be strictly enforced. In addition, chains, unsafe jewelry or any other kind of accessory that poses a safety hazard to the student or others will not be allowed.** With the purchase of a PTO t-shirt students are able to wear the PTO spirit shirt any day of the week.

CLASSROOM CELEBRATIONS

Classroom celebrations will occur at certain times during the school year.

These celebrations will take place during the last 30 minutes of instructional time, and should not take away from the instructional day.

Classroom treats to acknowledge a birthday should be done during the last 15 minutes of the school day, and the teacher must be informed in advance.

RECESS

All classes may have a twenty (20) minute recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building.

Students will be supervised, by the classroom teacher, during recess. Parents will be contacted, by the teacher, for incidences that take place during recess.

PLEASE NOTE: It may occasionally be necessary to keep a child inside during recess due to inappropriate behavior or lack of academic effort during time on learning. Teachers may refer any continued problems to the proper school administrator.

REPORTING AND GRADING PHILOSOPHY

It is our intent to convey an accurate report of children's progress during their stay at Golfcrest. To this end, a "Student Report Card" is issued to each student at district-scheduled intervals.

Progress Reports are issued halfway through a marking quarter. The purpose is to keep parents informed of their child's overall progress. The report highlights both a child's strengths and areas in need of improvement.

Parents are required to sign the report card /progress report and return it to the classroom teacher.

STAAR (State of Texas Assessments of Academic Readiness)

The STAAR Test in Reading, Writing and Math is administered to grades 3 - 5 each year. Grade 5 is assessed in Science. Student scores are reported at the individual level, and then aggregated to the classroom, school, district and state levels. Parents will receive a summary page depicting their child's performance once the scores are received by the district office and campus.

2021-2022 Academic Calendar
Houston Independent School District

July 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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				

September 2021						
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	

October 2021						
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						

November 2021						
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

December 2021						
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

January 2022						
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					

February 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2022						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2022						
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

May 2022						
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					

June 2022						
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					

Key Holidays Teacher Preparation Days (no students) Teacher Service Days (no students) Enrichment Opportunities	Holidays September 6, 2021 September 16, 2021 November 22 - 26, 2021 December 20- 31, 2021 January 17, 2022 February 21, 2022 March 14 - 18, 2022 March 28, 2022 April 15, 2022 May 30, 2022		Labor Day Fall Holiday Thanksgiving Break Winter Break MLK Day Presidents' Day (students only) Spring Break Chavez-Huerta Day Spring Holiday Memorial Day	
	School Day Start and End Times 7:30-3:00 Elementary 8:30-4:00 K-8 and Middle School 8:30-4:10 High School			
Significant Dates August 16, 2021 Teachers report to work August 23, 2021 First day of school January 14, 2022 Last day of first semester January 19, 2022 First day of second semester June 7, 2022 Last day of school for students June 8, 2022 Last day for teachers		Grading Periods Aug 23-Oct 1 27 days Oct 5-Nov 12 29 days Nov 15-Jan 14 30 days Jan 19-Feb 25 27 days Feb 28-April 22 33 days April 25-June 7 31 days		Report Card Dates October 8, 2021 November 19, 2021 January 21, 2022 March 4, 2022 April 29, 2021 June 7, 2022 (ES/MS) June 15, 2022 (HS)

Save this page and place it on the refrigerator to keep up with important dates.

Contacts

Transportation	Kaylynn Garcia
Testing Coordinator	Martha Vanegas
504	Rex Rivera
IAT Liaison	Jodi Grodner
Special Education Chairperson	Frederica Davis
Title 1/ Summer School	Jennifer Moore
Field Trips	Rebecca Lagunas
Enrollment/Student Records/Attendance	Kaylynn Garcia
Gifted and Talented	Anthony Raglin
Cafeteria Manager	Thelma Quezada