

Walter W. Scarborough Elementary School

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Whatever It Takes... Together We Can... No Excuses

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2021-2022

Parent and Student Handbook



Mission Statement

Scarborough Elementary School inspires students to become global thinkers through dual language instruction, artistic expression, and college readiness. We prepare students for the challenges of today, tomorrow, and the future.

Our Motto

“There is nothing beyond my capabilities. If I believe it and work hard enough, I can do it! I will always strive for excellence. I will go to college and be successful! My limitations and challenges will not hold me back. All things are possible. Take a close look at me, because I am the face of success!”

Important Dates at Scarborough Elementary School

2020– 2021 School Year

First and Last day of school

August 23, 2021

First day of school for students

June 7, 2022

Last day of school for students

Open House for Parents

September 14, 2021

Open House from 5:30PM – 6:30PM

Holidays

September 6, 2021

Labor Day

September 16, 2021

Fall Holiday

November 22, 2021 – November 26, 2021

Thanksgiving Holiday

December 20, 2021 – December 31, 2021

Winter Break

January 17, 2022

Martin Luther King Jr. Day

February 21, 2022

President’s Day (students only)

March 14 – 18, 2022

Spring Break

March 28, 2022

Chavez-Huerta Day

April 15, 2022

Spring Holiday

May 30, 2022

Memorial Day

Professional Development for Teachers – No School

September 17, 2021

October 4, 2021

January 18, 2022 (Teacher Prep Day)

February 21, 2022

Parent Conference Dates

Parent Conferences will be scheduled with classroom teachers at parent and teacher convenience. Teachers can plan with parents to meet during their conference period (enrichment time).

Grades K – 5 Grading Periods, Progress Report Dates, and Report Card Dates

Grading Periods	Report Card Dates
August 23, 2021– Oct. 1, 2021	October 8, 2021
October 5, 2021 – November 12, 2021	November 19, 2021
November 15, 2021 – January 14, 2022	January 21, 2022
January 19, 2022– February 25, 2022	March 4, 2022
February 28, 2022 – April 22, 2022	April 29, 2022
April 25, 2021 – June 7, 2022	June 7, 2022

Report Cards and Student Progress

Report Cards are distributed every six weeks. Parent/Teacher conferences will be scheduled by the classroom teacher. Teachers can conduct parent conferences before school, during conference periods, or after school. The student’s work habits, conduct and academic achievement will all be discussed in these conferences.

Progress Reports are issued during each grading period. The purpose of a Progress Report is to communicate the level of success and completion of work that the student has achieved before the grading period ends. Students in danger of failing because of low grades or incomplete work need interventions before the grading period ends. All Progress Reports must be signed by the parent or guardian and returned to the classroom teacher the following day. This may be a perfect opportunity for a Parent/Teacher conference.

A student can be placed on the **Scarborough Elementary Honor Roll** list each grading cycle by earning all A’s, all A’s and one B, or all A’s and two B’s. The conduct grade must be an **E** or **S** to qualify.

Scarborough offers several programs to benefit their students. Scarborough offers a Neighborhood Gifted & Talented Program and a Special Education Program to support students with special needs. Scarborough has a school-wide Dual Language program for students in PK-5th grade. To support our students in becoming the best that they can be, Scarborough has developed a school wide reading program that can also be supported by parents at home. **At school, all students will have multiple opportunities to read.** Students and teachers alike are able to enjoy reading their favorite book. Pre-K and Kindergarten students will be read to during this period. Reading does not stop at school when the dismissal bell rings. Encourage your child to read at least 20 minutes daily.

A learning experience can be enjoyable if proper study and work habits are established. To help your child get the most benefit from his/her education, help establish the following habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Finish daily work and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Participate in extracurricular activities.
7. Strive to do the very best work possible. Just “getting by” is not an acceptable goal.

Requesting a Parent/Teacher Conference

Parents may request a parent/teacher conference at any time to discuss any issues or concerns involving their child. It is recommended that students be included for a portion of these conferences to give students a better understanding of the expectations related to the improvement of achievement or discipline issues. Please request your conferences at least 24 hours in advance. Telephone requests for conferences will be accepted through the main office; however, teachers will need to confirm all appointments. Meetings may be scheduled during the teacher’s conference period. Please try to resolve any problems, questions, or concerns with the teacher before contacting administrators.

Conference times are listed below.

Grade	Time	Days
• PK	10:55 – 11:45	Monday, Tuesday, Wednesday, & Friday
• K	12:20 – 1:10	Monday, Tuesday, Wednesday, & Friday
• 1st	1:10 – 2:00	Monday, Tuesday, Wednesday, & Friday
• 2nd	10:05-10:55	Monday, Tuesday, Wednesday, & Friday
• 3rd	7:35 – 8:25	Monday, Wednesday, Thursday, & Friday
• 4th	8:25 – 9:15	Monday, Wednesday, Thursday, & Friday
• 5th	9:15 – 10:05	Monday, Wednesday, Thursday, & Friday

Visitors

ALL visitors, including parents, must schedule an appointment. They must check in at the main office with a valid identification. Visitors must wear appropriate personal protective equipment (PPE), which includes a face mask, and stop for temperature check, if applicable, following CDC Guidelines. In addition, visitors must always wear Scarborough’s identification badges while in the school or on school grounds. Parents may observe their child’s classroom for fifteen minutes after receiving permission from the main office. Parents may only observe their own child’s class. When observing and moving about the school, visitors are asked to allow students and teachers to go about their school business without interruptions.

Attendance

Students who regularly attend school have an advantage of experiencing complete classroom instructional lessons. Unless a student is ill or an emergency has occurred, students should be in class on time at 7:30 a.m. and ready to learn. Students are marked tardy at 7:45 a.m. If there is an illness or emergency, it is expected that the parent or guardian will call the main office by 8:00 a.m. on the day of the absence. A note from home must accompany the child upon return. If the excuse note is not turned in within 3 days, the absence will be recorded as unexcused. All absent excuse notes must be dated, must state the name of the student and reason for absence and list all the days he/she was absent. The note must be signed by the parent or guardian and turned in to the main office. If the absence period is 2 or more days, it must be accompanied with a doctor or hospital note stating the cause and date of release. Upon returning to school, each student has up to 3 days to make up work. Absences will be excused if they meet one of the following criteria:

1. Illness – after 2 consecutive days a note from the doctor is required
2. Death in the family (up to 3 days)
3. Doctor's appointment – Must bring proof from doctor or clinic
4. Religious Holiday

Note: Please note only 3 **handwritten** excuses will be accepted per semester. After the 4th handwritten notes all absences will be unexcused, unless the absences are excused by a doctor's note.

Medical Information/Emergencies

Any ongoing or new temporary medical complication or injury should be explained to the school or school nurse. If your child has an injury or condition that limits participation in school activities, a note must be sent to the school explaining the problem. If the problem continues, a note must be presented from a doctor explaining the type of limitation and duration for the excuse from participation.

If a student becomes too ill to remain in class or is injured, the parent or guardian will be called to pick up the student right away. **It is important that the school has accurate and up-to-date phone numbers and contacts.** Check with your child in the morning before sending him/her to school. If your child has a temperature or is nauseous, keep him/her at home. If your child has a contagious disease, do not send him/her to school. If a child comes to school with pink eye, chicken pox, measles, impetigo, etc. he/she will be sent home immediately and will be required to return with a doctor's release. Transportation will not be provided when a student is sent home during the instructional day.

Some students may require medication during school hours. The following procedures must be followed:

- An authorization for medication form must be filled out by the attending physician and signed by the parent. This form is available from the school nurse.
- The medication must be delivered to the nurse’s office in its original container with the form by the parent. Students are not allowed to bring any type of medication to school.
- Students are not allowed to carry/store medication in their backpacks.
- Over the counter medications such as aspirin, throat lozenges or cold/cough medicines are not allowed to be sent to the school. It is against the Student Code of Conduct for any student to have in their possession any prescription or non-prescription drug.

Early Pick Up/Emergencies

To pick your child up during the school day:

- Authorized person over the age of 18 years old and must be prepared to show a present a valid photo form of identification such as a Driver’s License or Passport. Bank cards will not be accepted as a form of identification.

Students will not be released after 2:30 p.m. since students are preparing for dismissal in their classrooms.

Tardiness

Promptness is very important. When a student arrives after 7:45 a.m., the student is marked tardy in the grade book. A student walking into class late disrupts instruction for all students in the classroom and puts the tardy student at a disadvantage trying to catch up with the daily lesson.

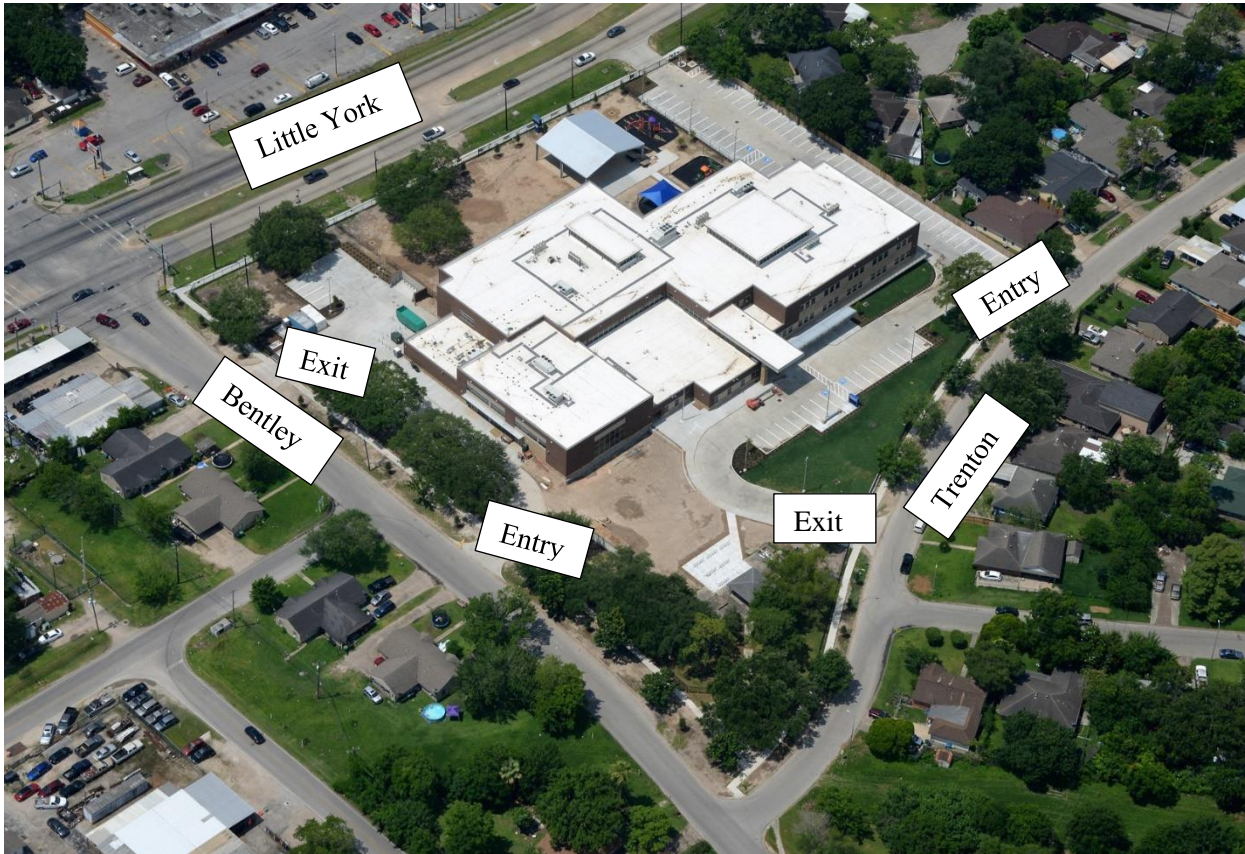
Parents of students arriving late (after 7:45 a.m.) must sign in students in the main office.

School Schedule

Morning Drop Off for Students	7:10 a.m. – 7:30 a.m.
Breakfast	7:10 a.m. – 7:30 a.m.
Students Report to Class	7:30 a.m.
Tardy Bell	7:45 a.m.
Dismissal	3:00 p.m.

Due to the space restrictions and the safety of the students, only enrolled Scarborough Elementary students will be allowed to enter the school building for morning drop off. Parents must drop students off at designated drop off locations no earlier than 7:10 a.m. No supervision is available before 7:10 a.m. See attached map on following page.

Student Arrival and Dismissal Procedures



Morning Arrivals

Parents can drop off students using both driveways at Trenton and Bentley only in the morning. Please keep in mind that the traffic flow is in one direction. On Trenton Rd. the traffic flows from Foy to Bentley going east. On Bentley St., the traffic flow will go south towards downtown.

Afternoon Dismissal

In the afternoon there are two pick up areas:

- Car riders line up on Trenton Rd. in one direction and enter the school driveway.
- Parents walking to get their children will go to the driveway by Bentley St.

Private Bus Riders

Parents are responsible for contacting a private bus service if they need transportation to and from the school. Scarborough Elementary can refer you to a bus service provider, however, the private bus services are not affiliated with the Houston Independent School District nor Scarborough Elementary.

Walkers

All walkers will be dismissed the school through the Bentley side doors as soon as the bell rings. Student safety is our priority. **Houston ISD crossing guards are assigned at 3 different locations around the school for your child's safety as they walk home.**

Safety When Arriving at Or Leaving School

Students should not arrive at school before 7:10 a.m. The school doors will be closed and there will be no supervision. When walking to school or back home, students should be careful when they are passing through congested streets and intersections. It is very important that you prepare your child to walk safely, using the pedestrian paths. Talk to your child so that when he/she left school, he/she walks straight home.

If you bring your child by car to school, beware of students walking. Do not allow your child to get out of the car until it has stopped at the location assigned by school staff. Be sure to look on the attached map for drop-off areas and pick up students. Do not enter the parking lot assigned to school staff to drop off or pick up your child. Stay in your car while waiting in line to pick up your child. The large number of people make it difficult for students to get home. For your safety and everyone's, stay in your car. Be considerate of families who live near the school and do not park in places where you can block other cars. Violators may be fined, and the school will not be liable for this.

Breakfast and Lunch Prices

Breakfast and lunch are free for all students. Children may bring their lunch or snack with them from home when they arrive in the morning.

Inclement Weather

Check the HISD Inclement Weather Hotline 713-267-1704 for any possible schedule changes that may occur because of severe weather.

Dress Code

The Scarborough Dress Policy states that a student's clothing or appearance should never distract from school activities or be a hazard to the student's safety or the safety of others. Students must be in uniformed dress from the first day of school through the last day of school. Students are to be neatly dressed and well-groomed at all times. This policy is intended to promote a positive self-image and good conduct by eliminating distractions and disruptions to the daily educational process.

- Navy Blue polo shirt- tucked in at all times
- Khaki bottoms- shorts. Shorts and skirts must come to the knee
- Shoes- must have soft soles, closed toes and backs (hard soled shoes, boots, and sandals are not permitted). Laces must be completely laced. Socks or tights must be worn with shoes.
- No caps, hats, or sweatbands inside the school.
- Oversized/Undersized clothing will not be allowed.
- No item bearing offensive language, tobacco, drugs, alcohol, or gang insignia will be allowed.
- No make-up or fingernail polish/ no hazardous jewelry (example- dangling earrings)
- Solid colored blue sweatshirts, sweaters and windbreakers may be worn over uniformed dress. Uniform colors do not apply to coats or cold weather jackets worn during cold weather months.
- All sweatshirts, sweaters, windbreakers, coats, and weather jackets must be a solid color: no logos. Parents/guardians will be notified by the classroom teacher if a student is not in proper attire. (No hoodies)
- Students will be allowed to wear jeans (with no holes) on Fridays only if they bring the school t-shirt or a college shirt as a top.

Volunteers

Your child's school needs you. There are many opportunities to help your child and all of the children at Scarborough Elementary. Begin by joining and attending the monthly Title I/Coffee and Conversation Meetings during the first Tuesday of every month. Become a Volunteer in Public Schools (VIPS) and register at the school to become an active participant in your child's education. Join the Huskies Parent and Teacher Organization (PTO). Take the time to help make your child's school a better place to learn and grow.

Field Trips

Parents can submit their names to their child's classroom teacher if they are interested in attending a field trip. Teachers will notify the parents selected for each trip. For safety reasons, parents are not allowed to follow their child's school bus during a field trip. Parents must be approved by VIPS to participate in any field trip. The VIPS approval process can take up to three weeks.

Birthday Treats

The Texas Department of Agriculture has revised the policy regarding birthday treats at school. Should a parent wish to celebrate a child's birthday, cupcakes or cookies (one per student) are permitted at school however, they may not be served in the cafeteria during the lunch period. No other items are permitted such as candy, sheet cakes, juice, sodas, fast food items or homemade. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day. To maintain our instructional focus, teachers will allow students to have the birthday treat the last 15 minutes of the day. Parents should

send the food items to school in the morning in a sturdy container. Parents will not be allowed to interrupt instructional time to drop off items or to supervise this activity in the classroom. **No party type activities will take place including photographs, balloons, gifts, or favors.**

Rules to Live By

All students and parents/legal guardians are expected to review the *Student Code of Conduct* on the Houston Independent School District website at <https://www.houstonisd.org/codeofconduct>, or request a copy of the Student Code of Conduct in the main office. All students are expected to respect the right of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism and violence are unacceptable at any time. Cheating by any means or method, lying, forgery, plagiarism, stealing, or defacing property are all violations of the Code. Good sportsmanship and fair play are behaviors that are always expected at Scarborough sporting and school activities.

Scarborough students and parents are very proud of the appearance of our school. Students must never mark on school furniture, walls, ceilings, floors, or equipment. Tampering with fire extinguishers, plants, trees, or any electrical system will not be tolerated. Students should always walk in single file and in voice level zero when moving about the building.

Students should never bring large amounts of money, radios, cameras, or anything of high value to school. The care of glasses, watches or jewelry are the responsibility of the student. Students should never leave money or valuables in their desks. Never allow other students to hold money or valuables.

Electronics and Cell Phones

No iPads, MP3 players, tape recorders, CD players or any other type of electronic games or equipment are permitted on campus. Student cell phones will not be allowed during school hours. **Cell phones** must be turned off and stored according to the teacher's classroom policy in backpacks during the school day. **Confiscated phones and electronic equipment will only be returned to parents in accordance with HISD policy. There is a \$15.00 fee for the return of cell phones.**

Textbooks

Take care of all textbooks and library books. Textbooks and library books are assigned to the students, and they are expected to keep them clean and well cared for daily. All textbooks must be covered by book covers. The student's name, grade and room number should be written inside all textbooks in the appropriate space. Lost or damaged textbooks and library books are the responsibility of the student, and the cost of the book will be charged to that student's parent or guardian.