

B. C. Elmore Elementary

8200 Tate Street

Houston, Texas 77028

Phone: 713 672-7466 Fax: 713 671-3565

Christian Jordan, Principal



Parent Handbook 2022-2023

WEBSITE: <https://www.houstonisd.org/elmore>

Twitter: @bcelmoretigers

WELCOME TO OUR SCHOOL FAMILY!



A Message from the Principal

Dear B. C. Elmore School Family,

Welcome to the 2022-2023 school year and thank you for choosing B. C. Elmore Elementary! Our school community is dedicated to supporting each child that walks through our school doors. We value each student by capitalizing on their strengths and building a strong foundation for a rapid changing world.

You are your child's first teacher; therefore parents, teachers, and administrators must join as partners to make sure the seeds of success are planted early. Please read the handbook in its entirety. This operational manual is our guide for school policies and procedures. The goal is to ensure specific written procedures are identifiable and understood. Highlight important dates and plan to be present at Teacher/Parent conferences, PTO meetings, Math and Literacy Nights and special programs.

I'm excited about having you and your scholar be a part of the B. C. Elmore family! Get ready for an amazing school year!

Well-established routines and guidelines are necessary for our school to run effectively. The Parent Handbook was prepared to answer any questions you may have. If at any time, you have a question or further clarification is needed, please feel free to call the campus 713-672-7466.

I look forward to a successful year!

Christina Jordan

Christina Jordan

Principal

TEAM PLANNING TIMES

Kindergarten/Special Ed.

12:50 – 1:40 p.m.

First Grade

11:55 – 12:45 p.m.

Second Grade

1:45 – 2:35 p.m.

Ancillary

7:50 – 8:40 a.m.

Third Grade

8:40 – 9:30 a.m.

Fourth Grade

9:35 – 10:25 a.m.

Fifth Grade

10:30 – 11:20 a.m.

HOUSTON INDEPENDENT SCHOOL DISTRICT

2022-2023 ACADEMIC CALENDAR

JULY 2022						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

AUGUST 2022						
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SEPTEMBER 2022						
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OCTOBER 2022						
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NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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MAY 2023						
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JUNE 2023						
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Key  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)	Holidays September 5, 2022 Labor Day October 5, 2022 Fall Holiday November 21-25, 2022 Thanksgiving Break December 22-January 4, 2023 Winter Break for Teachers December 22-January 6, 2023 Winter Break for Students January 16, 2023 MLK Day March 13-17, 2023 Spring Break March 31, 2023 Chavez-Huerta Day April 7, 2023 Spring Holiday April 21, 2023 Spring Holiday May 29, 2023 Memorial Day	
	School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School	
Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)

Last Updated 02/15/22

Additional activities will be added to the calendar and families will be notified via weekly communications.

SCHOOL HOURS

7:30 a.m.	School Day Begins Breakfast in Classrooms
8:00 a.m.	Breakfast Ends (Tardy Bell)
3:00 p.m.	Dismissal
4:00 p.m.	Main Office Closes

FIRST WEEK OF SCHOOL

During the first week of school, your scholar will learn school rules and classroom routines that will teach them to be responsible school citizens and successful students.

Review all information that your child's teacher shares with you during the Teacher Meet and Greet so that your child can learn school procedures and campus expectations as quickly as possible. Explain to your child that it is important for him/her to be a good listener so that directions can be understood and followed.

Your child will brought home an envelope with important papers on **August 23, 2022**. Parents are required to complete all forms and return them to your child's teacher the next day. All forms included are important. Many of them will need to be completed, signed and returned to your child's teacher. Others that require no signature may be kept at home.

HOME COMMUNICATION DAY

Wednesday is Home Communication Day. Campus and classroom communications will be sent home along with student work which will include graded assignments and/or texts. Parents should review the information in the folder, sign the weekly conduct sheet and return the weekly folder on Thursday morning. Check students backpacks weekly for important information. Additionally, school communications will be sent via Class d=Dojo and place on the campus website and Twitter.

DISCIPLINE CODE

Elmore's school-wide discipline plan has been developed to provide a safe and orderly environment where teachers can teach and students can learn.

Our goal is to nurture self-esteem as we help students learn to make good behavior choices, become self-disciplined, and responsible for their actions. Parents are expected to be active supportive partners in their child's educational program. Parents have an option view the HISD Code of Student Conduct: Your Rights and Responsibilities, by requesting a copy from the main office or by online by scanning the QR code here:



This handbook details the expectations for student behavior and the consequences for non-compliance. The administrative staff is charged with maintaining adequate discipline on campus. The teacher is responsible for the care, discipline and instruction of students in his/her care and as assigned by the principal. The entire staff enforces all rules governing the conduct of students about the building and campus. Student will be treated reasonably, fairly and with patience but persistent non-compliance will not be allowed. Parents will be advised promptly when students begin to have challenges that may lead to suspension, reassignment, and/or expulsion. (State Law Section 37.000) The school may prohibit any action which impairs, interferes with and/or obstructs the educational process or function of the school.

Children will not be allowed to attend extra-curricular activities (field trips, assemblies, participate in programs, etc.) if their conduct (P and U) does not warrant participation.

SCHOOL COMMITMENTS

Making a commitment increases the chance of following through while also increasing self-regulation and confidence. At Elmore, we encourage students to make daily commitments and invite children to check on their commitments daily to promote safety.



- E** Engaged
- L** Listen Daily
- M** Motivated to Learn
- O** On Task
- R** Respect Others
- E** Excel Academically

At Elmore Elementary, we commit to **E**ngage in learning and **L**isten daily. We are **M**otivated to learn, remain **O**n task, and **R**espect others so we can **E**xcel academically!



Dropping Off and Picking Up

MORNING ARRIVAL

School doors will open at 7:30 a.m. Students will not be allowed in the building until 7:30 a.m. Please do not leave your student prior to this time as there is NO ADULT SUPERVISION. As concerned educators, it is our duty to notify Children's Protective Services (CPS) if students are ever dropped off before 7:30 a.m.

Parents may enter the building via the main office for assistance between the hours of 7:30 – 8:00 am. Parents may not escort students to class.

Parent conferences will not take place between prior to 8:00 a.m. If you need to schedule a conference with your child's teacher, please leave a note or make a request in the main office for the teacher.

DISMISSAL

PARENTS WILL NOT BE ALLOWED TO PICK UP STUDENTS FROM CLASSROOMS. Students must be picked up by an AUTHORIZED ADULT at 3:00 p.m. unless the student is a HISD or private bus rider. An authorized adult is a person whose name and information are included in your child's enrollment/emergency contact information. Car rider parents will receive a car tag and number for each student (or family).

School personnel will call for students and escort them to the car rider area. Car riders will be picked up from the cafeteria area. Cars will enter and exit through the teachers' parking lot. ***Parents should remain in their car and have the car rider tag, with number visible.***

Walkers will be picked up from the gate at the entrance of the school.

Please call the main office before 1:30 p.m. to inform the school if you have an emergency and someone who is NOT on your child's record must pick up your child.

Please DO NOT park in the circular driveway from 2:50 pm to 3:15 pm. Parents that need to enter the building will park in the Tate St. parking lot. Parent conferences will not take place during this time. If you need to schedule a conference with your child's teacher, please leave a note in the main office for the teacher. Parents who need to visit the main office will have to enter after 3:15 p.m.

LATE PICKUP

Please be on time to pick up your student. Please contact the Main Office at 713-672-7466 immediately if you are going to be late picking up your student.

STUDENTS LEAVING EARLY

The entire instructional day is vital to the education of our students; therefore, students will not be released for early dismissal after 2:00 p.m. Please make dental/doctor appointments after school when possible. Students who are leaving school before regular dismissal time must be signed out by an AUTHORIZED ADULT in the main office BEFORE 2:00 pm. An authorized adult is a person whose name and information are included in your child's enrollment/emergency contact information. **Students will not be permitted to leave school with anyone other than those persons listed on the student's enrollment card OR someone with a transportation tag.** A driver's license or state identification will be required before any student is released.

DRESS CODE

Please see the 2022 – 23 dress code on the next page.

2022-2023

B. C. ELMORE ES Dress Code



Navy blue or burgundy
short/long sleeve polo shirt



Navy blue or Khaki
knee-length dresses



Navy blue or khaki
knee length skirts and shorts



Navy blue or Khaki
pants or blue/black jeans
(No rips or tears on jeans)



Solid color jacket or sweatshirt
No graphics of any kind



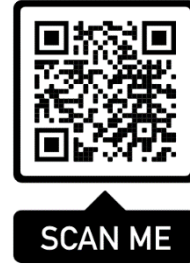
Sneakers or closed-toe shoes

**NOT ALLOWED: Torn jeans, leggings, sweatpants, hoodies, sandals/slides, hats, crop tops, Crocs –
NO EXCEPTIONS!!**

PARENT ACCESS TO STUDENT INFORMATION

HISD Connect Parent Portal

Access HISD Connect Parent Portal by clicking here:



HISD Connect Parent Portal is an online service that allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers.

Users may also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that HISD Connect Parent Portal provides access to includes:

- ✓ Period and Daily Attendance
- ✓ Class Schedules and Assignments
- ✓ Progress Reports
- ✓ Report Cards
- ✓ Parent and Student Resources

Where to get support: HISD Technology Service Desk

Phone: 713-892-7378

Email: servicedesk@houstonisd.org

GRADING POLICY

Teachers will use HISD Connect to input students' grades by 3:15 p.m. every Monday for the previous week. Please note that families are also provided access to student information. Modifications for students with special needs and for LEP students should also be noted.

Teachers will input 2 grades per week in ELA/SLA, Math and 1 grade per week in Science and Social Studies as indicated in HISD guidelines for issuing grades:

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = below 69

Elmore Elementary will adhere to a six - week cycle reporting period. Students who earn a grade below 70 must receive a progress report during the 4th week of the grading period. Anytime a student is failing, parents will be notified by teacher via telephone, progress reports, etc. and documented in their parent communication log.

CONDUCT GRADING

Marks in conduct are MANDATORY.

Conduct Guide:

- **E Excellent** This type of conduct is expected from all Elmore students. Students who demonstrate excellent conduct consistently and follow teacher’s expectations with little to no deviation from the rules.
- **S Satisfactory** The student’s behavior is generally satisfactory but not of the highest rank and needs improvement. Students rarely deviate from the rules.
- **P Poor** Conduct is not satisfactory and needs improvement. Students consistently deviate from the rules.
- **U Unsatisfactory** Students have little or no regard for rules. (Must have administrator approval, student must be referred to wraparound specialist for support, and documented for IAT purposes.)

GRADING PERIODS

Grading Periods

August 22 – Sept 30

Oct 3 – Nov 4

Nov 7 – Dec 21

Jan 9 – Feb 24

Feb 27 – April 14

April 17 – May 31

Report Card Dates

October 12, 2022

November 16, 2022

January 18, 2023

March 8, 2023

April 26, 2023

May 31, 2023

ATTENDANCE POLICY

Students are expected to be on time (7:30 a.m.) and at school every day. Parents are responsible for ensuring consistent attendance in school and modeling the importance of punctuality. **Excessive absences and/or chronic tardies harm your child's ability to learn at the same pace of their peers.** Please request a conference with our school support team to discuss any concerns regarding attendance.

The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. **A written excuse must be received by the school within three days after the absence or tardy.**

COMPULSORY SCHOOL ATTENDANCE LAWS TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

It is the parent/guardian's duty to require your child to attend school, monitor your child's attendance and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

EXCUSED ABSENCES

Acceptable excuses for absences are listed below and require a parent or doctor's note.

- Personal Illness\ Quarantine
- Dental or doctor appointments or health services provided to Medicaid-eligible students
- Death in the family (immediate family only) – Must provide documentation.
- Weather or road conditions making travel dangerous (as determined by city officials)
- Emergencies or unusual circumstances recognized by the principal or person designated
- Observance of religious holy days (must provide documentation)
- Suspensions (no parent note required)

UNEXCUSED ABSENCES

A student is considered to have an unexcused absence if he/she does not present a written excuse within **three** days for one of the reasons stated above or is away from school participating in an activity *not approved* by the district as excusable.

Unexcused absences may be reviewed by the School Attendance Committee in determining whether to grant a student credit for a class in which the student failed to meet the attendance requirement but who met all other academic requirements for passing.

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. Unexcused absences may not be made up and the student does not receive credit for the daily assignment (s).

TARDY POLICY

School begins promptly at 7:30 am each day. **Students are considered tardy at 8:00 am, regardless of the reason.** School officials understand that *occasionally* traffic, weather or waking up late may cause a student to be late. However, persistent tardiness causes student to fall behind in their studies.

IMMUNIZATION/ILLNESS/MEDICATION

Houston ISD complies with Texas state laws on vaccinations; therefore, any student delinquent with immunizations must be excluded by law. Students who have begun the “catch up” immunization process may be enrolled provisionally for 30 days in HISD.

Students who become ill or suffer an injury at school will be sent to the nurse’s office. Students with fever 100.4 or greater, vomiting, diarrhea, or rashes may not return to school until well or they have a doctor’s release. Students must be fever free for 24 hours without medication before returning to school. Students who contract contagious illnesses such as pink eye, chicken pox, lice, ringworm, etc. will be sent home and may not return until the condition has resolved.

The nurse/school personnel will give immediate first aid to any student sustaining injury or severe illness. Parents will be contacted regarding the injury/illness.

Parents will transport their child to a medical facility unless the child's condition requires immediate transportation. In this case, school personnel will call EMS/ambulance for transport.

The nurse will require parents to complete a Health Inventory so that the school is aware of important health concerns, such as severe allergies or breathing problems that children might have.

Any student requiring medication, including over-the-counter (OTC), during school hours must have a current physician release in the nurse's office. **Do not give medications to your child to take at school.** This includes cough drops. Only the nurse and designated personnel will administer medication to students. Please see the nurse to receive the Medication Release Form. ***Students should have current contact and emergency phone numbers at all times.***

BREAKFAST AND LUNCH

Breakfast and lunch are FREE to all students; however, all parents are required to complete an application. Breakfast will be served in the classrooms from 7:30 a.m. to 8:00 a.m.

The same rules for behavior apply in the cafeteria as in the classroom. Students are expected to remain quiet in line and keep hands to themselves. Classes will sit together at their assigned tables. Students are allowed to talk quietly and may leave their table only with permission. For safety reasons, students are not permitted to use the restroom during lunch except in case of an emergency. Teachers will provide the opportunity for them to go to the restroom prior to going to the cafeteria for lunch.

Students may bring a sack lunch or parents may bring a lunch. However, students and parents cannot share food with other students.

PARTIES, CELEBRATIONS AND BIRTHDAYS

Elmore has several programs and events scheduled for this year. The events include but are not limited to the following: Winter Holiday program and Promotion ceremonies. Parents may assist at classroom and school events once cleared by HISD Volunteers in Public Schools (VIPS) program.

Birthday celebrations are allowed from 1:45 pm – 2:15 p.m. only. Students may NOT give food items, including cake, cookies or cupcakes. Treat bags may be given and should not include candy or any other food treats. Erasers, stickers, pencils, books, and prepackaged items are acceptable treats. Parents are to make prior arrangements with the classroom teacher before having birthday celebrations. Unscheduled celebrations are not permitted.

CAMPUS SAFETY

VISITORS

Prominent notices will be posted on campus requiring all visitors to report to the main office to sign in. This applies to parents, other HISD employees, volunteers and other visitors. All visitors must present state or official identification to receive a pass to visit the campus. Visitors must sign out in the main office before leaving campus.

DRILLS

Monthly drills are conducted as required by state law to practice procedures in case of a fire, disaster, or intruder in the building.

TEACHER/PRINCIPAL APPOINTMENTS

Parents are always welcome to visit the school to observe. Visits to classrooms during instructional time are always permitted. Visits will not be permitted if their duration or frequency interferes with the delivery of instruction. Parents may schedule parent/teacher conferences during teachers' planning periods. Call the main office to schedule appointments with your child's teachers or reach out to your child's teachers.

Parents may meet with an administrator at any time. Please keep in mind that the principal or administrator may already have appointments or meetings scheduled.

Appointments can be made in the main office and should be scheduled at least one day in advance if the matter is not urgent. Contact the school immediately to speak with the principal or her designee about matters that may jeopardize your child's safety.

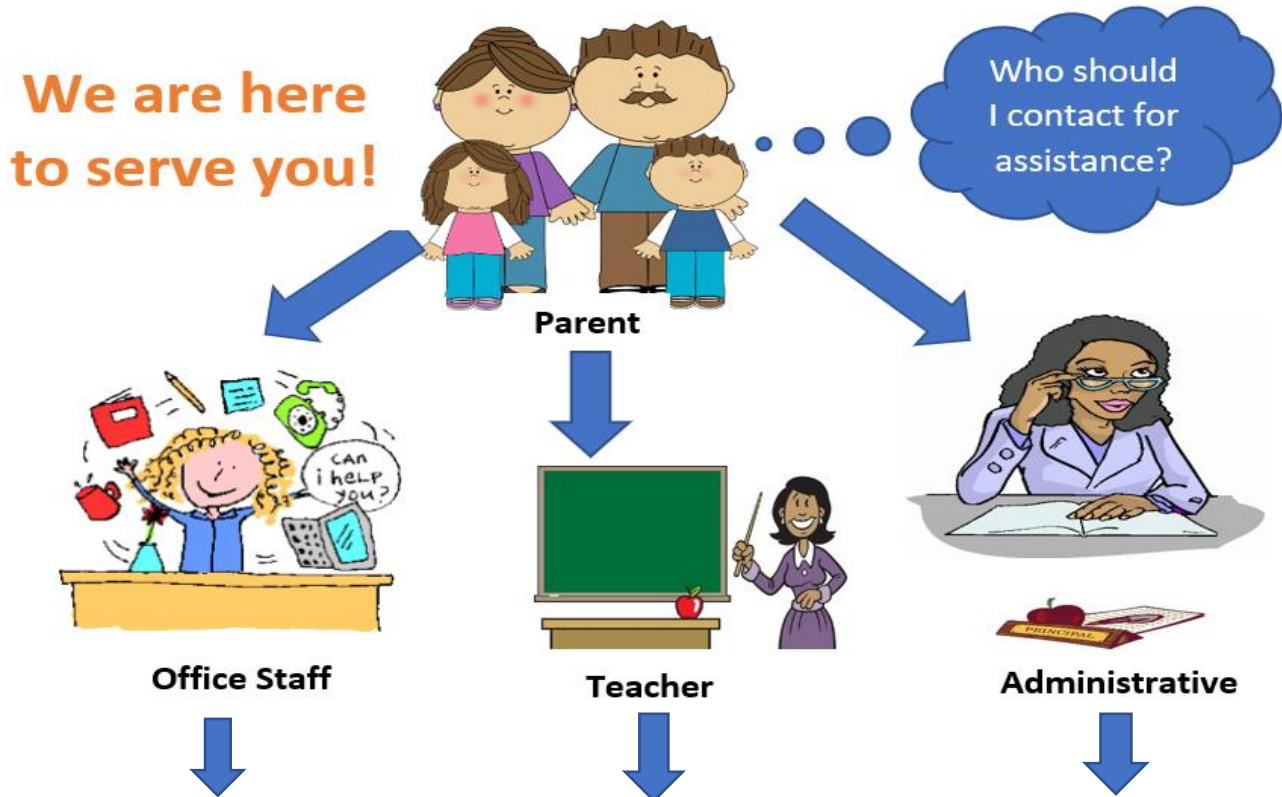
LUNCH VISITS

VIPS approved parents may have lunch with their student on Wednesdays only for 30 minutes (during the student's lunch period). Parents must sign in at the Main Office and will be escorted to the cafeteria to sit with their student. Parents may not interact with or feed other students. Parents must remain in the cafeteria area for the entire 30 minutes and will be escorted back to the Main Office once lunch is finished. Parents may not conference with teachers during the lunch visit. Elmore staff must maintain safety in the cafeteria and will not have time to interact with parents. Parents will be responsible for any other children that accompany the parent to Elmore. Elmore will not be liable for any injuries or accidents sustained by non-enrolled students.

COMMUNICATION

Communication between Elmore ES and parents is a very important link to a student's success. Various modes of communication will be employed to keep parents updated. Calendars and newsletters will be sent out each Wednesday. A copy of all written notices will be available in the main office and at <http://www.houstonisd.org/elmore>. The school messenger system will be used to send out phone messages. Important dates and events will be posted on the marquee. It is important to keep updated contact phone numbers.

PARENT/SCHOOL COMMUNICATION



Office Managed	Teacher Managed	Administrator Managed
<ul style="list-style-type: none"> • Event dates • Raptor (HISD required volunteer registration) • Student dismissal changes • Report a change in contact number • HISD Bus service information • Lunch schedules • Lost and found items • Car tags • Uniforms • Attendance • Teacher schedules 	<ul style="list-style-type: none"> • Student behavior • Schedule a Parent/teacher conference • Classroom bullying • Classroom projects • Student dismissal changes • Report a change in contact number • Homework • Classroom events • Event money 	<ul style="list-style-type: none"> • Emotional/physical child neglect • Teacher grievance • Unresolved issues

Parent Handbook 2022-2023

Acknowledgement of Receipt

All parents/guardians must sign and return this form to your child's teacher by September 6, 2023.

I, _____ have read the B. C. Elmore Elementary Parent Handbook.
(Print Parent/Guardian's Name)

I will support and promote an excellent school experience for my child by doing the following:

- Following the school and district policies covered in this handbook and the HISD Student Code of Conduct.
- Making the school aware immediately of any changes that occur in my child's life such as a relocation, health issues, traumatizing events, etc.
- Making those who will be picking up or dropping off my child aware of policies and procedures.
- Attending Parent/Teacher conferences, PTO meetings, Family Literacy and Math Night events.
- Becoming a Volunteer in Public Schools (VIPS).

Child's Name (Please print)

Teacher

Parent's Signature

Date