

# Student Handbook

## **MESSAGE FROM THE FACUTLY, STAFF AND ADMINISTRATION**

The faculty, staff and administration of Poe Elementary School would like to extend a warm welcome to you and your child for the 2022-2023 school year. It is our sincere desire to work closely with you in providing the best education possible for your child, Poe is an International Baccalaureates Primary Years Program School. We focus on the IB Learner Profile Attributes to help students become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, courageous, balanced, and reflective. We also help them develop the following IB Attitudes: appreciation, commitment, confidence, cooperation, creativity, empathy, enthusiasm, independence, integrity, respect, tolerance and curiosity. When and if any questions arise during the year, please contact the school immediately. We are always ready and willing to assist you or to provide you with additional information whenever it is needed. Thank you for the excellent support, assistance and cooperation that you have given to us in the past years. We look forward to working with you and your child to make 2022-2023 a rewarding and successful school year.

## **SCHOOL HOURS**

Pre-Kindergarten – Fifth

7:30 a.m. – 3:00 p.m.

Instruction begins at 7:30 a.m.

## **BEFORE SCHOOL/EARLY MORNING ARRIVAL**

We offer all students free breakfast in the classroom every day beginning at 7:30 a.m. Students arriving prior to 7:30 a.m. will wait in the cafeteria with school supervision until 7:25 a.m.

There is no student supervision prior to 7:00 a.m.

## **ELECTRONIC DEVICES AT SCHOOL**

Electronic devices including cell phones, iPads, CD players, Game Boys, ect. May not be used during instructional time. If on campus, they must be turned off and placed in backpacks.

Personal use of any device is limited to after school hours. If students do not follow this policy, the device will be collected and kept in the office until it is reclaimed by the parent. The school is not responsible for any lost and/or damaged student owned electronic devices.

## **TARDIES**

The instructional day begins promptly at 7:30 a.m. for all students. The release bell rings at 7:20 a.m. and the tardy bell rings at 7:30 a.m. Any student who arrives after 7:30 a.m. must report to the school office before going to the classroom. Students will be considered tardy after 7:30 a.m. A record of tardies will be kept in the attendance office.

## **HOMEWORK**

Homework should offer your child an opportunity to extend or enrich the learning taking place in the classroom and the opportunity to reinforce concepts and skills, which have been introduced by the classroom teacher. Successful completion of all homework assignments is essential to the development of independent work habits. If you have questions concerning homework, you are encouraged to discuss the situation with your child's teacher.

## **PARENT CONFERENCES**

Parents may request teacher and/or administrative staff conferences as needed. Please contact your child's teacher to schedule conferences. To schedule a conference with an administrator or other staff member, please call the front office and they will direct your call to the proper person.

## **TUDENT RECORDS**

Each HISD School maintains general education records as required by state law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative folder is maintained for each student from the time the student enters the school district until the student withdraws or graduates. This record moves with the student from school to school. Whether married, separated, or divorced, both parents have access to their child's records by law. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

## **SCHOOL VISITATION**

All parents and visitors must sign in any time they go beyond the front office area. This includes in the morning before school. Parents are always welcome to visit Poe Elementary and are invited to eat lunch with their child. Parents are asked not to bring preschool age children to school when volunteering or visiting in the classroom. Parents and other visitors **MUST** register in the school office when visiting the school. Each visitor will be required to provide the front office with a valid driver's license or photo ID and will be issued a sticker that identifies him/her as a school guest. These safeguards are in place to further enhance a safe and successful learning environment.

## **PTO**

All parents are automatically members in the Poe Parent-Teacher Organization. Poe Elementary's PTO is a very important part of the success of our students and school. You are invited to attend monthly meetings and any special activities. Watch for important dates and information in Poe In The Know and on the school web site: [www.houstonisd.org/Poe ES](http://www.houstonisd.org/Poe ES).

### **BUS TRANSPORTATION SERVICES**

Transportation services are provided to those student who are approved by the Transfer Department. If you have any questions regarding bus eligibility contact our Magnet Coordinator, Carol Clayton at 713-535-3780.

### **BREAKFAST/LUNCH SERVICES**

Breakfast is served daily in the classrooms and is FREE to ALL HISD students. Lunch prices are set by HISD Food Services based on a student's lunch application. Parents may add money to their child's lunch account online by visiting [houstonisd.org/PoeES](http://houstonisd.org/PoeES)

### **SCHOOL UNIFORMS**

Poe Elementary follows a uniform policy and general dress code guidelines. Uniforms are purchased at Academic Outfitters located 5475 W. Loop Sute #150 Houston, TX 77081. Approved special event t-shirts (carnival, art day, etc.) may be worn ONLY on Fridays and on the day of the event. There are a couple of exception days that will be announced in advance including certain sports days, ie. Texans, Dynamo, Astros, Rockets.

### **NO BLUE JEAN PANTS OR SHORTS ARE PERMITTED**

Shoes - Students are encouraged to wear sneakers. Open-toed shoes and flip-flops are not permitted. Shoes should allow for safe and quick movements through the halls, up and down stairs, during recess and for P.E. class. General Appearance – No oversized/baggy pants or shorts will be allowed. Shirt tale length should cover mid-stomach area and not be longer than hip length. Shirts should be at middle finger or at knee length. No hats or bandanas will be allowed.