

Sylvan Rodriguez Elementary School

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Student and Parent Handbook



2014-2015



Houston Independent School District

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SYLVAN RODRIGUEZ ELEMENTARY SCHOOL

Student and Parent Handbook

SCHOOL HOURS

Monday, Tuesday, Thursday and Friday 7:50 a.m. – 3:25 p.m.

Early Dismissal: Every Wednesday 7:50 a.m. – 1:25 p.m.

Student hours are 7:50 a.m. to 3:25 p.m. It is important that students are in their seats ready for lessons at 7:50 a.m. Staff is on duty to supervise students from 7:00 a.m. to 3:25 p.m. For your child's safety, please observe these supervised times.

Late Student Pick-up Fees

- On occasion, students are not picked up on time and must wait in the front office. We have started implementing a fee for students who are not picked up by 3:25 p.m. on **Monday, Tuesday, Thursday and Friday**. The fee is \$5.00 per day. Payment should be made at time of pick up and in the front office.
- Students who are not picked up at dismissal time on **Wednesdays** are automatically placed in the "Wednesday After School Program." The charge for this program is \$10.00 per student. Payment should be made at time of pick up in the front office.

Late Student Pick-up – Removal from Campus

If students are consistently not picked up in a timely manner at the end of the school day, Children's Protective Services (CPS) will be notified and student may be released to HISD Police. Due to lack of supervision, students may not be dropped off at school prior to 7:00 a.m. and should be picked up promptly at dismissal time.

ABOVE ALL ELSE – SCHOOL SAFETY AND SECURITY

For safety purposes, only bus riders are dropped off and dismissed at the front of the school. All other students will be dropped off and dismissed in the back of the school. Crowded traffic conditions during peak times jeopardize the safety of our children. Cars should not drop off, pick up, or park in ANY red fire lanes. Violation may result in a ticket issued by the HISD or Houston Police Departments. Congestion will never be prevented completely, but safety can be achieved by courteously adhering to the following guidelines:

Bus Riders

- Buses drop off and pick up students at the front of the school.
- Students are to enter the school immediately upon arrival to the school.
- For dismissal purposes, identified bus riders are required to ride their bus **unless the teacher is notified in writing that the student is not to ride the bus.** If a student is not to ride the bus for whatever reason, a note should be sent to the teacher one (1) day prior to the occurrence and the student should be picked up at the back of the school with the car riders.

Car Riders

- Student drop off and pick up is in the circle drive at the back of the school.
- Parents should not drop off students in the front of the school or in the bus line. This is a serious safety offense.
- Cars should enter the circle drive from Alder on to Glenmont and should exit the circle drive by turning only to the RIGHT. LEFT turns are strictly prohibited and monitored by staff and occasionally by police.
- Parents should move to the front of the circle drive when dropping off or picking up students.

- Parents should not park in the staff parking lot and should not drop off or pick up students from this busy area.

Walkers

- All walkers should enter the building through the back of the school entering from Glenmont.
- Student walkers in grades 3 – 5 are dismissed from the covered basketball court located on the side of the school. Walkers in grades PK – 2 are dismissed from the exit door at the end of their grade level pod.

Bicycle Safety

- The Houston Police Department recommends that all bikes be identified with a parent's driver license number.
- Students riding bicycles will observe safety laws, the same as automobile drivers, stopping at stop signs, watching for pedestrians, and riding single file on the right side of the street.
- Bicycle riders will walk bikes on school grounds, and secure them to the bike rack in the back parking lot. Bikes must be locked for safe keeping.
- Students should wear safety helmets while riding bicycles. (Scooters are not allowed at school due to lack of storage space.)
- The school is not responsible for any bike stolen from the property.

Dismissal Procedures:

- 1st Bell – PK through 2nd grade students will leave the classroom and make their way to their designated dismissal area. (Walkers, Bus Riders, or Car Riders)
- 2nd Bell – 3rd through 5th grade students will leave the classroom and make their way to their designated dismissal area. (Walkers, Bus Riders, or Car Riders)
- Under no circumstances should an outside door open before the final bell.

Releasing of Students Before Regular Dismissal: Procedures are established for students that need to leave school early. Only the parent who has signed the enrollment card and persons designated on the emergency contact form will be allowed to take the child from school during regular school hours. The child must be signed out in the school office and the student will then be called to the office. The parent should notify the teacher if the student is to leave before the regular time so that plans can be made accordingly. If a parent is out of the city and has left his child with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed. **Early release of students is allowed only with the permission of the principal or designee and will not be allowed during the last 45 minutes of instruction.**

Emergency Contact Forms: Parents are requested to make a plan of action with their children in case inclement weather occurs during the day. The children need to know how they are to get home, as it is impossible for all the children to call home for this information. **Emergency Contact Forms** will be sent home with enrollment forms. It is most important to inform the school of any changes in phone number and address. It is the parent's responsibility to report changes **to the front office** so that changes may be made in the emergency system.

Call-Outs: Parents will receive a call from the automated call-out system every day that a student is marked absent and when the school has important information to share with all parents. It is the parent's responsibility to notify the front office of any changes in phone numbers.

Fighting/Bullying/Teasing: These will not be permitted. They are strictly forbidden. If a child hits, bullies, or teases another child, it is to be reported to the teacher immediately. Penalties for fighting will be administered according to HISD Code of Student Conduct and dealt with severely.

Hall Regulations: Students must have a pass to leave the classroom during the school day. Any

teacher, the principal or members of the office staff may request to see the hall pass of any student not in the classroom during school time. Because of the safety factor, **everyone will walk (not run) in the halls**. Any teacher or staff member may make this request of students. To avoid congestion, everyone will keep to the right when moving through the halls.

Items Not Allowed at School

- **NO** toys, pocket knives, radios, liquid paper, laser pointers permanent markers, or other distracting objects are allowed at school. If any of these items are brought to school, they will be confiscated and the student and the item will be sent to the office. A parent must claim all allowable confiscated items within 10 days; they will **not be** returned to students. All other items will be submitted to the HISD police department.
- Since dentists tell us that constant gum chewing and eating of candy promotes tooth decay, and because wrappers and gum on floors and furniture have presented a problem, we find it necessary to have a **NO CANDY or GUM** regulation. (An exception is made during state testing.)
- **No** glass-bottled drinks are allowed.

Field Trips: Field trips are encouraged. The teacher makes arrangements with the approval of the principal. For some field trips, the pupils share bus costs. A parent **must sign** a permission slip for his child to go on the trip. The school will provide an HISD approved permission slip. **PERMISSION SLIPS MUST BE RETURNED BY THE DEADLINE DATE ON THE FORM**. Students with a **P or U** average in conduct **may require that a parent accompany the child on the field trip**.

Chaperones: Parents are frequently asked to be chaperones on field trips. Due to liability considerations, children not enrolled in Rodriguez Elementary School are **NOT** allowed on these trips. Parents must also be registered as a Volunteer in Public Schools in order to chaperone a trip. VIPS registration **requires a background check**. Parents who do not have a criminal background check **will not** be allowed to participate in extracurricular school events. We encourage parents to submit a criminal background application at the beginning of the school year via the HISD website. It takes HISD approximately 4 – 6 weeks to process applications. Please contact the Parent Center for more information.

Visitors: To maintain a safe environment for students and staff, all visitors must sign in with the Front Office.

- All parents and visitors are required to report first to the office for a visitor's pass by presenting valid photo identification.
- Teachers may conduct conferences with parents during their planning period. Parents requesting conferences with teachers may make an appointment by writing a note to the teacher or e-mailing the teacher. Please allow 24 hours for a response.
- **Visitor passes will not be issued while students are being dismissed.**

Visitors in the Cafeteria: Classrooms will be assigned lunchroom seating. Students must adhere to the posted Cafeteria Rules at all times. Students are expected to practice independent eating habits as well as socialization with their peers. Weather permitting, parents are invited to eat lunch with their children on Fridays. Parents should check in with the Front Office and receive a pass for the cafeteria for 30 minutes. Students should be picked up at the cafeteria door and escorted by the parent to the picnic tables by the Parent Center. **Please note:** Passes will not be issued during inclement weather.

ATTENDANCE

Absences: Absences will be marked as **unexcused by the teacher**. The administration and attendance office is responsible for marking absences as excused. Acceptable excuses for absences are:

- personal illness,
- catastrophic illness or death in the family,
- medical or dental appointments,
- quarantine,
- weather or road conditions making travel dangerous, and
- emergencies.

Any other or unusual circumstances must be approved by the principal. **Any absence before or after a District scheduled holiday will be excused only with a medical excuse from a physician.**

Students who have been absent must bring either an excuse note from the physician or a **written** excuse from the parent/guardian **to the attendance office within three (3) school days** after the date of the absence. Parents should include the following information on notes regarding absences:

1. Name of student
2. Teacher's name
3. Date of absence
4. Acceptable excuse (personal illness, catastrophic illness or death in the family, medical or dental appointments, quarantine, weather or road conditions making travel dangerous, and emergencies Any other or unusual circumstances must be approved by the principal.)
5. Parent name and contact phone number

If a student does not bring a written excuse for an absence to the attendance office, it is considered an unexcused absence. At the teacher's discretion, work from unexcused absences may or may not be made up. The school shall attempt to notify the parent/guardian when a student has four (4) consecutive absences. Any absence may be investigated by the attendance officer assigned to the school. **Please note: The principal may request a doctor's note for absences on students whose attendance is affecting their school performance.**

Tardies: A student is marked tardy after the morning bell rings. When students are tardy they miss important instructional time needed to begin the school day. Occasionally traffic, weather, or oversleeping may cause a student to be tardy. However, tardiness is a discipline issue and persistent tardiness will not be allowed.

1. The teacher or principal designee will record tardies on the student's daily attendance.
2. For every 10 tardies the student will be assigned to detention for the following Wednesday from 1:25 p.m. to 3:25 p.m.
3. A discipline form will be sent home for the parent's signature and should be returned the following day.

Attendance Law: Compulsory School Attendance Laws to Parents or to Persons Standing in Parental Relation to Children: **It is the parent's duty** to monitor the student's school attendance, require the student to attend school, and request a conference with a school official to discuss the absences.

State Law TEC §25.095 requires a school to notify a student's parent or legal guardian if the student is absent from school **three days** or **parts of days in a four-week period**, without parental consent, or is absent without an excuse for **ten or more days in a six-month period**:

- (a) the student's parent or legal guardian is subject to prosecution under Section 25.093; and
- (b) the student is subject to prosecution under Section 25.094.

Section 25.0951 states that if a student fails to attend school without an excuse on ten or more days or parts of days in a six-month period in the same school year, a school district **shall**:

1. file a complaint against the student's parent, or both, in a justice or municipal court for an offense under Section 25.093 or 25.094 **or**
2. refer the student to a juvenile court for conduct indicating a need for supervision under Section 51.03(b) (2), Family Code.

BUS TRANSPORTATION

HISD Transportation: Disabled students are eligible for HISD bus transportation upon recommendation of the ARD Committee. These students must adhere to the Bus Safety Rules at all times.

Private Bus Transportation: Parents may arrange for transportation with private buses providing service to Rodriguez Elementary School. Students must adhere to the Bus Safety Rules at all times. Parents should notify the teacher of any changes in bus status. Contact the front office for private bus information.

Bus Safety

- Students must remain seated at all times, waiting for the bus driver to dismiss them from their seats. They should **never** stand while the bus is in motion.
- Students must refrain from talking loudly. Each student should speak in a soft tone in order for the driver to transport them safely.
- Students must not eat or drink anything while on the bus.
- Students must not hang their head or arms out bus windows.
- Students should board and depart the bus at designated spots quietly.
- Students should use appropriate language.

CAFETERIA AND LUNCH

Students are provided a 30-minute lunch period. The teacher will deliver the students to the cafeteria at their designated time and the students will line up in single file to go through the serving line. Students will only be allowed to go through the lunch line once. They need to make sure they get everything they need – food items, condiments, utensils, napkins, snacks, etc. Late sack lunches should be brought to the office and have the student's name and room number on the lunch bag or lunchbox. The front office staff will call the classroom to notify the student their lunch is waiting for them in the front office. These students should stop in the office on their way to the cafeteria to pick up their lunch.

Cafeteria Safety and Rules

- Walk quietly in the cafeteria.
- Keep your hands and feet to yourself.
- Talk quietly in the cafeteria.
- Raise your hand for help.
- Stay in your seat until an adult tells you to get up.
- No food sharing.
- Clean up your area and dispose their trays appropriately.
- No food may be taken from the cafeteria unless it is in a sealed, unopened package.

Lunch Cards: Students are responsible for their lunch cards. The lunch cards should not be bent, folded, or torn. Any student without lunch money will be provided an alternate lunch.

Lunch Applications: As a Title I school, all parents are required to complete a lunch application. Families with more than one child should only complete one (1) application and list all children. Parents may apply online by registering at www.mealsense.org/HISD to the front office. Applications should be returned promptly as students must pay for lunch until their application is approved. The parent is responsible for completing the lunch application in a timely manner. The Food Services Department will communicate with the parents regarding lunch status. Students must pay for their lunch until application is approved. All outstanding balances must be paid prior to the end of the school year.

CODE OF STUDENT CONDUCT

The Houston Independent School District (HISD) has established as one of its primary goals the provision of a high-quality educational program for each student in a safe school environment free of disruptions that interfere with the educational process. The purpose of the *Code of Student Conduct* is to inform all students and parents of HISD's expectations regarding behavior and conduct. The *Code*, reviewed and approved by the HISD Board of Education, is based on the policies of the Board of Education and Administrative Regulations. Administrative Regulations communicate district administrative procedures and practices.

The *Code* was developed to protect the rights of all students by:

- providing a district wide discipline management plan.
- specifying the behavior that is expected of all students.
- describing the broad range of student misconduct and providing appropriate disciplinary consequences or options for the various kinds of misconduct.
- outlining student rights relating to school.

Students and parents are expected to become familiar with the provisions of the district wide *Code of Student Conduct* and the rules and regulations adopted and implemented by their individual schools based upon their School-Based Discipline Management System. Students are also expected to abide by the policies set forth in the *Code* so that they can truly get the most out of their years in school.

Copies of the HISD Code of Student Conduct are distributed to each student each school year. The student and parent/guardian must sign the Student and Parent Acknowledgement, which is included in Code of Student Conduct, and return it to the homeroom teacher.

Detention Policy and Procedures: The Houston Independent School District has established as one of its primary goals, the provision of a high-quality educational program for each student in a safe environment free of disruptions that interfere with an orderly educational process. In response to this belief, Rodriguez Elementary has instituted an After School Detention Program.

The following procedures for assigning detention are as follows:

- Detention will be held on Wednesday afternoon from 1:25 p.m. – 3:25 p.m.
- Students serving detention must report to their detention assignment no later than 1:25 p.m.
- Parents will be notified of the detention assignment and date in writing.
- Students serving detention will be released from the front office at 3:25 p.m.
- Students will not be allowed to walk home from detentions without written consent from the parent.
- Only those serving detention will be allowed in the detention classroom.
- Students in grades 2 – 5 will submit a reflection report at the end of each detention assignment.

Vandalism, Destruction of School Property, and Graffiti: Destruction and defacing (graffiti) of school property is a Level IV offense in the Student Code of Conduct and is punishable by removal of student into a DAEP-district alternative education program. We take serious measures to protect our property and prevent this conduct. Report any suspicious problems directly to the principal or assistant principal.

COMMUNICATION

Announcements: Announcements and school pledge to the American and Texas flags are made each morning by students on Satellite 4 channel as soon as the school bell rings.

E-Mail: Parents will receive a call from the automated call-out system every day that a student is marked absent and when the school has important information to share with all parents. It is the parent's responsibility to notify the front office of any changes in phone numbers. **Please update your e-mail with the front office if you would like to receive messages via e-mail.**

Fund Raising: The PTO and school sponsor fundraisers during the school year. Proceeds will be used to support and reward student learning. Parent permission is required to participate in fundraisers and parents are responsible for returning all monies collected from the fundraiser.

Messages for Students: Parents are encouraged to make transportation and after-school plans before students leave for school. Only **emergency messages** can be relayed to students. Any changes in transportation arrangements should be made in writing to the teacher one day prior to the occurrence.

New Court Notification Law: There is a new law requiring county and municipal authorities to notify school districts when certain known sex offenders intend to reside within the school district. Copies of these notifications are kept in the front office and in the Parent Center. You may come by the office during regular school hours to review any notices. You may also review the school's file of all notices, which are received and maintained by the school. The information contained in the notices is the **only** information about the sex offenders known by the Houston Independent School District. For further information, you may contact the law enforcement authorities named in the notice.

Notices to Parents: Wednesday is school-wide communication day. The school sends notes, memos, calendars, newsletters, lunch menus, etc., home with students. It is recommended that you ask your child frequently about any notes they may have from school. Additionally, the administration also makes school-wide phone calls throughout the week as needed. In addition to school communication, teachers will send home flyers, graded papers, conduct information, etc. Please take time to review this important information. Sign any needed items and return to your child's teacher. **Please read all correspondence sent home so that you can stay informed.**

Parties and Celebrations: Parents may bring cookies or cupcakes to acknowledge birthdays (no birthday cakes please). These treats must be served after lunch or during recess. These foods cannot be served in the cafeteria during the regular lunch period. Please be sure to include enough of the same treats for **all** members of the class. Party items should be dropped off in the front office and students will be called to pick them up. Please coordinate this with the classroom teacher. No balloons, flowers, etc. may be delivered to students in classrooms on special occasions. Such deliveries would be very disruptive to the learning environment.

Problems: If you have a problem concerning your child and/or school, please contact his/her teacher first. If the problem is not resolved, then please request an administrator's assistance.

Telephone: Students shall use the school phone **ONLY** in emergencies.

COMPUTER USE

Rodriguez Elementary School is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the school approved Internet sites, all students must obtain parental permission. If a parent prefers that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing. Students who enter non-approved Internet site will lose Internet privileges for at least the remainder of that school year. See the *Code of Conduct* for more details.

HISD Guidelines: The Houston Independent School District (HISD) strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may

find ways to access other materials. We believe that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to deny electronic services to their student by submitting an "opt-out" form to the school's principal. All HISD students are granted access to all electronic services available. If a parent does not want their child to have access to electronic services, they should complete and submit the opt-out form and access will be denied. Copies of this form may be obtained by request from the Technology Teacher.

Acceptable Actions: HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language shall be used to communicate nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Unacceptable Actions: Improper use of electronic services provided by HISD is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled "Penalties for Improper Use," the HISD Code of Student Conduct addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of HISD's default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking", use anonymous e-mail sites, spread viruses, initiate spam, or attempt to access inappropriate material.

Penalties for Improper Use: The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of HISD technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorizes.



DRESS CODE

Students are expected to wear the school uniform every day and keep themselves well groomed at all times. The school uniform consists of blue, khaki, or denim bottoms and red, white, or blue polo tops or a Sylvan Rodriguez t-shirt. On occasion, students will be given the opportunity for “Free Dress” and should dress according to the Dress Code Guidelines. No form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance will be permitted. Students must follow the following Dress Code Guidelines at all times:

Dress Code Guidelines

- Shirts should be tucked in at all times.
- Sweaters, jackets, hoodies, etc., should not be worn tied around the waist.
- Students may wear knee-length shorts. **Biking shorts are NOT permitted.**
- Halter tops, tube tops, tank tops, crop tops, mesh shirts, undershirts, torn shirts/pants or other similar items of clothing **may not be worn.** Jerseys must be worn with a t-shirt underneath. All shirts and tops must be long enough to cover the stomach area at all times.
- Overall straps must be securely fastened on the wearer’s shoulders.
- Shorts and pants are to be worn at the waist.
- Fabric belts are not permitted.
- Girls may wear earrings which are posts/studs or short dangling. For safety reasons, hoop earrings are not allowed.
- Due to their destructive nature, no metal cleats, taps or “heelys” will be permitted on boots or shoes.
- Any clothing displaying profanity, alcohol, negativism, drugs, or cigarettes is not allowed.
- No clogs, flip-flops, sandals, high heels or **any** shoes without backs or straps will be permitted for safety reasons. Students should wear sneakers or other closed-toe shoes.
- Socks or stockings should be worn with shoes at all times.

Changes of Clothes: Students in Pre-K and Kinder should bring an extra change of clothes in case their clothes become soiled. The school will not have extra clothes on hand

Backpacks: Backpacks are allowed in grades PK – 5. Rolling backpacks are a safety hazard and are not permitted.

ELECTRONIC DEVICES ON CAMPUS

Parents should not allow their children to bring electronic devices such as iPods, iPads, iTouches, cell phones, cameras or game players to the school campus. Rodriguez Elementary will not be responsible or liable for any damaged or lost property. If a parent decides to allow a student to carry or use device on campus or on field trips, it is at the parent’s sole discretion. As we have always done, we will attempt to accommodate the needs of your child when a phone call is necessary or if there is a family emergency and you need to contact your child here at school. Students will not be allowed to use electronic devices during the instructional day and, if necessary, the device will be confiscated and held until the parent is able to pick it up from any school administrator and pay a fine of \$20. In order to ensure test security, it will not be permissible to bring any electronic device to campus during state tests. Please refer to the HISD **Student Code of Conduct Level II Acts of Misconduct.**

FOOD SERVICES/ NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM

The parent is responsible for completing the lunch application in a timely manner. The Food Services Department will communicate with the parents regarding lunch status. Students must pay for their lunch until application is approved. All outstanding balances must be paid prior to the end of the school year.

The student's report card will be held in the principal's office until the student's account is clear in the cafeteria.

HISD FOOD SERVICES PRICE LIST (Subject to Change)

National School Breakfast Program – ALL	
All Student Breakfast	FREE
National School Lunch Program – ELEMENTARY	
Free Lunch	0.00
Reduced Lunch	.40
Paid Lunch	2.25
Adult Lunch	3.00
Individual Lunch Entree	1.75
Individual Lunch Side (<i>except fresh fruit</i>)	.75

For more information, contact the Food Service Department at 713/491-5700.

ACADEMICS, REPORT CARDS AND GRADING

Report Cards: Students will receive report cards at the end of each grading period. Parent/Teacher conferences are held at the end of each grading cycle. It is the parent's responsibility to pick up the report card on the designated day. The academic grades will reflect the class work, homework, projects, and tests done for that period. In grades 1-5, grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

- 90-100 Excellent quality of work - thorough mastery of subject matter.
- 80- 90 Good quality of work - above average with consistent effort.
- 70-79 Satisfactory quality of work, average achievement.
- Below 70 Unsatisfactory quality of work - poor work, failing.

Conduct will be marked with one of four letter grades to be interpreted as follows:

- E Excellent quality of behavior - totally self-disciplined.
- S Satisfactory quality of behavior - cooperates readily.
- P Poor quality of behavior - below average.
- U Unsatisfactory quality of behavior - needs improvement.

Curriculum: Teachers at Sylvan Rodriguez Elementary follow the curriculum outlined by the Texas Education Agency (TEA) and Houston Independent School District (HISD). Information on curriculum can be found on the HISD website www.houstonisd.org under the Curriculum Department. In addition, teachers utilize the International Baccalaureate (IB) curriculum to enrich classroom lessons.

Homework: Homework is assigned to reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom. It is assigned at the teacher's discretion and is based on student needs. Homework should be completed within a reasonable period of time. In addition to homework, all students are encouraged to **read to or with someone every day.**

Suggested Minimum Time

- Pre-K and Kindergarten.....15 minutes
- 1st & 2nd grades.....30 minutes
- 3rd & 4th grades.....45 minutes
- 5th grade.....1 hour

Honor Roll: Rodriguez Elementary School has two honor rolls. Both honor rolls are recognized during the awards ceremony at the end of each grading period.

- Principal's Honor Roll - all A's with E's or S's conduct average, and

- Regular Honor Roll - One B with the remainder of the grades A's with E's or S's conduct average.

Library: Students in grades K-5 may check out books weekly. Students may take books home at the teacher's discretion. Students must adhere to the Library Rules and Guidelines at all times and will be required to pay for lost or damaged library books.

Library Fees: Students will be required to pay for lost or damaged library books. If a student has an overdue book, he/she is not allowed to check out another until that one is returned or paid for. All outstanding balances must be paid prior to the end of the school year. The student's report card will be held in the principal's office until the student's account is clear in the library or until the parent has a conference with the principal.

Physical Education: All students are required to take physical education. A doctor's written statement is required for excusing anyone from physical education on a permanent basis. The parent may request through the principal that the student be excused on a temporary basis. Students should wear clothing that allows effective participation in physical education classes. Shorts are permitted and students **must wear tennis shoes**. No physical education classes (or outside activities) will be conducted during air stagnation alerts. P.E. can be taught by the P.E. teacher or classroom teacher.

Progress Notes: Notice of Progress will be sent to parents of students who are making unsatisfactory progress during the fourth (4th) week of each grading period. The parent should sign and return the form to acknowledge receipt of report.

Promotion: At the time of this printing, the following promotion standards have been approved by the HISD school board:

- **Grades 1 – 5 Course Grades:** State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies.
- **Grades 1 – 2 High Frequency Word Test:** Passing score.
- **Grades 1 – 5** All attendance requirements included in the Attendance Policy as approved by the HISD Board of Education.
- **Grades 3 – 5 STAAR:** Student meets passing standard in Reading and Mathematics.

If a student fails to meet these performance measures, teachers or other specialists will immediately intervene. At the end of the school year, if the student does not meet standards, he or she will be retained and have to attend summer school. Promotion will be determined by student performance at the end of summer school.

Textbooks: All basic texts and workbooks are loaned to students for their use during the school year. Textbooks handled carefully. Students should not write in textbooks. Students will be required to pay for lost or damaged textbooks.

Tutorials: After school or Saturday tutorial classes may be provided for some students according to guidelines mandated by HISD and school fund availability. Transportation is not provided. Parents must make arrangements to pick up their child from tutorials on time.



HEALTH AND MEDICAL SERVICES

Immunizations: All students should be up to date with their immunizations in order to be enrolled at school. Please visit this website for 2011-2012 Texas Minimum State Vaccine Requirements for Students Grades K-12.

<http://www.dshs.state.tx.us/immunize/docs/6-105a.pdf>

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Medication Administration: The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind. That includes aspirin, similar preparations, or any other drugs. Students on short term medication or over the counter (OTC) medication will NOT be given medicine at school. Those medicines need to be given by the parents before or after school. Nurses and other school personnel, however, can give prescribed medication during school hours under the following restrictions. Pupils who are non-contagious, on long-term medication, or preventive medication, or for a prolonged period on medication that cannot under any arrangement be administered other than during school hours may take medication in school. The physician's statement must be accompanied by written permission of a least one parent. **If your child needs to take medication during the school day, contact the school nurse.**

Medications administered at school: The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind, which includes aspirin, similar preparations, or any other drugs without a physician written directive. The doctor's statement must be accompanied by written permission of at least one parent. The physician's form is available in the clinic or in the office. **You completed a medical information sheet when you first enrolled your child in school. Please update this information if there are changes in your child's health.**

Clinic Rules: Students will be referred to the Clinic by their teacher. In the clinic a basic health assessment will be done and the necessary first-aid will be administered. The parent will be contacted if a student is sick (fever), contagious, or needs medical attention. **It is very important that the school has accurate emergency phone numbers in case of an emergency. Please keep this information up-to-date.** Our primary concern is the health of our students. A sick student must be excluded from school so that the illness does not spread to others. Please support the school in promoting and maintaining a healthy environment. **Students who are running a fever must be fever free for 24 hours before returning to school.**

Wet pants/ Soiled clothes: *All PK and Kinder teachers should secure and maintain 1 or 2 sets of extra clothing in their classrooms that can be used in the case of an emergency (do not have to be uniforms).* These students should change out of their own wet clothing in their classroom bathrooms with assistance from teacher. Young children with soiled clothes should bring their extra clothes to the clinic where they will be assisted with changing. Teacher should contact parent about the "accident" and ask for additional clothes.

If extra clothes are not available and a wait time is necessary, students may wait in the clinic for the parent to bring a change of clothes. Children in general education setting, if necessary, may be assisted by their parent at that time.

Lice: Students will be excluded from school if they have an active case of lice. We encourage students

not to share coats, hats, combs, brushes, or other hair accessories. Students do not need to miss any school – shampoo hair with OTC medicated shampoo, comb nits out & send to school the next day. Repeat the process in 10 days to make sure all the lice and nits are out for good.

Screenings: A vision, hearing, and acanthosis nigricans screening will be performed on all students in PreK, K, 1, 3, & 5. All other students will be screened based on referrals from teachers or parents. Any child that does not pass their screening will be sent home with a note and referral form.

Forms: A “Health Inventory” and “Severe Allergy” form must be completed upon enrollment of a student. It is very important to update this information if there are any changes in your child’s health.

Helpful Tips

- **Fevers** – Any child who has a temperature of 100 degrees or greater should remain at home until normal temperature has been maintained for 24 hours without medication.
- **Colds & Coughs & Flu** – The difference between a cold & the flu is a fever. They are all Upper Respiratory Infections (URI) & usually viral. All URIs are contagious but they are so common we do not exclude from school if they do not have a fever. We encourage hand washing & sneezing or coughing into your elbow or shoulder.
- **Conjunctivitis (Pink Eye)** – Pink eye can be viral, allergic, or bacterial. If it is bacterial it is contagious & must be medically treated. I suspect bacterial when only one eye is red with crust or discharge. Anytime there is pain with red eyes I suspect bacterial infections.
- **Gastrointestinal Upsets** – Diarrhea &/or vomiting are tricky ones because sometimes children have diarrhea or throw up once & then they are perfectly fine. Children need to stay home if they vomit or have diarrhea more than once or they cannot eat or perform at school. If they are having both, they will need to stay home until it passes.
- **Skin Problems** – Skin problems are such a part of childhood. If it looks like it might be contagious, take your child to the doctor.

LOST AND FOUND

- Eyeglasses found should be turned in to the nurse’s office.
- Clothing is turned in to the Parent Center located in the back of the school. Any items left are donated at various times during the year. Please mark your children’s shoes and clothing with indelible markers.
- Money found should be turned in to the principal’s office.

PARENT ORGANIZATIONS

PTO: The Rodriguez Elementary PTO is open to all parents. The membership fee is \$5.00 per family. All parents are encouraged to join and be a partner in the school. Regular meetings are held each month and **ALL** parents are invited to attend.

VIPS (Volunteers in Public Schools): Parents are encouraged and welcomed to volunteer at school. Field trips, lunchroom, clinic, science labs, front office, physical education, library and classrooms are just some of the areas in need of volunteers. Criminal background checks will be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours. All volunteers must participate in a Volunteer Criminal Background check by completing the Volunteer Access to Police Records application via the HISD website. The background check is conducted by HISD Human Resources Department and takes 4 – 6 weeks to process. Criminal background checks are required every school year. See Leda Fuentes in the Parent Center

for information about PTO and volunteers.

RESTROOM BREAKS

Restroom breaks will be scheduled throughout the day and will be taken as a whole class under the supervision of the teacher. **Students will not be allowed to use the restroom by themselves.** If a student must use the restroom during the day he/she must go with a “RESTROOM PASS”, a reliable student escort and must return in 5 minutes or less time. We need everyone’s help in keeping our students safe and school building clean.

SHARED DECISION-MAKING COMMITTEE

As part of the Site-Based Management Model mandated by the state and HISD, Rodriguez Elementary developed an SDM Committee. The committee is composed of the principal and:

- 6 - classroom teachers nominated and elected by classroom teachers
- 3 - school-based professional staff members nominated and elected by classroom teachers and school-based professional staff
- 1 - paraprofessional staff member nominated and elected by paraprofessional staff
- 3 - parents elected by the parents
- 2 - community and/or business representatives selected by the principal).

The maximum number of committee members is 12 and the ratio of faculty to school/community volunteers is two thirds faculty to one-third school/community. Rodriguez Elementary’s SDMC generally meets the third Wednesday of each month at 2:30. All meetings are open to the public. See school website for updated meeting schedule.

SPECIAL EVENTS

- **Assembly Programs** – Various programs and activities will be presented throughout the year for the benefit of students, parents, and teachers. Students, visitors, and parents will be expected to show courtesy to those speaking or appearing on the program by being attentive and not talking. Appreciation may be shown by applause; no whistling or any other noise is permitted.
- **Awards Day** - Awards are presented to students for: Honor Roll, Perfect Attendance, I.B. Attitudes, Student Council, Name That Book Club, and for other special achievements.
- **Field Day** - Each spring there has been a Field Day or similar event. Students compete on their grade level in activities such as sack races, balloon races, relays and other competitive sports.

STUDENT COUNCIL

The Sylvan Rodriguez Student Council (SRSC) is composed of 2 elected representatives from each 3rd-5th grade class (one representative and one alternate). These students help the school with special projects like weekly recycling and offer leadership to their class by bringing information to and from their class.

VALUABLES

Large amounts of money and other valuables **should not** be brought to school. If absolutely necessary, money or valuables should be checked in with the teacher until needed. The school will not be responsible for any lost valuables including money.

