



**Samuel Walker Houston Elementary**

# **Parent Handbook**

**2017-2018**



**“The KEY to Succeed Begins with Me!”**

## ATTENDANCE

**School Hours & Arrival Procedures:** The school day is from 7:55 A.M. until 3:30 P.M. for students in grades Kinder through fourth. Students will be admitted to the school no earlier than 7:15 A.M. HISD staff members who have students attending school at SWHE may be dropped off at 7:00 A.M. at the cafeteria doors. For the safety of students, parents are asked to not leave students unattended on school grounds before this time. Students are to be dropped off in the parent drop-off line or in the front foyer area. Staff is on duty during breakfast and will assist students as needed (escorting to the classrooms, assistance in the classrooms, etc.). **After the first week of school, parents will not be permitted to escort student to class.** At 7:30 A.M., all students report to homerooms for breakfast, where the teacher will be on duty to supervise until classes begin at 7:55 A.M. **Students are tardy after 7:55 A.M.**

**Absences:** Daily school attendance is required by law. Attendance is taken every day at 9:30. **For each day a student is absent, a written note (signed by the parent or doctor) stating the reason for the absence MUST be given to the office when the student returns to school.** Please provide a doctor's note within 3 days of a child's visit to a physician or 3 consecutive days of illness. Students who have been absent are responsible for completing missed work. If a student will be out for several days due to an illness, parents are to request work to be sent home. The request must be made by 2:00 PM for pick-up the following day. Please do not expect same day service as our teachers are working with their students and will have to get the work together after school is over for the day. When students accumulate 3 or more unexcused absences and tardies in a four week period, the district will send an official warning letter. **The parents of students with excessive absences and/or tardies will be reported to the court system.** Students with excessive absences may be required to attend after school detention.

**Tardies:** A child is considered tardy if they are not in the classroom by 7:55. Students who arrive late to school miss valuable instructional time and disrupt the learning of others. **If you are dropping your child off and realize your child will be tardy, you need to PARK and SIGN YOUR CHILD IN.** Children who are tardy must report to the office to receive a pass for admission into class. A parent conference may be requested for students with five or more tardies in a grading period.

**Early Student Pick-up:** Because every minute of instructional time is valuable, parents are discouraged from picking their students up early. We want to discourage you from picking your child up between 3:00 P.M. and 3:30 P.M. If you must pick your child up during this time period, please understand it may take more time than usual due to students attending assemblies, lab activities, etc.

**Student Release:** Any time you need to pick up your child from school **other than the regular dismissal time at 3:30**, you will be required to come into the office. When you come into the office, you will need to present your picture identification (state issued ID). You will be asked to wait in the office area and your child will be called down from their class. Visitors will not be permitted into the classroom areas at this time. **Students will be released during the school day only to persons listed on the emergency card.** Parents are responsible for updating the list of persons authorized to pick up students and are encouraged to list anyone that might be sent to pick up your child. Changes in student release will only be taken in writing or fax. They will not be taken over the phone as we cannot verify your identity over the phone. Thank you for your understanding with this policy. This is for your child's safety.

**Dismissal Procedures:** Dismissal procedures are designed to make after school dismissal as **safe and speedy** as possible. **Dismissal begins at 3:30 PM for all grades. Students who will be picked up will wait in the designated locations inside the campus. Car Riders/Walkers in grades K – 4 are dismissed in the front of the building. Bus riders are dismissed in the rear/side of the building, near the cafeteria.**

If you plan to pick up your child every day at dismissal, you are requested to get in the car rider line in the front parking lot forming **two** single-line lanes and remain in your car. **Please do not leave your car parked and unattended in the car rider lanes.** Students must be escorted by a SWHE staff member and will not be allowed to cross the parking lot or pickup lanes without an escort.

Parents and guardians will be provided with a red card where your child's name can be written. Please place this card in your windshield so we can easily see the child's name and we will bring the child to you. If your child rides a bus, the buses will be lined up at the rear exit of the building and they will be dismissed from there. If you need to change the way your child will be going home, please let the office know in writing (by fax with a copy of your driver's license) of this change before **2:30 P.M.** In order for there to be no confusion

regarding a change in your children's dismissal, it is best to provide your child's teacher a note showing the change. Students who walk home will be expected to follow staff & Safety Patrol directions as they leave the campus. **All students are expected to be off the school grounds when supervision ends at 4:00 P.M.**

**After School Childcare – YMCA** - After school child care is provided by YMCA. If you choose to use this service, you will need to register your child with this organization. Registration for YMCA can be obtained in the school office; however, they handle all their own paperwork and have their own set of policies and procedures. Please contact them for additional information, fees, etc.

### **STUDENT RECORDS**

The parent or guardian who registers a student may withdraw the student from school by coming to the office during regular office hours. A withdrawal form will be issued once the student has returned all textbooks and library books. Our school will provide non-custodial parents access to academic records unless a court order to the contrary is on file. It is the responsibility of the custodial parent to provide a copy of any such order to the school. No withdrawals will be taken over the phone.

### **PARENT PROGRAMS & VOLUNTEERS**

In order to volunteer in any capacity at school, parents, guardians and volunteers are required by the district to pass a background check prior to volunteering in **any** capacity (including fieldtrips, class parties, etc.). We want to do everything we can to ensure that all our students are protected and safe at all times.

#### **Campus Site-Based Decision Making Committee** –

The SBDM committee involves parents, staff and community members concerned with school improvement. This committee serves in an advisory capacity to the school principal with various issues such as school budgeting, staff development and campus planning. Parents and staff are nominated at the beginning of each school year. The committee meets a minimum of three times annually.

**SWHE BOOSTER CLUB** – The Booster Club is an organization dedicated to parents and teachers working together to improve the school. The Booster Club meets monthly to discuss topics of interest and to organize special events for the campus. Elections will be held in the first months of school.

**Volunteers, Tutors, and Mentors** – Volunteers are always welcome at our school. Volunteers are needed to assist in classrooms, the library, to tutor students or to work in the teacher workroom. Mentors are needed to spend time with students and serve as role models. Contact the school counselor at 936-435-6750, if you are interested in supporting our school in any of these ways.

**Parent and/or sibling Visitation** – Parents are encouraged to visit the school throughout the school year.

**PARENTS ARE REQUIRED TO SIGN-IN AT THE OFFICE AREA AND GET A VISITORS BADGE PRIOR TO GOING TO THE CLASSROOM AREAS. TEACHERS CANNOT STOP INSTRUCTION FOR “POP-IN” VISITS WITH PARENTS.**

- **Parent Conferences** – Making an appointment with the teacher at least one day in advance is not only a courtesy, but also enables you to schedule the visit for maximum benefit.
- **Classroom visits** – Parents may visit their child's classroom. Scheduling your visit at least a day in advance is a courtesy to the teacher and it ensures that students won't be taking a test or at an assembly when you want to visit. When visiting your child's classroom, we ask that you limit your visit to **30 minutes**. Guests are asked not to be on a cell phone and are not permitted to take photos or video footage while observing. To limit distractions and disruptions to the learning environment, younger siblings may not be in attendance during the classroom visit. Please speak to a campus administrator to schedule a classroom visit.
- **Parents Volunteering at School** – We want to encourage parents to support the learning environment of our school by assisting in the library, working in the workroom, or chaperoning field trips. Younger siblings should remain at home during these occasions. The teacher workroom contains laminators, cutting boards and other equipment that could cause injury to a small child.
- **Sibling visits** – There are certain times and events when it is appropriate for younger siblings to accompany a parents to school. These times include:
  - ✓ Grade level plays, programs, school wide events, etc. where a parent isn't volunteering.

- ✓ Special class events or celebrations (with teacher approval)
  - ✓ Awards Ceremonies
  - ✓ Lunch with parent and older sibling
- **Lunch with your child** – You are welcome to come join your child for lunch at school. When having lunch with your child, please **do not** bring any food for any other child except your own. Today, many children have food allergies and the school is prepared for that, but we cannot allow others to bring food for their child’s friends even though it is a generous and thoughtful thing to do.
  - **Birthday Celebrations** – It is acceptable to bring cupcakes or cookies on your child’s birthday. Please remember the food needs to be store bought and in packaging. Please bring this into the school office and we will deliver it to the classroom. We cannot allow birthday parties at school. Children may enjoy the sweets after they have eaten their lunch at school, at an afternoon recess or just prior to going home at the end of the day (last 15 min). Please do not bring large arrangements of balloons or flowers to be delivered to your child at school. They will not be taken into the classroom. If you are planning to have a birthday party for your child at your home, you need to send invitations through the mail. We will not pass out invitations at school in order to avoid hurt feelings of those who may not be invited **unless** there is an invitation for every student in the classroom.

## **FOOD SERVICES**

**Breakfast** - Breakfast will be served each morning from 7:30 to 7:55 and is **free** to every student. Students are to be dropped off in the parent drop-off line or in the front foyer area. At 7:30 A.M., all students report to homerooms for breakfast, where the teacher will be on duty to supervise until classes begin at 7:55 A.M. Staff is on duty during breakfast and will assist students as needed (escorting to the classrooms, assistance in the classrooms, etc.). After the first week of school, parents will not be permitted to escort student to class.

**Lunch** – Students may bring their lunch from home or may purchase a nutritious lunch from the cafeteria. If you want to purchase an adult lunch when eating with your child, you may do so in the cafeteria line.

**My School Bucks** - You may access your child’s food service account either by going directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

This service allows you to monitor your child’s account and you may use a credit or debit card to add money to your child’s account as needed.

## **HEALTH SERVICES**

**Medications** – Only medications which are necessary for a child to remain in school will be given during school hours. All medication administered must be prescribed by a physician and must be in the original container with directions for administering clearly written on the container. Medication will be administered only as labeled unless accompanied by a physician’s order and a parent request. **Students may not carry medication or self administer medication (including aspirin or Tylenol)** with the possible exception of inhalers. Inhalers may be self-administered, but only with parent and doctor approval forms that are kept on file in the nurse’s office.

**Accident or Illness** – Students who have an accident or become ill during school will be sent to the nurse’s office. The school nurse will examine the student and take the student’s temperature and provide minor treatment as allowable. The student will be returned to class as soon as possible. If the student is too ill to return to class, the parent will be called to pick up the student. Out of concern for the ill student and other students who may be in the office, parents are asked to pick-up their children promptly after being notified.

**Emergencies** – All students must have an emergency care card on file in the office with **current emergency contacts and phone numbers**. In case of serious illness or accident, the parent will be contacted immediately to take charge of the child. If the parent cannot be reached, the child’s physician may be called and the child will be transported by EMS to the nearest hospital.

**Lice** - Students with live lice or nits (eggs) will be sent home for treatment.. Students may return after treatment and will be checked for 5 days following treatment for removal of all nits.

## **STUDENT CONDUCT**

All students are expected to exhibit behavior that shows respect toward their classmates, school property and all school personnel. In the event that your child misbehaves in a manner that does not conform to school rules or disrupts classroom instruction, you will be contacted by phone call or note within 24 hours of the incident. We strongly believe that every student has the right to learn. No misbehavior

should interfere with this. We need and appreciate the support you provide in helping all children learn. Violations of the **Student Code of Conduct** (which is provided at the beginning of every school year to each student) will be addressed by school personnel in accordance with the Huntsville ISD behavior management system.

**Student Search / Seizure:** Student purses and backpacks that are brought to school are subject to reasonable search by a school official (teacher or administrator) when he or she has reasonable cause to believe the student has violated a student code of conduct rule, school rule or law. Similarly, desks are considered school property and may also be searched for missing books, stolen items, spoiled food, etc. Valuable items and those of sentimental value should remain at home as the school is not responsible for the loss or theft of such items.

**Student Property** - ALL TOYS, COLLECTABLES AND ELECTRONIC DEVICES (i.e. I-pods, Gameboys) SHOULD NOT BE BROUGHT TO SCHOOL. If any of the mentioned items are brought to school and interfere with instructional time, they may be taken up and a parent will be required to come to school to pick them up.

**Cell Phones** – If your child must bring a cell phone to school, that the cell phone remain in the OFF position and kept put away (in the backpack) during school hours. If a cell phone is not in the proper place and interferes with instruction, the phone will be taken up and turned over to the school administration and parents will be called.

**Bicycles, scooters & skateboards** – If your child uses one of these items to get to school, they are expected to be left outside and chained up at the bike racks. We strongly encourage the use of helmets with all such modes of transportation.

**Dress Code** – All Huntsville ISD Elementary schools are required to follow the Student Dress Code. Students are expected to follow the Student Dress Code outlined in the Student Code of Conduct.

**Field Trips** – While field trips are a wonderful opportunity for learning, students must adhere to the Student Code of Conduct and a Field Trip Permission Form must be signed by a parent or guardian before the student may participate. The Assistant Principal or the Principal may revoke a student's field trip privileges for inappropriate behavior.

## STUDENT SAFETY

**For security reasons, all visitors must enter the building through the main entrance doors, present a valid ID and sign-in at the office.** All visitors must wear a visitor badge while on campus. HISD uses the Raptor Technologies Safety Check system to manage our visitors and volunteers. This system checks all visitors against a registered sex offender data base. **You will need to relinquish your driver's license or other photo I.D. each time you come on campus.** **NOTE:** The safety check by Raptor does **not** check immigration status.

Visitors will be permitted to visit students in the classroom with teacher/administrator notification. Teachers may begin "classroom community time", tutorial time, etc. at 7:30 A.M. (during breakfast time). Due to confidentiality and safety precautions, parents and guests are asked to please drop off students in the front of the building or foyer area and not walk students to class. Staff will be stationed along each hall to assist students in the mornings. Please know that outside school doors will be locked during the day with the exception of the front entrance door to maintain the security of the building. This will not affect student or adult ability to exit the building in an emergency.

Security cameras have also been installed at various locations inside, outside and around the school to monitor people and events during the day.

Fire, Disaster and Lock-down drills will be conducted periodically throughout the school year and evacuation maps are posted in each area, space and classroom. Crisis Management Plans has been developed and provided to each teacher in the event of an emergency.

**ADULT BATHROOMS** - If you happen to be on campus and need to use the restroom facilities, for safety purposes, we are requesting that you use the adult restrooms only. **There are adult restrooms located in the office area.**

### **Administration Support**

If you have any questions or concerns regarding campus procedures, please contact a campus administrator at (936) 435-6750. You may also reach either the campus Principal, Ms. Royal or the Assistant Principal, Ms. Stoever, at the following email addresses:

[Raroyal@huntsville-isd.org](mailto:Raroyal@huntsville-isd.org)

[Mxstoever@huntsville-isd.org](mailto:Mxstoever@huntsville-isd.org)