

# *HENRY PETERSEN ELEMENTARY SCHOOL*

*14404 Waterloo  
Houston, Texas 77045*

## *STUDENT HANDBOOK 2011 - 2012*



*“At Petersen Elementary, everyone is committed to student success.”*

*Mr. James C. Ferguson, Principal*

*HENRY PETERSEN ELEMENTARY SCHOOL*

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## ***ADMINISTRATORS***

Grade level administrators are assigned as follows:

PK – 2	Mrs. Demetria Beasley
3 through 5	Mr. James. C. Ferguson

## ***ATTENDANCE***

*The HISD Board of Education has established guidelines and policies regarding student attendance. The policies are designed to improve student attendance and achievement.*

*Students who have excessive absences will have an asterisk (\*) after their grades and must be reviewed by the attendance committee in order to be considered for promotion to the next grade level.*

*Attendance is checked each day at 9:30 A.M. Students who become ill at school and are sent home will be counted absent if they arrive in the clinic before 9:30 A.M. Students who have medical appointments are not counted absent if they return to school with a statement from the doctor on the same day.*

*Parents **must** send a note each time that a child returns to school after an absence. In order for an absence to be excused, the written excuse must be turned in to the teacher within three **(3) days**.*

*The note should have the following information:*

- *Date the excuse is written*
- *Child's first and last name*
- *Date of the absence(s)*
- *Reason for the absence*
- *Parent's signature*

*Student absences are considered "excused absences" for the following reasons:*

- *Personal Illness*
- *Sickness or death in the family*
- *Quarantine*
- *Weather or road conditions making travel hazardous (not just rainy or cold)*
- *Participation in school activities with permission of the principal*
- *Emergencies or unusual circumstances recognized by the principal*

*State law provides that if a student is absent from school without parental consent for any portion of the school day for three days in a four-week period or for 10 or more days or parts of days in a six-month period, **the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.***

## ***BIRTHDAY CELEBRATIONS***

*All classroom celebrations must have approval by the grade level administrator. Cupcakes or cake may only be served after lunch is over in the classroom. Please be sure to include the same treats for all members of the class. All treats must be store bought; no homemade foods are allowed. Please do not plan to have a birthday party in the cafeteria or classroom. Arrangements should be made with the child's teacher.*

## **BUSES**

*The Houston Independent School District provides buses for students who live two miles or more from the school to which they are zoned. Students must live in the eligible zone in order to ride the bus. The transportation Department will transport students according to their residential address.*

### *Bus Rules and Procedures:*

*Bus riders should be at their assigned stop ten minutes before the bus is scheduled to arrive.*

- 1. Students should respect the property of others.*
- 2. Students should board and exit the bus in a quiet and orderly manner (no pushing, shoving, shouting, etc.).*
- 3. Students should stay seated and wear seat belts until the bus driver dismisses them.*
- 4. When buses arrive in the morning, students should go to their assigned areas and wait for the teachers.*
- 5. Bus riders are to report to afternoon bus locations and board their bus as a group.*
- 6. If a bus is late in the afternoon, students will wait in the cafeteria where supervision is provided until the bus arrives.*
- 7. Students are to treat drivers with respect and courtesy.*
- 8. No fighting, horseplay, or obscene language will be allowed on buses or at the bus stops or in route to and from the bus stop.*
- 9. Students must stay seated when the bus is in motion.*

*Disciplining of students who do not obey bus rules will be documented by the bus operator and handled in the office and in accordance with HISD Board Policy and the Code of Student Conduct.*

*Misbehavior on the bus or at the bus stop will result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus.*

*Riding the school bus is a privilege. Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus and traveling to and from the bus stop. Misbehavior and rowdiness jeopardizes the safety of all riders and will not be tolerated.*

## **BUS ELIGIBILITY**

*Students must live over two (2) miles from their zoned school in order to be eligible for school bus transportation. The HISD Routing and Scheduling Department establishes all routes and eligible zones. Drivers must run the route and pick up at the locations determined by Routing and Scheduling. Please do not ask drivers to make changes in the route.*

*Eligible bus students must ride the bus route that comes nearest to their residence. Students must ride the same route in the morning and in the afternoon.*

## **CAFETERIA RULES**

*Please familiarize yourself with your child's cafeteria rules. Each child is expected to behave accordingly or disciplinary action will occur.*

- Enter, wait in line, and exit the cafeteria quietly.*
- Move through the serving line only once during lunch.*
- Use good table manners.*
- Eat only your lunch; no exchanging food.*
- Clean up your area and clear tray properly.*
- All opened food is to remain in the cafeteria.*

## **CLASSROOM RULES**

*In addition to the district and school policies, classroom teachers have a set of rules particular to their classes or grade level. Please familiarize yourself with your child's classroom rules.*

## **COMMUNICATIONS DAY**

*Wednesday is Home Communications Day at Petersen Elementary. Students will be issued only one (1) Wednesday folder to carry all notices, calendars, newsletters, and conduct charts home every week. Be sure to look for it and to use it when sending notes to the teacher. Please check your child(ren)'s backpack each Wednesday. There will probably be at least one important note! Sign the conduct chart and all requested papers and return the folder to the teacher on Wednesday. Parents should check every day to monitor homework assignments and special notes.*

## **CONFERENCES**

*Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child's teacher.*

*To arrange for a conference:*

- 1. Make an appointment – call the office at (713) 434-5630 or write a note to the teacher.*
- 2. Plan to come to school and meet with the teacher during their planning time. Teachers can share work samples and clarify assignments.*
- 3. Watch for test papers, progress reports, and behaviors that may signal when conferences are needed.*
- 4. Please do not drop in for just a minute at the beginning or the end of the day. These are especially crucial times when the class needs and deserves the teacher's full attention.*
- 5. Please do not ask to have teachers called out of class for a conference. Instructional time belongs to all of the students.*

## **DISCIPLINE**

*Each school in HISD has a discipline management plan. The plan includes a set of rules and responsibilities for all students. Consequences for misbehavior are outlined in the plan.*

*The Petersen Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well-communicated guidelines.*

*The Petersen staff enlists the participation and support of parents in upholding high standards for students' behavior.*

*The Petersen Discipline Plan includes:*

- Classroom rules*
- Frequent review of expectations and consequences*
- Weekly communication from teacher to parent regarding student behavior*
- Referral to the office for repetitive disruptive or serious infractions*
- Telephone calls to parents*
- Use of the HISD Code of Student Conduct*
- Return of Code of Student Conduct Acknowledgment Form to be placed in permanent folder*

*Corporal punishment will not be used as part of the discipline plan.*

## **DISMISSAL**

Teachers will escort car riders to the front of the school at dismissal and remain with them. Parents of Pre-Kindergarten, Kindergarten, First Grade, and Second Grade students will drive to the entrance at Dalmatian to pick up students along with any older siblings. Parents of students in grades three (3) through five (5) will pick up students at the entrance located on Waterloo. Students will not be allowed to cross the street to get into vehicles. All students and guardians should walk to the crosswalk for safety. Walkers will be escorted to the crossing guards located at the street corners. Students will not be allowed out of the gate without a parent unless they walk home. The side gate and parking lot is used only for bus riders. Do not walk in between buses/vans. Do not walk through the staff parking lot. We do not want for any child to get hit by a vehicle. Please use the sidewalk to approach the building at all entrances.

Establish a definite method of how your child will get home and notify the teacher on the first day of school. If you need to change how your child will get home, send a written note to the teacher or fax it to the main office at 713-434-5630. Telephone messages to teachers for a change in how the child will get home will only be taken in cases of a real emergency. Communicate with the teacher in writing and in a timely manner to ensure that your child gets home safely. Please do not make it a habit to call the front office at dismissal time and request that your child go home in a different manner. A written notice must be delivered to your child's teacher in advance.

## **DRESS GUIDELINES**

Attending school is the most important job our children will ever have and the manner in which our children dress reflects their attitude toward school. The students at Petersen Elementary adhere to the following standard student dress code:

### **Boys**

Navy or khaki pants (blue jeans are acceptable on Fridays with a Petersen spirit shirt)  
White, yellow, or navy blue polo style shirts with no designs (short or long sleeves—solid colors only)  
Belt (no large buckles) (No sagging is allowed.)  
Socks  
Shoes (closed in front and back)  
No hats, do-rags, or sweatbands  
No earrings

### **Girls**

Navy or khaki jumper, skirt, or skorts (hemline must reach the knee – no splits)  
Navy or khaki pants (blue jeans are acceptable on Fridays with a Petersen spirit shirt)  
White, yellow, or navy blue polo shirts (short or long sleeves – solid colors only)  
Belt (no large buckles)  
Socks  
Shoes (closed in front and back– no flip flops)  
No hats, scarves, hair rollers

### **ALL CLOTHING MUST BE WORN WITH SHIRTS TUCKED IN.**

The following non-uniform items are considered acceptable dress for school:

- On days that girls attend P.E. they should wear pants or if they choose to wear a dress – shorts must be worn underneath.
- Earrings worn by girls should be limited to the stud type only to ensure safety.
- No caps or hats allowed inside the building.
- No “warm-ups”

*The following items are among those considered **inappropriate**. The wearing of these or similar items will not be allowed.*

- *Revealing clothing such as bareback, midriff, tank tops, muscle shirts, low cut, spaghetti straps*
- *Leggings*
- *Cosmetics and false fingernails*
- *Earrings worn by boys*
- *Any clothing with holes/tears, large pictures, slogans, large logos, etc.*
- *Bicycle pants/shorts, plastic shorts, compression shorts, gym type shorts.*
- *Oversized garments*

*Any student inappropriately dressed will be asked to correct the infraction if possible and remain at school. If the problem cannot be corrected, the school will contact the parent to bring a change of clothing for the child.*

### **EARLY RELEASE OF STUDENTS**

*A student may be released during school hours only to the person who signed the student's enrollment form or who has legal custody of the student or to a person who has the parent's written permission to have the student released. Any person who is picking up a student early must first present valid identification to the school office and complete an Early Dismissal Request Form. **It is important for students to remain in class and receive instruction.** Please make dental/doctor appointments after school when possible. Once verified, the parent/guardian will sign the student out and wait at the office for the student to be called down. The front office staff member will notify the teacher to dismiss the child to the front office to be released to go home. The student will meet the parent/guardian in the front office to be dismissed. Any emergency pick up must be done between 2:00 and 3:00 p.m.*

### **ELECTRONIC DEVICES**

*Radios, cameras, pagers, iPods, or other electronic devices are not permitted at school. They not only disturb classes and the concentration of others, but they are often lost or stolen. If the parent feels the need for his/her child to have a cell phone at school, the student must have the cell phone turned off. Students may not use cell phones during the instructional day. Students must keep their cell phones in their pockets, backpacks, purses, etc. at school. The teacher/school cannot be held responsible for lost or stolen devices. Refer to the Student Code of Conduct for additional information.*

### **EMERGENCY PROCEDURES**

*It is imperative that all information on each child's enrollment card be complete and kept current. **If phone numbers (home, work, emergency or doctor) change, please notify the school office immediately.***

*Be sure that you have a plan for picking your child up during the day should he/she gets sick at school.*

*Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times.*

*Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. This will not be done for messages that are of routine nature. **Plan ahead!** Your child's instructional time is important.*

### **FIELD TRIPS**

*Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers. For every field trip, permission slips will be sent home by the teacher to be signed and returned. **No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form.** It will be the responsibility of each grade level to plan for a field trip during the school year.*

Money is collected from students to cover the cost of the buses and fees for field trips. Reservations, bus arrangements and prior approval must be attained for all student trips. All money must be turned in to the teacher 10 days before the scheduled field trip. It is necessary for our office to complete these arrangements prior to each trip. Please adhere to the timelines for money collection and return of permission slips to ensure that your child has a reserved space and can participate. **MONEY COLLECTED FOR TRANSPORTATION IS NON REFUNDABLE.**

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom, as reflected on his/her weekly conduct charts and report card, may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may be used as a consequence for specific acts of misconduct. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of this decision by the classroom teacher in advance.

### **FRONT OFFICE STAFF**

Instructional Coordinator – *Demetria Beasley*  
Counselor – *Wendy Neuls*  
Nurse – *Gloria King-Hoff*  
Clerk II – *Cheryl Egan*

Secretary – *Nora Gracia*  
SIMS Clerk – *Rachel Del Toro*  
Textbooks Clerk – *Mariela Gomez*  
Clerk II – *Maribel Pastrana*

### **GRADING**

Students will receive report cards at the end of each 9-week grading period. The academic grades will reflect the class work, projects, and tests done for that period. All 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.
75-79	Satisfactory quality of work, average achievement.
70-74	Below quality of work expected – below 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
P	Poor quality of behavior – below average.
U	Unsatisfactory quality of behavior

The requirements for yearly promotion are as follows:

- Overall average of 70 or above
- An average of 70 or above in reading and language arts
- An average of 70 or above in math
- An average of 70 or above in science or social studies
- Passing standardized tests required by state and district
- MUST MEET ALL PROMOTION STANDARDS** established by HISD and the State of Texas.

Students who have excessive absences will have an \* after their grades and must be reviewed by the attendance committee in order to be placed in the next grade.

### **HOMEWORK**

Homework is an extension of what has been taught in class. All students (grades PK-5) will have homework Monday through Thursday. Work with your child to schedule time each day to complete homework assignments and check to see that homework is done each day. It is important that your child is responsible and completes homework on a daily basis.

The teacher will check the homework daily with the students. If this is not occurring, please see the grade level administrator.

## **HOURS**

School hours are 7:45 A.M. – 2:45 P.M. Monday through Friday. Establish a daily plan for each child so that he or she can arrive at school on time each day.

### **Daily Schedule**

7:45 a.m.	First Bell
8:00 a.m.	Tardy Bell
2:45 p.m.	Dismissal Bell (students)

Students who are not in their classrooms by 8:00 a.m. will be counted tardy. Children who are tardy must have a note from home. Oversleeping, alarm clock trouble, no ride, etc. are considered unexcused tardies. Plans and back-up plans should be made to ensure that students arrive on time each day. It is the parents' responsibility to bring their children to school on time.

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The front gates will be opened at 7:15 A.M. for bus riders. Only children who ride the bus are to arrive at school before 7:30 A.M., but no earlier than 7:15 A.M. All students must be picked up by 3:15 P.M.

## **INCLEMENT WEATHER**

Make a plan for rainy or "bad weather" days. Be sure that your child is familiar with your plan and is able to follow it. Please do not call the school office with instructions and messages. This should be handled in advance.

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio and television stations. Please do not telephone the school, the police department, or local stations. This will tie up needed communication lines. Whenever possible, the decision will be made and announced before 6:30 A.M.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. Please do not plan to call the school with last minute instructions; this will be impossible with the number of students we have enrolled.

## **JUST IN CASE**

We depend upon our patrons and nearby residents to "keep an eye on" the school, especially on weekends and holidays. If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at (713) 892-7777 or the Harris County Constable at (281) 463-6666.

### **Late Pick-Ups**

Dismissal time is at 2:45 pm. Therefore, it is important that you make arrangements to pick up your child on time. We do not have additional staff to care for your children past the dismissal time. The following process will be followed for late pick-ups:

1. First Offense – Parent will receive the first notice of late pick up and receive the first verbal reminder.

2. *Second Offense – Parent will sign the second late pick-up notice and be issued a second verbal warning.*
3. *Third Offense – Parent will sign the third late pick-up notice and conference with the Assistant Principal.*
4. *Fourth Offense – A report will be filed with Children’s Protective Services.*

*We appreciate your continued support and cooperation ensuring that your child is picked up on time.*

### **LIBRARY AND MEDIA CENTER**

*A library is a wonderful place where children can learn and explore. Positive experiences in the library often help shape the children of today into the adult readers of tomorrow. With everyone’s help and cooperation, the Petersen Elementary Library and Media Center will be a beginning step to encourage each child to become a lifelong reader.*

*The following information is designed to make each child’s use of the library easy and beneficial. Each student comes to the library with his class. Students learn library skills and check out books. Books may be renewed once, but the book must be brought to the library in order to be renewed.*

*Returning books is the prerequisite for checking out more books. Unless each book is returned or renewed, no new books may be checked out. If the book is not returned, payment for that book is due. Students must also pay for lost or damaged books. Payment for the book will be the replacement cost of the book.*

### **NEIGHBORHOOD Vanguard Gifted and TALENTED PROGRAM (G/T)**

*Petersen offers the G/T program in most grades. Eligibility for the program is determined by classroom performance, standardized test scores, teacher recommendation, and specialized testing. Parents are notified during the spring when students qualify for the program.*

### **NON-DISCRIMINATION STATEMENT**

*It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its educational or employment programs and activities.*

### **ORGANIZATIONS**

*Petersen Shared Decision Making Committee (SDMC) – The school shared decision-making team is called the SDMC. Parents, teachers and community members work together to plan and make decisions for the school. The SDMC minutes are available upon request from the main office.*

*The Parent-Teacher-Association (PTA) – The PTA invites you to become an active member. The yearly membership drive begins in August. Through participation in the PTA’s activities, parents assist in providing additional teaching aids and materials for our school. PTA meetings will be held at least four times a year. Advanced notices will be sent home with the students. It is our goal to strengthen the PTA this year.*

*Volunteers In Public Schools (VIPS) – Our VIPS give regularly of their time and talents. Their projects include assisting in the library, reading, tutoring, lunchroom, and many other areas. Volunteers must complete background check forms*

*prior to assisting with our students. Forms are available online, and your picture ID must be presented to the school to complete the processing for your request. For more information, contact the Literacy Coach.*

***Room Parents** – Room parents coordinate volunteer activities at the classroom level. These include parties, field trips, and activities geared to the specific grade levels. They also assist the teacher in any way possible when help is requested. All room parents are required to be a registered VIPS volunteer and have a criminal background check.*

### **PARTIES / EDUCATIONAL CELEBRATIONS**

*Students at Petersen have three class parties/educational celebrations each year. These occur prior to the winter holidays, Valentine's Day, and during the last week of school. On other holidays, teachers devise classroom activities in lieu of parties.*

### **PESTICIDES**

*This school periodically applies pesticides. Information concerning these applications may be obtained from Facilities and Grounds at 713-676-9262.*

### **PROMOTION STANDARDS**

*In order for HISD students to be promoted to the next grade, they must show that they have learned what the State of Texas requires of all public school children. HISD Promotion Standards generally include classroom grades, a local or state test, a nationally norm-referenced achievement test, and attendance requirements. Detailed information about the standards is published by HISD and communicated to parents and students in the fall of each school year.*

#### ***School/District Assistance for Promotion***

*When a student's performance indicates that he or she might fail, classroom teachers and/or school/district specialists will take steps to help the student improve. Teachers will communicate with parents regarding student progress and improvement plans. Parents must work with the school to help their children meet promotion standards.*

#### ***Family Role***

*To help your child meet promotion standards:*

- Ask your child daily about what he/she did in school.*
- Ask about and follow homework study plans.*
- Limit the amount of time students watch TV and play video games at night.*
- Read with your child for at least 30 minutes every night.*
- Plan family learning activities to reinforce your child's learning.*
- Make and use oral or written contracts with your child and his/her teachers.*
- Participate in school events so that your child knows you think school is important.*
- Attend teacher/parent conferences regularly.*
- Be sure that children are in school every day for the full day.*
- Make your child's medical or dental appointments during nonschool hours.*
- Be sure that your child regularly gets a full night's sleep and eats a good breakfast.*

#### ***Student Role***

*To meet promotion standards, students should:*

- *Follow homework study plans.*
- *Attend school regularly and be on time.*
- *Bring supplies to class and get organized by:*
  - *Writing down daily assignments.*
  - *Setting aside homework time each day.*
  - *Creating a special place at home to put school materials for the next day.*
- *Ask a question when they don't understand what is being taught.*
- *Ask teachers for extra help and attend after-school/Saturday tutorials, if available.*
- *Respect themselves, other students, and school authorities*

### **RAINY DAYS**

*On rainy days, bus riders and van riders will dismiss from the cafeteria. Car riders will dismiss from the original location as weather permits. Teachers will escort these students to appropriate vehicles. Walkers will continue to walk home unless prior arrangements have been made for rainy day dismissals by the parent(s).*

### **RECORDS**

*Directory-type information is considered part of the public record. If parents do not wish to have such information released, they sign the appropriate form or submit such a request to the principal in writing.*

### **REGISTRATION REQUIREMENTS**

*Each student must have a complete and accurate enrollment card signed by his parent or guardian. Students who have previously attended Petersen must complete their new card each year. **Information such as parents' work phones and person to notify in an emergency are essential in safeguarding your child.** Please call the school office at 713-434-5630 immediately when addresses and phone numbers change. All enrollment cards must be signed by the parent or legal guardian.*

*All students who are enrolling at Petersen must have the following:*

#### ***Proof of birth date (original state birth certificate)***

- a) Kindergarten must be 5 years old by September 1 (of current year)*
- b) First grade child must be 6 years old on or before September 1*

#### ***Proof of Immunizations***

- a) Diphtheria, Tetanus, & Pertussis (booster since age 4)*
- b) Polio (booster given since age 4)*
- c) Measles, Mumps, & Rubella vaccine*
- d) Hepatitis B*
- e) Hepatitis A*
- f) Varicella (Chickenpox)*
- g) Meningococcal*
- h) Other requirements as issued by the state*

*\*Students whose 12<sup>th</sup> birthday occurs on or after September 1, 1992 will be required to have a 2<sup>nd</sup> dose administered at least thirty days after the 1<sup>st</sup> dose; proof of the 2<sup>nd</sup> dose will not be required until the child's 12<sup>th</sup> birthday.*

*Proof of residency in Petersen Elementary attendance zone – Two pieces of documentation such as a utility/ phone bill or lease agreement with parent's name and address are required.*

*Report card and withdrawal form from previous school.*

### **HISD SECURITY**

*HISD Security patrolmen in radio-equipped automobiles are assigned to night and weekend patrol. They patrol school areas and monitor alarm systems. This is for the purpose of controlling vandalism in schools. Fortunately, our pupils take pride in our school and we have very few instances of vandalism. It is important to know that the parents of children who destroy school property are responsible for payment for that damage.*

*We urge parents who are in the vicinity to drive by the school on weekends and holidays. If any suspicious activity is observed, it should be reported to HISD Police Department at 713-892-7777.*

### **TARDY POLICY**

*It is essential that every student arrive to school by 7:45 A.M. each day. An important part of the student's day is from 7:45 -8:00 a.m. These minutes are used for walking to class, unpacking, eating breakfast, developing socialization skills and preparing to begin work at 8:00 a.m. On the contrary, children arriving late will miss important beginning classroom instruction, disrupt the learning of other children, and diverts the teacher's attention from the class to the tardy student.*

*Furthermore, punctuality is an important life skill for children, and a character trait which encourages respects for teachers, fellow students, and our school. Again excessive tardiness has the opposite effect.*

#### **Exemptions to policy:**

*Students will not be subject to consequences when poor weather conditions are present or HISD school buses arrive late. The only acceptable excuses for tardies and absences are personal illness, illness or death in the family, or poor weather and/or road conditions making travel dangerous.*

#### **Consequences for tardiness:**

*If the child is not sitting in their classroom the by 8:00 a.m. tardy bell, the student will report directly to the front office and receive a tardy pass. Excessive tardiness is a level 1 violation of the code of student conduct. Excessive tardiness will affect a student's general conduct grade, their eligibility to receive attendance honors, and participate in special programs, such as field trips and Student Council.*

### **TESTING**

*Students will be given several standardized tests during the school year. These are under the direction of the HISD Testing Department. Results of standardized tests are made available to parents.*

### **TEXTBOOKS**

*It is important to teach our children to value and care for books. Textbooks are provided by the state, and used for a number of years. No child wants to receive a dirty, tattered book. If each child accepts the responsibility of keeping his books clean and covered, everyone will have nicer books to use. If a textbook issued to the child is lost or damaged, the school must receive payment for the book before a new one is issued. Textbook records must be clear before students leave for the year.*

## **TOYS**

*Students should not have toys, video games, or cards of any kind in school. Possession of a toy gun, toy taser, BB gun, or other such articles is grounds for suspension from school.*

## **UNSATISFACTORY NOTICES**

*Progress reports will be sent midway through each grading period. These reports are to notify parents that a child's work in a subject or subjects is unsatisfactory.*

*Please sign the report and return it to school the next day. If you would like to talk with the teacher, indicate this on the slip and he/she will contact you to make an appointment.*

## **VISITATION**

*Petersen parents and friends are always welcome at school. Every visitor, at any time during the day, however, must sign in at the school office, obtain and wear the visitor's badge, and observe campus procedures. If you wish to observe in a classroom, please stop by the office, show your Texas Driver's License or other valid photo identification, get a visitor's badge, and complete a "Classroom Visitation" form. This will allow you to visit the classroom for 30 minutes. Please do not plan to conference or chat with the teacher or to your child during the classroom observation. This distracts the teacher and interrupts the instructional time for students. Visits may not disrupt the school activities.*

*Please remember lunch is an important time for socialization among students. If you chose to have lunch with your child, you must sit apart from the class so that other students will not be disturbed. Please make prior arrangements with an administrator.*

## **WAITING FOR STUDENTS**

*Please do not plan to meet your child at his/her room. This makes it difficult for our students to move down the halls to meet buses and carpools. We have limited space in the walk areas.*

*For security purposes, we ask that parents not enter the building prior to dismissal or congregate in the entry way. **Please use the sidewalks and do not cross between buses in the bus lane or between cars in the carpool lane.***

## **CAR RIDERS**

*To help alleviate the traffic congestion and promote a smoother dismissal, there will be two points of dismissal.*

- (1) PK, K, 1 & 2 grades (along with any older siblings) will exit on Dalmatian Street (front of school).*
- (2) Grades 3, 4, & 5 will exit along Waterloo Street.*

*It is also a violation to block the flow of traffic by double parking your car. Students will be escorted to your car when appropriately parked next to the school-side curb. If you are parked on the opposite side of the street, your student will be escorted to the cross-walk to meet you. Parents are required to cross the street, if necessary, at the crosswalk. Please do not violate traffic laws by crossing in the middle of the street to pick up your child as student are not allowed to cross in the flow of traffic.*

### **WALKERS**

*Students who walk home will be escorted to the locations of the crossing guards by a school staff member.*

*Students who walk to and from school should obey the following rules:*

- *Cross streets only at corners.*
- *Follow the route planned by parents.*
- *Meet friends outside the building, not at the classroom.*
- *Go straight to your own home.*
- *Have a plan for rainy days.*

### **DAYCAR BUSES**

*Students will be picked up from the staff parking area inside the gate on Littleford. Students will be escorted to vans/buses in the order of arrival; therefore, parents may not drive into the staff parking lot area to pick up students or drop them off.*

*In addition, to ensure student safety, parents may not walk through the daycare/bus pick-up area. Please use the sidewalks provided.*

## **STUDENT HANDBOOK ACKNOWLEDGEMENT**

I have received, read, and understand the contents of the 2011 – 2012 Petersen Elementary Student Handbook. I understand that I and my child are expected to abide by the policies and procedures outlined throughout the handbook.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Please return this signature page to your child's teacher on the following day.*