

PURPOSE

The purpose of the Mark White Elementary Parent Student Handbook is to partner with our students and parents to create an environment for all students that is welcoming, safe, and consistent. This type of environment greatly contributes to the success of our students. We appreciate your support in following and upholding the policies and procedures outlined in this handbook.

WHO TO CONTACT

Questions or Concerns

If you have questions or concerns regarding the academic or behavioral status of your child, please contact his/her homeroom teacher via email prior to contacting other school personnel.

Front Office Hours

The front office is open from 7:15 a.m. until 3:30 p.m. All school visitors are required to sign in and present a photo ID when entering the school building.

Special Topics

Please contact the following individuals if you have questions regarding the following special topics:

Principal	Lisa Hernandez	LHERNA15@houstonisd.org
Assistant Principal/LEP	Liz Antunez	eantunez@houstonisd.org
Enrollment & Registration	Angela Jackson	ajacks18@houstonisd.org
Budget/Fees	Ana Narvaez	Ana.Narvaez@houstonisd.org
Instructional Coordinator	Danitra Davenport	ddavis28@houstonisd.org
After 3 Program & Sponsored Clubs	Gordon Yancy	gordonyancy@after3asp.org
Health Concerns/Medication	Nurse Reema Khan	Reema.khan@houstonisd.org
Volunteers/VIPS process	Elizabeth Resendiz	Elizabeth.Resendiz@houstonisd.org
PTO	Amanda Hellman	markwhiteelementarypto@gmail.com
Librarian	Sarah Cloots	Sarah.Cloots@houstonisd.org
P.E.	Emily Smart	esmart@houstonisd.org
Science	Gertrude Wuensch	Gertrude.Wuensch@houstonisd.org
Art	Lizeth Yanez	Lizeth.Yanez@houstonisd.org

DAILY SCHEDULE

- 7:15 AM The building is open
 - Students are allowed to enter the building and wait in the cafeteria or multi-purpose room. Students may wait outside until 7:15 am, however, you must stay with your child until doors open.
- 7:30 AM The first bell rings-School Day Begins
 - Teachers meet students in cafeteria

- Breakfast served in classrooms (1st-5th) and cafeteria (PreK-K) begin
- 7:40 AM The tardy bell rings
 - Classroom instruction begins
 - Students who arrive at or after 7:45 am will be marked tardy
- 7:45 AM Pledge/Birthdays
- 2:50 PM Dismissal
 - 2:40 PM Bus
 - 2:45 PM Car
 - 2:50 PM Walkers

ARRIVAL

School begins at 7:30 am Monday – Friday.

- Students will be allowed to enter the building at 7:15 am and will be supervised in the cafeteria or multi-purpose room until the 7:30 am bell rings. Grades 1st-5th will go to the multi-purpose room. PreK and Kindergarten will go to the cafeteria. At 7:30 am, teachers will come to meet their classes in the cafeteria or multi-purpose room
- Parents can drop off students in the car and bus lanes.
- The car and bus lane is drop off only. Do not park in bus or car lane to walk students to the door. For safety reasons, parents are not allowed to park or get out of their vehicles in the car or bus lane. If you need to get out of your car, please pull into a parking spot.
- If parents need to enter the building, we ask that they park in the visitor parking spots in the front parking lot or on Old Farm Road.

Morning Drop-Off

After the first two days, please do not walk your child directly to the classroom. Students will be dropped off at the school doors. Parents may not go further than the school lobby. This helps keep our hallways secure for our students to safely move about the building.

Teachers begin supervising students at 7:30 am, and it's not possible for them to have a parent-teacher conference during this time. Please communicate with your child's teacher during their daily conference period. You may schedule a time to meet via email or leave a message at the front desk.

Please be aware of and follow the rules below:

- Teacher parking lot is for teacher and staff parking ONLY. Please do not block the entrance into the teacher parking lot, it prevents our teachers from getting to class in a timely manner.

- Handicap spots can ONLY be used by someone displaying an official handicap decal on their vehicle. Police will write tickets to individuals parked illegally in handicap spaces.
- Use the sidewalk when walking to and from your parked car.
- Parking is NOT permitted in drop off or pick up lanes.
- Do NOT park in a fire lane. ALL red curbs are fire lanes and you may not park along these curbs.
- Stop at all stop signs and crossing guards.
- Stay in your spot in the car pick-up line, do not skip other cars.
- Please do not cross the parking lot to pick up or drop off students.

DISMISSAL

Please be aware of and follow the rules below:

- Teacher parking lot is for teacher and staff parking ONLY. Please do not block the entrance into the teacher parking lot, it prevents our teachers from getting out of the parking lot.
- Handicap spots can ONLY be used by someone displaying an official handicap decal on their vehicle. We will call police to ticket individuals parked illegally in handicap spaces.
- Use the sidewalk when walking to and from your parked car.
- If in the car rider lane, please do not leave your car.
- For safety reasons, it is required for all Mark White families to present their 2019-2020 car or walker tags when they pick up their children from school. If you do not present your tag, you will be asked to park and go to the front office to obtain a tag. Students will also be given a car, bus rider, or walker tag for their backpack. Parents with multiple children should display the tag with the youngest child's name.
- For safety, parents must have dismissal tags when picking up students. Tags can be obtained at the front office.
- Do not park in fire lane or in u-turn areas.
- You may park in designated parking spots or along Old Farm Road.

School dismisses at 2:50 pm every day.

Car Riders

Students who go home in a vehicle are considered car riders. All car riders will be issued car tags at the beginning of the school year. Cars must display these tags if they want to pick up their child in the carpool lane. Any car without an official Mark White Elementary car tag will be asked to park and show their photo ID to the front office before checking out their child.

Car rider lane starts at 2:50 p.m., we will not begin calling student names for pick-up until 2:50 p.m.

Please stay in one line in the car rider lane, unless otherwise directed. The car rider lane begins in the right hand lane of Old Farm Road. If the car rider line has already formed along Old Farm Road, please make your way to the end of the line. This may mean you have to go to the end of the line on Westheimer. **Do not go into the bus lane unless directed by a school official.** The bus lane must remain open for busses and emergency vehicles. School officials will direct you to the bus lane to pick up your child when there is room and if it will increase the overall car rider lane efficiency. If you enter the bus lane without direction from a school official, you will be asked to turn around and re-enter the car rider line at the end.

Car riders will stop being called at 3:15 pm.

Walkers

Students who walk home are considered walkers. Students will be picked up at the front doors. Parents will wait in a single file line behind designated cones for students. Parents will present their walker tag. Staff members will call students based on walker tags presented. All walkers will be issued walker tags at the beginning of the year. Parents/guardians must present the walker tag before their child will be released to them. Any parent/guardian who does not have their walker tag will be directed to the front office to show a photo ID before checking out their child.

Unaccompanied Minor as a Walker

Parents who are requesting that their child walk home without adult supervision must submit a written and signed request 48 hours prior to the student walking home. Students without a letter will be stopped and asked to wait in the front office until the parent is contacted. Students under 3rd grade cannot walk home, unless accompanied by an older sibling. Please be aware the students are most secure when walking with an adult.

Car Services

Ride share services (Uber, taxi, Lift, etc.) cannot be used by a student unless the parent is accompanying the student. If a parent is arriving by Uber, car rider procedures must be followed.

Students who leave from the After3 Program will follow After3 Dismissal Procedures.

Change in How Your Child Gets Home

If there is ever a change to the way a student gets home, parents must communicate that change to the school in writing at least 24 hours in advance and request new transportation tags. Changes should be made if it is a permanent change or a special circumstance. Parents who send another family member or friend to pick up their child need to communicate the full name of the individual who will be picking up their child and the dates of the change at least 24 hours of advance. It is the parent's responsibility to provide the school issued car/walker tag to any individual who will be picking up his/her child. **Any individual who does not have the school issued**

car/walker tag present with them at the time of check out will have to show a valid photo ID before any student will be released to them. We advise parents to email their child's classroom teacher as well as our front office staff regarding any change in how their child gets home. Please make sure that your child is also aware of how they will be getting home.

Parents are encouraged to communicate any changes early in the day. Any email received after 10:30 am is not guaranteed to be received by the child's classroom teacher.

If you have extenuating circumstances, please contact the front office.

Parking Lot

We have limited parking spaces. If you need to park during dismissal, you must park in a designated parking space. You may not park in fire lanes. **You may park in the school parking lot before 2:50 p.m. In an effort to reduce traffic and increase safety, between 2:50 p.m. and 3:15 p.m., you will not be permitted to park in the parking lot. If you need to park between 2:50 p.m. and 3:15 p.m. please park on Old Farm Road and walk to the school grounds.** If you have any reason to visit the school (ex. teacher meeting, After3 pick-up, parent meeting, etc.), please plan to arrive before **2:50 p.m OR after 3:15 p.m** to park on school grounds. Otherwise, you will need to park on Old Farm Road.

Early Check Out

It is important that students remain in class for the full instructional day. We understand that in extreme circumstances students might have to be picked up prior to **2:50 p.m.** Parents who check out their child during the school day must show proper photo identification to the front desk before we will release their child to them. The front office will only call a child to come down to the office for pick-up **AFTER** the parent has arrived to the office and shown a picture ID.

Students will not be released after 2:15 pm. After 2:15 p.m., teachers will begin preparing students for dismissal and will be reviewing end of the day procedures. Disrupting the classroom at this time can lead to confusion and safety issues and is therefore not allowed. Please plan your pick-up times accordingly. Students will not be released to individuals who are not on the student's enrollment form. Parents are required to inform the school in writing of any individual who is allowed to pick up their child up from school.

If there is any change to the way a child goes home, parents are required to inform the school in writing.

Additional Tags

If you need an additional walker or car rider tag, please see the front office. Please keep in mind that not having a tag means that you will need to park and go into the front office to pick up your child. A child must be picked up by a parent listed on the

enrollment form unless the parent has given previous authorization for another individual to pick up the child. One car or walker tag will be given to each parent. Any additional car tags given to parents will have a \$1 charge. One backpack car, walker or bus tag will be given to each student. Any additional tags given to students will have a \$1 charge.

Late Pick Up

School dismisses at 2:50 pm. Children picked up after 3:15 pm are considered to be a late pick up. If your child has not been picked up by 3:35 pm at least three times, they will be sent to participate in our after-school program, After3. This will incur a daily charge of \$15 for the supervision of your child.

ATTENDANCE

Attendance is extremely important. When students are absent from school, they miss out on important learning experiences that will directly impact their overall success in school.

Attendance is taken everyday at 9:31 am. Students must be physically present in their classroom at this time to be counted present for the day. After three unexcused absences, parents will be notified by the school. Students who are chronically absent will be required to make up school work, and they risk being retained in their current grade level for the following year.

Students who are absent must provide a written excuse to the front office within three days of returning to school. You may also email excuse notes to the school registrar at ajacks18@houstonisd.org.

Tardies

The first bell rings at 7:30 a.m. This is the start of our school day. The second bell rings at 7:40 a.m. Students who enter the building after the second bell will be marked tardy. Students are responsible for any missed instruction. Please make sure your child arrives to school on time.

According to HISD's attendance policy, tardies are considered a disciplinary issue, and appropriate consequences can be administered for students who are chronically tardy. Any student who arrives to school at 7:40 a.m. is counted as tardy.

Excessive tardies may result in the following:

- Your child missing out on important instructional time.
- Your child missing out on attendance incentives.
- **Your child's transfer not being renewed for the upcoming year.**
- Your child missing out on field trips or other school-wide events.

Excused Absences

A student is absent if he/she is not physically in school at the time attendance is taken. If you know in advance that your child will be absent for more than 2 days, the parent/guardian must notify the front office and the student's teacher with dates of absence. This includes students who complete assignments at home unless the student qualifies for one of the following exemptions:

- The student is participating in an activity which is approved by the local school board.
- The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT). Students may be excused for up to one day at a time without loss of daily attendance.
- The student is observing religious holy days when it is required of their faith that they be absent from school. A written request for the absence, in advance, is not required but is encouraged. A school district **must** excuse an absence to observe a religious holy day. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. The principal may elect to excuse additional travel days, but the student would be considered to be absent for the additional travel days for attendance accounting purposes. School districts are required to provide make-up work, along with adequate time to complete it, to students who have been excused to observe religious holy days.
- The student is temporarily absent due to an appointment with a health care professional. A note from the health care professional is required to excuse the absence.

Unexcused absences

Unexcused absences occur when a student is absent for reasons that are not exusable or does not bring a note documenting an excusable absence. Students may not miss more than 10% of the required attendance days. Students who have unexcused absences that are more than 10% of the required attendance days are subject to retention.

HEALTH AND SAFETY

Medication

Prescription medication can be administered at school only when advance written parental and physician permission is on file and only by designated personnel. For additional information please speak to the school nurse.

Students Who Become Sick at School

We have a full-time nurse on our campus. If a student becomes sick or injured while at school, he/she will be sent to the nurse's office for a health assessment. If his/her symptoms are minor, he/she will be sent back to class. If a student is significantly sick, his/her parents will be called and will be asked to come pick up their child. Instances that require parents to come pick their child include: fever, vomiting, strep throat, or an active case of head lice, etc.

UNIFORM POLICY

Mondays – Thursdays

- Navy blue, light blue, red, or white polo style collared shirts or dresses are required.
- The shirt or dress may be any brand or purchased from any store.
- Khaki, blue, or denim pants, shorts or skirts are required.
(Please make sure girls wear shorts or bloomers under dresses and skirts)
- Jackets/sweaters worn in the building should be red, white, or blue.
- Any jackets that have hoods must be removed after entering the building.

Fridays

- Any MWE Spirit T-Shirts maybe worn on Fridays.
- Students may wear denim, khaki or navy bottoms, this includes legging.

Spirit shirts and other school spirit items are available for purchases through the Parent Teacher Organization. Families may order all uniforms from the PTO. You may order uniforms online through the PTO website. Parents will receive a call from the Mark White Elementary office if their child is not in uniform.

Caps, Hats, and Hoods

Students are not allowed to wear caps, hats, or hoods during the instructional day. Cold weather hats and hoods are permitted during recess but may not be worn when students enter the building.

Shoes and Socks

Students should wear footwear that is appropriate for physical education class as well as daily recess. Closed toe shoes are highly recommended for the safety and comfort of students. Students are not allowed to wear high heeled shoes. Flip-flops are not allowed. No shoes that make noises or have wheels are allowed.

Personal Items

Personal items such as toys, electronics, etc. are not necessary for the instructional day. Students should not bring toys or electronics to recess or to play with during arrival or dismissal. If a student brings these items or other personal items on campus, the school faculty and staff will not be responsible for any lost, damaged, or stolen items. If personal items are causing a disruption, the items will be taken from the student. The parent of the student will then need to pick up the items from the teacher or at the front office. Toys will be returned at the teachers discretion. Students should not be bringing trading cards, fidget spinners, or bey blades or any other toys to school.

Lost and Found

If your child has lost an item during the school day, please check the lost and found area located by the front desk. Most items that are left behind at lunch or recess get

placed in this location. Items that are not claimed at the end of each month will be donated. We will host “Lost and Found Fridays” during which we will place lost and found items at the entrance of the school so they can be picked up. To prevent items being lost, please label all jackets, sweaters, lunch boxes, and water bottles with your child's first and last name. Any items not retrieved will be donated.

COMMUNICATION

School Website

Please visit our school website for current happenings, videos, and more at: www.houstonisd.org/markwhite

Communication Folders

Each student will be given a blue communication folder. This folder will be sent home on Tuesdays of each week with important information from Mark White Elementary. Parents are expected to review the contents of this folder and return the empty folder to school the following day.

Email

Email is the preferred method of contact for Mark White Elementary faculty and staff. Parents/guardians can expect to receive a response to email within 2 business days. If you have not had a response in 48 hours, please contact the front office. Please be mindful that teachers are busy supervising and instructing students during the day and aren't always able to immediately respond to parents emails. Parents need to make sure that the registrar has a good working email address on file.

Facebook/Twitter

Important school information and updates are also placed on our Facebook page (www.facebook/markwhiteelementary/) and Twitter account (@mwhiteelem).

Call-outs

Mark White Elementary will regularly call families with important school updates. Please make sure you provide Mark White Elementary with an accurate phone number. It is the parent's responsibility to inform the school if their contact information has changed.

Parent/Teacher Communication

We ask that parents directly communicate their questions or concerns to their child's homeroom teacher before contacting school administration or other school staff. Your child's homeroom teacher will always have the most accurate information regarding your child's education, and will be able to answer any questions or concerns you may have.

Scheduling Meetings

If you would like to meet with a faculty or staff member, please schedule an appointment prior to your visit to ensure the correct individual is available to discuss your needs. For meeting with a teacher, please contact the teacher to schedule an appointment. For all other staff, please call 713-556-6571 to schedule an appointment.

Parent Communication Meetings

We offer multiple opportunities throughout the school year for parents to meet with administration and teachers to find out about what is happening at the school and in the classroom. These events will be advertised in the school newsletter, flyers, and call outs. Below is a list of events for parents to look for:

- MWE Cafe-hosted twice a year (fall and spring)
- Meet the Teacher Night-hosted in August
- Open House-hosted in September
- Wolfapalooza-hosted in spring
- Learning Labs -hosted twice a year (fall and spring)
- Making it Better-hosted twice a year (fall and spring)
- French Language Meetings-every 9 weeks

VOLUNTEERS

PTO - Membership is free! All parents are automatically enrolled in our PTO. We have a fantastic PTO! We are always looking for volunteers to come in and help teachers make copies, hang work up on the walls, and prepare for school-wide events.

All parents, teachers, and staff are encouraged to become an active part of the Mark White Elementary family. All are welcome to attend PTO meetings. Please check the calendar of events for meeting dates.

There are many opportunities to volunteer, whatever your talents, interests, or time constraints may be. Please contact any member on our PTO board at markwhiteelementarypto@gmail.com if you are interested in volunteering. You may also access PTO information on the PTO website at: www.markwhiteelementarypto.org or on the PTO facebook page at [markwhiteelementary/PTO](https://www.facebook.com/markwhiteelementary/PTO)

PTO BOARD

- President – Amanda Hellman
- Vice President – Benedicte Fievet
- Treasurer – Audrey Fontanot
- Secretary – Eglantine Pauvarel
- Communications- Arundhati Bhattacharjee

VIPS

If you are interested in volunteering at the school, you must be a registered VIPS (Volunteer in Public Schools). Please visit our front desk and school VIPS coordinator, Elizabeth Resendiz for instructions on registering for VIPS. Parents must re-register for VIPS every school year.

FIELD TRIPS

Student Participation

Field trips are an extension of classroom learning. We expect all students to adhere to school expectations when they are on field trips. For safety reasons, if a student has a history of unsatisfactory behavior, they may not be able to attend a field trip.

Permission Forms

All students are required to submit a school-issued permission form prior to attending the field trip. It is the student's and parent's responsibility to make sure the form is turned in on time. Students who are missing permission forms will not be allowed to call home the morning of the field trip to ask for last minute permission. Students who do not have a signed permission form will remain on campus during the field trip.

Chaperones

All parent/guardians who are interested in chaperoning a field trip must go through the VIPS process. Information about being registered through VIPS can be found at <https://www.houstonisd.org/Page/126421>.

Please note that teachers reserve the right to determine the number of chaperones they would like to take on a field trip. Parents are not guaranteed the opportunity to chaperone. Homeroom teachers will decide which parent chaperones and how many will attend each field trip. The required number of chaperones is generally two per homeroom per field trip, but this may vary based upon required adult-to-student ratios for that particular grade level and/or activity. Please note that chaperones are responsible for their own transportation and will not be allowed to ride on the bus with students. If you are going to be a chaperone, ask your homeroom teacher specifically what they need you to help with as far as communicating field trip information to the volunteers. The teacher may ask you for with:

1. Providing a list of parents who have volunteered to chaperone for a field trip.
2. Communicating the time and place in which the parents are to meet prior to the field trip.
3. Notifying parents of applicable admission costs.
4. Informing parents of lunch plans during the field trip, if applicable.

Field Trip Chaperones

While acting as a Field Trip Chaperone, please keep the following in mind:

1. Provide the teacher with your cell phone number.
2. You are representing MWE, please represent our school well.
3. You are on the field trip to watch the students in your group, please focus on watching the children, not talking with other adults.
4. Do not leave the premises of the field trip location.
5. No consumption of alcohol or drug use is permitted.

6. This is an educational experience, funded by the school, therefore it is only intended for students in the class. No siblings or extended family members allowed if you are chaperoning.
7. Only parents who have been designated by the homeroom teacher as a chaperone should be on the field trip. If you would like to attend, please contact the homeroom teacher. The homeroom teacher has the final say in designating chaperones.
8. When going on field trips, teachers may ask students to bring a sack lunch. You may send a sack lunch with your child or your child can get a sack lunch from the cafeteria. Please do not plan on buying a lunch for your child at or near the field trip location. This is not fair for the children whose parents are not on the trip and are eating a sack lunch.
9. Chaperones will provide their own transportation. Chaperones will not ride the school bus.
10. There is not a need to buy additional snacks during field trips. If there is a need for a snack, this will be communicated to all parents prior to the trip, so that they can provide a snack for their child. Please do not buy a snack for your child at or near the field trip location during the trip.
11. Field trip locations may have a gift store. It is up to the homeroom teacher to determine whether or not the class will visit the gift store. If the class is visiting the gift store, the teacher will communicate this to all parents prior to the field trip. Children may then purchase their own items at the store. Students are responsible for keeping track of their own money when on a field trip. Parents should not purchase items at the store for their child or other children.
12. All students must ride the HISD bus. They may not ride with a chaperoning parent.

HOMEWORK

Purpose of Homework

Homework is meant to be a review of learning that has taken place in the classroom. Homework should reinforce what students have learned at school.

Teacher Responsibility

Teachers are responsible for preparing and planning homework assignments that are a review of the content being taught in the classroom. They are responsible for explaining the homework to the students and communicating all deadlines for the homework.

Student Responsibility

Students hold most of the responsibility when it comes to homework.

- Students are responsible for making sure they have their homework in their backpacks when they leave the classroom.
- Students are responsible for making sure they have accurately written down their assignments and understand all deadlines or expectations associated with the

homework. All students are given an agenda at the beginning of the school year, students in grades 3rd-5th are expected to record their own homework assignments in their agenda. This is not the teacher's responsibility. It is important that our students develop this responsibility and independence.

- Students are responsible for completing all homework in a timely manner. We understand that students have additional extra curricular activities they may be involved in, but involvement in these activities is never an excuse for not completing homework.

Parent Responsibility

Parents are responsible for supporting students and teachers in the completion of homework. We ask that parents monitor the completion of their child's homework. Some suggestions on ways to support your child at home:

- Create a homework routine for your child.
- Provide a quiet place for your child.
- Encourage and support their efforts.
- Ask them questions about the thinking behind their homework.

Guidelines for Homework

Our teachers use the following minimum guidelines for homework expectations.

Grade Level	Reading Log Time	Additional HW Time
PK - K	10 min.	10 min.
1 st - 2 nd	20 min.	10 min.
3 rd	30 min.	15 min.
4 th	30 min.	20 min.
5 th	30 min.	25 min.

*French language students may have additional homework.

Classroom teachers have the freedom to develop homework policies to meet the developmental needs of their students. Homeroom teachers will communicate any specific homework policies they have with their students and parents. Occasionally students may have special projects or assignments that may take longer than indicated above. If you would like extra homework, please contact your child's teacher for information on ways to support your child's learning at home.

NOTICE OF PROGRESS

Report Cards

Report cards will be sent home at the end of every nine weeks for Kindergarten through 5th grade. PreK report cards are sent home every 12 weeks. Report cards provide the cumulative grade for the previous nine weeks. Teachers are required to regularly input and update grades and conduct into Gradespeed for all academic areas. Parents are encouraged to check and monitor Gradespeed on a regular basis, this can be done

through Parent Student Connect. Parents are expected to review progress reports with their students, then sign and return the report to the student's homeroom teacher within a week.

Visit <http://www.houstonisd.org/PaQe/42143> to register and sign in to Parent Student Connect.

Progress Reports

Progress reports get sent home four times a year. They are sent out at the midway point of each quarter. The purpose of progress reports is to communicate the progress students are making towards their academic goals. While progress reports are not final grades, they do provide an indication of how your child is currently performing. Parents are expected to review progress reports with their students, then sign and return the report to the student's homeroom teacher.

Student Led Conferences

Student led conferences happen once per semester. They are an opportunity for students to share their goals, progress, and work samples with their parents. The teacher is not present during the conference. This is an opportunity for students to take a leadership role in their learning and share the progress they have made with their parents. **Students share all the work they have completed during their semester. Teachers will not be available for conferences during this time.**

Parent-Teacher Conferences

These conferences will be held in the fall. You may request to schedule a parent-teacher conference at any point during the school year. Please contact your child's teacher to schedule an appointment and allow 2 business days to receive a response.

STUDENT REGISTRATION

Registrar Office Hours

Our front office staff can answer the majority of questions related to student registration.

If parents have a specific question for our campus registrar, they can call or come in to visit during her scheduled office hours.

Our campus registrar has daily office hours from 8:00 a.m.-10 a.m. She is available to meet with parents during these hours to answer any enrollment related questions. Parents to meet are encouraged to call ahead of time to schedule a meeting during these hours.

Re-enrolling Students

Students who have received a transfer to our campus will be automatically re-enrolled for the following school year. Parents will be asked to submit an intent-to-return form.

Please note:

- Students with excessive tardies may risk not having their transfer renewed.
- Students with excessive absences may risk not having their transfer renewed.
- Students with a history of poor behavior may risk not having their transfer renewed.

Requesting a Transfer

All students enrolled at Mark White Elementary are on an approved transfer. If you would like to request additional transfers for children who are not currently enrolled at Mark White Elementary, transfer applications for the following school year will open in September. You have the best chance of your transfer being approved if it is submitted before December. Typically in grades PreK and Kinder, we have more applications than spaces are available. In this case, a lottery will be conducted to determine admittance. Families who submit applications following the lottery will be placed on a wait list and admitted on a first come, first serve basis.

Withdrawing Students

If parents need to withdraw their student in the middle of the school year, they need to provide our campus registrar with **48 hours notice** to prepare appropriate paperwork and documentation.

Requesting Student Documents

If parents need to request a copy of any document located in their child's permanent record, they need to request from our front office staff. Requests for documents can take up to 48 hours.

DISCIPLINE

HISD Student Code of Conduct

The HISD Student Code of Conduct is followed at Mark White Elementary. It can be found on our school website. Hardcopies can also be obtained at the front office. During the first week of school, parents and students will be asked to sign a document stating that they have read and agree to abiding by the HISD Student Code of Conduct.

Classroom Behavior

Teachers have the freedom to establish classroom expectations and consequences that will create an environment that is conducive to learning. Classroom management systems are unique to the teaching and learning styles of each classroom. Teachers will clearly communicate their expectations to their students and parents at the beginning of the year.

Disciplinary Action

We follow the policies outlined in the HISD Student Code of Conduct when determining the severity of violations as well as when administering consequences.

Bullying

According to the American Psychological Association, bullying is: a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.

Students who engage in bullying behaviors will be reported to school administrators, who will investigate and then determine appropriate consequences that align with the HISD Student Code of Conduct. Reports to school administration may be made by teachers, staff, parents, or students.

Parents are encouraged to:

- Talk to their child to make sure that their child is not engaging in bullying behaviors.
- Be a role model of appropriate behavior for your child.
- Encourage your child to share any instances of bullying with an adult at school (teachers, staff, or administrators).
- Support your child in discussing ways to deal with a bully that does not involve physical aggression

CAFETERIA POLICIES

Dropping Off Lunch

If your child forgets his/her lunch at home, you may drop it off at the front office for him/her before 10:30a.m. The front office will call to your child's classroom to let him/her know that his/her lunch is waiting at the front office. If you are unable to bring a lunch, one will be provided.

Eating Lunch With Your Child

Parents are invited to have lunch with their children on Monday – Wednesday, following the first 2 weeks of school. During the first 2 weeks of school, parents will not be allowed to eat lunch with their child. The first 2 weeks are a critical time when lunch procedures are being taught and developed in the cafeteria. Especially for our younger students, who are adjusting to the school schedule, it is often harder for them to adjust when they see their parents mid-day.

After the first 2 weeks of school, you are more than welcome to join your child for lunch.

Please adhere to the following guidelines when planning on eating lunch with your child:

- Parents must check in at the front office.
- Parents are invited to eat lunch with their child during their assigned 30 minute lunch period.
- Parents will meet their child in the cafeteria at designated parent tables.
- Parents are not allowed to eat with students whose parents are not present.
- Parents are not allowed to invite other students from their child's class to sit with them.

- Due to allergy and dietary restrictions, parents should not share food with other students.

While parents of all students are invited to eat lunch with their children, we want parents to consider limiting the number of days they eat with their child to help build independence and social skills.

During lunch, we expect children to:

- Eat their own lunch
- Talk quietly
- Follow cafeteria rules

If you would like to volunteer for lunch monitoring, please register with VIPS and contact our VIPS coordinator, Elizabeth Resendiz.

Breakfast

All HISD students are provided with a free breakfast. Breakfast is served in the classrooms for students in 1st - 5th grade. PK and Kinder students will eat breakfast in the cafeteria. Breakfast is served from 7:35 - 7:50. Students who are planning on eating breakfast at school must arrive by 7:45 AM.

Lunch Information

All students who do not bring their lunch to school will have the opportunity to purchase a lunch from the school cafeteria.

School menus can be found at <http://www.houstonisd.org/Page/31592>.

Due to personal and health reasons, students are not allowed to share their food with other students.

HISD provides parents with access to Parent Online which allows parents to prepay for meals and view account balances.

Parent Online can be found at <https://www.parentonline.net/Public/Loain.aspx>.

Dietary Restrictions

Please contact the school nurse, teacher, or cafeteria with any dietary restrictions. Please make sure that your child is aware of their personal dietary restriction. There are off menu items for sale. If a student chooses to purchase these items, it is his/her responsibility to ensure it does not interfere with personal dietary restrictions.

Free and Reduced Lunch Students who come from economically disadvantaged households may qualify to participate in the Free and Reduced Lunch program.

All students, regardless of income, must complete a Free and Reduced Lunch application. All parents must fill out an application even if they believe that they will not

be eligible. This information is used for school funding purposes. All information provided on the application is private and confidential. Applications are available at the front office or by calling HISD Food Services at 713-491-5944 or by signing up online at <http://www.houstonisd.org/Page/96605>. Parents who do not fill out an application, will be contacted by front office staff.

BIRTHDAY CELEBRATIONS

Classroom Celebrations

Birthday celebrations will be held at recess ONLY. Parents may drop off goodies or stay during recess, however, parents must sign out when students return to class. If you would like to bring any food items, they must be store-bought. No home-made goods are allowed.

TECHNOLOGY

Cell Phones

Students are not permitted to have cell phones out and visible while on school grounds. Students who are found using a cell phone while on school grounds may have their phone confiscated and turned into school administration. Students will be required to pay a \$15 fee to have their cell phone returned to them. Students who need to contact their parents for an appropriate reason will have access to use the school's phone.

Expectations

Unless otherwise notified by your child's teacher, the use of electronic devices is prohibited during school hours. An individual who brings his/her privately owned electronic device to school is personally responsible for the equipment. Mark White Elementary will not be held responsible for lost, stolen or damaged equipment, and it is the responsibility of the student to safeguard his/her device while on school property.

1. Lost/Stolen devices must be reported to Mark White Elementary.
2. Mark White Elementary is not responsible for any maintenance, repair, support or damage to personal mobile devices.
3. A student's personal device may only connect to the designated "HISD - Guest" network. Under no circumstances, a personal device may be connected to the "Secure" network.
4. Mark White Elementary does not provide nor is responsible for software residing on the personal device. This includes but is not limited to applications and operating systems.
5. Whenever possible, an antivirus agent must be installed on privately owned devices. It is recommended that the software is updated regularly in order to safeguard the device against viruses and malicious software.
6. Mark White Elementary administration, faculty and staff retain the right to remove access to the HISD-Guest network.

7. There should not be an expectation of privacy when using the district HISD-Guest network. The district is not responsible for the privacy or security of any data stored or transmitted by any privately owned devices.
8. All audible notification alerts on personal devices must be set to "silent".
9. District faculty and/or staff may remove the access to the network and the internet and suspend the right to use the privately owned device on campus at any time if it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy or student code of conduct.

*If a personal device is connected to the public cellular network or other network outside of the control of HISD, HISD is not responsible for maintaining CIPA compliance, however the student will be held to the guidelines of the code of student conduct.

Times and Locations for Device Usage

Classroom teachers will communicate to students when it is appropriate to use their device for teacher-approved learning experiences.

Students are not permitted to use their personal device during the following times unless they have permission from school staff:

- Arrival
- During the dismissal process
- Lunch
- Recess

SCHOOL PROGRAMS AND EXTRACURRICULAR ACTIVITIES

VANGUARD (GIFTED AND TALENTED) PROGRAM

The Mark White Elementary (Gifted and Talented) program is designed to meet the needs of Gifted and Talented students. Vanguard Neighborhood K-12 programs provide a learning continuum that is differentiated in depth, complexity, and pacing. The Vanguard program is designed for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. All of our teachers at Mark White Elementary have received 30 hours of training in meeting the needs of G/T students and receive a yearly 6 hour update in the delivery of instruction for gifted 5th and kindergarten students at Mark White Elementary will be tested for the Gifted and Talented program during the fall semester. Students who do not qualify during their kindergarten year are allowed to re-test for the Gifted and Talented program once per calendar year.

Recently, changes were made to HISD's gifted-and-talented program. Under HISD's new board policy, once a child qualifies to receive gifted-and-talented services, he/she will continue to receive those services unless the primary parent/guardian requests otherwise.

FRENCH DUAL LANGUAGE IMMERSION

We offer French language for 50% of the day for students who apply to our program. Our teachers who teach French are native French speakers and are certified through the state of Texas to teach a foreign language. We also offer exposure to the French language during our enrichment time in library and PE. Applications are only available in the following grade levels-PK, Kinder, and 1st grade for the 2019-2020 school year. 2nd and 3rd grade application approval will be based on French Language Proficiency Assessment Results. Typically, we have more students apply than there are spaces available. Due to this, we will conduct lottery for entrance. Applications for the following school year open in September and close at the beginning of December. Notification of acceptance will be sent in March. Applications are available on our website or at our front desk.

PUP TIME

Grades 1st-5th offer targeted differentiation and challenge for students for at least 30 minutes per day. During this time, if needed students will receive additional academic support. Students who are excelling and need an additional challenge will receive work to stretch their thinking and capacity.

HARMONY

Harmony is a non-profit organization that provides a Social and Emotional Learning curriculum. We use this curriculum at Mark White Elementary. The curriculum focuses on developing students social and emotional skills. Teachers utilize various components of this curriculum within their classrooms.

MAKING IT BETTER

We have contracted with this organization to provide us with services throughout the school year. They offer reading support for our Kindergarten students and mentoring through Lunch Bunch for our 4th graders. In addition, they will provide parent education events throughout the school year.

AFTER3

After school care is available for students through the After3 Program. The After3 After School Program is a state licensed child care program located at your child's school.

The After3 Program is open Monday through Friday from school dismissal until 6:30 on all scheduled school days.

After3 provides after school care for elementary and middle school aged children. After3 is owned and operated by former educators with over thirty years of combined classroom and educational administrative experience. They offer convenient online registration, affordable monthly tuition rates, auto-pay, enrichment clubs, sibling and HISD employee discounts. Homework assistance is provided daily and overseen by After3 caregivers.

After3 utilizes the electronic KeepTrak system for safe student pick up. Your child's safety is important to us.

The After3 program is committed to increasing student academic achievement, as well as, social and emotional growth. The program provides an engaging, well-supervised, organized and safe environment for students.

Enroll online at <http://after3asp.com/enroll-online.php> or call 573-673-6733.

SHARED DECISION MAKING COMMITTEE

The Shared Decision Making Committee (SDMC) is composed of teachers, parents, administrators, staff members, and community members. This committee works to implement and review policies at Mark White Elementary. The committee meets on a monthly basis. You may access membership, committee minutes, and meeting dates on our school website at www.houstonisd.org/markwhite

If you would like to submit a topic or issue to be discussed by the SDMC, please submit it to the front office desk. A box labeled "SDMC" is located at the desk. You may submit your request there.

The policies in this handbook have been reviewed and approved by the Shared Decision Making Committee. Any questions or changes related to the handbook may be submitted to the SDMC box in the front office. Submissions will be reviewed at the next upcoming meeting.

The Mark White Elementary Shared Decision Making Committee, comprised of school administrators, teachers, parents, and community members, reserves the right to implement new policies or update existing policies at any point in the year. It is the responsibility of parents/guardians to check for updates throughout the year.

STATEMENT OF ACKNOWLEDGEMENT

As a parent of a student at Mark White Elementary, I agree to the following:

- I have read the 2019-2020 Parent Student Handbook (PSH).
- I agree to follow all procedures and regulations outlined in the 2019-2020 PSH.
- I agree to encourage my child to follow all procedures and regulations outlined in the 2019-2020 PSH.
- I will support school administration, staff, and teachers in the implementation of all procedures and regulations contained in the 2019-2020 PSH

As a student at Mark White Elementary, I agree to the following:

- I will follow all rules in the 2019-2020 PSH.
- I will show respect to all adults who will oversee the rules and procedures in the 2019-2020 PSH.
- I will encourage my peers to follow the rules in the 2019-2020 PSH.
- I will report to my teacher or another staff member, anyone who is not following the 2019-2020 PSH.

Please return signed form to your child's homeroom teacher.

Student Name: _____ Student Signature: _____

Teacher: _____ Grade Level: _____

Parent Name: _____ Parent Signature: _____