

NORTHLINE ELEMENTARY



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PARENT & STUDENT HANDBOOK

MISSION STATEMENT

Northline Elementary School is committed to provide a high quality education to all students so they achieve at high levels, and become lifelong learners and productive citizens. Our mission is to assist the growth and development of the student achievement through effective instructional leadership, high expectations for all students, a safe and orderly environment, frequent monitoring of student progress, and a strong and viable curriculum that promotes units of inquiry and a collaborative school culture.

Motto: Together We Can!

LEARNER'S CREED

I will do my best in school
I will graduate from High School
I will graduate from college

HOUSTON INDEPENDENT SCHOOL DISTRICT

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 education or employment programs and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Dear Parents of Northline Students:

I take this opportunity to welcome you and your child/children to Northline Elementary. I am confident that this school year 2008-2009, will be a successful year for both our children and faculty.

Your child will be taking home a Northline Elementary School Parent Package. Please sit down with your child and read it together. There are several items that need to be signed by you and your child and returned to your child's teacher immediately.

The education of a child is a joint effort between the school and home. Only with the two working together as a *team* can the child develop to his/her potential. Parents can assist by maintaining close communication with their child's teacher, letting the child know that they support the teacher, and encouraging the idea that learning is important. Parents should monitor their children to ensure that homework is being completed. Establish routines related to homework.

Parents should always discuss classroom academic or behavioral problems with the teacher before contacting a principal. This can alleviate confusion or misunderstanding. It is difficult for a principal to discuss a situation with a parent before the teacher has been contacted.

I am here to work with you and assist you in any way possible. Please come by my office or call 713-696-2890.

Because the safety of your children is important to us, I would like for each parent to be familiar with our school hours and other changes for this school year.

SCHOOL HOURS

- School hours are from 7:45 a.m. until 3:15 p.m. for Mondays, Tuesdays, Thursdays, and Fridays. **There will be Early Dismissal every Wednesday at 1:00 p.m.**
- Please have your child at school no later than 7:40 a.m.
- Children should NOT arrive earlier than 7:15 a.m. or remain on campus later than 3:30 p.m. (1:15 p.m. for Wednesdays), unless they are participating in a supervised activity.
- School doors will not open until 7:00 a.m. Supervision will not be provided for students who arrive early.

The above procedures are designed for the safety and well-being of your children.

Breakfast hours: 7:00 a.m. until 7:30 a.m. – Students must arrive no later than 7:25 a.m. so that they may have breakfast.

DROP-OFF AND PICK-UP PROCEDURES

- Parents may drop off students at the main entrance, the drop off lane in front of the school.
- Parents are not to park in the drop-off location.
- If you need to enter the school, please park in the visitor parking lot and stop by the office for a visitor's pass.
- Parents may pick-up the students at the main entrance. In order to ensure the safety of all our students we ask that parents be patient when waiting for their child/children.
- You must make one line and not park in the pick-up lane.
- If your child is not at the front of the school, you must continue to drive your car forward and circle around until your child is in front of the school.
- Pre-K through Second Grade students are released at the Sparks Park Location.
- Third Grade through Fifth Grade students are released at the Main Entrance of the school.
- **Rainy Days – ALL children are released at the front of School.**

EARLY CHECKOUT PROCEDURES

Parents should avoid checking out students from school between 2:45 -3:15 P.M. This is a safety concern and will not enable us to adequately supervise ALL students. Be prepared to show photo identification whenever checking your student(s) out at any time.

A student with 6 or more early checkouts and/or tardies will not be eligible to receive an attendance award.

ENROLLMENT

It is very important for your child's teacher, the nurse, and the office to be able to locate parents. Please notify the office in writing when any information on your child's enrollment card has changed. **Remember – your child will only be released to adults listed on his/her enrollment card.** Keep all information and phone numbers on your child's enrollment card current.

If you will be out of town during a school day or are not available, please notify the school in writing. Be sure to include the dates you will be gone, and the name of the person responsible for your child in your absence. This enables the nurse or teacher to notify the proper person in the event of an illness or injury.

ATTENDANCE REQUIREMENTS

It is the parent's duty to **require** the student to attend school, monitor the student's attendance, and request a conference with school officials to discuss any concerns about attendance. Students must bring a written, signed excuse upon return from an absence. In HISD elementary schools, a student may have no more than **eight** unexcused absences during the school year. Any student with 8 or more unexcused absences will be in danger of retention.

If a child is not present when attendance is taken at 9:30 a.m., he/she is counted ABSENT FOR THE ENTIRE DAY.

Attendance and timeliness will be awarded each nine weeks based on the following criteria:

Perfect Attendance zero (0) absences and zero (0) tardies

Good Attendance two (2) or less absences and (0) tardies

ABSENTEE PROCEDURES

Parent notes are always needed for any absences, the excused note must have the following information:

1. Name of student, Please write both first and last name.
2. Exact date(s) the student was absent.
3. Reason for the absence(s)
If more than 3 days in a row, a doctor's note is needed
4. Parent's signature and a day time phone number
5. The note's can be turned into the Teacher, Nurse or Attendance Office

WITHDRAWAL FROM SCHOOL

Parents should notify the office several days in advance when a child is withdrawing. Teachers will receive a withdrawal form from the office to complete. The completed form is returned to the ADA clerk. The parent must come to the office for final withdrawal.

Records will be sent to the new school when release of records documentation has been received. Records may not be released if a child has an outstanding fine (i.e. lost library books, lost textbooks, lunch charges, etc.).

IMPORTANT DATES

First day of School	August 25, 2008
Last day of School	May 28, 2009
First Nine weeks Report Card	November 5, 2008
Second Nine weeks Report Cards	January 14, 2009
Third Nine weeks Report Cards	April 1, 2009
Last Report Card Date	May 28, 2009

PROMOTION STANDARDS

HISD has established firm standards for promotion from one grade to the next, based on course grades and success on district and state assessments. These assessments are the Texas Assessment of Knowledge and Skills (TAKS), the Stanford 10, or Aprenda norm-referenced tests, AND the High Frequency Word Test (HFWE).

In grades 1 – 5, promotion to the next grade level shall be based on the **overall average** of 70 on a scale of 100 based on subject-level, grade level standards (*Texas Essential Knowledge and Skills*) for ALL core subject areas (Reading, Language Arts, Math, Science, and/or Social Studies) **AND** a grade of 70 or above in **EACH** of the following subject areas: **Reading, Language Arts, Math, Science, and/or Social Studies.**

In addition, students in grades 1 – 5 must meet the minimum requirements as listed below on the Stanford/Aprenda test. The requirements are as follows:

1st Grade	-	K.6 in Reading
2nd Grade	-	1.6 in Reading
3rd Grade	-	2.6 in Reading
4th Grade	-	3.6 in both Reading and Math
5th Grade	-	4.1 in both Reading and Math

In grades 1-2, a student must earn a passing score on the High Frequency Word Evaluation.

In the 3rd grade, by state law, students must be given three opportunities to pass the TAKS Reading test.

In grades 4-5, a student must earn a passing score on the reading and mathematics sections of the TAKS, as well as maintain an overall course grade average of 70 or better for the year in reading, other language arts, mathematics, and either science or social studies.

In the 5th grade, by state law, students must be given three opportunities to pass the TAKS reading and Mathematics tests.

Also, students in grades 3 and 5 must meet the standard on the state TAKS Reading test and the 5th grade Math TAKS test. Students who pass the TAKS tests in grade 3 and 5, but who do not meet the promotion standards above are subject to retention.

DISCIPLINE

Students exhibiting unacceptable behavior will be disciplined according to HISD Board policy as outlined in the annual *HISD Student Code of Conduct* handbook sent home for parent review and signature.

- Children are not usually sent to a principal or assistant principal for a first-time disciplinary offense unless the infraction is severe in nature. Our discipline policy includes: (1) A teacher-student conference; (2) A teacher-parent conference; and (3) Principal-student discipline. If your child is sent to the principal or assistant principal, you will receive a telephone call to report the incident.

DRESS CODE

In an effort to provide the safest and most orderly instructional climate possible, a school-wide student dress code was established in the 1994-95 school year. This dress code was voted and approved by the faculty and parents.

The following requirements have been established for all students in the school:

Pants, shorts, skirts:

- ◆ Pants must be navy blue, khaki, or black
- ◆ Shorts and skirts must approach the student's knees.
- ◆ If the pants have belt loops, a belt must be worn.
- ◆ Jeans of any color are not allowed.

Shirts:

- ◆ Shirts must be solid navy blue, white, or light blue.
- ◆ All shirts must have sleeves
- ◆ Shirts must be long enough to be tucked inside the student's pants
- ◆ Tank tops, spaghetti straps, halter-tops, basketball jerseys, and muscle shirts are not allowed.

Shoes:

- ◆ Shoes should be appropriate for outdoor physical activity
- ◆ Sandals and all other open-toed shoes are not allowed
- ◆ If shoes have laces, the laces must be tied

Hair:/Nail

- ◆ Hairstyles must not be distracting to both the student wearing the style or the other students in the classroom
- ◆ Fingernails must be short. No acrylic or false nails are allowed. Only cleared nail polished is allowed.

Jewelry:

- ◆ All students are allowed to wear one stud earring per ear
- ◆ Hooped-earrings are a safety liability, and are therefore not allowed
- ◆ Piercings of any other body part is not allowed
- ◆ Loose bracelets are not allowed
- ◆ Watches are allowed for students as long as alarms, games, and calculators are Not attached to the watch.

SCHOOL WIDE RULES

Northline Elementary will be following the “Student Code of Conduct” Handbook generated by the Houston Independent School District.

- Respect the rights of others
- Be Safe
- Always be prepared
- Do your own work
- Respect school property
- Follow directions and procedures

TARDY POLICY

In order for students to have every opportunity to do well in school, it is crucial that he/she comes to school regularly and arrives on time every day. Students that arrive late lose valuable instruction time, usually reading instruction. When tardiness becomes habitual, these children fall behind in reading, which may result in grade retention at the end of the year. *Students will not have access to the school building before 7:00 a.m.* Doors will be unlocked at 7:00 a.m.

- Student must report to the office for a “late slip” if not in class when the 7:45 a.m. bell rings.
- The teacher will record the student’s tardies and notify parents after a student’s third tardy to any class.
- After 6 tardies, the parent must meet with an administrator.
- A student will be assigned detention for tardies that occur after the parent conference with an administrator.

BUS RULES

1. No fighting!
2. Students must proceed to their designated areas in an orderly fashion.
3. Riders are released at 3:00 p.m.
4. Pre-K students are escorted by a Teacher Aide to their assigned bus.

Important: If your child’s transportation changes during the day, please notify the homeroom teacher in writing no **later than 1:00 p.m.**

CAFETERIA PROCEDURES

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Once in the cafeteria, students are expected to practice good table manners and common courtesy at all times.

The following rules are enforced in the cafeteria:

1. Students are not to play in the cafeteria.
2. Students must deposit all trash in the trash cans.
3. Students must leave the table and floor clean.
4. Students cannot cut in line and may not allow others to cut in line.
5. Students may not take trays, dishes, or food out of the cafeteria.
6. Students may not talk loudly or cause any disruption in the cafeteria.

Students are only allowed to enter the lunch line once. They should make all purchases when they go through.

Cafeteria Prices

- Student Breakfast - Free
- Student Lunch \$1.60
- Student Reduced Lunch \$0.40
- Adult breakfast \$1.70
- Adult Lunch \$2.65

Parents may pay for their child's lunch a week in advance. Send the exact amount in a sealed envelope with your child each Monday of the week. Your child's teacher will give the exact amount to the Cafeteria Manager.

VISITOR PASSES

The safety and security of children and employees are of utmost importance. We need to take responsibility for maintaining a safe and secure environment at Northline. Key procedures are listed below:

- All visitors must sign in/out at the front office.
- Name tags are to be worn by ALL visitors at ALL times.
- Registered volunteers are to wear VIPS name badges at all times.
- ANY visitor WITHOUT a name tag is to be directed to the front office.
- Visitors / volunteers are to refrain from wandering around the building.
- Visitors are to enter through the front doors ONLY.
- ALL Exterior doors (except front doors) are locked after school begins.
- All late arrivals should enter through the front doors.
- The building is officially closed at 4:30 p.m. daily.
- The front exterior doors are to be locked at 4:30 p.m.

PARENT Conference Time

Kinder	8:50 – 9:35 a.m.
1 st Grade	9:45 – 10:30 a.m.
2 nd Grade	12:05 – 12:50 p.m.
3 rd Grade	1:00 – 1:55 p.m.
4 th Grade	10:40 – 11:25 a.m.
5 th Grade	2:00 – 2:55 p.m.

VOLUNTEERS

Our community Relations Department coordinates more than 39,000 parent, business, and community volunteers, who perform tasks that support and enrich education in HISD schools. Members of the acclaimed Volunteers in Public Schools (VIPS) and Community Relations programs serve as tutors, mentors, teacher partners, speakers, attendance callers, security patrols, chaperones, interpreters, cafeteria monitors, and helpers in libraries, media centers, clinics, and offices. HISD values its parents and volunteers. We encourage every Houstonian to become involved in making our schools the best in the nation.

- All volunteers must complete a VIPS Registration Form and the Background Check form.
- These forms are to be completed at the beginning of the school year.
- Processing of these forms may take approximately 3 to 4 weeks.
- You must have clearance from HISD in order to go on field trips.
- Volunteers should check in with the VIPS Coordinator (Stephanie Anderson)

BICYCLES PROCEDURES

The help of every parent is needed to instruct children on safety issues when riding bicycles to/from school. If you plan for your child/children to ride bikes to school, please practice their route with them several times before you permit them to ride alone. It is most important that students ride on the available sidewalks and cross streets at designated crosswalks. When arriving / leaving school, students are instructed to **walk their bicycles while on school property**. Bicycles should not be ridden on school property! All bikes should be locked securely when parked at the bike rack. Students should not share locks. The school is not responsible for lost or stolen bicycles. *Bicycle helmets should be worn and may be kept in the classroom.*

HEALTH AND SAFETY RULES

1. Give the nurse all new phone numbers. She will call you if your child:
 - a. Is sick or hurt and must be picked up
 - b. Needs change of clothes
 - c. Has other health needs
2. LICE - you must check your child's head daily, treat the head, and let the Nurse know about it. Children with lice must go home immediately.
3. Illness - have your doctor's written note stating medical reason for absence due to illness.
4. Medication of any kind will not be accepted unless a HISD form is completed and signed by your doctor and you for each medicine. Ask the Nurse for the form and about new policy for asthma medicine.
5. Clothing and Shoes - teach your child how to tie shoelaces, remove belts, undo zippers. Sandals or shoes with skates are not allowed.
6. Eye glasses - avoid breakage and loss by always wearing the glasses. Do not carry in backpack or in pockets. Vision and Hearing will be checked for all new students, Kiner, 1st, 3rd, 5th, and other teacher/parent referrals. You will be notified in writing if your child did not pass the vision or hearing exam. Let the Nurse know when you take your child for a vision or hearing exam or if you need financial assistance with either one.
7. Jewelry - tight-fitting rings, loop earrings, loose bracelets, long chains can cause serious injuries. Swollen fingers, cuts, choking, bleeding can be prevented by wearing a ring that is the correct size, stud earrings, bracelets that do not hang loose, or chains that do not reach child's mouth.

FIRE DRILL PROCEDURES

The fire drill bell is an intermittent, high-pitched bell. Teachers will appoint a fire drill captain and an alternate. During the drill, the captain will lead the class to the designated area. The teacher will leave the room last and will make sure that the door and windows are closed. Use the route on the Exit Route Map to arrive at the designated area. During an obstructed fire drill, some of the normal exits will be sealed off or blocked; in this case, the fire captain will lead the class to the nearest safe exit.

SAFETY DRILLS

Northline participates in regularly scheduled safety drills with students and staff. This includes fire, evacuation, storm (duck and cover), and shelter-in-place (lockdown) procedures. We are required by law to submit annual fire drill reports to the state fire marshal.

VANDALISM

We recommend that the seriousness of vandalism be discussed at home. If parents or students observe acts of vandalism, please report such acts immediately to the HISD Police Department (713-892-7777), local law enforcement agency or to the principal.

All acts of vandalism will be reported by the school to the HISD Police Department and the Houston Police Department. Persons involved will make restitution and/or be prosecuted.

LOST AND FOUND

PLEASE mark all items of clothing, lunch boxes, and supplies with your child's first and last name and the name of his/her homeroom teacher. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school **Lost & Found**. Students and parents are encouraged to periodically look through the *Lost & Found* for missing items. Jewelry, glasses, money, and any small items will be placed in the front office to be identified verbally before they are turned over. All other items are placed in a bin in the main office area. Items will be periodically displayed for student viewing.

The school will not be held responsible for lost items. All *lost & found* items left at the end of the year will be donated to a local charity.

TEXTBOOKS

Report cards and/or transcripts may not be released until textbook due balances are paid. The state of Texas has provided textbooks to children in public schools. Students are responsible for each textbook assigned to them. Damaged or lost books are the responsibility of parents. Students who have lost or not returned textbooks are not entitled to receive new textbooks. If a textbook has been lost, the student must notify their teacher and report the loss to the textbook clerk.

Be aware that most textbooks start at an approximated cost of \$30 each. It is vital that students show responsible actions regarding the care of their textbooks.