

**Parent & Student Handbook**

 **2022-2023**

**Henry F. MacGregor Elementary**

4801 La Branch

Houston, Texas 77004

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http://www.houstonisd.org/MacgregorES

Houston Independent School District

Magnet School for Fine Arts

School Mascot

Tiger

School Colors

Navy Blue and Golden Yellow

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This handbook is designed to familiarize parents and students with the policies, people, and programs at Henry F. MacGregor Elementary School. It should be used as a guide to our school in conjunction with the HISD Student Code of Conduct, Elementary Guidelines and the policies of the Board of Education and the Texas Education Agency.

**General Information**

**School Hours**

7:00am LaBranch entrance is open for student arrival in the cafeteria

7:15am Rosedale and Wentworth entrances open 7:15-7:40 am.

7:30am School Begins

7:40am Students are tardy

9:30am Attendance is recorded

3:00pm School day ends

**Dress Code**

\* Navy blue or denim bottom

\* Navy blue, gold, or white polo-style/collar shirts

\* Closed-toe shoes (Sandals, open-toe shoes, or rubber shoes are not allowed)

\* College shirts are allowed every Monday

\* School spirit shirts are allowed every Friday

**FREE DRESS**: Clothing such as halters, ripped jeans/pants, jeggings, sundresses, short shorts, short skirts, sandals, rubber shoes, shirts with obscene/profane language, etc. **are not allowed**. Keep general guidelines in mind as your child participates in free dress. Free dress is only allowed on dates designated by the principal.

**School Holidays & Teacher Preparation Days**

|  |  |  |  |
| --- | --- | --- | --- |
| **September 5, 2022** | Labor Day | **January 16, 2023** | MLK, Jr. Holiday |
| **October 4, 2022** | Teacher Service Day (no students) | **February 20, 2023** | Teacher Service Day (no students) |
| **October 5, 2022** | Fall Holiday | **March 13-17, 2023** | Spring Break |
| **November 21-25, 2022** | Thanksgiving Holiday | **March 31, 2023** | Chavez/Huerta Holiday |
| **December 22-30, 2022** | Winter Holiday | **April 7, 2023**  | Spring Holiday |
| **January 2-4, 2023** | Winter Holiday | **April 21, 2023** | Spring Holiday |
| **January 5, 2023** | Teacher Prep. (no students) | **May 29, 2023** | Memorial Day |
| **January 6, 2023** | Teacher Service Day (no students) | **June 1, 2023** | Teacher prep (no students) |

**Arrival and Dismissal**

**Before School:**  Students may enter the building at 7:00 a.m. All students must wait in the cafeteria until dismissed. Students may not be dropped off before 7:00 a.m., as there will be no school personnel on duty at this time to ensure their safety.

**Arrival**: Students may be dropped off at the main entrance on LaBranch as early as 7:00 a.m.

 Wentworth and Rosedale gates are open 7:15 a.m.-7:40 a.m.

Pre-Kindergarten and Kindergarten students may be dropped off and picked up at the gate near the Pre- kindergarten classes on Rosedale. After 7:40 a.m., these students must enter through the main entrance.

**Dismissal:** Students may be picked up at designated gates from 3:00 p.m. -3:10 p.m. After 3:10 all students report to the cafeteria. **There are no provisions for supervising students after 3:10 p.m. Late pick-up will be documented after 3:10 p.m.**

**Car riders will report to designated gates:**

Pre-K and K- Rosedale Gate 1st and 2nd – Wentworth Gate 3rd, 4th, and 5th – LaBranch Gate

Older siblings will report to the younger sibling’s dismissal location for pick up.

**Parents/guardians must remain in their car, drive up to the appropriate gate, and display the pick-up tag. LaBranch, Rosedale, and Wentworth are No parking zones during arrival and dismissal.**

**Dismissal tags are required for student release at all times**. Anyone picking up a child must present the child’s assigned tag to the school personnel on duty. Anyone without the assigned tag will be directed to the main office to present ID for verification. Students will only be released to individuals listed on the Student Pick-Up Authorization Form on file.

**Attendance/Absences**

ADA is recorded at 9:30 a.m. daily. If a student is not in the classroom at the time attendance is taken, he/she is counted absent. However, students who are out of class when official attendance is recorded due to medical appointments, may be counted present if they provide an excuse from the physician’s office, and the student is in attendance for at least 50% of the instructional day. Please make every effort to schedule doctor’s appointments after 10:00 a.m.

Students who are absent MUST present the teacher/attendance clerk with a written excuse signed by the parent/guardian within three (3) days of the absence. **A maximum of 10 handwritten notes will be excused per academic year.**

TEC §25.095 requires the school district to notify a student’s parent or legal guardian if the student is absent 10 or more days or parts of days within a six-month period in the same school year.

Students will be excused from attending school for the purpose of observing religious holidays when it is a tenet of their faith, provided a written request is sent in **advance** by the parent or guardian.

**Compulsory Student Attendance TEC §25.085:**

A child is required to attend a school under this section shall **attend school each school day for the entire period the program of instruction is provided.** Excessive absences for full days or parts of days may result in retention or legal action allowable by attendance guidelines. Prekindergarten and kindergarten students who are enrolled in school are subject to the Compulsory School Attendance section of the Texas Education Code. However, if the child has not reached mandatory compulsory attendance age (six years old as of September 1 of the current school year) the parent/guardian may withdraw the student from school and the child will no longer be in violation of compulsory attendance rules. The Texas Education Code (25.092) sets a minimum attendance requirement of 90 percent of class meetings for the award of course credit. Houston ISD requires a minimum attendance of 90% of class meetings. In addition to a 90% requirement for course credit, **district promotion standards for grades 1-8 require 90% attendance**. **Questions regarding attendance may be referred to Ms. Bobb at sbobb@houstonisd.org. Excuse notes may be e-mailed to Mrs. Bobb, placed in her mailbox, or submitted to the classroom teacher.**

**Campus Visitor Guidelines**

All campus visitors 16 years of age or older must present valid ID to be checked in through RAPTOR upon entry to the campus and adhere to campus guidelines. Campus visitors must wear a visitor’s sticker while on campus which shows the current date, time, and location visited. Visitors must remain in location indicated on the sticker. There will be no campus visitors during the first week of school or during STAAR testing weeks.

**Classroom Access During Instructional Time**

To ensure safety, adequate supervision of all students, and maximize instructional time, classroom visits must be scheduled with campus administration at least 48 hours in advance. Forgotten items, deliveries to teachers or students, and messages to teachers or students will be left at the main office and delivered by school personnel as time permits. Parents are welcome to eat lunch with their children in the cafeteria during their scheduled lunch period at the reserved tables with the exception of the first week of school and STAAR testing weeks.

**Discipline Management Plan**

MacGregor Elementary will enforce the ***HISD Code of Conduct***. Teachers will utilize Conduct Charts and Class Dojo to communicate with parents about students’ behavior. The campus expectation is that magnet students maintain an “S” average to remain in good standing. Satisfactory conduct is an expectation of all students.

**Early Release of Students**

**Students will not be released from class after 2:30 p.m.** After 2:30 all students will report to their normal dismissal locations.

Parent/Guardian/Designee must report to the main office and present the student’s assigned dismissal tag or valid government-issued ID for verification, sign out the child, and remain in the main office until the child arrives. We will only release students to individuals listed on the Student Pick-Up Authorization Form on file. Students will only be released to school personnel from the classroom. Children returning to school must be checked in at the main office upon their return.

**Electronics & Cell Phones**

As a safety measure, cell phones and electronic devices must be powered off and stored in the student’s backpack while students are on school property. Cell phones or devices that are seen or heard will be confiscated and turned in to the main office. Confiscated phones and devices must be retrieved by a parent/guardian and a $15 fee will be assessed for each offense. Students may seek the assistance of an adult to make emergency phone calls, as needed.

**Emergency Procedures**

In the event of an emergency notify your child’s teacher of transportation changes in writing. Please reserve this process for emergencies and note that notification must be received at least 2 hours prior to dismissal. Frequent transportation changes will not be honored. Please note that students will only be released to individuals designated on the pick-up list or those with a current pick-up card. Anyone picking up a student must present valid ID. Changes to your child’s authorized pick-up list must be made in person by the parent or guardian.

**Enrollment Card Information**

Please keep your child’s ***Enrollment Card*** and ***Student Pick-Up Authorization Form*** current. Changes to these forms must be made in person by a parent or guardian and proof of residence is required. Questions regarding changes to phone numbers and addresses may be forwarded to the campus registrar.

**Field Trips**

Permission slips will be sent home by the teacher to be signed and returned by the date indicated on the permission slip. No student will be allowed to attend a trip without written permission on the appropriate permission slip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Refunds are not granted. Some field trips are considered extra-curricular activities; therefore, they are optional. Students who do not desire to participate will receive instruction at school. Any student who exhibits unacceptable conduct in the classroom as indicated on the conduct folder or presents a safety concern for themselves or others will only be allowed to attend field trips with a VIPS cleared parent or guardian’s accompaniment. Parents will be notified of this requirement at least 2 weeks prior to the event. All MacGregor students are required to wear the designated MacGregor shirt specified by the teacher on all school sponsored field trips. **Only MacGregor students are allowed to attend field trips, other children or siblings are not allowed to attend.** All adults who attend must be VIPS cleared. Parents or guardians who are not VIPS cleared may not attend or accompany the group in any capacity.

**General Conduct**

Students are responsible for following guidelines established by the student code of conduct, adhering to guidelines set by campus administration and classroom teachers. Academic performance, conduct, and excessive absence/tardiness could impact your scholar’s magnet transfer.

**Gifted & Talented Programming**

HISD conducts annual GT screening of all students in kindergarten and fifth grade. Students in grades 1-4, who have not previously qualified, may be evaluated within the district’s designated assessment window upon parents’ request. GT programming includes differentiated instruction and additional project-based learning activities. Upon qualification, students maintain GT status throughout their enrollment in HISD.

**Grades**

The electronic gradebook is accessible via HISD Connect. Please create an account by August 26, 2022 and monitor grades regularly. Grades are entered within one week of the assignment.

|  |  |  |
| --- | --- | --- |
| **Grading Cycle** | **Progress Report** | **Report Card Date** |
| August 22-September 30, 2022 | September 9, 2022 | October 7, 2022 |
| October 3-November 4, 2022 | October 28, 2022 | November 11, 2022 |
| November 7-December 21, 2022 | December 2, 2022 | January 13, 2023 |
| January 9-February 24, 2023 | February 3, 2023 | March 3, 2023 |
| February 27-April 14, 2023 | March 24, 2023 | April 20, 2023 |
| April 17-May 31, 2023 | May 19, 2023 | May 31, 2023 |

**Homework**

Homework is an extension of classroom instruction. All students in Grades K-5 will be assigned homework Monday through Thursday. Please ensure that your child completes homework. If specific homework is not assigned, recommended activities include reading, spelling or math practice, and HISD’s online resources.

**Literacy Initiative**

Daily reading is a critical component of our scholars’ success. All students receive instruction and assessment on their reading level to maximize growth and development. Support this initiative by reading to your Pre-K scholar daily and ensure that your K-5 scholar is reading their leveled reader daily. Classroom teachers will provide a leveled reader aligned to your scholar’s reading level. Additionally, all classes are scheduled to visit the library where they have the opportunity to learn and apply technology applications, take Accelerated Reader tests upon completing their library books, and explore various genres of books that interest them. Students are encouraged to read Bluebonnet titles from the TLA Bluebonnet List. Second-Fifth grade homeroom teachers will track students’ completion of titles.

**Lost and Found**

Please prevent the loss of your child’s items by placing his/her first and last name on all personal items. The ***Lost and Found*** is located in the cafeteria. All unclaimed items are discarded at the end of each month. The school is not responsible for lost items, including electronics.

**Medications**

All medications, including over-the-counter medication, prescribed drugs, and/or inhalers must be kept in the nurse’s office at all times. Students are not allowed to carry or store medications of any kind. Students requiring any daily or long-term medications that need to be taken during school hours must have the appropriate medication authorization requesting and granting permission for administration by the nurse. Medications must be sent to the school in the original container with dosage instructions (written by a doctor or pharmacist) to be stored in the clinic. Medication cannot be administered by the nurse without written authorization from your child’s doctor (this includes sunscreen and lotions). Students shall present acceptable evidence of vaccination prior to entry or attendance to a child-care facility or public or private elementary or secondary school in Texas.

Students coming from another state or country must be current with vaccinations for enrollment.

Students will not be enrolled with delinquent immunizations and may be denied enrollment.

**Notice of Progress**

If your child is experiencing serious difficulty in any subject and/or conduct, a ***Notice of Progress*** will be sent to you. ***Notice of Progress*** is distributed according to district timelines, or any time thereafter if the **average falls below 70 or the conduct grade drops to a P or U. *Please sign and return*** the ***Notice of Progress. Monitor student performance by accessing the electronic gradebook on HISD Connect on www.houstonisd.org under the Parents and Students tab.***

**GRADING PROCEDURES**

|  |  |
| --- | --- |
| **Academic Grading Criteria** | **Conduct Grading Criteria** |
| A | 90-100 | Excellent | E | Excellent  |
| B | 80-89 | Good | S | Satisfactory |
| C | 75-79 | Fair | P | Poor  |
| D | 70-74 | Passing  | U | Unsatisfactory |
| F | 69 or below | Failing |  |  |

**Online Resources**

HISD’s online resources are accessible with the student’s sign-in via www.houstonisd.org on the Parents and Students tab.

**Parent /Teacher Conferences**

Parent/Teacher conferences will be conducted during the teacher’s planning period and must be scheduled with the teacher.

**Parties**

We offer Birthday Grams for birthday recognition. Birthday Grams cost $5 and include posting the student’s name on the marquee, a birthday announcement, and a birthday pencil. Birthday parties and celebrations are not allowed at school. **Students may not distribute goodie bags, balloons, or any food items including cakes, cupcakes, or candy.** Classes may conduct three parties during the school year. For this school year, class parties are allowed on 12/21/22, 2/14/23, and 5/30/23.

**Student Incentives and Recognition**

We utilize the following academic, character, and attendance incentives to celebrate our scholars:

Student of the month, Top Dojo point earner, Honor Roll, and attendance incentives.

**Tardiness**

After 7:40 a.m., students are tardy. Tardiness negatively impacts students’ academic performance and may impact magnet transfer status.

**Textbooks, Library Books, and Musical Instruments**

Please remember that textbooks, library books, and musical instruments are loaned to your child. Students are responsible for all textbooks, library books, and musical instruments issued to them. Parents or guardians are financially responsible for any damage, defacement, or losses that may occur while the book or instrument is in your child’s possession.

**Transportation**

HISD bus pick up/drop off locations are determined by the student’s home address in HISD Connect. HISD Bus drivers must pick-up at the locations designated by Routing and Scheduling. Please do not ask drivers to make changes in the route. **Students are only allowed to ride the assigned route. S**tudents may not ride the bus to visit friends, attend birthday parties, sleepovers, etc. **Route Changes must be requested in writing for approval by HISD’s Motor Pool Dept.**

All provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action. **Conduct violations may result in temporary or permanent suspension of a student's transportation privileges.**

|  |
| --- |
| Transportation Customer Care Team**:** (713)556-9400 |
|  |

**Volunteering on Campus**

Parents/guardians are encouraged to participate as campus volunteers. Parents interested in volunteering time and services may contact our counselor, Carolyn Assaad and our wraparound specialist, Kathy Mojica for opportunities. Volunteers must adhere to campus sign-in procedures and be cleared by VIPS. All campus visitors must present a valid approved form of ID, wear a single-use visitor’s sticker with the designated date, time, location, and remain in the designated location.

**VIPS**

**VIPS Approval Process:**

1. Go to www.Houstonisd.org. The VIPS (**V**olunteers **I**n **P**ublic **S**chools) Login is located in the Community section of the homepage. Complete all sections and include MacGregor as a volunteer site.
2. Allow time for processing and email notification of approval. Confirm approval with main office personnel.

**VIPS status is required for parties, dances, field trips, field day, and all events that occur during the school day in which volunteers are among students. VIPS approval is not required to attend performances or school-wide events after school hours, unless specified.**

**There will be no campus visitors during the first week of school or during STAAR Testing.**

**Withdrawals from School**

24 hour written notice is required to prepare the necessary records for your child to withdraw from MacGregor. Textbooks, musical instruments, library books, etc. need to be returned and fines cleared prior to withdrawal.