

# Tina E. Whidby Elementary

## ***STUDENT / PARENT HANDBOOK***



### ***WHAT YOU SHOULD KNOW FROM A TO Z 2024-2025***

***Sheryl Turner, Principal  
Jennifer Watson, Assistant Principal***

It is the policy of the Houston Independent School District not to discriminate based on 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.

This handbook is designed to familiarize parents and students with the policies, people, and programs at Tina E. Whidby Elementary School. Please take time to read through the material printed here and discuss it with your child. We hope that you will keep it in a convenient place and use it as a reference when questions arise. If you have questions which are not answered in this booklet, feel free to call the school office at [\(713\) 746-8170](tel:7137468170) for further information.

# **Tina E. Whidby Elementary**

## **Student/Parent Handbook 2024-2025**

The Tina E. Whidby Elementary Student/Parent Handbook has been written to help your son or daughter understand what is expected during the time he/she is in school. Students and parents are required to follow the rules outlined in the handbook. Please read and discuss with your child, then sign this form and return it to your child's teacher. Signatures of the parent and student acknowledge that you received a copy of the Tina E. Whidby Elementary Student/Parent Handbook and certify that you and your child have read it and understand the expectations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Tina E. Whidby ELEMENTARY SCHOOL A TO Z**

- A** - Administration, Attendance, After School Activities
- B** - Backpacks, Birthday Celebrations, Breakfast, Buses, Bus Eligibility, Bus Zone /Handicapped Pickup, Bus Loading Zone
- C** - Carpools, Cell Phones, Classroom Observation, Computers, Conferences, Communication Day, Compulsory Attendance Law, Crossing Guards
- D** - Discipline, Discipline Plan, Dismissal, Dress Guidelines
- E** - Emergency Procedures
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- H** - Homework, Hours
- I** - Inclement Weather
- J** - Just in Case
- K** - Kindergarten
- L** - Leaving Early, Library, Lice, Lost and Found, Lunch
- M** - Medical Information
- N** - Nurse
- O** - Organizations
- P** - Parking, Parties, Pesticides, Physical Education, Prekindergarten, Promotion Policy  
Progress reports
- Q** - Questions
- R** - Raptor, Recess, Records, Report Cards, Residency, Registration for New Students
- S** - School Supplies, Security, Security Cameras, Signing In and Out, Shared Decision-Making committee
- T** - Tardies, Testing, Textbooks
- U** - Unnecessary Items, Unsatisfactory Notices
- V** - Visitation, Volunteer Opportunities
- W** - Waiting for Students, Walkers, Weapons
- X, Y, Z** - Other Information



## ADMINISTRATION

Principal..... Sheryl Turner  
Assistant Principal..... Jennifer Watson  
Counselor..... LaDashia Evans

## ATTENDANCE

Each parent must monitor the students' attendance and request a conference with school officials to discuss attendance concerns. In HISD schools, **a student must attend at least 90 percent of the days** the course meets during the school year to receive credit for a course. Students with excessive absences will automatically be referred to the school's attendance committee to determine whether credit may be awarded.

State law provides that if a student is absent from school without excuse for any portion of the school day for three days in four weeks or ten or more days in six months, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Courts.

School policy states that attendance is checked each day at **10:00 am**. Parents of students that are not present by 8:15 am will be notified of the importance of attending school daily. **Students arriving after 10:00 a.m. will be counted absent.** Students who become ill at school and are sent home will be counted absent if they arrive at the clinic before 10:00 a.m. Students who have medical appointments are not counted absent if they return to school with a statement from the medical practitioner.

Parents can help their child(ren) and our personnel by sending a doctor's note each and every time that a child returns to school after an absence. The note should have the following information:

- Date
- Child's first and last name
- Date of the absence(s)
- Reason for the absence

According to Board Policy, student absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- 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

**When students are absent, they miss important instructional time. Excessive Absences, Tardiness, and Early Pick Ups may result in the student being placed on an Attendance Plan. For an absence to be excused, the written excuse must be brought within three (3) school days. Parents must know that an excused absence is still an absence.**

Please support your child by ensuring that any absences and tardies are unavoidable and are followed with a written excuse when he/she returns to school. Attendance records of students placed on a Growth Plan will be reviewed at the end of the school year before renewal of transfer for the following school year is approved.

## **AFTER SCHOOL ACTIVITIES**

Parents, please be reminded you should not leave your children unattended while attending sporting and other school events such as Meet and Greet, Book Fair, Math and Science Night, etc. Parents are asked to supervise their children when visiting the campus for all after-school events. **Whidby Elementary has an After-School Program that ends at 6:00 p.m.** An application must be completed by parents for children to participate in any activity after 4:00 pm. **If a student that is in an afterschool activity is picked up late 3 times, that student will not be able to participate. Let's be sure that we are respectful of everyone's time.**



## **BACKPACKS**

Students may bring traditional book satchels or backpacks to school to carry books, lunches, and other necessary school-related items. Students are strongly discouraged not to bring rolling backpacks, rolling suitcases, and/or rolling carts since they are a safety hazard. Rolling backpacks, rolling suitcases and/or rolling carts will not be permitted in halls and/or walkways.

## **BIRTHDAY CELEBRATIONS**

The Texas Department of Agriculture's Food and Nutrition Division has decreed that the "cupcake" law is back in effect. Parents may bring individually wrapped cupcakes, cake, brownies, or cookies and leave them at the front desk. The staff will deliver them to the

cafeteria. Staff will hand them out during student lunch periods. Candy **may not** be handed out at any time.

Please do not plan to have a birthday party in the cafeteria or in the classroom. Party hats, favors, decorations, balloons, etc. should be reserved for off-campus parties.

**Invitations to off-campus birthday parties are not to be distributed at school.**

**Please do not have flowers, balloons, gift baskets, singing telegrams, etc. delivered to school** for individual students. Such items will not be delivered to the classroom.

## **BREAKFAST**

HISD provides free breakfast for all Tina E. Whidby Elementary students. HISD has approved a plan to implement First Class Breakfast in all elementary and middle schools. The First-Class Breakfast program is a nutritious morning breakfast meal during the first few minutes of the student's first class. With this program in place, the cafeteria will no longer offer traditional breakfast before school. Breakfast is still free for all students.

## **BUSES**

The Houston Independent School District provides buses for students who live **over** two miles from the school to which they are zoned. Students **must** live in the eligible zone to ride the bus. Each bus rider should catch the bus and be delivered to the bus stop closest to his/her home. Students may not ride the bus to a babysitter's house or to visit friends. Students may not invite other non-eligible students to ride on the bus. Students may not ride on another bus route without a prior approved change in route.

We must work closely with our children so that they understand the importance of good bus conduct. The rules and procedures are reprinted here for reference. Please read and discuss them with your child.

### **Bus Rules and Procedures**

1. Bus riders should be at their assigned bus stop five minutes before the bus is scheduled to arrive.
2. Students should respect the property of others.
3. Students should board and exit the bus in a quiet and orderly manner (no pushing, shoving, shouting, etc.)
4. Students should stay seated and wear seat belts until the bus driver dismisses them.
5. When buses arrive in the morning, students go to their designated areas.
6. Bus riders are to assemble in the bus loading zone and board the bus as a group.
7. If a bus is late in the afternoon, students will remain in the bus loading zone where supervision is provided until the bus arrives.
8. Students are to treat drivers with respect and courtesy.

9. No fighting, horse playing, or obscene language will be allowed on buses, at the bus stops, or on the route to and from the bus stop.
10. Students must stay seated when the bus is in motion.
11. Students must not shout out the windows or throw objects out the windows. Disciplining of students who do not obey bus rules will be handled in the office per 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.

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 jeopardize the safety of all riders and cannot be tolerated.

Note 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.

## **BUS ELIGIBILITY**

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

Non-eligible students may not ride the bus to visit friends, attend birthday parties, sleepover, etc.

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.

### **BUS LOADING ZONE**

The bus loading zone is a “**NO PARKING**” and “**NO DROP OFF**” zone for passenger cars.



## **CARPOOLS**



Whidby Elementary has a drop-off and pick-up system which places student safety first! Please adhere to the following guidelines to ensure the safety of all children during morning drop-off and dismissal times.

- **Please ensure that you are being considerate of all drivers and are not cutting the carpool line.**
- **No parking in the bus zone.**
- **Please do not leave your car unattended in front of the building between the hours of 7:15 a.m.-9:00 a.m. and 2:15 p.m.-4:00 p.m.**
- **Please do not drive into the faculty parking lot.**
- **Please refrain from using cell phones while dropping off or picking up your child in school zones.**

**DROP OFF** students on the curbside on **Springhill Street** in front of the school. **Do not ask your child to cross in the middle of the driveway unless escorted by an adult.** This endangers the child **and** blocks the flow of traffic. **Students that arrive after 8:15 am, must be escorted inside the school by an adult to sign the late arrival form.**

**PICK UP** your child(ren) at these designated areas at dismissal time. **Parents will be required to come inside and sign a Late Pick-Up Form for students who are not picked up by 4:15 p.m.** Parents will be required to provide proper identification. Please make the necessary arrangements to pick up your child on time. **HISD's policy is to have HISD police officers transport students to CPS if they are not picked within a reasonable time period after dismissal time.**

For the safety of the children, please follow instructions given by the crossing guards, faculty, and staff members. Remember to be polite, we are trying to ensure the safe arrival and dismissal of all Whidby Bees.

Please be sure that your child knows how he/she gets home every day. If there are any changes in the usual routine, please contact the front office before 11:00 a.m. to ensure the safety of the student(s). Students will not be allowed to make phone calls in the office.

## **CELL PHONES**

Students are allowed to have a cell phone in their backpack to use **only** to communicate with parents after school starting at **4:00 p.m.** Cell phones are **not** allowed to be on or used during the school day. Visible cell phones (seen or heard) during the school day will be confiscated and turned into the office. The student's **parents** will have to come to the office to retrieve the phone. Repeated confiscation will result in the parents paying a fee of \$15, as stated in the Code of Student Conduct to pick up the phone. **The school will not be held**

**responsible for lost cell phones.** Please remember, we work as a team and will only reach the expected level of success associated with this cellular phone policy if our parents support our efforts by reinforcing the message at home and expecting your child to follow this protocol.

## **CLASSROOM OBSERVATION**

It is not a preferred practice for parents to sit in a classroom during instruction, however, if a parent or legal guardian wishes to observe their child in a classroom, you must schedule the visit as you would a conference with the teacher or administrator. Also, parents must have completed and been approved with a background check through VIPS. Only one parent/guardian will be allowed to visit the room. The visit will only be a 5minute observation, with an administrator as an escort. Parents or guardians shall not video or audio tape the class observation session. During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for students.

## **COMPUTERS**

The Tina E. Whidby computer lab is equipped with PC workstations. Students in grades 3rd-5th are scheduled for instructional periods in the lab. All classrooms have at least one computer for each student which is connected to the building network and the Internet.

## **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 [\(713\) 746-8170](tel:7137468170), write a note to the teacher, or email the teacher to arrange an appointment. You should expect a response from the teacher within 48 hours.
2. **Please do not drop in for just a minute at the beginning or end of the day.** These are especially crucial times when the class needs and deserves the teacher's full attention.
3. Please do not ask to have teachers called out of class for a conference.  
Instructional time belongs to the students

## **COMMUNICATION DAY**

Monday and Thursday are Communication Days at Tina E. Whidby Elementary. We will make every effort to send all notices, calendars, newsletters, etc. home on Mondays and Thursdays. Please check your child's backpack each Monday and Thursday, there will be at least one important note!

The newsletter is published weekly and sent home on Mondays and Thursdays. It contains important dates and information regarding events and issues at Tina E. Whidby Elementary.

## **COMPULSORY ATTENDANCE LAW**

The Texas Legislature has passed laws stating that a student shall be required to attend school for the entire instructional period (school year). If a student is absent from school without excuse for any portion of the school day for three (3) days in a four-week period or for ten (10) or more 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.

Principals may excuse the absences for personal illness, death in the family, or other legitimate reasons. Vacations and trips out of the country during the time school is still in session are not considered excused absences.

It is a 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 that have eight (8) or more unexcused absences during the school year will automatically be retained. The student will have to attend summer school daily before a decision is made by the Grade Placement Committee to be promoted.

Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student's tenth (10th) unexcused absence when all of the ten (10) unexcused absences occurred within a six-month period during the same school year.

## **CROSSING GUARDS**

Tina E. Whidby Elementary is truly fortunate to have four crossing guards assigned to the streets close to school. Only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Whidby Elementary and follow the directions of the crossing guards. Crossing guards have an important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets.



## 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 Houston ISD Code of Student Conduct is our framework for campus discipline. Parents and Students are encouraged to become familiar with the copy of The Houston ISD Code of Student Conduct that is sent home at the beginning of the school year. Teachers are primarily responsible for setting and implementing discipline management procedures for the classroom and other common areas of the school. Parents will be informed of student's behavior in school through daily or weekly communication through the planner, emails, phone calls, or face-to-face conferences. Grade level administrators support teachers and other staff members in modeling, supervising, and correcting student behavior. At the teacher's discretion, level II offenses may be referred to an administrator.

### **Levels of Offenses/Overview**

Acts of misconduct are categorized into the following five levels of offenses:

#### **Level I—Violation of Classroom Rules:**

Offenses that generally occur in the classroom and can be corrected by the teacher. **Level**

#### **II—Administrative Intervention:**

Offenses that are more serious in nature or a continuance of Level I misconduct.

#### **Level III—Targeted Intervention, Restitution, Suspension, or Optional Removal to Disciplinary Alternative Education**

## DISCIPLINE PLAN

The Tina E. Whidby Elementary 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 Whidby Elementary staff enlists the participation and support of parents in upholding high standards for student behavior.

The Tina E. Whidby Discipline Plan includes:

- Classroom rules formulated by the students and teacher.
- Frequent review of expectations and consequences.

- Daily or weekly communication from teacher to parent regarding student behavior.
- Referral to the counselor for services • Use of the HISD Code of Student Conduct.
- Parent, Student, and Teacher Contracts
- Corporal punishment will not be used as part of the discipline plan.
- Students will adhere to the following hallway and lunchroom rules:
- Use quiet voices.
- Raise hand for permission to leave seat.
- Enter and exit in a quiet and orderly manner.
- Practice silence in the hall always.
- Respect the rights of others.

Students are required to report any incident (threats, name calling, bullying, hitting, etc.) to the teacher, the counselor, and/or the administrators. Students are encouraged not to “Hit Back”. In an altercation, both students will receive a disciplinary action. All students are required to follow school rules and comply with school and district policy as outlined in the Student Code of Conduct.

## **DISMISSAL**

All children should be familiar with their afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor’s appointment etc., be sure your child knows the changes before he/she leaves home in the morning.

**School dismissal starts at 3:00 p.m. for lower-grade students (PreK – 1st grade). The second-fifth grade students will have instruction until 4 pm and WILL NOT BE DISMISSED BEFORE THEIR OFFICIAL DISMISSAL TIME. No student will be checked out after 2:20 p.m. Only in the case of a doctor’s appointment/emergency will a student be allowed to be checked out after 2:20 p.m.**

**All car, bus, and daycare riders** will be dismissed in front of the school on Springhill. Students will not be allowed to cross the street for pick-up. Parents will have a placard identifying the children they are picking up. Parents may not park in the student loading zone.

If your child does not walk home or ride the bus, please plan to have him/her picked up no later than 3:20 p.m. Students not picked up by 3:20 p.m. will be taken inside the cafeteria. Parents must park and go inside the school to the main office window to pick up their child. You will be required to provide proper identification. **HISD’s policy is to have HISD police officers transport students to CPS if they are not picked up within a reasonable time frame after dismissal time. Telephone numbers that may be helpful for you include:**

HISD Police  
CPS

713-892-7777  
713-394-4000

## DRESS GUIDELINES

The staff at Tina E. Whidby Elementary School feel that attending school is the most important job our children will ever have. We feel that the way our children dress influences their attitude towards school.

### TINA E. WHIDBY UNIFORM POLICY

Clothing Item	Styles	Colors	Special Comments
<b>Tops</b>	Long or short sleeve polo-style shirt	Light Blue, Navy Blue, or White Polo Shirts	Official Whidby Elementary Logo shirts are permitted. Oversized shirts are <b>not</b> permitted. <b>NO</b> tank tops, spaghetti straps, or backless tops will be permitted.
	Official Whidby Elementary Logo T-shirts	Light Blue, Navy Blue, or White Polo Shirts	<b>Only</b> official Whidby Elementary logo T-shirts are permitted. College shirts ( <b>Monday only</b> )
<b>Bottoms</b>	Pants or Capri pants	Navy blue or Khaki	Must fit at the waist. <b>NO</b> decorated, baggy/oversized jeans will be permitted.
<b>Shorts</b>	Shorts or Skirts	Navy blue or Khaki	Must be fingertip length or longer to knee. Must fit at the waist. <b>NO</b> short shorts will be permitted.
<b>Jumpers</b>	Uniform-type jumpers	Navy blue or Khaki	Must be Uniform type.
<b>Jackets</b>	Jacket, sweater or sweatshirts	Any color	Sweatshirts are permitted.
<b>Shoes</b>	Closed toe and closed heel	Any color	Laces must be of proper length.
	shoes (flat heels only)		Socks must be worn with shoes. No flip flops or roller skate shoes allowed. <b>Crocs and Bubble slides are not allowed.</b>

## General Guidelines

- No caps, hats, or bandanas are allowed inside the building.
- No large earrings or nose rings may be worn by students.
- Only regular undecorated blue jeans and a spirit/uniform shirt may be worn on Spirit Day (Friday). College Shirts and Jeans (Monday)
- No tattoos of any sort whether real or washable.
- Belts are preferred for all students.
- Closed-toe shoes must be worn. Open-toed sandals, flip-flops, and Crocs are not allowed.

## Items considered inappropriate for school:

Cosmetics

Oversized clothing

Bicycle pants/shorts, compression shorts, gym-type shorts

When a child is not dressed in compliance with dress guidelines, the classroom teacher will send the student to the office to call the parent to bring a change of appropriate clothing.

*Note: HISD Code of Student Conduct states: Violation of a school's mandatory school uniform policy is a level II Act of Misconduct.*

We appreciate the cooperation of Tina E. Whidby Elementary parents in supporting the uniform policy and dress guidelines.



## 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. You can never be certain when an emergency may occur.**

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

Be sure that changes in "pick-up procedures" are clearly communicated and discussed **before** the child leaves home. Notify the teacher/office in writing or call before 11:00 a.m. when such changes occur.

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 routine messages.



## 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 any 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. A Student Medical Emergency Treatment form must be on file with the nurse.**

Money is collected from students to cover the cost of buses and fees for field trips. Reservations, bus arrangements, and prior approval must be obtained for all student trips. Our office must complete these arrangements, and prior approval must be obtained for all student trips.

Be sure to adhere to the timelines for money collection and return of permission slips to ensure that your child has a reserved space and can participate.

Some field trips are considered extracurricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

Student(s) grades should be in good standing in all major subject areas to be eligible to participate in extracurricular activities.

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 report card may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may be used consequently for specific acts of misconduct determined by the principal. 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.

## FIELD TRIP CHAPERONE POLICY

**CHAPERONE POLICY:** Parents must complete a background check through [houstonisd.org/VIPS](http://houstonisd.org/VIPS) and be approved before chaperoning a field trip. Teachers will only be notified as to who has been approved.

**FIELD TRIP CHAPERONES** – If a parent is invited to chaperone a field trip, please do not bring non school-aged or school-aged siblings. Supervision is critical and the chaperone



must be solely concerned with watching the students on the field trip. Chaperones must ride the bus to chaperone the entire field trip.

## GIFTED AND TALENTED

The Houston Independent School District provides a program for Gifted and Talented students. The Vanguard G/T program is designed to meet the needs of G/T students in grades K-12 by providing a homogeneous environment for students to work with their cognitive peers.

## GRADING

All 1<sup>st</sup> – 5<sup>th</sup> grade teachers record student grades on the online gradebook called Power Teacher Pro. Parents have access to their child’s grades by registering in the parent section of the HISD portal at [www.houstonisd.org](http://www.houstonisd.org). To set up an account you must have your child’s HISD student number.

Students will receive report cards at the end of each six-week grading cycle. The academic grades will reflect the class work, homework, projects, and tests done for that period.

All grades in 1<sup>st</sup> - 5<sup>th</sup> grade will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:



<b>A</b>	90-100	Excellent quality of work – thorough mastery of subject matter.
<b>B</b>	80-89	Good quality of work – above average with Consistent effort.
<b>C</b>	75-79	Satisfactory quality of work, average achievement.
<b>D</b>	70-74	Below quality of work expected – below average achievement
<b>F</b>	69-0	Unsatisfactory quality of work – poor work, failing

Conduct and non-core subjects will be marked with one of four letter grades to be interpreted as follows:

<b>E</b>	Excellent quality of behavior self-disciplined.
<b>S</b>	Satisfactory quality of behavior – cooperates readily.
<b>P</b>	Poor quality of behavior – below average.
<b>U</b>	Unsatisfactory quality of behavior – needs drastic improvement.

Pre-kindergarten and Kindergarten will receive numerical ratings based on development and skills. The scale below supports the meaning of each numerical marking:

- 1 Discovery-First Steps
- 2 Exploring – Showing Progress
- 3 Connecting- Ready to Apply

For promotion requirements, see the section entitled “Promotion Standards”.

Students must also meet HISD requirements on various standardized tests to be unconditionally promoted to the next grade level. Students who have excessive absences will have an \* after their grades and must be reviewed by the attendance committee to be placed in the next grade level.

## GRADING POLICY

### **Number of grades in each subject area**

Minimum of 12 grades per grading period per subject: Reading, Other Language Arts, Math, Science, and Social Studies

### **Categories and Weights of assignments**

Grading category assignments and weighting of categories must be consistent within each grade levels’ subject areas (Reading, Other Language Arts, Math, Science, and Social Studies) for the entire school year. The grading weights are as follows: Assements45%, Daily Work-40%, Participation-10%, and Homework-5%.

### **Reassessment plan**

A student shall be allowed one opportunity to redo a class assignment or exam for which the student received a failing grade (69 or below). An average score of the original grade and the redo grade will be recorded.

### **Late work policy to support the mastery of designated District objectives or TEKS**

Teachers shall take no more than 10 points off the first day for late assignments. Each subsequent late day will result in up to a 5-point daily deduction. Late assignments will not be accepted after 3 days.

**Minimum grade policy** No grades will be dropped from Power Teacher Pro.

### **Penalties for academic dishonesty**

Paper will be picked up and students will be given an opportunity to do the assignment.



## HOMEWORK

Homework is an extension of what has been taught in class. All students (grades K-5) will have homework at least 3 days a week.

Work with your child to schedule time each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so that they can get to school each day with all the things they need (including homework) for a successful day.

## HOURS

School hours are **8:00 a.m. – 4:00 p.m.** each day. All students must arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

### Daily Schedule

<b>7:45 a.m.</b>	<b>Morning Announcements</b>
<b>8:00 a.m.</b>	<b>Instruction Begins</b>
<b>10:00 a.m.</b>	<b>ADA Time</b>
<b>3:00 p.m.</b>	<b>Dismissal (students)</b>

Students who walk or carpool should not arrive at school before 6:30 a.m. All students should report to his/her designated area and wait for the arrival of the teacher.

Students who are not in their classrooms by 8:15 a.m. will be counted as tardy. Oversleeping, alarm clock trouble, no ride, etc. are considered unexcused tardies. Plans and backup plans should be made to ensure that students arrive on time each day.

Students will be allowed two unexcused “tardies” every six weeks. Repeated late arrival can result in loss of privileges and an attendance referral to the HISD Attendance Specialist.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.



## **INCLEMENT WEATHER**

Plan for rainy or “bad” days. 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 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. If school is closed during the day, parents should come as quickly as possible to pick up their students.

**If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed.**

The principal does not have the authority to cancel or close school. HISD's Superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**



## JUST IN CASE

We depend upon our patrons and nearby residents to “keep an eye on” the school, especially on weekends and holidays.

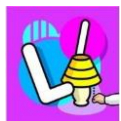
If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777 or the Harris County Constable at 281-463-6666.



## KINDERGARTEN

Kindergarten at Tina E. Whidby is a full day program. Students attend from 8:00 a.m. – 3:00 p.m. daily. Kindergartners participate in all school activities including ancillary classes, lunch, recess, field trips, assembly programs, etc.

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Whidby Elementary is designed to help Whidby students make a successful transition from home to school.



## LEAVING EARLY

Students who need to leave school for an appointment must be checked out at the front desk. Parents should plan to pick students up before 2:20 p.m. or plan to wait for them to be dismissed at 3:00 p.m. Students will not be called after 2:20 p.m. unless it is for doctor's appointment/emergency. This plan is in place for the safety of all students. Students will not be allowed to leave school early after a program.

## **LIBRARY**

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 Tina E. Whidby Elementary Library will be a steppingstone that will encourage each child to become a lifelong reader.

Books which are checked out from the library may be renewed once, but the book must be brought to the library 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 (beyond repair) books. Payments for the book will be the replacement cost of the book.

## **LICE**

It is important that all parents check his/her child for lice. The process is not pleasant, but it is simple!

Separate and examine portions of hair, especially at the nape, over the ears, and at the crown of the head. The nits are waxy-looking and elliptical in shape. They adhere tightly to the hair shaft. Unlike dandruff or other flaking, the nits cannot be brushed or flicked off the hair.

If your child does have lice, treat him/her immediately and please notify us. Your child's doctor can recommend a course of action or use over-the-counter shampoos available at your pharmacy. Remember that shampooing is not enough; all eggs must be removed from the hair shaft. Household items such as pillows, bedspreads, sheets, plush toys, etc. should also be washed, treated, or put in plastic bags.

It is important that all parents take an active role in checking and treating head lice. If a child has been infested, he/she should be treated quickly so that minimal instructional time is lost. One day is usually enough.

# LOST AND FOUND

Tina E. Whidby students are asked not to bring toys, electronics or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, or traded.

All removable articles of clothing as well as other belongings should be clearly and securely **labeled** with the child's first and last name to prevent loss.

Lost and found articles will be displayed in the foyer on the "Lost jacket rack" in the front of the school so that students can claim these items. Encourage your child to keep up with all their items.

# LUNCH

All students will receive a school lunch. Students may bring their lunch if desired. Applications for free and reduced-price lunches are available online and/or in the front office.

If you bring your child food from the outside during lunchtime, children may not share their food with other classmates.

Parents must provide a letter from a physician to the school nurse and cafeteria manager of all food allergies or special diets for students.

## Lunchroom Rules:

1. Students are expected to be quiet in the serving line.
2. Students are expected to be polite to the Food Service Personnel.
3. Students may bring thermos bottles and non-carbonated drinks.  
in cans (**NO Soda/Soft Drinks, etc.**).
4. Students may talk in quiet voices during lunch.
5. Students are to remain seated during the lunch period unless they receive permission from the personnel on duty.
6. Students are to pick up all food/trash from his/her designated area before leaving cafeteria.
7. Lunch items may not be bought, sold, or traded.



## MEDICAL INFORMATION

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day under no circumstances.

School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition by a physician.

A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the original pharmacy container that shows the child's name and the type of medication.

### Students who become ill at school will be sent home if:

- fever is 100 or above
- vomiting or nausea occurs
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or aches
- Diarrhea
- Chills
- Congestion or runny nose

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 10:00 a.m.

Students must be free of fever without fever reducing medication (Tylenol) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease

control measures are included herein for your information.

## Communicable disease control measures for all students and personnel in the Houston Public Schools



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Acquired Immune Deficiency may remain in school unless a medical advisor  
Syndrome (AIDS) determines that open sores or skin eruptions, behavior, or toilet  
training pose a risk to others.

Chicken Pox

May return to school on the seventh day after the  
appearance of eruptions if temperature normal and  
no complications, no moist lesions.

Covid-19



	Confirmed COVID-19 Positive Case with symptom(s) and without symptoms must self-isolate for 10 days after symptom(s) onset.
	Presumed COVID-19 Case (individual having one or more COVID-19 symptoms): Self isolate for 10 days after symptom(s) onset.
Diphtheria	Excuse case and/or close contacts until released by City of Houston Health Department
Hepatitis (Infectious A)	Excuse until no fever and no jaundice, or statement of physician that person is non-infectious.
Impetigo	Excuse until treatment has started. Keep covered while in school.
Lice	Excuse until the hair is free of live organisms and nits.
German Measles (Rubella)	May return to school seven days after appearance of rash.
Measles (Rubeola)	Return to school 4 or 5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification
Meningitis Meningococcal (epidemic-type)	Excuse until statement from physician that person is non-infectious. No restrictions on contacts.
Mononucleosis (Infectious)	Excuse until recovered or released by physician. Contacts no restrictions.
Mumps	Excuse for 9 days or until all swelling is gone and the temperature is normal. Contacts, no restrictions.
Conjunctivitis (Pink eye)	Excuse until recovered, or physician's statement that person is non-infectious.
	Excuse until release by physician. Contacts, no restrictions.

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Poliomyelitis

May attend school provided under treatment by a physician. Contacts, no restrictions.

Ringworm of scalp

Ringworm of skin	May attend school provided the areas are covered. Contacts, not restrictions (Treatment recommended)
Scabies	Excuse until released by physician. All in the household should be treated at the same time. School contacts, not restrictions.
Streptococcal Infections: Scarlet fever Scarlatina "Strep" sore throat	Excuse until released by the physician. Contacts no restrictions. (Usually, 24 hours from the date antibiotic treatment begun).
Tuberculosis	Excuse until released by a physician. Household contacts must be released from the physician.
Whooping cough	Excuse until free of cough or until released by physician. Contacts, no restrictions.



## NURSE

A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

For further information or questions regarding this matter you may contact our school nurse for WHidby ES.



# ORGANIZATIONS

## PARENT ORGANIZATIONS

**Tina E. Whidby Elementary Parent-Teacher Association (PTA)**- The PTA is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in Whidby ES. Our mission is to make Whidby ES a better place for children to learn. Parents and students work together with teachers to volunteer in classes (when requested), raise money for school supplies, and support the school's efforts. Tina E. Whidby Elementary Parent-Teacher Association is a recognized member in good standing of the Texas PTA.

**Meetings- PTA** meetings are scheduled for the third Thursday in September, November, January, April, and May at 4:30 p.m., in the teams' centers, unless otherwise notified. Advance notice will be sent home with the students.

**Membership- All** parents are invited to join and are encouraged to be an active member of the PTA. Membership dues are \$10.00 per person, per year. The membership drive begins in August. Through participation in the PTA's activities, parents assist in providing additional teaching aids and materials for our school. There is also great value and satisfaction in the friendships fostered through participation in school endeavors.

**Election of Officers-** Election of officers is held in May. Electing officers at the end of the year allows them the summer to train, plan, and transition for the coming school year. Membership dues must be current to run for office.

**Shared Decision-making Committee** –Parents, teachers, and community members work together to plan and make decisions for the school. The SDMC minutes are available upon request.

**Volunteers in Public Schools (VIPS)** - Our VIPS regularly give of their time and talents. All volunteers must register online with Houston ISD to complete a background check (<http://houstonisd.org/vipslogin> <http://houstonisd.org/voluntarious> ). Their projects may include assisting in the library, reading, tutoring, and other areas that could include contact with students.

**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. Room parents must also complete a background check with Houston ISD.

## STUDENT ORGANIZATIONS

2024-2025

The Safety Patrols are fourth and fifth grade students who can accept added responsibility and assist the staff in providing for the safety of the other students. Faculty sponsors and the administrators work closely with these patrols. Interested students may apply in September.



## PARKING

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Tina E. Whidby Elementary. Parents and other visitors may park in the car lane located in front of the school on Springhill Street. Do not park your car and leave it unattended in this zone during arrival/dismissal. Cars may line up in this zone at dismissal time as long as the driver stays in the car. The faculty and staff parking lot are reserved for Tina E. Whidby Elementary faculty and staff **ONLY**.

## PARTIES

Students at Tina E. Whidby Elementary have two scheduled class parties each year. These occur prior to the **winter holidays** and at **the end of the school year**. On other holidays, teachers may devise classroom activities in lieu of parties.

## PESTICIDES

As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's Integrated Pest Management (IPM) Coordinator at 713.867.0818.

## PHYSICAL EDUCATION

State law requires that all elementary school students receive at least 135 minutes of physical education activities per week. Tina E. Whidby students meet this requirement by attending PE classes during ancillary, walking, and activities at recess.

## PREKINDERGARTEN

Prekindergarten at Tina E. Whidby is a full day program. (8:00 a.m. – 3:00 p.m.) In order to be eligible for the Prekindergarten 3-year-old program children must be three (3) years old on or before September 1 of the present school year. Students enrolling in HISD Prekindergarten must be four (4) years old on or before September 1 of the present school year. **There are no exceptions to this age rule.**

Prekindergarten Application – Must meet at least one of the following conditions:

- 1) Unable to speak and comprehend the English language \*
- 2) Homeless
- 3) Economically disadvantaged
- 4) Tuition-based
- 5) Child of an active-duty member of the armed forces, or the child of an armed forces member who was injured, killed, or missing in action while serving on active duty.  
(Refer to Article 6 of House Bill 1.)

\*Limited English Proficiency (LEP) – Students who have a home language other than English, are tested to determine if they need extra support in understanding and comprehending spoken English.

## PROMOTION POLICY

The Houston Independent School District uses two different academic measures to decide if a student will be unconditionally promoted to the next grade. They are course grades, a local or state test; High Frequency Word Test and STAAR. Please note that student attendance may also affect a student's promotion to the next grade level, since there is a limit of eight unexcused absences during the school year.

### Grades 1 – 5

- A. Course Grades: Overall yearly average of 70 or above and an average of 70 or above in reading, other language arts, mathematics, and science or social studies.
- B. High-Frequency Word STAAR: Passing score (met Test Passing Score Minimum expectations) for Grades 1-2. Reading and math on English or Spanish STAAR





## QUESTIONS

1. What time should students be at school?  
Answer: Students should arrive at school by 7:45 a.m. to ensure that they have enough time to prepare for instruction at 8:00 a.m. Students may be dropped off beginning at 6:30 a.m. Instruction begins at 8:00 a.m. daily.
2. When are students counted as tardy?  
Answer: Students must be in the classrooms no later than 7:30 a.m. If they are not in the classrooms at that time, they will be counted as tardy.
3. What time is school dismissed?  
Answer: School is dismissed at 3:00 p.m. (PK-1), and 4:00 pm (2-5). There is no supervision for students after 5:00 p.m. Early students pick up ends at 2:20 p.m.
4. Does Tina E. Whidby have a bus service to school?  
Answer: Yes, HISD provides buses for students who live over two miles from the school. Please refer to Bus Eligibility.
5. Do we have dress guidelines?  
Answer: Yes, we do. Please refer to the Dress Guidelines in this booklet.
6. Are students allowed to bring carbonated drinks to school (Coke, Dr. Pepper, etc.), candy, and/or other snacks?  
Answer: We discourage all students from bringing carbonated drinks to school. Non-carbonated drinks are preferred. To promote healthy and nutritious lifestyles, students will not be allowed to bring candy or large-size bags of chips for lunch.
7. How do students get into the Vanguard (Gifted and Talented) program?  
Answer: 1) Parents request an application from the office.  
2) Parents submit a completed application.  
3) Students will be tested at the next HISD testing window.  
4) Parents will be notified of results after the Gifted and Talented Department has completed and reviewed the GT Scoring Matrix.



## RAPTOR

Raptor is our school system to help protect our children. It helps track visitors, students, faculty, contractors, and volunteers at our school, thus providing a safer, more monitored environment for the students. When visitors, volunteers, or contractor's check-in, or parents come to pick up students, they **must present a valid state-issued ID / Driver's License**.

The system can provide alerts on people who may jeopardize the safety of the campus.

## RECESS

State law requires all elementary school students to receive at least 135 minutes of physical education activities each week. This requirement is met by attending PE classes during ancillary, walking, and activities at recess.

## RECORDS

Directory-type information is considered part of the public record. If parents do not wish to have such information released, they sign the Privacy Notice which is sent home at the beginning of the year or submit such a request to the principal in writing. Parents requesting records should report to the front desk to complete a form and must allow 24 hours for their request to be processed.

## REPORT CARDS

Report cards are given to students by their teachers after the completion of each six-week grading cycle.

**One** copy is sent home with the student to be signed by the parent/guardian. This copy should be returned to the teacher and retained in the student's permanent folder. **Another** copy is then sent to the parents to keep for their records. If the copy given to the student is **not returned** signed by the parent/guardian, **the second copy is filed in the student's classroom folder**.

### Grading Cycles

Aug. 12 – Sep. 20

Sep. 23 – Nov. 1

Nov. 4 – Dec. 20

Jan. 7 – Feb. 21

Feb. 24 – Apr. 17

Apr. 21 – Jun. 4

## **Report Card**

Sept. 27 (Friday)  
Nov. 11 (Monday)  
Jan. 13 (Monday)  
Feb. 28 (Friday)  
Apr. 25 (Friday)  
Jun. 4 (ES, K8, MS)

## **RESIDENCY**

Students must reside in the Tina E. Whidby attendance zone to attend school at Tina E. Whidby. Transfers are granted on a limited basis and approved by the principal. Special Education transfers are granted when the ARD committee recommends a program that is not offered at the child's home school.

If a student moves out of the Tina E. Whidby zone during the school year, the student must enroll in his/her "new" zoned school.

## **REGISTRATION FOR NEW STUDENTS**

The following items are required to register in an HISD school. **All documents** must be presented at the time of registration.

**Proof of birth date** (original/official copy of Birth Certificate or passport)

Students must be five on or before September 1 to enter Kindergarten or six on or before September 1 to enter first grade. Prekindergarten must be at the age of four on or before September 1. Head Start students must be three years old on or before September 1.

**Social Security Number** (preferred, but not required)

**Proof of Immunizations: (must be in English and signed by a physician licensed to practice medicine in the United States)**

**Diphtheria and Tetanus** (Total of **FOUR** immunizations; booster on or after the fourth birthday.)

**Polio** (Total of **THREE** immunizations; booster on or after the fourth birthday.)

**MMR** (Total of **TWO** immunizations on or after the first birthday.) **Hepatitis A** – **TWO** doses required for students 5 years and over.

**Hepatitis B** – **THREE** doses are required for all students.

**Varicella (chicken pox)** – **TWO** doses on or after the 1st birthday or a reliable history of the disease.

**Pneumococcal Conjugate Vaccine (PCV7)** – 1 dose on or after 24 months or a completed series and booster by 23 months required for students between the ages of 24 and 59 months.

**Proof of residency** in Tina E. Whidby attendance zone (**TWO** items required) current utility/phone bill, lease agreement with parent’s name and address.

**Check out papers and report cards** from previous school, if applicable.

**Parent’s or legal guardian’s driver’s license.**

All registration documents must be **complete** before a child is considered “enrolled.” Classroom slots cannot be reserved until all documents are complete.



Students will receive a list of school supplies at the ‘Meet the Teacher’ event and the first day of school. A copy will also be available from the teachers during the first week of school and posted on the school website during Summer 2024. School supplies are essential to your child’s learning, please make sure that your child has his/her supplies daily.

If you are unable to provide school supplies for your child(ren), please notify the front office. This confidential information will be passed on to our Counselor and Wraparound Specialist to ensure they have the supplies needed for class.

## **SECURITY**

Houston ISD patrolmen in radio-equipped automobiles are assigned to night and weekend patrol. They patrol school areas and monitor alarm systems. These patrolmen are armed. This is to control vandalism in schools. 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 Security at 713-892-7777 or Harris County Constable at 281-463-6666.

## SECURITY CAMERAS

Tina E. Whidby Elementary has several security cameras that are located inside and outside the building. These cameras are operational 24 hours a day.

## SIGNING IN AND OUT

All visitors to the building must sign in/out and wear a badge each time they visit Tina E. Whidby Elementary.

## SHARED DECISION-MAKING COMMITTEE (SDMC)

Whidby Elementary's SDMC consists of 12 members: 1 business partner, 2 community advisory members, 2 parents, 4 elected teachers, 1 paraprofessional, 2 elected professional and the principal who serves as chairperson. The SDMC meeting dates will be posted on the school's website along with the agenda and minutes.



## TARDIES

School begins at **8:00 a.m.** each day. We have a full schedule, and children must be at school on time to take full advantage of their day.

Students who arrive tardy after 8:15 a.m. must be signed in by a parent. Excused tardies are in the same category as excused absences (see Attendance). Unfortunately, oversleeping, alarm clock trouble, no ride, etc., are considered unexcused tardies. Plans and backup plans should be made to ensure that students arrive on time each day.

If you are unable to get your child(ren) to school on time, please notify the front office. This confidential information will be passed on to our Counselor and Wraparound Specialist to assist.

Remember, tardy students **must be signed in at the front desk** and have a note stating the reason for the tardy.

Students will be allowed two unexcused "tardies" every six weeks. Repeated late arrival may result in loss of privileges.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level 1 Act of Misconduct.

## TESTING

Students will be given several standardized tests during the school year. These are under the direction of the HISD Testing Department.

- STAAR – 3<sup>rd</sup> Grade – Reading, Math
- STAAR – 4<sup>th</sup> Grade – Reading, Math
- STAAR – 5<sup>th</sup> Grade – Reading, Math, and Science
- TELPAS- EL Students
- NWEA Map Growth Assessment – Kindergarten-5<sup>th</sup> Grade
- CIRCLE – Pre-Kindergarten
- DIBBLES– Kindergarten
- GT Testing – Kindergarten only

These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents.

Classroom teachers will assess your child’s knowledge level, understanding, and growth by administering weekly/ biweekly assessments and District Interim Tests.

On STAAR test administration days, parents and visitors will **not** be allowed into the building until the “all clear” testing is over announcement is made. On these major test dates, we want the least number of distractions in the building to ensure the optimal testing environment.

## TEXTBOOKS/LIBRARY BOOKS

It is important to teach our children to value and care for books. Textbooks are provided by the state and used for several years.

If a textbook or library book issued to the child is lost or damaged, the school must receive payment for the book before a new one is issued.

Textbooks are issued to us based on our student enrollment. We do not have extras to lend or sell for home use.

Textbook records must be clear **before** student records can be sent to other schools.



## UNNECESSARY ITEMS

This term applies to things that do not directly relate to the child's instructional day. Toys, electronic devices, trading cards, and similar items should **not** be brought to school. The school will not be responsible if such items are lost. If "unnecessary" items are brought to school, the child may be subject to disciplinary action. Students who buy, sell, or trade such items will be subject to disciplinary action.

Please monitor your child's backpack and the items he/she brings to school so that distracting, non-essential items are left at home.

## 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 / STUDENTS

Children who are not enrolled at Tina E. Whidby may not "visit" in the classroom or spend the day at school. Children from out of town or children who have been dismissed early from other schools may not visit the school during instructional time.

## VOLUNTEER OPPORTUNITIES

We want and need Tina E. Whidby's parents to be involved in our school and their own child's educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public Schools (VIPS) form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the VIPS coordinator, the front desk, or the child's teacher.

Per HISD Board of Education policy, "Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district." All volunteers must participate in a Volunteer Criminal History Background Check by completing the Volunteer Access to Police Records form (see the front office) and attaching a copy of an official form of identification (Texas Driver's License, Texas Identification or passport). Completed forms should be submitted to the school where you plan to volunteer. If you plan to volunteer at more than one school, please list the schools on the form. Background checks for volunteers are required every school year and are good for volunteer service at any HISD school. Please allow up to three weeks for processing.



## WAITING FOR STUDENTS

For security purposes, we ask that parents not enter the building before dismissal and congregate in the halls. Parents who want to park on Springhill Street (south side) may meet their children in the designated area. **Please use the sidewalks and do not cross between cars in the carpool lane.**

**Due to dismissal safety procedures, students will not be released after 2:20p unless it is an emergency.**

## WALKERS

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 their classroom.
- Meet siblings outside the building.
- Go straight to your own home.
- Have a plan for rainy days.



## WEAPONS

Students caught with a weapon of any sort will automatically be suspended or expelled depending on the severity of the case. Weapons include guns, knives, bullets, fireworks, “poppers”, stink bombs, and pepper spray/mace.



## OTHER INFORMATION

### School Mascot

Wildcat

### School colors

Yellow, & Blue

### Mission:

Whidby Elementary prepares all students for college completion and leadership in the medical field or any desired career by executing an intense academic program and campus-wide accountability.

### Vision:

Our vision for all students is to complete high school, obtain a college degree, and become leaders in the career of their choice.

### Beliefs:

Challenging Academic Programs prepare students for success.

College Completion guarantees access to a productive career. Leadership

Development ensures career sustainability.

### Theme:

From Crayons to College

From Primary to Pre-Med