

Houston Independent School District

Hilliard Elementary

Student/Parent Handbook

2022-2023



8115 E. Houston Rd. | Houston, TX 77028

Phone: 713-635-3085

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Erika Kimble, Principal

Student Name: _____

Teacher Name: _____

MESSAGE FROM THE PRINCIPAL

It is with great pleasure that I welcome you to the 2022-2023 school year at Hilliard Elementary. The staff here at Hilliard Elementary is committed to the academic success and well-being of every student.

Students: Organize your day, take advantage of the wonderful things the school has to offer, and complete your homework at home.

Parents: Please check on your child's progress with their teacher and check their backpack daily. Teachers may include notes and important information for you and your child.

2022-2023 is sure to be another SUCCESSFUL year, at Hilliard Elementary!

Go Wildcats!

Erika Kimble
Principal

SCHOOL HOURS

Monday - Friday

7:30 AM First Bell

7:45 AM Tardy Bell

2:50 PM Dismissal

STUDENT ARRIVAL

Adult supervision of students will begin at 7:15 A.M. Please be aware that if your child arrives prior to 7:15 A.M. he/she will not have adult supervision. Please do NOT park in the circle drive to drop off your students.

DISMISSAL

Upon dismissal, all students are to leave the building immediately. No student will be allowed back into the building unless he/she is accompanied by a parent. A student participating in after school activities may remain in the building until such activities have ended.

If you must pick up your child prior to 2:50 P.M., you must stop by the office and sign your child out. No student will be released unless the student has been signed out by the office personnel and the teacher has received a dismissal slip. A state or government issued; picture identification is required. **For security reasons, no student will be allowed to leave early, after 2:00 PM.**

We encourage you to make all doctor and dental appointments after school hours or in the afternoon whenever possible so that your child will not miss any part of the instructional day.

ATTENDANCE

Coming to school every day is important for the academic success and overall well-being of the student. Every student is expected to attend school every day and on time.

If a student is absent, he or she should bring a written excuse within 3 days of returning to school. The note should include the date of the absence, the reason for the absence, and a parent and/or doctor's signature.

Attendance is an HISD promotion standard. Students having less than a 90% attendance rate during any grading cycle will be considered at risk for retention even though the grades were passing. An asterisk (*) will appear on the report card next to the grades.

If a student is tardy, he or she must stop at the office to receive a tardy slip. **If a student is tardy more than 6 times, the parent must meet with an administrator to address the concern. Students will not qualify for Perfect Attendance Awards/ Raffles after 6 total tardiness.**

Students who do attend school every day will be recognized for their efforts per grading cycle and at the end of the academic year.

WITHDRAWALS

If you plan to move outside of our attendance zone, you will need to notify us of the withdrawal date at least 1 day in advance so that we can prepare all the necessary paperwork.

CLASSROOM VISITS

HISD policy adopted 09/28/2007 states the following regarding visits to classrooms:

“Visits to individual classrooms during instructional time shall be permitted only with the principal’s and teacher’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.”

BREAKFAST AND LUNCH PROGRAM

For the 2022-2023 school year, The Houston Independent School District will provide all students with access to healthy breakfast/lunch meals each day at no cost to parents.

A few reminders: students are not allowed to use other students’ cards; not allowed to trade/share food; not allowed to bring toys from home into the cafeteria.

MEDICATIONS/ACCIDENTS/ILLNESSES

District policy requires that the office administer all prescribed or doctor requested medication to the students. All medication must be in the original pharmacy container, and we must follow the stated dosage and frequency to be taken. If your child requires medication throughout the day, you must stop by the office to retrieve the forms necessary for the medication to be given.

In case of accidents or illness, the child will be sent to the office. The office/nurse will assess the extent of the injury or illness and will contact the parent if necessary.

911 will be called in an extreme emergency.

DRESS CODE

All students attending Hilliard Elementary must wear the required uniform daily. The uniform consists of light blue, navy blue or white polo shirts with navy blue or khaki bottoms. Students may also use Hilliard Elementary spirit t-shirts any day of the week.

Free Dress and Spirit days will occur throughout the year.

The following rules apply:

- Revealing clothing of any kind is not acceptable school apparel.
- Dresses, pants, pantsuits, blue jeans and slacks with proper blouse or shirt (covering mid-section) are permissible. Undershirts, muscle shirts, miniskirts, backless halters, spaghetti straps or strapless tops will not be permitted.
- Shorts that reach the knee or are just above appropriate. Girls may wear shorts under their dresses for physical education classes.
- Students' hair is to be clean and combed.
- Tennis shoes should be worn for school. Slides, thongs, clogs, platform shoes, high heels or cleats are not considered proper for school.
- Bringing or wearing makeup of any kind is considered improper for elementary school.
- Any apparel or adornment that attracts undue attention and disrupts the learning atmosphere of the classroom may not be worn. This includes extreme, bizarre, or offensive pictures, or messages on clothing or buttons. Unsafe or disruptive articles include, but are not limited to, heavy studs, chain belts, or long, fashion earrings.

HOMEWORK

Each student is required to comply with both the District Homework Policy and the Port Houston Elementary Policy. Failure to comply with homework policy will result in the student having teacher or administrator assigned consequences.

SCHOOL WIDE EXPECTATIONS FOR BEHAVIOR

1. Respect yourselves, your surroundings, and your teachers.
2. Follow directions.
3. Keep your hands and feet to yourselves.
4. Listen when others are speaking.
5. Be kind.
6. Follow all rules in the Student Code of Conduct.

DISCIPLINE CODE

According to district policy, all students must follow the Student Code of Conduct. The first three levels of offenses are:

Level I: Violation of Classroom Rules

Consequence: Teacher discipline.

Level II: Administrator Intervention

(i.e. bullying, name calling, falsifying documents, etc.)

Level III: Suspension

(i.e. fighting, profanity, possession of laser pens, etc.)

Please refer to Houston Independent School District Code of Conduct for any other Level III offenses and consequences.

LASER POINTERS/ELECTRONIC GAMES/CELL PHONES

Laser pointers, electronic games, and cellular phones are not allowed during school hours. Students found to have any of these items will have to surrender such item to the office, and the items will not be returned to them.

VOLUNTEERING

Hilliard Elementary believes that parents play an essential role in the education of their children. Hilliard Elementary encourages all parents, community members, and community leaders to take part in our volunteer and organization programs (i.e. PTO, VIPS, etc.). **Please remember that a Volunteers in Public Schools (VIPS) registration form should be completed and processed before any volunteer can attend field lessons.**

DANGEROUS WEAPONS POLICY

No students shall go on the school premises with a weapon, including a firearm, explosive, knife, any dangerous or illegal instrument, or any instrument represented as one of the above items or that reasonably appears to be one of the above- described items. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use any weapon or any item that is represented as or that reasonably appears to be a weapon. Any student violating this policy shall be **(a)** suspended for a period of not less than one year; and **(b)** expelled and not re-admit, -if ever, within a one-year period of time. This penalty may be modified for good cause. In determining whether there is good cause to modify the penalty, the Superintendent or the Governing Board may take into consideration **(a)** the age of the student; **(b)** whether the student brought or used the weapon to harm, intimidate, or in any other manner jeopardize the health, safety or welfare of others, or interfere with the educational process; and **(c)** other factors relevant to the issue of the penalty to be imposed. Whether the penalty is to be imposed or should be modified based on these factors is left to the discretion of the Superintendent and/or the Governing Board.

For the purpose of this policy, the term **weapon** means **(a)** any firearm (whether or not currently operable) that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; **(b)** the frame or receive of any such firearm; **(c)** any fire muffler or firearm silencer; **(d)** a knife, except for a folding pocket knife that does not have a mechanism by which the blade can lock in an open position and that has a blade length of not more than two and one-half inches; **(e)** a starter gun; or **(f)** any destructive device. The term **destructive device** means **(a)** any explosive, incendiary, poison gas, bomb or grenade; **(b)** any item by whatever name known that will, or is designed to, or that may be readily converted to expel a projectile by the action of an explosive or other propellant; **(c)** any device designed specifically to cause physical harm; **(d)** any device specifically designed or intended for use in converting any device into a destructive device. The term **destructive device** shall not include any device that is neither designed nor redesigned for use as a weapon. For purpose of this policy, **school premises** mean the school, school grounds, school buses, or any premises, grounds, or vehicles used for official school purposes.

NOTIFICATION OF RIGHTS UNDER FERPA

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or student believes are inaccurate or misleading.

Parents or eligible students may ask Houston Independent School District to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement).

4. The right to file a complaint with the U.S Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The name and address of the office that administers is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

STUDENT RESPONSIBILITIES

- Attend class each day
- Arrive on time daily
- Bring appropriate materials and supplies
- Complete school and homework
- Wear school uniforms
- Show respect toward others
- Act in a responsible manner
- Know and obey all school rules in the *Code of Student Conduct*

PARENT RESPONSIBILITIES

- Bring your child to school everyday
- Notify the school with any changes to phone numbers or addresses immediately
- Sign in and out at the front office when visiting the school
- Wear your visitor's name always tags
- Keep your child's immunizations up to date
- Promptly pick your child up at the designated time
- Make an appointment with your child's teacher early in the grading period if you have a concern
- Encourage your child to do his or her very best at all times

FINAL MESSAGE

We hope that this student/parent handbook has been of benefit to you in understanding all the policies and procedures for both Hilliard Elementary and the District. Please take time to review the mentioned items in the handbook with your child throughout the year. A reminder of the regulations is always important for each student. Also, please take the time to complete the next page in which you acknowledge receipt of the student/parent handbook and that you have read it and reviewed it with your child.

ACKNOWLEDGEMENT OF RECEIPT 2022-2023 STUDENT/PARENT HANDBOOK

I (We) acknowledge the receipt of the 2022-2023 Student/Parent handbook. I (we) have read and understand the policies and procedures contained in this student/parent handbook. As students and parents of Hilliard Elementary, we will accept responsibilities as described in the handbook.

Student Signature

Parent Signature

Date

Teacher

PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER.