

Roderick Paige Elementary School
“Home of the Eagles”



2022-2023 PARENT/STUDENT HANDBOOK

Roderick Paige Elementary School

“Home of the Eagles”

Our mission at Roderick Paige Elementary is to provide all students with rigorous, high-quality instruction in which we equip them with the tools and skills they need to become innovative thinkers.

SCHOOL MOTTO:

Paige Eagles Always

Safe

On Task

Appropriate

***Behavior *Language *Attitude**

Respectful

MASCOT:

Eagle

SCHOOL COLORS:

**Green, Black
and White**

STUDENT UNIFORM Shirts: Green, Black, or White

Bottoms – Black or Khaki

(Jeans are not uniform and should only be worn on Fridays with a uniform or school t-shirt)

Roderick Paige Elementary School

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2022-2023 Academic Calendar Houston Independent School District

July 2022							August 2022							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
January 2023							February 2023							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April 2023							May 2023							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				
Key							Holidays													
Holidays							September 5, 2022													
Teacher Preparation Days (no students)							October 5, 2022													
Teacher Service Days (no students)							November 21-25, 2022													
							December 22-January 4, 2023													
							December 22-January 6, 2023													
School Day Start and End Times							January 16, 2023													
7:30-3:00 Elementary School							March 13-17, 2023													
8:30-4:00 K-8 and Middle School							March 31, 2023													
8:30-4:10 High School							April 7, 2023													
							April 21, 2023													
							May 29, 2023													
							Labor Day													
							Fall Holiday													
							Thanksgiving Break													
							Winter Break for Teachers													
							Winter Break for Students													
							MLK Day													
							Spring Break													
							Chavez-Huerta Day													
							Spring Holiday													
							Spring Holiday													
							Memorial Day													
Significant Dates							Grading Periods							Report Card Dates						
August 8, 2022 Teachers report to work							Aug. 22-Sept. 30							October 7, 2022						
August 22, 2022 First day of school							Oct. 3- Nov. 4							November 11, 2022						
December 21, 2022 Last day of first semester							Nov. 7-Dec. 21							January 13, 2023						
January 9, 2023 First day of second semester							Jan. 9-Feb. 24							March 3, 2023						
May 31, 2023 Last day of school for students							Feb. 27-Apr. 14							April 20, 2023						
June 1, 2023 Last day for teachers							Apr. 17-May 31							May 31, 2023 (ES, K-8, MS)						
														June 7, 2023 (HS)						
Last Updated 02/15/22																				

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2022-23 HISD ASSESSMENTS CALENDAR (08.01.22)

FALL 2022

AUGUST 2022

August 22 - September 30

- o Texas Middle School Fluency Assessment (TMSFA)

**Previous gr. 6 students who did not meet the passing standard for the 2022 Spring STAAR*

August 29 - September 16

- o (BOY) Ren360 (gr. 1-8/Alg. I/Eng. I & II)
- o (BOY) TX KEA (gr. K) Math & Read

August 29 - September 23

- o (BOY) Benchmark Running Record (gr. 1-3)

SEPTEMBER 2022

September 19 - October 21

- o (BOY) CIRCLE Pre-K

September 26 - September 30

- o Credit-By-Exam (CBE) #1

OCTOBER 2022

October 12

- o PSAT 8/9 (gr. 8-9)
- o PSAT/NMSQT (gr. 10-11)
- o SAT School Day (gr. 12)

October 14-28

- o Ren360 Progress Monitoring Tier 2 & 3

October 25

- o PSAT 8/9 (gr. 8-9)

October 27

- o Makeup SAT School Day (gr. 12)

October 31 - November 11

- o ASVAB (Fall Window)

October 31 - November 18

- o High Frequency Word Exam #1 (gr. 1-2)

NOVEMBER 2022

November 5 & 12

- o GT Assessment: Entering Kindergarten (4 year-olds/Pre-K) Application Only

November 7-11

- o Credit-By-Exam (CBE) #2

November 14 - December 2

- o Universal GT: CogAT/Iowa-Logramos (gr. K) PAPER ONLY

November 14 - December 16

- o TEA Interim Assessment Fall (gr. 3-12 STAAR subjects)

November 28 - December 21

- o (Fall) HISD District Pre-Approved Assessments (DPAs)/District Performance Assessment Tasks (DPATs)
- *Single Semester High School Courses*

DECEMBER 2022

December 3 & 10

- o GT Assessment: Entering Kindergarten (4 year-olds/Pre-K) Application Only

December 6-16

- o End-of-Course (English I, English II, Algebra I, Biology, US History)

** December 6-16 – Algebra I, Biology, US History*

** December 6 – English I*

** December 8 – English II*

** English I & II make-ups must be completed by the end of the day on December 9th*

** Alg. I, Bio, & US His make-ups must be completed by the end of the day on December 16th*

December 12-21

- o High School Course Final Exams - recommended (gr. 9-12)

SPRING 2023

JANUARY 2023

January 9 - February 10

- o (MOY) CIRCLE Pre-K

January 9 - February 11

- o GT Enrolled/Non-Enrolled Applicants: CogAT/Iowa-Logramos (gr. 1-12) PAPER ONLY

January 17 - January 31

- o Ren360 Dyslexia Screener (gr. 1) Early Literacy

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January 17 - February 3

- o (MOY) Ren360 (gr. 2-8 Math & Read/Alg. I/Eng. I & II)
- o (MOY) Ren360 (gr. 1 Math)
- o (MOY) TX KEA (gr. K) Math & Read

January 17 - February 17

- o (MOY) Benchmark Running Records (gr. K-3)

January 23 - March 3

- o National Assessment of Educational Progress (NAEP) - Selected Schools Sample

January 30 - February 10

- o High Frequency Word Exam #2 (gr. 1-2 retesters)

FEBRUARY 2023

February 13-17

- o Credit-By-Exam (CBE) #3
- * Not to be used for spring promotion

February 20 - March 31

- o Texas English Language Proficiency Assessment System (TELPAS)
- * Gr. K-12 Listening, Speaking, Reading, and Writing
- o Texas English Language Proficiency Assessment System (TELPAS) Alternate
- * Gr. 2-12 Listening, Speaking, Reading, and Writing

February 21 - March 3

- o ASVAB (Spring Window)

MARCH 2023

March 6 - April 18

- o TEA Interim Assessment Fall (gr. 3-12 STAAR subjects)

March 13 - April 28

- o STAAR Alternate 2 Preview Window

March 22

- o SAT School Day (gr. 11) | Given in one day

March 27 - April 28

- o STAAR Alternate 2 (gr. 3-8 & EOC Assessments)

APRIL 2023

April 12

- o SAT School Day (gr. 11) | make-up day

April 18-28

- o STAAR End-of-Course English I & II
- o STAAR Grades 3-8 Reading Language Arts
- * Make-ups must be completed by the end of the day on April 28th

April 24 - May 26

- o (EOY) CIRCLE Pre-K
- o (EOY) TX KEA (gr. K) Math, Read, & Dyslexia Screener
- o (EOY) Ren360 (gr. 1-8/Alg. I/Eng. I & II)

April 25 - May 5

- o STAAR Grades 3-8
- * Grade 5 & 8 Science
- * Grade 8 Social Studies
- o STAAR End-of-Course
- * Biology
- * US History
- * Make-ups must be completed by the end of the day on May 5th

April 27 - May 19

- o IB Exams (gr. 9-12)

MAY 2023

May 1-12

- o AP Exams (gr. 9-12)

May 1-26

- o (EOY) Benchmark Running Records (gr. K-3)
- o HISD District Pre-Approved Assessments (DPAs)/District Performance Assessment Tasks (DPATs) - gr. K-12

May 2-12

- o STAAR End-of-Course (Algebra I, Biology, US History)
- o STAAR Grades 3-8 Math & Algebra I
- * Make-ups must be completed by the end of the day on May 12th

May 8-19

- o High Frequency Word Exam #3 (gr. 1-2 retesters)

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PURPOSE

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

WHO TO CONTACT

Questions or Concerns

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

Front Office Hours

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

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Daily School Schedule

Breakfast in the Classroom.....	7:30-7:45 a.m.
Arrival Time/Instruction Begins.....	7:45
Tardy Bell	7:45 a.m.
Dismissal.....	3:00 p.m.

Supervision is not provided for students before 7:15 am. Do **not leave** your child outside of the school alone. **Wait** for the doors by the cafeteria to open at 7:15 a.m. *These doors are closed at 7:45 am and all students must then enter through the front door.

Tardiness: Students should be in their classrooms by 7:45 am. Students who arrive later than 7:45 am must enter through the front door.

Dismissal: All classes, grades pre-kindergarten through fifth, are dismissed at 3:00 p.m. daily.

Mode the student goes home: Students go home by a variety of transportation modes: H I S D bus, private bus, car rider, self-walkers, and walker with parent(s). Parents must have their number card when picking up students who are car riders and walker with parents. **For the safety of our students, students will not be released after 1:45p.m.**
***A picture ID is required to check out a student.** *Please make every effort to schedule appointments after 3:00 p.m. so that your child receives the full benefit of the school day.*

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ATTENDANCE

Good attendance is very important in the school life of each child. Students are expected to be in school, except in cases of illness or emergency. If your child is absent, please phone the school before 9:00 a.m. to report the reason for absence. **The first day when your child returns to school, send a written note to your child's teacher stating the reason and dates of absence.**

Each day the student is absent, a phone call will be made from the front office to see why the child is not in school. After three days of absences, without notification to the school, the child's name will be given to the HISD Attendance Officer. The Attendance Officer will make contact with the parent, (usually at the residence), to find out why the student has been absent.

UNEXCUSED:

An absence that occurs when a student is absent from school or an individual class without obtaining either the approval or consent of the principal or the principal's designee. Students are required to have no more than 8 unexcused absences a year. Students with more than 8 unexcused absences are subject to grade failure.

EXCUSED:

The following are classified as excused absences:

- a. Illness or emergency
 - b. Religious instruction commitments
 - c. Juvenile of Criminal Justice Detentions
 - d. Health Care and Social Service Appointment
 - e. Death in the immediate family
 - f. Other extenuating circumstances approved by the principal
- Attendance is checked daily. Students must be present by 9:30 a.m. to be considered present for that school day. If you have any questions concerning this procedure, please feel free to call the school.

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DRESS CODE

The Dress Code Committee developed the following guidelines:

1. Metal hair rakes and knives are not permitted on campus.
2. Underwear, tee-shirts, muscles shirts, tank tops, and shirts having suggestive slogans including tobacco, alcohol, or drug related items are not to be worn.
3. Shoes appropriate for Physical Education should be worn with foot coverings (example - socks, stockings). No shoes with wheels or high heels for girls. No flip flops or sandals.
4. Shorts may be worn if they are uniform shorts. Shorts should be knee- length. *No cut-offs or clothing with holes, rips, etc. (including jeans).
5. Shirts and blouses must be tucked in and buttoned, unless designed to be worn outside.
6. Students must be dressed in a manner that is clean and appropriate to the business of learning and appropriate to the weather.
7. Jackets or sweaters are permissible when needed and should be appropriate to the weather.
8. Uniforms must be worn Monday thru Thursday. Jeans may be worn with a uniform shirt or school t-shirt on Fridays only

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General Policies

DISCIPLINE: Each teacher, at the beginning of the year, will send home the system for that classroom, (rules, consequences, etc.). This management system should be signed by the parent or guardian and returned to the teacher promptly. Students who persist in disruptive behavior are referred to the principal's office. Behavioral problems will be dealt with according to the Code of Student Conduct.

BULLYING: Bullying is a type of aggression and part of a broad spectrum of violence. Bullying will not be allowed in any school in the Houston Independent School District. Children need to feel safe when in school. There will be zero tolerance for bullying on our campus.

LOST AND FOUND: Lost and found articles should be turned in to the office. You should check in the office for lost items. Items are discarded at the end of the school year.

ITEMS NOT PERMITTED Items such as footballs, baseballs, etc., should not be brought to school. C e l l p h o n e s , iPads, electronic games, illegal weapons, or illegal reading materials should not be brought onto the school campus. Cell phones are not permitted.

SCHOOL PARTIES: Listed below are the school parties which are allowed this school year:

CHRISTMAS: A one hour party with store bought refreshments can be held the last half of the school day on the last day of classes prior to the holidays.

VALENTINE'S DAY: Valentines may be exchanged by the students, and store bought refreshments may be served by teacher discretion

BIRTHDAY PARTIES: Birthday parties for students or teachers are not permitted. Parents may bring store bought cupcakes, cookies, juice and party favors to give to students to take home.

END OF YEAR CELEBRATION: A one hour party with store bought refreshments can be held on the last day of school by teacher discretion.

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MISCELLANEOUS INFORMATION TELEPHONES

Only in rare cases will children be permitted to use the school telephones. The school's telephone is a business phone, and it is needed for that purpose. Students are responsible for seeing that they have their lunch, permission slips, library books, assignments, and all other materials needed for that day before they leave home. If a student plans to stay for an after school activity, the household should be reminded beforehand so that no calls will be necessary. CELL PHONES ARE NOT PERMITTED. **STUDENTS WILL NOT BE CALLED OUT OF CLASS TO ANSWER THE PHONE. IMPORTANT MESSAGES WILL BE DELIVERED TO THE STUDENT WHEN POSSIBLE.**

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****AUTHORIZED SCHOOL DEPARTURES****

“Early Dismissal of Children During the School Day” Policy

1. Children will not be released from any classroom. They must be released from the main office.
2. Children will not be released to anyone other than the parent, guardian, or designee listed on the **Emergency Enrollment Card**. Only the person who enrolled the student can change the information on the emergency card.
3. Children will only be released to others designated by the parent on the enrollment card provided that parent has talked directly to the principal and obtained the principal's approval.
4. Children are not permitted to meet their parents or the designated person outside the school building. Students will not “wait” at the office – they will be called once the parent has arrived and signed the child out for the day.
5. A picture ID is required to be shown each time for early release of students to parent(s) or any other authorized person listed by the parent on the enrollment card.

***Because early release of students does affect the amount of time students are engaged in academic activities, parents are asked to refrain from picking up students early on a regular basis. Thank you for your cooperation in this crucial area.*

TRANSPORTATION CHANGES

If you need to change your child's transportation arrangements, please notify the office in writing of the changes. In the case of an emergency, please call as soon as possible to allow the office adequate time for the delivery of your message; otherwise, your child (the student) will follow the regular transportation routine. The school cannot facilitate frequent changes in transportation arrangements. Please have a consistent plan for your child.

EMERGENCY SCHOOL CLOSINGS

Occasionally, schools must be closed because of emergencies. Listen to the local radio station for reports of school closings. We all find out about emergency school closing information through the radio/television media. An emergency situation may be due to weather, or lack of water, heat, or electricity. Schools may be closed for the day, begin late, or dismiss early. If this is the case, bus transportation pick-up and drop-off times will also be modified, as well as the time that walkers will arrive and/or leave school. Dismissal will remain the same, unless announced otherwise by the media during the day. Your child needs to know where to go should you not be home, if an emergency school closing arises. Please discuss the emergency procedures with your child.

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Parents must have at least two current telephone contacts on file in the school office. The phone numbers may be home, work, a family member, or neighbor. Occasionally, emergencies happen at school, such as illness or accident, and contact needs to be made to pick up the child. Please be certain the school has updated information necessary to contact someone in case an emergency arises.

MEDICATION POLICIES

The school may not give medication to the students. Parents must pick up a medication form from the nurse and have the form filled out by a physician for all medication. All medication is to be turned in to the school's nurse, who will be responsible for dispensing the medication to the student. Students should never have medication in their possession. All medication must be sent to school in the original container. Parents should pick up any unused medication from the nurse on the last day of school.

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THE VIPS PROCESS

(VOLUNTEERS IN PUBLIC SCHOOLS)

VIPS are **Volunteers in the Houston Independent School System**. They are caring adults who tutor students, assist teachers, and provide enrichment or hands on experiences for the students through a variety of ways. They also may work in the school's library, health clinic, administrative office, cafeteria and other support areas.

All VIPS must register in H.I.S.D.'s VISIT's Program and complete a background check.

Disclaimer:

I understand that in accordance with H.I.S.D.'s Board Policy, the district will obtain a background check from appropriate enforcement agencies prior to my volunteer service. Furthermore, I understand that I will provide photo identification to the school's main office in order to complete this registration. Finally, I understand that this information is confidential and will not be released to any other governmental entity.

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SIGNATURE PAIGE

I have read the Roderick Paige Elementary School's Parent/Student Handbook with my child. I understand the rules and policies that my child is expected to follow while he/she is enrolled at this school.

Student's Signature

Print Student's Name

Parent's Signature

Print Parent's Name

Phone Number

Date

(Please sign and return this sheet to your child's teacher immediately)