



# The School at St. George Place An International Baccalaureate World School

## Parent and Student Handbook



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## OUR COMMUNITY

The School at St. George Place, collaboratively led by Principal Sean McClish, is an authorized International Baccalaureate (IB) World School nestled in the heart of the Galleria. The IB Primary Years Program (PYP) is the driving force behind our rigorous instructional program and commitment to developing the whole child. We are an international community of students, educators, and parents from over 41 countries around the world, motivated by a mission to create a better world through education.

We house a Vanguard program for Gifted and Talented students, a full-day Pre-Kindergarten program for four year olds, English Language Learner (ELL) instruction, and varied self-contained special education classes for students with special needs. Our students are creative thinkers, compassionate problem solvers and love learning. Students attend daily enrichment courses in Visual Art, Music, Mandarin, PSPE (Personal, Social, and Physical Education), Science Lab, and Research and Development in our new media center.

### LEADERSHIP TEAM

Sean McClish	Principal	<a href="mailto:smcclish@houstonisd.org">smcclish@houstonisd.org</a>
Bethany Goodrich	Assistant Principal	<a href="mailto:bethany.goodrich@houstonisd.org">bethany.goodrich@houstonisd.org</a>
Maxine Trice	IB Coordinator	<a href="mailto:madams1@houstonisd.org">madams1@houstonisd.org</a>
Candace Garvin	Title I Coordinator	<a href="mailto:cgarvin@houstonisd.org">cgarvin@houstonisd.org</a>

### ADMINISTRATIVE STAFF

Aida Rodriguez	Secretary	<a href="mailto:arodri29@houstonisd.org">arodri29@houstonisd.org</a>
Cynthia Bendy	Registrar	<a href="mailto:cbendy@houstonisd.org">cbendy@houstonisd.org</a>
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### TEACHERS

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Toni Ruiz	PALS	<a href="mailto:toni.ruiz@houstonisd.org">toni.ruiz@houstonisd.org</a>

## **WHO TO CONTACT**

### **Questions or Concerns**

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

### **Special Topics**

Please contact the following individuals if you have questions regarding the following:

Enrollment & Registration	Cynthia Bendy	<a href="mailto:cbendy@houstonisd.org">cbendy@houstonisd.org</a>
IB Curriculum	Maxine Trice	<a href="mailto:madams1@houstonisd.org">madams1@houstonisd.org</a>
Clubs Provided by The School at St. George Place	Katelyn Thomason	<a href="mailto:ktomaso@houstonisd.org">ktomaso@houstonisd.org</a>
Gifted and Talented	Bethany Goodrich	<a href="mailto:bethany.goodrich@houstonisd.org">bethany.goodrich@houstonisd.org</a>
LEP	Candace Garvin	<a href="mailto:cgarvin@houstonisd.org">cgarvin@houstonisd.org</a>
STAAR Testing	Candace Garvin	<a href="mailto:cgarvin@houstonisd.org">cgarvin@houstonisd.org</a>
Dragons After School Program	Maxine Trice	<a href="mailto:sgpafterschool@gmail.com">sgpafterschool@gmail.com</a>
Health Concerns/Medication	Chiffon Beveridge	<a href="mailto:hbeverid@houstonisd.org">hbeverid@houstonisd.org</a>
Volunteers/VIPS process	Zamira Silva	<a href="mailto:zsilva@houstonisd.org">zsilva@houstonisd.org</a>



## **THE SCHOOL AT ST. GEORGE PLACE**

### **MISSION**

The School at St. George Place empowers individuals to become internationally minded, life-long learners through challenging inquiry-based learning experiences that connect to the world around us. As a community, we embrace developing knowledgeable, compassionate, and open-minded thinkers inspired to take purposeful action in our global community.

## **INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAM**

### **MISSION**

The International Baccalaureate program aims to develop inquiring, knowledgeable, and caring young people who help create a better world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.



## The Primary Years Programme (PYP)



The PYP is a curriculum framework of the essential elements (the knowledge, concepts, skills, attitude, and action) that prepares our students to be successful both now and in the future. The goal of the PYP is to create a rigorous, challenging, engaging, and relevant educational experience that focuses on topics and issues that span across all disciplines. **The IB PYP program at The School at St. George Place is the stepping stone in your child's learning.**



## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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## **VANGUARD (GIFTED AND TALENTED) PROGRAM**

### **Program Overview**

The School at St. George Place's Vanguard (Gifted and Talented) program is designed to meet the needs of students identified as gifted and talented. Vanguard programs in HISD provide a learning continuum that is differentiated in depth, complexity, and pacing. The Vanguard program is designed for students identified as gifted and talented who excel in general intellectual ability in combination with creative, productive thinking, and leadership ability.

Gifted and Talented students enrolled at The School at St. George Place will be enrolled in one of our Gifted and Talented cluster classrooms. All of our teachers at The School at St. George Place have received 30 hours of training in meeting the needs of gifted and talented students and receive a yearly 6 hour update in the delivery of instruction for gifted students. Our teachers utilize the IB units of inquiry to meet the needs of their gifted and talented students. Additionally, our students identified as gifted and talented participate in a weekly enrichment pullout program where they spend 30-45 minutes collaborating with each other on extension projects that connect to their current IB unit of study.

### **Testing for the Gifted and Talented Program**

- **Kinder Testing:** All kindergarten students at The School at St. George Place will be tested for the Gifted and Talented program through HISD's Universal Screener. Testing takes place during the fall semester and parents do not need to submit an application. Students who do not qualify during their kindergarten year are allowed to retest for the Gifted and Talented program once per calendar year.
- **First – Fourth Grade Testing:** Parents and teachers can recommend any student in first – fourth grade to be tested for the Gifted and Talented program. Testing takes place during the months of December and January and parents are required to submit an application before their child can be tested.
- **Fifth Grade Testing:** All fifth grade students at The School at St. George Place will be tested for the Gifted and Talented program through HISD's Universal Screener. Testing takes place during the fall semester and parents do not need to submit an application.

If your child is currently enrolled at The School at St. George Place, and you would like to apply for the Vanguard program, please contact Bethany Goodrich for details regarding the application process.

Recently, changes were made to HISD's gifted-and-talented program. Under HISD's new board policy, once a child qualifies to receive gifted and talented

services, he/she will continue to receive those services unless the primary parent/guardian requests otherwise.

### **DAILY SCHEDULE**

- 7:05 The building is open
  - Students are allowed to enter the building and wait in the cafeteria/MPR
  - Students are not provided with adult supervision prior to 7:05
- 7:20 The first bell rings
  - Students transition to their classrooms
  - Breakfast service in classrooms begin
- 7:30 The tardy bell rings
  - Classroom instruction begins
  - Students who arrive after 7:30 will be marked tardy
- 7:35 Morning Announcements
- 10:45-1:15 Lunch (PK through 5th grade)
- 2:50 Dismissal

Each grade level gets a 45-minute enrichment class every day.

### **ARRIVAL**

School begins at 7:30 Monday – Friday.

- Students will be allowed to enter the building at 7:05 and will be supervised in the cafeteria until the 7:20 bell rings.
- Parents can drop off students in the front or back carpool lanes.
- The back carpool lane is drop off only. Parents are not allowed to park or get out of their vehicles in the back carpool.
- If parents need to enter the building, we ask that they park in the visitor parking spots in the front parking lot or in front of the school on Hidalgo Street.
- Parents are allowed to enter the building after 7:45.
- Parents are not allowed to drop off students in the middle of any moving traffic lane. Parents are required to come through the carpool lane, or park in a designated parking spot before letting their child out of the vehicle.

### **Morning Drop-Off**

The safety and security of our students and staff are our number one priority at The School at St. George Place. As such, we limit access to the academic areas and bathrooms in order to provide a safe environment for all of our students. We ask parents to say their goodbyes at the front of the school. This helps keep our

hallways clear for our students to safely transition to their classrooms in the mornings. No parents will be able to walk students to their classroom.

### **Tardies**

The first bell rings at 7:20. This is the start of our school day. The second bell rings at 7:30. Students who enter the building after 7:30 will be marked tardy.

### **DISMISSAL**

It is required for all School at St. George Place families to present their car/walker tags when they pick up their children from school. The school will issue new car/walker tags at the start of every school year and will not accept outdated car/walker tags. If a parent/guardian loses or misplaces his/her car/walker tag, he/she will be charged a \$5 fee for a replacement tag.

**If parents/guardians do not have the school issued car/walker tag, they will be required to report to the front office and show proper photo identification to check their child out.**

**Please note that due to the disruption of the dismissal process, any parent who does not have their school issued car/walker tag will have to wait until the end of dismissal at 3:10 to check their child out.**

Students who leave from the Dragons After School Program will follow Dragons After School dismissal procedures.

School dismisses at 2:50 every day.

### **Car Riders**

Students who go home in a vehicle are considered car riders. All car riders will be issued two official School at St. George Place car tags at the beginning of the school year. Cars must display these tags if they want to pick up their child in the carpool lane. Any car without an official School at St. George Place car tag will be asked to park and show their photo ID to the front office before checking out their child.

- PK, Kinder, 1st and 5th grade students (Catoni, Aparicio, and Tzoc homerooms only) will be picked up in the back carpool lane.
- 2nd, 3rd, 4th, 5th grade (Kussmaul and Hutcheson homerooms only) grade students will be picked up in the front carpool lane.
- Cars must display their school issued car tags when they pick up their child. Parents will be required to show their carpool tags twice:
  - Once to the caller
  - Once when the child enters the vehicle

\*Families with siblings in multiple grade levels will pick up students according to the carpool assignment of their oldest child. Example: If a PK – 1<sup>st</sup> grade student has an older sibling in 2<sup>nd</sup> – 4<sup>th</sup> grade, he/she will be picked up in the front with his/her older sibling.

Car riders will stop being called at 3:03. If a parent picks up his/her child after 3:03, they will have to park and check out his/her child from the front office. Students who are chronically picked up after 3:03 will be asked to enroll in our Dragons After School Program for a fee.

\*Cell phone usage is not allowed in the carpool lane.

### **Walkers**

Students who walk home are considered walkers. All walkers will be picked up by the front playground gate (off of Hidalgo). All walkers will be issued two official St. George Place walker tags at the beginning of the year. Parents/guardians must present the walker tag before their child will be released to them. Any parent/guardian who does not have his/her walker tag will be directed to the front office to show a photo ID before checking out his/her child.

### **Missing Tags**

If a parent/guardian is missing his/her car/walker tag. They will be required to report to the front office to show proper identification. This process will begin at 3:05 after the dismissal process has ended for the day.

### **Change in How Your Child Gets Home**

If there is ever a change to the way a student gets home, parents must communicate that change to the school in writing. Parents who send another family member or friend to pick up their child need to communicate the full name of the individual who will be picking up their child and the dates of the change. It is the parent's responsibility to provide the school issued car/walker tag to any individual who will be picking up his/her child. **Any individual who does not have the school issued car/walker tag present with them at the time of check out will have to show a valid photo ID before any student will be released to them. We advise parents to email their child's classroom teacher as well as our front office staff regarding any change in how their child gets home.** (All staff email addresses can be found on page 3 of the handbook.)

Parents are encouraged to communicate any changes early in the day. Any email received after 1:00 is not guaranteed to be received by the child's classroom teacher.



## **Early Check Out**

We understand that in extreme circumstances students might have to be picked up prior to 2:50. Parents who check out their child during the school day must show proper photo identification to the front desk before we will release their child to them.

Students will not be released after 2:20. Please plan your pick-up times accordingly. Students will not be released to individuals who are not on the student's yellow enrollment form. Parents are required to inform the school in writing of any individual who is allowed to pick their child up from school.

If there is any change to the way a child goes home, parents are required to inform the school in writing.

## **Parking Procedures**

There is visitor parking available in the front parking lot. Parking in the back lot is reserved for The School at St. George Place staff. Visitors who choose to park in the back parking lot will be required to walk to the front of the building so they can be properly checked in by our front office staff. No visitors will be allowed to enter through the back unless they are accompanied by a School at St. George Place staff member.

Only cars with appropriate handicapped parking permission will be allowed to park in the handicap spaces. Fines can range all the way up to \$500 for illegally parking in a handicapped parking space.

There are two reserved parking spots that are sold every year at our PTO auction. These parking spots are not available for visitor parking.

## **ATTENDANCE**

Attendance is extremely important. When students are absent from school, they miss out on important learning experiences that will directly impact their overall success in school.

Attendance is taken every day at 9:20. Students must be physically present in their classroom at this time to be counted present for the day. After three unexcused absences, parents will be notified by the school. Students who are chronically absent will be required to make up school work, and they risk being retained in their current grade level for the following year.

Students who are absent or tardy must provide a written excuse to the front office **within three days of returning to school.**

## **Tardies**

According to HISD's attendance policy, tardies are considered a disciplinary issue,

and appropriate consequences can be administered for students who are chronically tardy. Any student who arrives to school after 7:30 is counted as tardy.

Consequences for chronic tardiness include the following:

**Step 1:** A letter to warn you of the number of Tardies.

**Step 2:** A phone call from one of the members of our staff to remind parents of the importance of being present and on time on a daily basis

**Step 3:** Student may not be permitted to participate in school activities (field trips, dances, or other special events)

**Step 4:** Student placed on growth plan/nonrenewal of transfer (non-zoned students only)

### **Excused Absences**

A student is absent if he/she is not physically in school at the time attendance is taken. This includes students who complete assignments at home unless the student qualifies for one of the following exemptions:

- The student is participating in an activity which is approved by the local school board.
- The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT). Students may be excused for up to one day at a time without loss of daily attendance.
- The student is observing religious holy days when it is required of their faith that they be absent from school. A written request for the absence, in advance, is not required but is encouraged. A school district **must** excuse an absence to observe a religious holy day. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. The principal may elect to excuse additional travel days, but the student would be considered to be absent for the additional travel days for attendance accounting purposes. School districts are required to provide make-up work, along with adequate time to complete it, to students who have been excused to observe religious holy days.
- The student is temporarily absent due to an appointment with a healthcare professional. A note from the healthcare professional is required to excuse the absence.

### **Perfect Attendance Incentives**

Once a quarter we celebrate our students who have maintained perfect attendance for the quarter. Students who have zero absences and zero tardies

will receive a treat to celebrate their perfect attendance. Rewards for perfect attendance and zero tardiness include the following:

- Raffles of amazing items sponsored by the PTO
- Recognition at the end of the year
- Increased student achievement and awareness

## **HEALTH AND SAFETY**

### **Medication**

Prescription medication can be administered at school only when advance written parental and physician permission is on file and only by designated personnel. For additional information please speak to the school nurse.

### **Students Who Become Ill at School**

We have a full-time nurse on our campus. If a student becomes sick or injured while at school, he/she will be sent to the nurse's office for a health assessment. If his/her symptoms are minor, he/she will be sent back to class. If a student is significantly sick, his/her parents will be called and they will be asked to come pick up their child. Instances that require parents to come pick up their child include: fever, vomiting, strep throat, pink eye, or an active case of head lice. Students with an active infestation or nits will not be allowed to attend class until they have been cleared by the nurse.

## **COMMUNICATION**

### **School/PTO Websites**

Please visit our school website for current happenings, videos, and more at: [www.houstonisd/stgeorge](http://www.houstonisd/stgeorge).

### **Email**

Email is the preferred method of contact for The School at St. George Place faculty and staff.

Parents/guardians can expect to receive a response to email within 48 hours. Please be mindful that teachers are busy supervising and instructing students during the day and aren't always able to immediately respond to parent emails.

### **Call-outs**

The School at St. George Place will regularly call families with important school updates. Please make sure you provide The School at St. George Place with an accurate phone number. It is the parent's responsibility to inform the school if their contact information has changed.

## **Living Tree**

Important information will also be sent out via Living Tree. Enrollment information will be provided at Meet the Teacher, The First Day Packet, and at Open House. Both school-wide information and individual teacher information will be communicated via Living Tree.

## **Parent/Teacher Communication**

We ask that parents directly communicate their questions or concerns to their child's homeroom teacher before contacting school administration or other school staff. Your child's homeroom teacher will always have the most accurate information regarding your child's education, and he/she will be able to answer any questions or concerns you may have. It is The School at St. George Place policy that parents will have their inquiries addressed within 48 hours.

## **Scheduling Meetings**

If you would like a meeting with faculty and staff, please schedule an appointment prior to your visit to ensure the correct individual is available to discuss your needs. Reference the website and pages 1 and 2 of The School at St. George Place Parent Handbook for contact information. Teachers are only available to meet on their planning period, and all appointments must be scheduled in advance.

## **UNIFORM POLICY**

### **Mondays – Thursdays**

- Khaki bottoms are required.
- Grade level Spirit T-Shirts OR IB Learner Profile T-Shirts are required (think any shirt with a dragon on the back).
  - Grade-level Spirit Shirts are color coded by grade.
  - IB Learner Profile Shirts are available in many colors
  - IB Learner Profiles Shirts are only available from The School at St. George Place Dragon store at school or online under the Fundraising tab.
  - You may wear Spirit Shirts from prior years, but each child must have the appropriate grade-level Spirit Shirt for their current grade.

### **Fridays**

- Grade level Spirit T-Shirts OR IB Learner Profile T-Shirts are required
- Students may wear jeans or khaki bottoms.



### **Grade Level Spirit Shirts**

All students are required to purchase a spirit shirt in the color of their specific grade level. These shirts are only available at The School at St. George Place Dragon Store at school or online under the Fundraising tab.

- PK - Purple
- Kindergarten - Yellow
- First Grade - Green
- Second Grade – Blue
- Third Grade – Red
- Fourth Grade – Orange
- Fifth Grade - Teal

Uniform shirts and other school spirit items are available for purchase through the Parent Teacher Organization. Families may order all uniforms from the [PTO Dragon Store](#).

### **Uniform Compliance**

Any student who is not in compliance with the school uniform policy will be sent to the front office. Parents will be called so that the appropriate uniform can be provided and the child can be sent to class. Students will not be allowed to return to class until they are in the proper school uniform.

### **Caps, Hats, and Hoods**

Students are not allowed to wear caps, hats, or hoods during the instructional day. Cold weather hats and hoods are permitted during recess but may not be worn when students enter the building.

### **Shoes and Socks**

Students should wear footwear that is appropriate for physical education class as well as recess. Students are not allowed to wear high heeled shoes. Flip-flops are not allowed.

### **PTO Dollar Dress Day**

PTO dollar dress days occur weekly on Thursdays. This is a fundraiser sponsored by our PTO. Students are permitted to wear free dress clothes if they bring in a dollar donation. Homeroom teachers will collect money at the beginning of the day. Students need to make sure that their free dress is still school appropriate.

### **Field Trips**

Grade level spirit shirts are required for all field trips. This helps teachers easily identify our children and showcases our school! Schoolpay is our preferred method of payment for field trips. Pay online via credit card with the grade level links below:

[PK Field Trip Link](#)

[K Field Trip Link](#)

[1st Grade Field Trip Link](#)

[2nd Grade Field Trip Link](#)

[3rd Grade Field Trip Link](#)

[4th Grade Field Trip Link](#)

[5th Grade Field Trip Link](#)

### **Additional Grooming Requirements**

Students are expected to show up to school well groomed. Please ensure that students' uniforms are regularly and appropriately cleaned. In addition, we expect our students to adhere to basic grooming requirements (washed face, brushed teeth, combed hair).

## **VOLUNTEERS**

### **PTO**

We have a fantastic PTO! We are always looking for volunteers to come in and help teachers make copies, read to children, help with small groups, listen to IB presentations, hang work up on the walls, and prepare for school-wide events.

The School at St George Place PTO goals include:

- Supporting the school through volunteer and financial assistance
- Building community through events at and away from the school
- Fostering better understanding of the learning process through communication between parents/guardians and faculty
- Helping to meet the needs of students through cooperation between family and school

All parents, teachers, and staff are encouraged to become an active part of The School at St George Place family. All are welcome to attend PTO meetings. Please check the calendar of events for meeting dates.

There are many opportunities to volunteer, whatever your talents, interests, or time constraints may be. Please contact any member on our PTO board at [sgppto@gmail.com](mailto:sgppto@gmail.com) or visit <http://sgppto.com> if you are interested in volunteering.

## **PTO BOARD**

- President – Noemi Ramirez
- Vice President – Jacquelin Figueroa
- Treasurer – Colleen Ernst
- Secretary - Cimone Adeleye

## **FIELD TRIPS**

### **Student Participation**

Field trips are an extension of classroom learning. We expect all students to adhere to school expectations when they are on field trips. If a student has a history of unsatisfactory behavior, poor attendance, or frequent tardiness to school, he/she will not be able to attend a field trip. In some cases, parent attendance on the field trip will be required as a condition of the child being able to attend. Please note that school administrators have the ability to deny field trip attendance as a disciplinary action.

### **Permission Forms**

All students are required to submit a school-issued permission form prior to attending the field trip. It is the student's and parent's responsibility to make sure the form is turned in on time. Students who are missing permission forms will not be allowed to call home the morning of the field trip to ask for last minute permission. Students who do not have a signed permission form will remain on campus during the field trip.

### **Chaperones**

All parents/guardians who are interested in chaperoning a field trip must go through the VIPS process. Information about being registered through VIPS can be found at <http://www.houstonisd.org/Page/126421>. Parents must re-register in VIPS every school year.

Any parent who is attending the field trip is not allowed to bring additional guests or young children with them on the field trip.

Please note that teachers reserve the right to determine the number of chaperones they would like to take on a field trip. Parents are not guaranteed the opportunity to chaperone.

## **HOMEWORK**

### **Purpose of Homework**

The purpose of homework is to provide additional practice on skills that have already been taught.

### **Teacher Responsibility**

Teachers are responsible for preparing and planning homework assignments that are a review of the content being taught in the classroom. They are responsible for explaining the homework to the students and communicating all deadlines for the homework.

### **Student Responsibility**

Students hold most of the responsibility when it comes to homework.

- Students are responsible for making sure they have their homework in their backpacks when they leave the classroom. Students are not granted access back to their classrooms to retrieve homework that was left behind.
- Students are responsible for making sure they have accurately written down their assignments and understand all deadlines or expectations associated with the homework.
- Students are responsible for completing all homework in a timely manner. We understand that students have additional extra-curricular activities they may be involved in, but involvement in these activities is never an excuse for not completing homework.

### **Parent Responsibility**

Parents are responsible for supporting students and teachers in the completion of homework. We ask that parents monitor the completion of their child's homework. Some suggestions on ways to support your child at home:

- Create a homework routine for your child
- Provide a quiet place for your child
- Encourage and support their efforts
- Ask them questions about the thinking behind their homework

### **Guidelines for Homework**

Our teachers use the following minimum guidelines for homework expectations.

- PK/Kinder - Homework is optional
- 1st Grade - 10 minutes per day
- 2nd Grade - 20 minutes per day
- 3rd Grade - 30 minutes per day
- 4th Grade - 40 minutes per day
- 5th Grade - 50 minutes per day



**In addition to any homework assignments students have, we expect that all students read or are read to for a minimum of 20 minutes. Parents are encouraged to read to and with their child.**

Grade level teams have the freedom to develop homework policies to meet the developmental needs of their students. Grade level teams will communicate any specific homework policies they have with their students and parents at the beginning of the year.

### **Online Learning**

All students will have an online account for the following programs.

- myON - [www.myon.com](http://www.myon.com). myON is an online reading library where students have access to a wide range of texts. We encourage our students to use myon as part of their 20 minutes of nightly reading.
- IXL - [www.ixl.com](http://www.ixl.com). IXL is an online math program that provides students with targeted TEK based practice at their grade level.
- HISD Digital Resources– HISD offers a wide range of digital resources for their students. Check out the following link:<http://www.houstonisd.org/Page/93089>

Please reach out to your child's homeroom teacher for login information.

## **NOTICE OF PROGRESS**

### **Report Cards**

Report cards will be sent home at the end of every nine weeks. Report cards provide the cumulative grade for the previous nine weeks. Teachers are required to regularly input and update grades into Gradespeed for all academic areas. Parents are encouraged to check and monitor Gradespeed on a regular basis.

Visit <http://www.houstonisd.org/Page/42143> to register and sign in to Parent Student Connect.

Please check the calendar on the school website for the dates report cards get sent home.

### **Progress Reports**

Progress reports get sent home four times a year. They are sent out at the midway point of each quarter. The purpose of progress reports is to communicate the progress students are making towards their academic goals. While progress reports are not final grades, they do provide an indication of how your child is currently performing. Parents are expected to review progress reports with their students.

Please check the calendar on the school website for the dates progress reports get sent home.

### **Student-Led Conferences**

Student led conferences occur during the spring semester. They are an opportunity for students to share their goals, progress, and work samples with their parents. The teacher is not present during the conference. This is an opportunity for students to take a leadership role in their learning and share the progress they have made with their parents. Students share their IB portfolios and all the work they have completed during their units of inquiry. Teachers will not be available for conferences during this time.

### **Parent-Teacher Conferences**

Parents or teachers may request to schedule a parent-teacher conference at any point during the school year.

## **STUDENT REGISTRATION**

### **Registrar Office Hours**

Our front office staff can answer the majority of questions related to student registration. If parents have a specific question for our campus registrar, they can call or come in to visit during her office hours.

Our campus registrar has daily office hours from 8:00-9:00 and 1:30-2:30. She is available to meet with parents during these hours to answer any enrollment related questions. Parents are encouraged to call ahead of time to schedule a meeting during these hours.

### **Re-enrolling Students**

Students who are zoned to our campus will be automatically re-enrolled for the following school year. Parents will be asked to submit an intent to return form and provide updated proof of residency in our attendance zone. Parents who do not submit their intent to return form are at risk of losing their child's space for the upcoming school year.

Families who have moved out of our attendance zone during the school year will be required to apply for a transfer for the following school year.

### **Students on a Transfer**

Students who are enrolled at The School at St. George Place on a transfer will have their transfer automatically renewed as long as they submit their intent to return forms by the specified date. Parents who do not submit their intent to return form are at risk of losing their child's space for the upcoming school year.

Please note:

- Students with excessive tardies risk not having their transfer renewed
- Students with excessive absences risk not having their transfer renewed
- Students with a history of poor behavior risk not having their transfer renewed

### **Withdrawing Students**

If parents need to withdraw their student in the middle of the school year, they need to provide our campus registrar with 48 hours notice to prepare appropriate paperwork and documentation.

### **Requesting Student Documents**

If parents need to request a copy of any document located in their child's permanent record, they need to fill out a record request form with our front office staff. Requests for documents can take up to 48 hours.

## **DISCIPLINE**

### **Essential Agreements**

At the beginning of every school year, teachers and students collaborate to establish a set of essential agreements for behavior in the following areas:

- Classroom
- Pod
- Hallway
- Cafeteria
- Recess
- Bathroom

These essential agreements serve as a guide for classroom discipline. When students break an essential agreement, teachers provide appropriate consequences. Consequences may include: verbal warning, note to parents, parent conferences, written reflection, silent lunch, loss of classroom privilege or a reflective recess. The duration of consequences will be set at the discretion of the classroom teacher and/or grade level administrator. Our classroom teachers use the essential agreements and IB learner profile attributes to help guide their students in developing good behavioral habits.

### **Classroom Behavior**

Teachers have the freedom to establish classroom expectations and consequences that will create an environment that is conducive to learning. Classroom management systems are unique to the teaching and learning styles of each classroom. Teachers will clearly communicate their expectations to their students and parents at the beginning of the year.

### **Disciplinary Action**

We follow the policies outlined in the HISD student code of conduct when determining the severity of violations as well as when administering consequences. Parents will be provided written communication anytime there is a level III offense.

## **CAFETERIA POLICIES**

### **Dropping Off Lunch**

Lunches brought to school by parents may be dropped off at the office prior to 9:30 AM. After this time, we cannot guarantee that lunches will be delivered to your child. Delivery of late lunches to the front desk should be rare. Please make sure your child's lunch is labeled and delivered on time. Students will not be allowed to call home during their lunch period.

### **Eating Lunch With Your Child**

Parents are invited to have lunch with their children on Mondays – Fridays beginning the third week of school.

Please note that parents will not be allowed to eat lunch with their child on days the STAAR test is being administered.

Please adhere to the following guidelines when planning on eating lunch with your child:

- Parents must check in at the front office.
- Parents are invited to eat lunch with their child during their assigned 30 minute lunch period.
- Parents will meet their child in the cafeteria.
- Parents are not allowed to eat with students whose parents are not present.
- Parents are not allowed to invite other students from their child's class to sit with them.
- If there are no empty tables, parents must sit outside with their child.
- If parents are bringing food or treats to share with the entire class, this must be prior arranged with the homeroom teacher. Due to HISD Nutrition Services policy, no class celebrations will take place in the cafeteria.
- Parents will not be allowed to provide food to any child but their own.
- If parents show up late to eat lunch with their child, students will not be allowed to lose instructional time to finish eating lunch.

While parents of all students are invited to eat lunch with their children, we want the parents of our upper grade students to consider limiting the number of days they eat with their child to help build independence. Please consider the following recommendations when coming to eat lunch with your child.

- PK - 1st grade students - up to 5 days a week
- 2nd grade students - up to 3 days a week
- 3rd grade students - up to 2 days a week
- 4th - 5th grade students - up to 1 day a week

**Breakfast**

All HISD students are provided with a free breakfast. Breakfast is served in the classrooms for all students. Breakfast is served from 7:20 – 7:45. Students who are planning on eating breakfast at school must arrive by 7:30.

**Lunch Information**

All students who do not bring their lunch to school will have the opportunity to purchase lunch from the school cafeteria.

School menus can be found at <http://www.houstonisd.org/Page/31592>.

HISD provides parents with access to Parent Online which allows parents to prepay for meals and view account balances.

Parent Online can be found at <https://www.parentonline.net/Public/Login.aspx>.

**Free and Reduced Lunch**

Students who come from economically disadvantaged households may qualify to participate in the Free and Reduced Lunch program. Applications are available at the front office or by calling HISD Food Services at 713-491-5944 or by signing up online at <http://www.houstonisd.org/Page/96605>.

**BIRTHDAY CELEBRATIONS****Birthday Boosters**

Parents have the option of purchasing a Birthday Booster package from our PTO to celebrate their child's birthday. For \$10, you can purchase the marquee package which includes having the student's name displayed for the specified day. For an additional \$15, a book will be donated to the school library in your child's honor. The librarian will place a commemorative sign inside the cover of the book with your child's name on it.

The PTO requires at least 48 hours notice. Information can be found on our school's PTO website: <http://sgppto.com>.

**Classroom Celebrations**

Please contact your child's teacher in advance for times and celebration procedures for the classroom. Teachers are given the authority to decide how to handle birthday celebrations in their classroom.



## **TECHNOLOGY**

### **Cell Phones**

Students are not permitted to have cell phones or other communication devices out and visible while on school grounds. Students who are found using a cell phone or other communication device while on school grounds run the risk of having their phone or device confiscated and turned into school administration. Students will be required to pay a \$15 fee to have their cell phone or device returned to them. Students who need to contact their parents for an appropriate reason will have access to use the school's phone.

Students who break this policy three times will not be allowed to collect their cell phone or device until the end of the school year. Their cell phone or device will remain locked in the school safe until the school year ends.

### **BYOD Policy**

Teachers regularly schedule a Bring Your Own Device (BYOD) day in their classrooms. The purpose of a BYOD day is to give students an opportunity to conduct research connected to their IB unit of inquiry on their own personal device.

Students are allowed to bring in iPads, tablets, or laptops for BYOD. Students are not allowed to use cell phones for BYOD days.

Students assume all responsibility for any device they bring to campus.

### **Expectations**

An individual who brings his/her privately owned electronic device to school is personally responsible for the equipment. The School at St. George Place will not be held responsible for lost, stolen or damaged equipment, and it is the responsibility of the student to safeguard his/her device while on school property.

1. Lost/Stolen devices must be reported to The School at St. George Place principal, Dave Wheat.
2. The School at St. George Place is not responsible for any maintenance, repair, support or damage to personal mobile devices.
3. A student's personal device may only connect to the designated "HISD - Guest" network. Under no circumstances, a personal device may be connected to the "Secure" network.
4. The School at St. George Place does not provide nor is responsible for software residing on the personal device. This includes but is not limited to applications and operating systems.
5. Whenever possible, an antivirus agent must be installed on privately owned devices. It is recommended that the software is updated regularly in order to safeguard the device against viruses and malicious software.
6. The School at St. George Place administration, faculty and staff retain the right to remove access to the HISD-Guest network.

7. There should not be an expectation of privacy when using the district HISD-Guest network. The district is not responsible for the privacy or security of any data stored or transmitted by any privately owned devices.
8. All audible notification alerts on personal devices must be set to "silent".
9. District faculty and/or staff may remove the access to the network and the internet and suspend the right to use the privately owned device on campus at any time if it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy or student code of conduct.

\*If a personal device is connected to the public cellular network or other network outside of the control of HISD, HISD is not responsible for maintaining CIPA compliance, however the student will be held to the guidelines of the code of student conduct.

### **Times and Locations for Device Usage**

Classroom teachers will communicate to students when it is appropriate to use their device for teacher-approved learning experiences.

Students are not permitted to use their personal device during the following times unless they have permission from school staff:

- Arrival
- During the dismissal process
- Lunch
- Recess

## **MATERIALS AND SUPPLIES**

### **Classroom Supplies**

School supply kits can be ordered or purchased from The School at St. George Place PTO. In the spring of each year, parents will have the opportunity to order their school supply kits for the following year. A limited number of school supply kits will be available for purchase in August. A list of supplies that are needed for each grade level will be provided to parents who prefer to purchase their supplies independently from the school. Please be advised that some consumables, such as pens and pencils, may not last the entire school year.

### **Lost and Found**

If your child has lost an item during the school day, please check the lost and found tubs located in the cafeteria. Most items that are left behind at lunch or recess get placed in this location. Items that are not claimed at the end of each month will be donated.

To prevent items being lost, please label all jackets, sweaters, lunch boxes, and water bottles with your child's first and last name.

## **SCHOOL PROGRAMS AND EXTRACURRICULAR ACTIVITIES**

### **No Place for Hate**

In addition to protecting our students from bullying through the HISD Code of Conduct, The School at St. George Place is a No Place for Hate Campus. The No Place for Hate® initiative provides educators and students with the resources to ensure that anti-bias and diversity education are an integral part of the school curriculum. No Place for Hate® also helps to create and sustain inclusive school environments where all students feel valued and have the opportunity to succeed by promoting respect for individual differences while challenging bigotry and prejudice. Launched in schools in 2001, the popular initiative has been embraced by hundreds of campuses throughout the Southwest region, including many in the Houston, San Antonio/Central Texas and El Paso areas.

### **Clubs**

The School at St. George Place offers teacher sponsored clubs during the fall and spring semester. These clubs are free for all students to participate in. Parents will be given a list of available clubs. Spaces are limited and registration for clubs will be determined on a first come first served basis.

Club registration is handled through an online registration. Parents will be notified of the window and will be provided a link to register their student in a club.

As a participant in The School at St. George Place Clubs, your child must:

- Maintain satisfactory conduct during clubs and the school day.
- Maintain satisfactory attendance. No more than 5 absences and 5 tardies.
- Be picked up on time from clubs.

Students who cannot abide by these expectations will be removed from the club immediately.

### **Dragons After School**

Dragons After School provides care for students of working parents until 6:30 each day. Please check out the Dragons After School website for details about programming and registration.

Dragons After School Website:

<http://www.houstonisd.org/domain/43746>

**Parents will be informed of any new or changed policy that occurs during the school year. Please check our website frequently.**

## **A MESSAGE FROM PRINCIPAL MCCLISH FOR THE 2019-2020 SCHOOL YEAR**



Dear St. George Place Students, Teachers, Parents, and Community Partners:

I am so excited to introduce myself to you as the new principal at the School at St. George Place. At SGP we are so proud of the accomplishments of our students as they embody the traits of the International Baccalaureate (IB) scholars. As a Primary Years Programme we believe students grow academically and personally through a concept and context-based curriculum with authentic learning experiences. At SGP we are committed to providing our students with a world class IB education. Throughout

their journey our scholars will work with the best educators in the district and develop into knowledgeable, compassionate, open-minded thinkers, prepared to take meaningful action in serving their community.

I am thrilled to serve as your principal at SGP and please never hesitate to contact me if I can assist you in any way. Go Dragons!

The history of a dragon...

Prior to joining the Dragon family, I served as the assistant principal at Frank Black Middle School for the past six years. During this time, I collaborated with teachers, parents and administrators to support the transformation of the campus into one of the premier middle schools in HISD. Away from school I enjoy spending time with my wife and three daughters, as well as watching and playing sports.