

**Roland P. Harris Elementary School
Parent and Student Handbook
2022-2023**



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Houston I.S.D. ~ Route 1

Dr. Maria Teresa Garcia
Principal

Mayra Ramon
School Support Officer

Dr. Erwin Garcia-Velasquez
Assistant Superintendent

Millard House II
Superintendent of Schools

Vision

“At R. P. Harris we believe that with consistency, a welcoming environment, and collaboration with families and community partnerships we will develop empowered students who are self-motivated to set personal goals and become global citizens.”

Mission

“Empowering self-motivated students to achieve their goals and become global citizens.”

Core Values

**Campus Leadership
2022-2023**

Name	Title
Dr. Maria Teresa Garcia	Principal
Lisa Boze	Assistant Principal
Zulma Anzures	Teacher Specialist
Sheryl Calton	Counselor
Vanessa Costilla	Wrap-Around Specialist
Maria Garza	Secretary
Susan George	Nurse
Hector Castilla	Plant Operator
Shante Gilliam	Cafeteria Manager

2022-2023 BELL SCHEDULE

STUDENTS' FIRST BELL: 7:30 A.M.

TARDY BELL: 7:35 A.M.

STUDENTS' DISMISSAL BELL: 2:50 P.M.

CELL PHONES AND OTHER COMMUNICATION DEVICES

A. CAMPUS POLICY

1. Students will have use of classroom and lab computer devices. All devices are property of HISD and students must follow the HISD electronic use policies and are responsible for damage or theft.
2. Use of devices on school grounds – Electronic communication devices may be used before and after the instructional day only. Electronic communication devices must be turned in.

3. Student responsibility – It is the students' responsibility to ensure that their devices are turned into the teacher or the office staff.

Any student at R. P. Harris Elementary School who violates the above is subject to the following disciplinary action:

* **First Offense**: Electronic communication device is confiscated by the teacher and turned into the office. Parent contact made by the Assistant Principal.

* **Second Offense**: Electronic communication device is confiscated by teacher and turned into the office. Parent contact made by the Assistant Principal. The electronic device will be returned only to the parent/guardian. Parent pays a fee of \$15.00.

* **Third Offense**: Electronic communication device is confiscated by teacher and turned into the office. The electronic device will be returned only to the parent/guardian. Parent/guardian pays the fee. Student assigned ISS (In School Suspension). Electronic devices are banned from school for the remaining part of the school year.

B. OTHER ELECTRONIC DEVICES

Electronic devices (i.e. iPod, MP3 players, digital cameras, camcorders, etc.) may not be used during the instructional day and should not be brought to school. *Such devices will be confiscated and may be picked up by the student or parent at the end of the semester only.*

C. VIOLATING CELL PHONE POLICY DURING TESTING

Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment.

Parents will be notified of this decision. Students will not be allowed to make up any portion of his/her assessment missed due to this infraction.

Note: R. P. Harris Elementary School is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

ATTENDANCE

It is the responsibility of the parents of the student monitor to attendance and request a meeting with school officials to discuss concerns that may arise in this regard. In HISD, to receive credit for a course curriculum, it is necessary to attend school at least 90 percent of the days of classes. If a student has too many absences, they will be referred to the principal or the Attendance Committee to determine whether credits will be granted or not.

State law stipulates that if a student is absent from school without parental authorization for any amount of time during a school day , three days or more in a period of four weeks, or 10 days or more in a period of six months, the student and the student's parents or legal guardians will be brought to trial before the Harris County Court of Peace Judges or the Municipal Court.

Compulsory Attendance is taken every day at **9:30 a.m.** Students arriving after **9:30 a.m.** will be counted as absent. Students who arrive to school and return home will be counted as absent if they leave before 9:30 a.m. Students leaving to attend medical visits will not be counted as absent if they return to school with a doctor's note.

Parents can help their child's school by sending a note every time a student returns to school after an absence. Information to include in the note:

- Date
- Teacher's Name
- Child's first and last name
- Date (s) of the absence
- Reason for absence
- Parent's signature and daytime phone number

According to the rules of the Board of Trustees, student absences are considered "excused absences" for the following reasons:

- personal illness
- illness or death in the family
- quarantine
- unusual emergencies or circumstances recognized by the principal

The day students return to school must bring written justification for their absence. For the absence to be justified, the note must be presented within three (3) school days immediately after the absence. After five (5) days of classes written justifications will not be accepted - no exceptions.

Please support your child. Do not let him/her miss or be late for school unless it is inevitable. If necessary, when your child returns to school, send a note of justification with him.

A student will only be released to parents or other authorized persons as specified on the student school records. **Authorized persons must produce a valid photo ID in order to sign out a student.** The student being picked up must be signed out from the main office. **No students may be signed out after 2:15 p.m.**

VISITORS

Schools and buildings are limited to pre-scheduled visitors, including after-school program staff and parents and community volunteers who have appointments and have been pre-approved through the Volunteers in Public Schools (VIPS) program. Parents registering their children for school also are allowed. All HISD visitors are required to wear a mask while in district facilities and will be screened prior to entry.

ACTIVITIES AFTER SCHOOL

Parents, we remind you that you should not leave your children unattended when they attend after school functions such as meetings, math and science evenings, and other events. Parents should supervise their children when they visit the school to attend a function.

BIRTHDAY CELEBRATIONS

The Food and Nutrition Division of the Texas Department of Agriculture re-enacted the law known as "*cupcake law*." Therefore, parents can bring cupcakes, cakes, brownies or cookies, all in individual packages, and deliver or to the front office. Homemade desserts are not allowed. A staff member will deliver what parents bring to the classroom and teachers will distribute it to their students during the last 10 minutes of the day. Candy

distribution **is not allowed** at any time. Pizza may not be brought to school as a birthday snack. Please do not make plans to celebrate a birthday party in the cafeteria or in the classroom. The hats, surprises, decorations, balloons, etc. must be reserved for parties that do not take place at school.

Invitations to birthday parties to be held outside of school may not be distributed at school.

Do not request deliveries to the school of flowers, balloons, gift baskets, sung telegrams, etc. for a student. We will not take them to the classroom.

BREAKFAST

HISD offers a free breakfast to all students at R. P. Harris Elementary School. The HISD Food Services Department publishes a menu calendar every month. Save them for reference and view information about the breakfast menu. Daily breakfast is served at 7:15 a.m. Any child arriving after 7:45 a.m. will be escorted to breakfast by an office staff.

All breakfast that does not originate in the cafeteria R. P. Harris must be consumed off campus.

BULLYING

Our goal at RP Harris Elementary School is to create a safe, healthy and cheerful environment conducive to learning. All students deserve that he/she is treated with kindness and respect. Therefore, we do not allow intimidating behavior in our school. Bullying is the intimidating behavior of one or more students who intentionally do something evil or hurtful to another student. When a person feels harassed, they may be afraid, grieving or feeling bad at school.

At R. P. Harris Elementary School, the following behaviors are considered bullying:

- To intentionally say hurtful things
- To make fun of someone or make a fool of them
- To laugh at someone disrespectfully
- Try to force someone to do something they don't want to do
- To send perverse notes
- To tell or invent things about someone (orally or in writing)
- To scare or intimidate someone

- To threaten to hurt someone or hurt someone physically
- To break something that belongs to another person or take it away

Following are the consequences of harassment:

(The conduct will be corroborated by evidence of reliable witnesses. If it is testimony of hearsay, or rumors, it will be addressed in class through meetings and dialogues.)

First incident: A note will be sent to the parents and the incident will be recorded in the office.

Second incident: Referral to the counselor, parents will be notified, and the incident will be recorded in the office.

Third incident: Parent, teacher, principal and student meeting and possible suspension in or out of school depending on the nature of the offense.

CAR RIDERS

R. P. Harris Elementary School has an excellent system for arrival and dismissal of students. Please follow the rules to protect all children when they arrive at school in the morning and at the time of dismissal.

- Do not "sneak" in line.**
- Do not park in the area for buses.**
- Do not leave your vehicle unattended in front of the building. This area is a fire/emergency lane and you will be fined.**
- Do not park in a double row.**
- Do not enter the parking lot reserved for staff.**
- Do not use cell phones when leaving your child at school or pick it up and not in school zones.**

Nursery vehicles and private buses pick up in the private parking lot of the area for buses. We ask that you never leave your children in that area or pick them up there.

Drop off your child by the sidewalk directly in front of the school. Don't ask him/her to cross in the middle of the block on Mae Street. This endangers the child **and** impedes traffic. After leaving your child at school, head **south** on Mae Drive.

Pick up your child at the time of departure in the designated areas.

To protect children, please follow the instructions of the pedestrian crossing guards and the school campus. Do not forget the courtesy, we are trying to protect all the students of R. P. Harris at the entrance and the exit of the school.

Your child should know how he/she is going to go home every day. If there is any change in the established routine, talk to the child **in the morning** before leaving for school, and contact the front office or teacher to let them know. Students are not allowed to make phone calls from the school office.

CELLPHONES

The students should not bring cellphones to school. If a student brings a cell phone, it will be confiscated, and the child's **parents** must come to the office to pick up the phone. If this situation is repeated, parents must pay a fee to pick up the phone, in accordance with the Student Code of Conduct. The school does not assume responsibility for lost cell phones.

CLASSROOM OBSERVATIONS

Schools and buildings are limited to pre-scheduled visitors, including after-school program staff, as well as parent and community members who have been approved through the Volunteers in Public Schools (VIPS) program and have appointments. Parents registering their children for school also are allowed. All HISD visitors will be screened prior to entry and required to wear a mask while at all district schools and buildings. Visitors experiencing symptoms of a recognized communicable disease must stay home and will not be allowed on HISD premises.

CONFERENCES

Parent-teacher meetings are a valuable tool that allows us all to help children to be happy in school and have good academic performance. Take this opportunity! Since meetings are so important, please observe the following guidelines to get the most out of the meeting with your child's teacher.

To schedule a meeting:

1. **Make an appointment** - Call the school office at 713-450-7100 or send the teacher a note or an email to coordinate a meeting day and time. They will receive a response from the teacher in 48 hours.

2. Plan a visit to the school. Speaking in person, instead of by phone, allows the teacher to show them work samples or clarify assigned tasks.
3. Watch for the performance of their children in order to determine when to request a meeting.
4. Pay attention to tests, progress reports, etc. They point to weak areas.
5. **Please, if you have not coordinated a meeting, do not arrive at school to talk with the teacher for a minute at the beginning or end of the school day.** Those are extremely important moments of the day when the class needs and deserves to receive the full attention of the teacher.
6. Please do not ask teachers to leave their class to meet with you. The time allocated to instruction is for the benefit of the students.

CROSSING GUARD

At R. P. Harris Elementary we are very lucky because we have a pedestrian crossing guard assigned to our street. They cross the street only where the guard is. Drivers should be very careful when driving near R. P. Harris Elementary School and follow the instructions of the pedestrian crossing guard. The guard has a very important and difficult job. Practice with your children safety measures crossing the street only where the crossing guard is.

DISCIPLINARY PLAN

The R. P. Harris Elementary School Disciplinary Plan is based on the recognition that behavior can be modified, controlled and improved by instruction and the adoption of well-communicated guidelines.

R. P. Harris Elementary campus requests parental involvement and support to demand students an excellent level of behavior.

The Roland P. Harris Elementary School Disciplinary Plan includes:

- Classroom rules formulated by students and teachers.
- Periodic review of expectations and consequences.
- Daily or weekly communication from the teacher to the parents about the student's behavior.
- Referral to the office for repeated faults or serious infractions.
- Use of the HISD Student Code of Conduct.
- Agreements between parents, students and teachers.

Students will follow the following rules in the corridors and in the cafeteria:

- Speak quietly.
- Raise your hand and ask permission to get out of the seat.
- Enter and exit quietly and in an orderly manner.
- Keep silent in the corridors at all times.
- Respect the rights of others.

Students must report incidents of misconduct to their teacher and/or administrators (threats, insults, harassment, beatings, etc.). Students should not hit someone even if they hit or provoke them. In an altercation, the two students involved will be disciplined. All students must follow the rules of conduct and abide by the school and district rules defined in the Student Code of Conduct.

DISMISSAL

All children should know what to do when they leave school. Try to establish a routine that your children understand and can follow. If you need to change the plan to due to an appointment or personal matter, ensure that your child is aware of the changes before he/she leaves for school that morning and contact the teacher and/or front office.

The dismissal is at 2:50 p.m. and parents are not allowed to pick up their children between 2:15 p.m. and time of departure. Only in cases of medical appointments or emergencies is it allowed to come to pick up the children between 2:15 p.m. and the time of departure. Parents must present proof before picking up the student.

All students traveling in buses will leave the school through the double door of the corridor with windows.

Everyone who parents walk to pick them up will meet their siblings in car rider area and will be called when their parent arrives at the front.

Everyone who goes by car will leave by the front of the school on Mae Drive. Students are not allowed to cross the street to pick them up. Parents will have a decal in the front window of the vehicle that identifies the children they are going to pick up. Parents should not park in the area where children get in vehicles. If your child is not at the front of the school, please park in the visitor's parking area to avoid congestion.

If your child does not go on foot, or travel by bus, please pick him up at no later than 3:00 p.m. HISD rules state that the HISD police department will transport children who have not been picked up in a timely manner to CPS. Telephone Numbers: HISD Police 713-892-7777 or CPS 713-295-2500

DRESS CODE

At R. P. Harris Elementary School, we believe that attending school is the most important job our children have, and we feel that their dress and presence influence their attitude towards school.

In order to provide the best possible learning environment, the R. P. Harris Elementary Shared Decision Committee approved the following official uniform for school students.

Shirts: Any red, white, or blue color polo style shirt with a collar.

- School Spirit or College Shirt on Fridays only

Pants: Khaki or Navy or Blue Jeans

- Girls: Skirts, pants, or shorts
- Boys: Pants or shorts
- Jeans **must not** have rips, holes, or tears

Shoes: They must cover the entire foot (heel and toe).

- No shoes with wheels at the bottoms.
- No Crocs.
- No flip-flops or sandals.

These items are NOT ALLOWED to wear at any time while on campus; includes, but is not limited to:

- Leggings, jeggings, pajamas, and jogging pants.
- Sandals, house shoes, slippers, or open toe shoes.
- High heels or wedges.
- Tank tops, sleeveless shirts or t-shirts.
- Head wear which includes hats, hair bonnets, scarfs, wraps, doo rags, and bandanas.
- Gang/Drug paraphernalia items.

EMERGENCY PROCEDURES

It is imperative that a student's registration card has all the data and is always up to date. **If the phone numbers (home, work, emergency, or doctor) change, please notify the school immediately.** You never know when an emergency is going to occur.

Make sure you have a plan to pick up your child during the day if he becomes ill at school.

You are not allowed to pick up students except in emergencies or for events that are not able to be scheduled for a later time. Please turn in a note for the appointment before the student leaves school.

If there are changes in the way the child will return home at the end of the day, let them know **before** they leave for school in the morning. Notify the teacher and/or front office about the changes.

Students are not allowed to leave class to talk on the phone. In emergencies, the office can send a message to students, but messages of a routine nature will not be communicated. Your child's learning is important.

FIELD TRIPS

Non-athletic field trips, including enrichment or curricular trips, are suspended during the fall semester. This decision will be reevaluated throughout the school year, pending public health conditions.

To reinforce class activities and lessons, school field trips are scheduled during the academic year. Some are sponsored by HISD and others are planned by teachers.

For all field trips, teachers will send families permission notes that parents must sign and return to school. **No student may participate in a field trip if you have not delivered the signed note giving permission. In addition, the student's Emergency Medical Treatment form must have been delivered to the nurse.**

To cover transportation and various expenses of excursions, students must contribute money. The school must make all preparations and reservations and prior authorization is required for all field trips.

Pay attention to the date indicated to return the signed permit and money, and thus ensure that your child has a reserved space and can participate in the field trip.

Some field trips are considered extracurricular activities; therefore, they are optional. Students who decide not to participate will attend classes.

Students must have an average of 70% or more in all core subjects in order to participate in extracurricular activities. Students participating in field trips are expected to observe demanding standards of conduct. Any student whose poor behavior in class is reflected on

their report card can be excluded from participation in a field trip. At the discretion of the principal, the exclusion of field trips may be used as a disciplinary measure for certain misconduct. Any student whose behavior on a field trip is unacceptable will be excluded from school trips for the rest of the academic year. Parents will be notified.

FIELD TRIP VOLUNTEERS

It is necessary that parents undergo an investigation of their background and receive authorization before being able to accompany their child on a field trip. The forms are at the front office. The completed form and the corresponding documents are returned at the front office. Teachers only receive notification about parents who have already been authorized.

Volunteers - If you are going to go on a field trip, please do not bring other children, minors or adults. Supervision is very important, and the volunteers must be aware of the students participating in the field trip. Accompanying parents must always travel on the bus to supervise.

MINIMUM NUTRITIVE VALUE FOOD (FMNV)

The following foods are not allowed to be served to students during the school hours of 7:15 a.m. - 3:00 p.m.

FMNV - Restricted Foods

- 1. Soft drinks:** All carbonated drinks. No product should be excluded from this definition because it contains a tiny amount of added nutrients, for example vitamins, minerals and proteins.
- 2. Water Ices:** All products composed of sweetened and frozen water such as popsicles and other flavored snow, except for products containing fruit or fruit juice.
- 3. Chewing gum/chewing gum:** Any product made with natural or synthetic rubber and with added flavors that forms an insoluble mass for chewing.
- 4. All sweets:** All processed food made predominantly with sugars or sweeteners and with a variety of minor ingredients that characterize the following types of sweets: candies, chocolate, jelly beans, marshmallow, fondant, licorice and cotton candy.
- 5. Caramel covered popcorn:** Popcorn covered with a mixture made predominantly with sugar and corn syrup.

GRADES

All 1st through 5th grade teachers record their students' grades in an online electronic record called HISD Connect. To access your child's grades, you must first register in the parent section of the HISD portal. Spanish translation can be found at www.houstonisd.org/spanish. You must have your child's Student ID number to create account.

Students receive report cards at the end of each grading period. Academic grades reflect the work done in class, the tasks that students do at home and the exams or tests corresponding to that period.

All ratings are expressed in numerical averages instead of letters. The following scale will help you interpret the qualifications:

90 - 100	Work of excellent quality, total mastery of the subject
80-89	Good quality work, above average with constant effort
75-79	Work quality satisfactory average performance
70-74	The quality of work is lower than expected, below average performance
Less than 70	The quality of work is unsatisfactory; poor work, not approved

The conduct will be indicated with a four-letter grade to be interpreted as follows:

E	Excellent behavior: completely self-disciplined
S	Satisfactory conduct: willing to cooperate
P	Poor behavior: below average
U	Unsatisfactory behavior: you need to improve dramatically

In addition, students must meet the requirements set by HISD for several standardized tests in order to be promoted unconditionally to the next grade. Students who have too many absences will see an asterisk (*) along with their grades and the attendance committee will need to assess their situation before being promoted to the next grade.

Number of grades in each subject

Minimum of 12 grades by subject, by period scores in reading, other subjects of Language Arts, Mathematics, Sciences and Social Studies.

Categories and weighting of assigned work

Categories of assignments and their weighting must be consistent for each subject at each grade level (Reading, other subjects of Language Arts, Mathematics, Science and Social Studies) throughout the academic year.

Reevaluation Plan

Each student will have an opportunity to redo an assigned assignment in class or an exam in which they have received a failing grade (69 or less). The average score of the original and second grade will be recorded.

Rules for late work in support of District or TEKS objectives

Teachers may not deduct more than 10 points from late work on the first day of delay. Each subsequent day of delay will result in a deduction of up to 5 points daily. Jobs will not be accepted after 3 days late. HISD Connect ratings will not be deleted.

Penalties for academic dishonesty

The student's work will be taken away, but he will have an opportunity to do it again.

HOMEWORK

Homework is an extension of the material taught in class. All 1st through 5th grade students may have homework Monday through Thursday.

In addition, they will assign long-term activities such as readings or projects to do at home. These jobs help students learn to manage time and take advantage of learning opportunities outside the classroom.

Collaborate with your child to set a daily homework schedule and verify that they do them. Help him/her organize materials so that every day he/she goes to school with the things he needs (even the tasks done) and can have a good performance.

INCLEMENT WEATHER

If it is necessary to close the school due to weather conditions, the information will be disseminated by all local radio and television stations. Please do not call the school, the Police Department or the local stations because it may occupy necessary lines of communication. If possible, the decision to close the school will be made before 6:30 a.m.

On certain occasions it is necessary to let students out during school hours. Draw a plan for those cases. Please do not call the school to give last-minute instructions, because with the number of students we have it would be impossible to answer all calls. If the school closes in the middle of the day, parents should pick up their children as soon as they are notified.

If there is severe weather in Houston, HISD will inform the media when schools close by television, radio, and the district website.

School principals have no authority to cancel classes or close the school. The HISD superintendent has that authority. **Please listen to the news to find out the decisions of the superintendent.**

LICE

It is very important for parents to check their children to see if they have lice. The process is not pleasant, but it is simple.

Separate and examine sections of the hair, especially on the neck, on the ears and on the crown. The nits have a waxy appearance and an oval shape, and they adhere firmly to the hair. Unlike dandruff or skin flakes, it is not possible to remove nits by combing, brushing, or a flip.

If your child has lice, tend to it immediately and please notify us. Your child's doctor may recommend treatment, or simply use shampoo found over-the-counter at the pharmacy. Remember to wash your hair with shampoo is not enough. It is necessary to remove all nits from the hair. In addition, you should wash, spray or high heat dry household items such as pillows, quilts, blankets, stuffed toys, etc.

It is very important for parents to take an active role in checking children and treating lice infestations. Infested children should receive treatment quickly, so they do not waste much class time. Usually one day is enough.

LOST OBJECTS

R. P. Harris students must not bring toys, electronics or other valuable items. The school will not be responsible for toys and other valuables lost in school. Please make sure your children bring only the clothes and supplies they need at school.

At school it is not allowed to lend, sell, buy, exchange or give away jewelry, clothes and other belongings. All clothing items that children can remove, and other belongings, must be clearly identified with a well insured **label** that has the child's first and last name written to prevent losses. Periodically, children will have the opportunity to see items found at school in the cafeteria.

LUNCH

Students will have assigned seating in the cafeteria. There will not be a separate line to buy snacks. Children who wish to buy chips, cookies, etc. must line up with the children who are going to buy lunch.

Each month the HISD Food Services Department distributes a calendar of menus. **Please keep your copy and check to see what lunches will be served at school.**

Parents of students who have food allergies or who are observing special diets should deliver a letter from the doctor to the school nurse and the cafeteria manager. Students may not share meals because other students may have possible food allergies.

Cafeteria Rules:

1. Students must remain silent in the service line.
2. Students must be friendly in dealing with service personnel.
3. Students can bring thermos and non-carbonated canned drinks (**NO sodas, energy drinks, etc.**).
4. Students can speak quietly during lunch.
5. Students must remain seated during lunch unless they obtain permission from the staff.
6. Students are responsible for clearing the tables and collecting papers and food that has fallen under the tables.
7. Students should not buy, sell or exchange food with each other.

MEDICAL INFORMATION

To protect all students, they are not allowed to bring to school and have any medication, prescription or over-the-counter, with them during the day. The school nurse may administer medication during school hours if a medication has been prescribed for a chronic or continuing illness. **Nurses in the schools cannot administer medication without the express order of a doctor.** To be able to administer a drug, the doctor must fill out a form to indicate the need for medication. In addition, at least one parent must request in writing that the medication be administered to the child during school hours. Medications brought to school for the student to administer should be in the original pharmacy container that shows the child's name and the type of medication that the container contains.

Students who become unwell at school must return home if they have a fever of 100° or more or if they vomit. For the purposes of attendance school, students will be sent if they are sick, and will be counted as absent that day if they leave school **before** the 9:30 a.m. In order to return to school, it must take 24 hours for students to have been fever free without taking medication to reduce fever (Tylenol, etc.) and not have vomiting or nausea.

Certain contagious diseases require special care and restrictions related to the school environment. If you need more information on this subject or if you have questions about it, please call our school nurse, **Mrs. George, at 713-450-7100.**

PARENT ORGANIZATIONS

Shared Decision-Making Committee - Parents, teachers and community members collaborate to make plans and make decisions for the school. The agenda of the Committee is provided at the meeting.

Volunteers in Public Schools (VIPS) - Our VIPS give their time and contribute their talent regularly. All volunteers must register with Houston ISD and undergo an investigation of their criminal records. The projects in which volunteers collaborate include the library, readings, tutoring, field trips and many other areas.

PARTIES

The classes of students at R. P. Harris Elementary School holds two parties per year. A party before **winter break** and another **on the last day of school.** For other holidays, teachers plan educational activities instead of parties.

Parents can bring items to front office and our staff will deliver them to class. Please bring the same snacks for all members of the class. Students are not allowed to celebrate birthday parties in the classroom or cafeteria. **All items must be purchased at the store and pre-packaged. Homemade desserts are not allowed.**

RECORDS

Directory information is considered public. If parents do not want to be disclosed, they must sign the form they receive at the beginning of the year for this purpose, or they can request it in writing from the principal. Requests for files must be made at the reception. It is necessary to complete an application and wait 24 hours for processing.

REPORT CARDS

Teachers give a copy of the report card to their students at the end of each six-week cycle. The parents sign it and return it to the teacher to file in the student's folder. Afterwards, parents receive a **second** copy of the ballot. If the copy that the child brought home **does not return** signed by the parents, **the second copy is filed in the student's school folder.**

Report Card Cycles 2022-2023	
1st 6 weeks	October 7, 2022
2nd 6 weeks	November 11, 2022
3rd 6 weeks	January 13, 2023
4th 6 weeks	March 3, 2023
5th 6 weeks	April 20, 2023
6th 6 weeks	May 31, 2023

RESIDENCE

To attend R. P. Harris Elementary School students must reside in the attendance zone of this school. Because R. P. Harris encompasses an area with a large student population, transfers

that the principal may approve are limited. Special Education transfers are granted when an ARD committee recommends a program that is not offered at a student's zone school.

If a student moves out of the area of R. P. Harris during the school year, transportation may be provided for the student to remain in school if you live on the edge of the district. If you decide not to remain at R. P. Harris Elementary, you must enroll in the school in the area in which you reside.

SCHOOL SUPPLIES

Students received a list of school supplies at the beginning of the academic year. In addition, during the first week of school you can obtain a copy of the list in your class. School supplies are essential for your child's learning; make sure your child has their supplies every day. Please let the school know if you require assistance with obtaining school supplies.

TEXTBOOKS

If a child loses or damages a book that has been assigned to him at school, he will have to pay for it before another one can be delivered. The number of books we receive is based on the school's enrollment. We do not have additional books to borrow or sell. To send student records to another school, it is necessary that all assigned books have been delivered **before**.

WEAPONS

Students who are caught with a weapon of any kind, may be suspended or expelled, depending on the severity of the case. The weapons are guns, knives, bullets, fireworks, firecrackers, stink bombs, pepper spray, tear gas, etc.

Roland P. Harris Elementary School

Parent/Student Handbook 2022 – 2023



Acknowledgement Form

The Manual for Students and Parents Primary R. P. Harris has been created to explain to the children the school's expectations regarding their performance, behavior and participation. Students and their parents must follow the rules presented in the handbook. Please read it with your child and discuss the content. Then, sign this sheet and send it to your child's teacher. The parent and student signatures confirm that they have received a copy of the R Student and Parent Handbook, R. P. Harris and certify that they have read it and understand the expectations.

Student Name & Signature	
Parent Name & Signature	
Date	