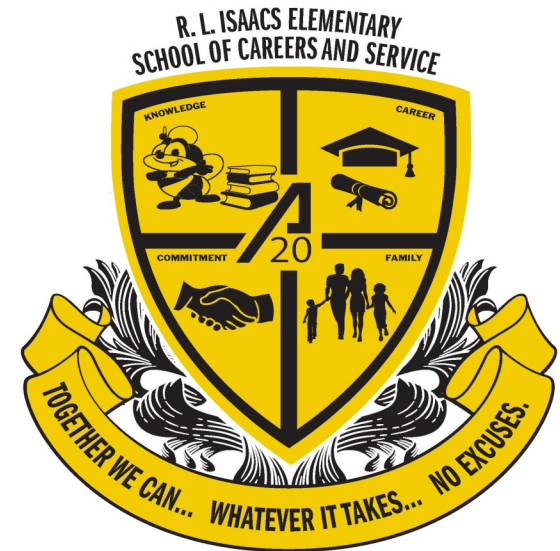




**R. L. Isaacs Elementary  
School of Careers and Service  
3830 Pickfair Street  
Houston, Texas 77026  
(713) 671-4120  
(713) 671-4122 Fax**

# Student Handbook 2011-2012



*"Demonstrating Elements of Excellen-*

**R.L. Isaacs Elementary School  
3830 Pickfair Street  
Houston, Texas 77026**

*Lisa C. Gayden, Principal*



**R.L. ISAACS ELEMENTARY SCHOOL OF  
CAREERS AND SERVICE  
2011-2012  
STUDENT-TEACHER-PARENT COMPACT**

A CHILD'S SUCCESS DEPENDS ON A STRONG COMMITTED  
PARTNERSHIP BETWEEN THE SCHOOL AND HOME.

**AS A PARENT, I WILL:**

- GET MY CHILD TO SCHOOL EVERY DAY UNLESS HE/SHE IS ILL
- GET MY CHILD TO SCHOOL ON TIME EVERY DAY AND PICK HIM/HER UP ON TIME
- PROVIDE THE SCHOOL CURRENT EMERGENCY TELEPHONE NUMBERS IN CASE OF AN ACCIDENT OR ILLNESS
- SUPPORT THE SCHOOL IN ITS EFFORTS TO MAINTAIN PROPER DISCIPLINE
- PROVIDE A LIBRARY CARD FOR MY CHILD
- READ WITH MY CHILD AND LET MY CHILD SEE ME READ
- ASK QUESTIONS OF AND MAKE SUGGESTIONS TO THE SCHOOL STAFF

**AS A STUDENT I WILL:**

- COME TO CLASS ON TIME EVERY DAY AND BE PREPARED TO WORK
- COMPLETE AND RETURN HOMEWORK ASSIGNMENTS
- RESPECT THE DIVERSITY, PERSONAL SPACE, AND PROPERTY OF OTHERS
- RESPECT AND COOPERATE WITH THE ADULTS IN THE SCHOOL

**AS THE SCHOOL STAFF, WE WILL:**

- PROVIDE A SAFE ENVIRONMENT THAT IS CONDUCIVE TO LEARNING
- PROVIDE HIGHLY QUALIFIED TEACHERS THAT ARE WELL PREPARED AND EQUIPPED WITH STRATEGIES THAT WILL MAKE LEARNING INTERESTING AND EVEN FUN
- PROVIDE A MID-QUARTER PROGRESS REPORT
- PROVIDE PARENTS A HANDBOOK, NEWSLETTERS, AND NOTICES IN A LANGUAGE THAT PARENTS CAN UNDERSTAND.



# ATTENDANCE POLICY

The Houston Independent School District has a detailed policy for handling and recording student attendance. Please review the important points listed below and make certain that any of your child's absences fall within the guidelines for excused absences and are documented with a written excuse from you.

- The only acceptable excuses for absences and tardiness are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, such as flooding (not routine rain or cold) and participation in school activities with permission of the principal.
- **Students must bring a written excuse to school no later than 3 school days after the date of the absence or tardy.**
- Unexcused absences may not be made up. The student will receive a "0" for daily assignments.
- Students are required to be in attendance for 98% of the school year. Students may have no more than 8 unexcused absences per year to be considered for promotion.
- Students must bring a written excuse for each instance when they are tardy. Excused tardies fall under the same guidelines as excused absences. **Students are tardy if they are not at school at 7:35 am when the tardy bell rings.**

## **GUIDELINES REGARDING TARDIES:**

*Note: Being late/tardy has been a problem for some of our students. The problem can be easily solved if every member of the family does their part to get the child to school on time. We know you want to be a part of the solution and not the problem. Students arriving after 9:00 will be counted absent for the day and be sent home.*

## **EARLY DISMISSAL/TRUANCY VIOLATION**

***\*\*\*Students will not be released early unless excused by TEC. Sec.25.087—State Law requires students to attend school each school day for the entire period the program of instruction is provided. (TEC.Sec.25.085 Compulsory School Attendance) Court Warnings/Final Notices will be issued for Early Dismissal. For the safety of our students and our staff, children will not be released after 2:30 p.m.***



# School Communications

We frequently send Communications/Notes/Flyers home to the parents/guardians. Ask your child on a daily basis about messages or papers from the school. These communications are very important and are our attempts to keep you informed of what is going on at Isaacs Elementary at all times. We often find that children leaving for the day, have dropped these notes in the courtyard, the front of the school, the hallways or on the playground. This means that you don't always get our messages. Please talk to your child about being responsible and about the importance of bringing all communications from the school home to you. Go over the notes with them, as well, so they also understand what is going on. Every child at Isaacs will be provided with a folder in which to carry messages home to their parents. Look for it and ask your child about it regularly. Intermediate students (Grades 3-5) will be provided with a "Student Planner" to log assignments and increase organizational skills. Grade Pk-2 will receive a homework folder for the year.



## **R.L. Isaacs Elementary School of Careers and Service Title I Parent Involvement Policy**

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R.L. Isaacs Elementary School of Careers and Service is committed to the goal of providing quality education for every child in this school. To this end, we want to establish partnerships with parents and with the community. It is expected that parents are to be seen as valued partners in the educational process, serving as the child's teacher in the home. All the school activities will give proper consideration to the involvement of parents. Everyone gains if the school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children succeed at every step along the way. Grade level goals and expectations for the children of Isaacs Elementary are available to all parents, with the expectation that all students will work towards these goals. We recognize that some students may need extra assistance available through the Title I Program to reach these goals. Isaacs Elementary intends to include parents in all aspects of the Title I Program. The goal is school-home partnerships that will help all students in the school succeed.



The 2011-2012 R.L. Isaacs Elementary School of Careers and Service Dress Guidelines are approved by the Shared Decision-Making Committee (SDMC). **The official school uniform is: yellow, white or red polo tops or crest shirt with navy or khaki bottoms.**

When children are taught that they are representatives of their family and reflect the attitudes and training of the home, there is little need for counseling at school concerning school standards of dress. **Students not obeying official uniform rules will not be allowed to participate in any extra curricular activities and can be suspended from school. In-school detention for repeat offenders is also a consequence.**

### **We encourage the following guidelines:**

- All students are required to wear neat, clean official school uniforms every day.
- All children must wear shoes for health and safety reasons. Footwear should be suitable for academic and physical education. (No wooden soles, open backs, cleats, slippers, shoes with skates attached, or flip-flops are allowed.) **SOCKS must be worn at all times.**
- Jewelry must be kept very simple. **(Boys cannot wear earrings on campus.)**
- Caps and hats may not be worn in the building.
- Shorts must be worn under skirts or dresses for physical education. Midriffs or halter tops are considered inappropriate for school.
- Hair should be groomed at home prior to coming to school. Hair rollers are not permissible.
- **Shirttails should always be tucked in neatly inside pants.** Belts must be worn with pants.
- Shirts with slogans, underwear shirts, tank tops, and shirts having suggestive alcohol or smoking advertisements are not to be worn.

# Medications & Immunizations



## **POLICIES GOVERNING ADMINISTERING OF MEDICATION**

We would like to review the policy concerning the administration of long term medication at school.

The policy of Board of Education does not authorize Houston ISD school personnel to give medication of any kind, which includes aspirin, similar preparations, or any other drugs.

The nurse and other designated school personnel, however, can and should give medicine during school hours when the physician requests in writing that there is a need for such medication. The doctor's statement must be accompanied by written permission of at least one parent.

An HISD medication form is available upon request from the school nurse.

## **IMMUNIZATIONS**

All students are required to have proper immunization to enroll and to remain in school. Any questions regarding health related matters are to be directed to the school nurse.





# School Rules

## Grades



The following rules and consequences should be common to all classrooms:

### CLASSROOM BEHAVIOR RULES

1. Follow directions
2. Raise your hand before speaking
3. Keep hands, feet, and objects to yourself
4. Remain in your seat
5. Treat teachers, classmates and all adults with respect.

### CONSEQUENCES

1. Verbal warning
2. Isolation/Time-out/Sent to another class
3. Removal of privileges (Lunch detention)
4. Call parents
5. Sent to Principal's Office or Discipline Designee
6. Suspension

**Restroom Areas:** Students will be quiet when taking restroom breaks so as not to interrupt/disturb instruction which is taking place in nearby classrooms. Classroom bathroom monitors are to be assigned by all classes.

**Halls:** Students will be silent in the halls during instructional time.

**Cafeteria:** Students will be quiet in the cafeteria and in designated areas—walking through the lunch line, standing/walking in line and sitting at the benches.

Students will receive report cards at the end of each nine week grading period. The academic grade will reflect the class work, quizzes, and assessments/tests done for that period. Students will receive computer generated report cards again this year. **All core subject (Reading, Lang. Arts, Math, Science, Social Studies) grades will be numerical averages rather than letter grades, with the exception of PK and K students. All students will receive a letter grade for Handwriting.**

Please use the following scale for interpretation of grades:

- 90-100** Excellent quality of work - through mastery of subject matter
- 80-89** Good quality of work - above average with consistent effort
- 75-79** Satisfactory quality work - average achievement
- 70-74** Below quality of work - below average achievement
- Below 70** Unsatisfactory quality of work - poor work, failing

Conduct/Letter Grades are to be interpreted as follows:

- E (90-100)** Excellent quality of behavior - Totally self-disciplined
- S (89-80)** Satisfactory quality of behavior - Cooperates readily
- P/N (79-75)** Poor quality of behavior - Below average
- U (74-70)** Unsatisfactory quality of behavior - Needs drastic improvement

Students must have an overall average of 70% in all core subjects to be promoted to the next grade level. District requires tests must also be passed in order to be promoted. This school year, the district is requiring all teachers to enter grades on a computerized program called "GradeSpeed". Grades given on assignments and report card will reflect mastery of the District's standard-based curriculum of TEKS (Texas Essential Knowledge and Skills) objectives. Grades shall be based solely on achievement of course/grade level standards. Student attendance, effort, ability, participation, improvement, attitude, and other behaviors shall be reported separately from achievement.



Greetings and Welcome,

I am excited about the start of this new school year here at R.L. Isaacs Elementary School of Careers and Service. As a school, we have made a commitment to fulfill our motto "*Demonstrating Elements of Excellence for Our Future*" on a daily basis. We are on a journey to ensure that every student is challenged, nurtured and cultivated educationally as well as socially.

This year, we will give our students opportunities to do the following:

1. Make career connections on each grade level by having career day, career field trips and guest speakers.
2. Gain more individualized instruction by having more small and focused group instruction.
3. Receive Math and Reading Intervention with math tutors and a reading interventionist
4. To demonstrate community service projects on and off the campus.
5. Attend various field trips, participate in UIL Clubs, School based parades, Earth Day Activities, curriculum nights and so much more.

R. L. Isaacs Elementary School of Careers and Service will be a place like never before. It will be an enjoyable, student centered school. It will be a place where students want to come everyday to share and partake in the learning and activities on campus.

This handbook contains much useful information. It is designed to answer questions and give you guidance in school matters. All of the notices enclosed in this booklet are very important to the success of your child and to the efficient organization of the school. Please read the booklet and familiarize yourself with its content. Keep it handy, as you may need to refer to it during the course of the school year.

We are glad you and your child are members of the Isaacs family. Please feel free to call the office at (713) 671-4120 if we can assist you in any way..

Thank you,

Lisa Gayden

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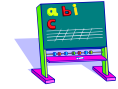
# Discipline

We are delighted that your child is a student at R.L. Isaacs Elementary School of Careers and Service. We want to keep Isaacs a school with high academic expectations. Remember our motto is: "Demonstrating Elements of Excellence for Our Future"

To assure academic excellence we must accept only the best discipline. This letter is to inform you of our intentions to maintain good discipline and to invite you in helping us maintain good discipline. When a student is disruptive, he knows he must be disciplined. Our teachers use many preventive measures in order to maintain a conducive environment for learning. A Discipline Review Committee has also been established and will be in operation this year. Mandatory Parent Conferences, emergency removal of students, and suspension from school are additional measures that will be used.

Parents will be notified of disruptive behavior and their support will be expected in correcting the behavior. We have an intense curriculum planned for your child, with new textbooks in Reading and Math. Students at every grade level, including Pre-Kindergarten, have District exams/assessments they must pass. I have included a schedule of the test dates in this booklet. The test results can influence whether a student is promoted or retained at the end of the school year. There is no time available for disruptive behavior. Discuss this now with your child. It is very important that we work together to make Isaacs Elementary the most successful school it can be. It takes parents' help to accomplish this. We look forward to your continued support.

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# Parent Programs

The three parent programs are PTO, PCPT and PAC. The main goal of these programs is to enhance and support the relationship of school and home and provide resources for the school. Parents are used as room mothers, chaperones on field trips and give overall support. Please support us this year.

## HOMWORK

It is every student's responsibility to complete homework on time and turn it in. As a parent, please make sure this happens. Homework will be given M-F for all students. (PK-5)

## PARENT MEETINGS

Parents are invited to attend monthly parent meetings at Isaacs Elementary. Topics covered during these meetings range from testing tips to homework assistance among many others. We invite you to join us every month for these meetings.

## SECOND CUP OF COFFEE

The Second Cup of Coffee is an opportunity for parents to speak to the Principal regarding any concerns or suggestions they may have to improve Isaacs Elementary. We welcome you to share your ideas or express your concerns during these meetings.



## SCHOOL HOURS:

**First Bell** 7:45am      **Tardy Bell** 7:50am  
**Instruction Begins** 7:45am      **Dismissal** 3:15pm  
**Breakfast Daily** 7:15am - 7:40am

**LOST & FOUND:** Office Area / Cafeteria Stage

**SCHOOL MATERIALS:** Students are responsible for the replacement of lost textbooks and any damaged textbook. If a book is lost, it must be paid for.

**REPORT CARDS:** Report cards are issued at the end of each nine week grading period. Progress reports will be sent home at the end of each four week period.

**ATTENDANCE:** Students must attend school regularly and be on time. A note must be sent to the teacher each time a student is absent. Eight unexcused absences will result in failure for the year pending an Attendance Committee review. Referrals will be made after three or more absences or if a pattern develops.

**GRADING POLICY:** Students may be promoted only on the basis of academic achievement and must have an overall average of 70 or above in Language Arts, Math, Science & Social Studies Exceptional Ed. students have off level grading. Students must pass STAAR/HFWE/Stanford/Aprena (See *HISD Promotion Standards Information*).

**DISCIPLINE:** Teaching students to accept responsibility begins at home. Students must follow the *Student Code of Conduct*.

**CELL PHONES/ELECTRONICS:** The use of cellular phones or other electronic devices is prohibited during school hours. Students needing to bring cellular phones to school, must leave them in the front office before school begins and may pick it up after school. **Cellular phones or other electronics confiscated by the principal will only be returned to the parent/guardian and are subject to a \$15.00 fine.**



## GENERAL INFORMATION INSTRUCTIONAL PROGRAMS

### **Career and Service**

The teachers will choose a career focus for each grade level. They will align the state TEKS to the career chosen. This will ensure that the instruction demonstrates the connection between theory learned in class and real-life application. As a school, we will incorporate not only the instructional background, but also expose the children to the various career fields of this present day. The students will be able to attend field experiences, meet representatives from the career world and participate in various career focused activities.

The focus on service within the school and throughout the community will set the stage to develop an awareness of service for our neighbors and colleagues. The students will be able to conduct community service projects throughout the school and community and gain community service hours per year.

### **Literacy**

The reading program is centered on five areas of reading, **phonemic awareness, phonics, fluency, vocabulary and comprehension**. The students' reading levels are monitored closely by using Developmental Reading Assessments in order to see the progress of the five areas of reading. The main curriculum used for reading is called Reading Street. The Empowering Writers curriculum is used in order to incorporate writing in every content area.

### **Math**

The math instruction is provided by EnVision Math. The Reasoning Minds Math curriculum will be used as a supplemental resource to help students strengthen their skills that need further improvement.

### **Science**

Science instruction is hands-on and utilizes full exploration of the subject. Students will have the opportunity to discover, build and make predictions through science.

### **Social Studies**

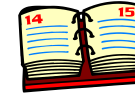
Students will be able to bring history to life through social studies. The social studies instruction will be project based and incorporate technology and research. The students will get the opportunity to make their own museum and highlight important historical events and people.

### **Response to Intervention**

We offer a response to Intervention for all students on our campus. It is a three-tiered structure which helps us to meet the needs of every child at their current instructional level. Our campus will offer tutorials during and after school; along with small group instruction during class and Saturday tutorials.

### **Enrichment and Social Development**

Our school will offer Children should not only develop instructionally but socially as well. Therefore we will offer an after school program, UIL - University Interscholastic League Clubs (number sense, spelling, and speech), Odyssey of the Mind, and Gardening. There will be a PEP Squad, Sewing, Dance, Spelling Bee, and so much more.



# 2011-2012 CALENDAR

August 20	Ice Cream Social
August 22	First Day of School
September 5	Labor Day - NO SCHOOL
Sept. 7- Oct 8	TPRI/Tejas Lee Testing (Grades K-3)
September 8	OPEN HOUSE (5-7 p.m.)
September 8	Grandparent's Day Luncheon
September 11	Grandparent's Day
September 23	Friday Sale Start
September 29	Fall Holiday -NO SCHOOL
October 12	Early Dismissal
October 20	Parent Meeting (1:30 pm)
October 21	Report Card Day (K-5)
October 29	Fall Carnival (9:00am-1:00p.m.)
November 3	Literacy Night (6:00pm-7:00pm)
November 8	Election Day
November 9	Early Dismissal
November 17	Thanksgiving Day Luncheon
November 23-25	Thanksgiving Day Break - NO SCHOOL
December 9	Winter Program @ 1:30 p.m.
December 19-31	Winter Break - NO SCHOOL
January 2, 2012	Teacher Prep. Day - NO SCHOOL
January 3	First Day of Second Semester
January 11	Early Dismissal
January 16	Martin Luther King Jr. Day - NO SCHOOL
February 2	Math Night 6-7:00 p.m.
February 29	Early Dismissal
March 12-16	Spring Break - NO SCHOOL
March 27	STAAR Test - Gr. 4 Writing & 5 Math
March 28	STAAR Test Gr. 4 Writing #2 & 5 Reading
April 1	April Fool's Day
April 5	Science Night 6-7 p.m.
April 6	Spring Holiday - NO SCHOOL
April 18	Early Dismissal @ 12:30 p.m.
April 24	STAAR Test Grs. 3-4 Math
April 25	STAAR Test Grs. 3-4 Reading
April 26	STAAR Test Gr. 5 Science
May 13	Mother's Day
May 22	Awards Day -(8:30 a.m.PK,1& 2) (1:30 Gr. 3-4)
May 24	5th Grade Luncheon
May 25, 2011	Field Day
May 28	Memorial Day—NO SCHOOL
May 29	Kindergarten Promotion Program (8:30a.m.)
May 30	5th Grade Promotion Program (8:30 a.m.)
May 31	Last Day of School