

Hubbard Heights Elementary School

Parent and Student Handbook

2024 – 2025



G.E.T. Growing!
Growth. Empowerment. Teamwork.

Edgar Gonatice, **Principal**
Felicia Moody, **Assistant Principal**

*Preparing **all** students for success in college, career, and community leadership.*

#OneFortWorth

Hope. Joy. Urgency

District Strategic Goals

- 1 - Increase Student Achievement
- 2 - Improve Operational Effectiveness and Efficiency
- 3 - Enhance Family and Community Engagement
- 4 - Develop a Workforce that is Student & Customer-Centered

Hubbard Heights

Mission

Our MISSION is to encourage every student at Hubbard Heights to perform with excellence, pursue personal potential, and practice collaborative learning.

Vision

Our VISION is to see students connected, equipped, and engaged while interacting and mentoring others in our community.

Motto

G. E. T. Growing!
Growth. Empowerment. Teamwork.

Dear Students and Parents:

We, the faculty and staff of Hubbard Heights Elementary, want to welcome you to the 2024-2025 school year! Teachers and other school staff members want this year to be an especially good one for each and every child. In order for this to happen, we must all work together.

The ***Hubbard Heights Parent & Student Handbook*** contains information that both students and parents are likely to need during the school year.

Parents and students should also become familiar with the Fort Worth Independent School District's Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy which affect Student Handbook provisions will be made available to students and parents through newsletters, websites, and other communications.

Please review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the District's Policy Manual is now available on the Fort Worth Independent School District webpage which can be found at <https://www.fwisd.org/> under the heading Board, and then the side option, Board Policy Online. We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Mr. Gonatice

Principal

Notice of Nondiscrimination

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, and military/veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Please contact the appropriate person to report violations:

Title IX Coordinator

Cynthia Allen, Title IX Coordinator
7060 Camp Bowie Blvd., Fort Worth, TX 76116
Phone: 817.814.1837
Email: TitleIX@fwisd.org

Special Education

7060 Camp Bowie Blvd
Fort Worth TX 76116
(817) 814-2830

<https://www.fwisd.org/departments/special-education-services>

Section 504

7060 Camp Bowie Blvd
Fort Worth TX 76116
817-814-2876

Title VII Coordinator

Senior Officer, Employee & Organizational Support
7060 Camp Bowie Blvd
Fort Worth TX 76116
817-814-2000

Important numbers at Hubbard Heights



Main Office
(817) 814-7500

Fax
(817) 814-7550

Nurse
(817) 814-7520

Counselor
(817) 814-7516

Cafeteria
(817) 814-7523

Library
(817) 814-7591

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817-814-6200 for an appointment. A teacher will return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.



ARRIVAL

7:30 AM Door A1 (Spurgeon Street) and B3 (5th Avenue) will open and students will proceed to their classrooms.

7:30 - 8:00 AM Grab and Go Kickstart Breakfast in the Cafeteria (pre k and kinder sit and eat)

7:50 AM Tardy bell: All students should be in classrooms and begin breakfast and instruction.
Door B3 will be locked and parents will need to accompany their students and sign them in at the office.

For the safety of all students:

- DO NOT drop off your child at school before 7:30 a.m. There is no supervision of students before 7:30 a.m. and students will not be allowed to enter the building.
- DO NOT let your child out of your vehicle to cross the street on Spurgeon Street. This is a dangerous practice that puts our students at risk.
- Students who are TARDY (after 7:50 a.m.) will need to report to the office for a tardy pass with their parents. Parents will need to state the reason for the tardy in the Log Book.

DISMISSAL

NEW PROCEDURE! For safety purposes all parents/guardians MUST have their official pickup card with them each day at dismissal.

Pre-K Dismissal time: 3:20 p.m

Door 4 (by the pavilion/gym)

Kindergarten - 5th Dismissal time: 3:10 p.m.

Kinder: East Entrance 1st: Door 4 (by the pavilion/gym) 2nd: Door 7 (front of school on Butler)
3rd: Door 6 (driveway) 4th: Door 6 (driveway) 5th: Gym

***We will not process early dismissals after 2:55 for Pre- K through 5th.**

Late Pick-Up

Students who are picked up after dismissal time will be **taken to the front office** and the parent will then need to come in and sign their child out.

Parents will need to send a note to the teacher if there is any change in the way the child is to go home. In some instances phone calls can be made. However, late calls may result in the message not getting to the teacher in time for the dismissal process.

Safety and Security

District policy on safety and security has determined that each campus have one point of entry during the school day. Parents and visitors will use the designated visitor entrance, Door #1, and the intercom system to gain entry into the building during school hours. Our main entrance is marked with a green visitor sign.

For safety purposes, all other doors are locked. After 7:50 am, parents always need to sign-in with their state ID and get a visitor's pass in the main office.



ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. **These laws mandate that students be in attendance at least 90% of the total school days to receive credit for the school year and be promoted to the next grade.** If a student misses more than 18 days during a school year, whether excused or unexcused, the campus attendance committee will be responsible for determining whether extenuating circumstances contributed to the excessive absences as well as whether the student may be promoted to the next grade.

Reporting Absences

Parents are asked to call the main school office and report an absence to the attendance clerk on the day of the absence. The student should then bring a written note signed by the parent when they return to school. Notes should be given to the homeroom teacher or the office **within seven days** of the absence. Students arriving at school after 10:00 a.m. will be considered absent for the entire day unless documentation from a medical provider detailing a visit is provided. **After the seventh day following an absence, any undocumented absences will be considered unexcused.**

Excused and Unexcused Absences

Acceptable excuses for absences are:

- Personal illness
- Death of a family member
- Doctor excuse due to serious illness or injury (required after 3 consecutive days)
- Religious holidays as approved by school board policy

All absences must be documented with a written note from the parent or a doctor's note presented to the school within seven days of the absence to be considered excused.

Notes should include:

- The child's name
- The reason for the absence
- The dates of the absences
- The parent's signature
- The teacher's name

****A note written by a parent does not automatically constitute an excused absence. The reason must fall into one of the acceptable categories listed above. Family trips, vacations, or lack of transportation are not excused absences.**

Truancy Policies

School Attendance Courts enforce truancy offenses such as Failure to Attend School (Texas Education Code 25.094) and Parents Contributing to Truancy (TEC 25.093).

District wide procedures regarding "Letter Notification and Court Action":

- The school will generate a letter of notification to the parent(s) on the third unexcused absence.
- The school will request a warning letter from the Attendance Control Office be sent on the fifth unexcused absence. A copy of the letter will be kept on file.
- The school will file a request for court action on the tenth unexcused absence within a six-month period. This request will be filed on the fifth unexcused absence following the warning letter.
- Once the school requests that court action be taken by the Attendance Control Office, no changes can be made to alter the status of that student's attendance profile.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or

Is absent on three or more days or parts of days within a four-week period.

Make-up Work

For any class missed, the teacher may assign make-up work based on the instructional objectives for the subject or course. The teacher will consider the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements.

A student will ordinarily have one day for each day's absence (excused and unexcused) to make up work missed. A student who has an unexcused absence will be encouraged to make up work missed; a 10-point penalty will be applied. (Board Policy FDD Local, p. 1 of 5)

A six weeks "Incomplete" ("I") grade due to excused absences must be made up within the next reporting period, or the missing work will be given zero ("0") credit and will be averaged with the other work. Late work not related to absences or after the time allowed will incur a penalty for each day past the due date.

CAFETERIA SERVICES



ALL students may receive breakfast and/or lunch at no charge. Charges will only apply if your child selects to purchase additional a la carte items.

Breakfast: This year Hubbard Heights participates in Kick Start Breakfast in the Classroom. This program is designed to ensure that ALL children have access to a healthy breakfast each day free of charge.

This is also a time for classrooms to build community and help students gain independence in self-care skills. *Therefore, we respectfully request that parents do not assist their child during breakfast. Please say your farewells at the door of the classroom and allow your child to take care of putting away their personal items and getting breakfast on their own.*

Snacks, ice cream, and milk are sold separately.

If you send a sack lunch from home, your child may still buy milk or snacks in the cafeteria. Please do not send drinks in glass containers.

Questions related to meal service or lunch accounts may be directed to our cafeteria manager, Mrs. A Samano at (817) 814-7523.

Visiting at Lunch Time

Due to space availability in the cafeteria we will no longer be able to accommodate visitors at lunchtime.



COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

[Further information may be found at policy FFAD.]

Bacterial Meningitis

Senate Bill 1 requires school districts to provide the following information annually:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord-also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- *Neisseria meningitidis*-meningococcal meningitis; there are 5 subtypes that cause serious illness-A, B, C, Y, W-135.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also progress rapidly in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

WHAT IS THE RISK OF GETTING BACTERIAL MENINGITIS?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, www.cdc.gov, and the Texas Department of Health, www.tdh.state.tx.us.



CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- ☐ Keep hands, feet, and objects to him/herself at all times.
- ☐ Complete all assignments on time.
- ☐ Keep classrooms, halls, cafeteria, restrooms, and campus clean.
- ☐ Treat others and property with respect.
- ☐ Use appropriate language.
- ☐ Come to class prepared and ready to learn.
- ☐ Meet District or campus standards of grooming and dress.
- ☐ Obey all campus and classroom rules.
- ☐ Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- ☐ Avoid violations of the Student Code of Conduct.

Applicability of School Rules

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

- *During the regular school day and while a student is going to and from school on district transportation.
- *Within 300 feet of school property.
- *While a student is in attendance at any school-related activity, regardless of time or location.
- *When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- *When a student commits a felony, as described by Texas Education Code 37.006.
- *When criminal mischief is committed on or off school property or at a school-related event.

Positive Reinforcement

- Praise!
- Positive notes sent home to parents.
- Occasional treat, six week celebration, or free time.

Consequences

- Warning.
- Time out.
- Loss of privileges.
- Loss of conduct points or lowering of conduct grade.
- Detention
- Parents will be contacted for a conference with the teacher and/or an administrator or counselor.
- **Office Referral**
- A **central office conference** will be requested with the Student Discipline and Placement department when a student's behavior has been continually disruptive after attempts to intervene, or when the offense is extremely serious. This can result in the removal of the student to an alternative campus.

Playground Rules

- ☐ Keep hands, feet, and objects to yourself at all times.
- ☐ Keep all items on the ground.
- ☐ Do not leave the playground without the teacher's permission.
- ☐ Kicking, wrestling, rough-housing, or rolling on the ground is not permitted.
- ☐ Stay within the boundaries.
- ☐ No contact sports.

- ☐ Use only approved play equipment as instructed.
- ☐ Line up quickly, quietly, and orderly when the whistle blows.

Restroom Rules

- ☐ Enter and leave quietly.
- ☐ Use facilities.
- ☐ Keep hands and feet to yourself.
- ☐ No playing or climbing.
- ☐ Respect the privacy of others.
- ☐ Flush toilet and wash and dry hands.

Cafeteria Rules

- ☐ Keep hands, feet, and objects to yourself.
- ☐ Remain seated and raise your hand if you need something.
- ☐ Follow the directions of the duty person.
- ☐ Talk quietly.
- ☐ No sharing of food.
- ☐ No loaning money.
- ☐ Clean up your own messes (trash and spills).
- ☐ Line up quietly as instructed.
- ☐ WALK – No running.



COUNSELING SERVICES

The school counselor is available to assist students with a wide range of personal concerns, including social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. You can reach our school counselor, J. Medina, at (817) 814-7516



DELIVERIES

All items to be delivered to students during the school day including forgotten lunches, homework, folders, books, etc. should be brought to the school office. Office personnel will ensure that students receive the items in a way that instructional time is not disrupted. If a parent must speak

to his or her child during the school day, the student will be called to the office or will be brought to the office by school staff.

Deliveries such as balloons or flowers will not be delivered to classrooms. In order to prevent disruption of instruction, the office personnel will hold the items until the end of the day and the student will be asked to pick them up before dismissal.



DRESS AND GROOMING

Hubbard Heights Elementary School's Student Dress and Grooming Code follows the Fort Worth ISD's standardized dress policy and applies during school as well as at school-related activities.

Specific Requirements

Quoting from Board Policy FNCA (Local):

The district's dress code is established in an effort to improve student learning and to facilitate a safe learning environment. It is intended to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District dress code shall be a part of the local Student Code of Conduct. Students will be required to adhere to the dress code during school hours and dress appropriately while participating in other school-sponsored activities. Clothing will be of the correct size for the student with no sagging pants. Shirts shall be tucked into clothing. Clothing that complies with the dress code can be purchased from the retail stores of the parents' or guardians' choice.

Bottoms: Color: Three colors – navy, black, and khaki with option of wearing denim blue jeans free of embellishments.

Style: Pants, skirts, skorts, capris, shorts, jumpers. All bottoms must be hemmed or cuffed. Shorts, skorts, and jumpers may be no shorter than three inches above the middle of the knee.

Tops: Color: – Solid navy, white or purple.

Style: Collared shirts, polo or oxford style, mock turtlenecks or turtlenecks. All tops will have sleeves. Manufacturer logos must be less than a 1 1/2" square with the exception of school logos.

T-Shirts shall not be worn as outer clothing, and t-shirts worn as undergarments must be solid white.

Students may wear Hubbard Heights spirit shirts or College t-shirts on Fridays.

Shoes: Athletic shoes are required daily as students will participate in physical education and recess. Athletic shoes are closed toe and closed heel. Shoelaces must be white or match the color of the shoe.

Accessories: Acceptable accessories include belts of a solid color solid color fabric or leather with a buckle no larger than 2 inches. Tights, socks and hosiery must be solid in color.

Outerwear: Sweatshirts, sweaters in solid navy, black, or white may be worn over standardized dress. Coats and jackets will be worn in accordance with weather conditions and not inside classrooms.

Principals may designate special days on which students may opt out of the dress code such as spirit day, casual day, picture day, field day, promotion day, etc. Advance notice will be given if dress standards are changed.

School organization apparel such as cheerleader uniforms, athletic team uniforms, student council shirts or school event apparel such as carnival shirts, senior day shirts may be worn as designated by the principal. Students participating in activities that require a uniform such as Boy Scouts or Girl Scouts may opt out of the dress code on occasions as specified by the principal. Accommodations for students with special needs or for religious requirements shall be determined on a case-by-case basis and approved by the principal.

Students may not wear the following items inside the school during school hours:

- Sagging pants
- T-Shirts shall not be worn as outer clothing
- Visible undergarments
- Clothing considered to be too revealing: bare midriffs, tube tops, tank tops, cut-off shirts, low cut tops, crop tops, see-through shirts, fishnet clothing
- Clothing with any holes, tears, or cuts
- Clothing with lewd, offensive, vulgar, or obscene pictures, emblems, or language
- Gang-related clothing, accessories or jewelry bearing signs, insignias, colors, symbols
- Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear
- Sleepwear, Visible drawstrings, House shoes
- Head gear such as hats, scarves, bandanas, do-rags, shower caps, (except for verified religious requirements)
- Combs, sunglasses, or “grillz”
- Accessories or body piercing that could be classified as dangerous or as potential weapons (i.e. chains, spiked necklaces/bracelets, etc.)
- Large or distracting jewelry

Enforcement procedures

Students are expected to be in dress code beginning on the first day of school. Violations of the dress code shall be handled at the school level and have the following consequences: If it is determined that a student’s grooming or clothing violates the dress code, progressive discipline shall be used to address the violation.



ELECTRONICS

The district prohibits students from the use of cell phones, camera and/or video phones, radios, two-way radios, Apple or Smart Watches, other electronic devices and games while on the school campus. The school is required to confiscate telecommunications devices including but not limited to phones, beepers, or pagers from students if found while on school property.

To reclaim a telecommunication device, the parent or guardian must:

1. Present in person at the campus, written proof of ownership and photo ID;
2. Complete a form acknowledging the return of the device.

****The school is not responsible for lost or stolen property.**

EMERGENCY DRILLS



From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drills

Continuous blaring	leave the building
2 bells	return to the room

Tornado Drills

1 continuous bell followed by staccato rings	students will move quietly but quickly to the designated locations
2 bells and/or announcement	return to classroom

Lockdown Drills

Our school will participate in practice lockdown drills to prepare for an emergency that requires the school to stop regular operations. Lockdown drills are part of our Crisis Action Plan. During a lockdown, students are required to stay in their classrooms. Teachers lock doors, turn off the lights, and keep students away from doors and windows.

EMERGENCY SCHOOL CLOSING INFORMATION



For Inclement weather log onto www.fwisd.org or check with news stations for school closings.

EXTRACURRICULAR ACTIVITIES & CLUBS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

❖ **After School**

❖ **Choir**

❖ **Sports Teams**

❖ Student Council

Information about other activities, clubs, and organizations may be sent home throughout the school year.



GRADING GUIDELINES

A student must be present at least fifteen days in a six-week reporting period in order to receive grades for the current six weeks. If a designation of “Insufficient Attendance” is given on a report card, the average will be calculated based on the grading periods for which grades were reported. Pre-kindergarten and kindergarten reports to parents are also sent home every reporting period and do not consist of numerical grades.

Please keep in contact with your child’s teacher on their progress and sign up for the **FWISD Parent Portal** to view your child’s grades on a daily basis.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, gender, national origin, age, sexual orientation, disability, or gender identity and expression directed toward another student or district employee.

Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The district encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a district employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Campus Discipline Plan

Each classroom will have a posted set of general rules that reflect high expectations for student behavior. Specific consequences and rewards will be determined by the teacher and will be approved by the administration. Classroom rules, procedures, rewards, and consequences will be clearly communicated to students and a written copy will be provided to parents.



HOMEWORK

Homework is one way in which families and schools can work together to ensure that students continue to learn beyond the classroom. Each classroom teacher and/or grade level will send home

his/her specific guidelines for homework at the beginning of each school year. Also, see the brochure *Homework: Guidelines for Elementary Schools*, published by the Fort Worth ISD.



IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.



LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Please contact our librarian, Ms. Hickey, at 817- 814-6291 if you are interested in becoming a library volunteer.



LEARNING DIFFICULTIES

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education

evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a

statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Jan Lambeth.



LOST & FOUND

Lost and Found clothing is located in the hallway outside the cafeteria. Small items, such as glasses and jewelry, will be turned into the office. All items not claimed by the end of the year will be donated.



NURSE / MEDICATION

The school district provides our campus with a nurse who oversees the health and medical needs of the students. Her responsibilities include:

1. Administration and maintenance of all medications.
2. Vision and hearing screening of students.
3. Emergency medical care of students and staff.
4. Control of communicable diseases.
5. Health Counseling
6. Liaison with community health resources.
7. Maintain student health records

Referral to the Nurse

Students who become ill at school should notify their teacher, who will determine if they need to be referred to the nurse's office. If the teacher feels that the student needs to see the nurse, he/she will complete a nurse referral form indicating the problem. The nurse will check the student and determine if the student can return to class or needs to go home. Students with a temperature of 100.4 degrees or

higher will be sent home. **The nurse's professional judgment will determine if the student should remain at school or be sent home in all other cases.**

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents if needed.

Injury

Students who are injured will be provided with emergency care by the nurse; however, she is not authorized to treat serious injuries. In the case of serious injuries or injuries to the head the parents will be contacted. Minor injuries will be treated and the students returned to their classroom. **The nurse's professional judgment will determine whether parents should be contacted.**

Medication

Certification by the physician or dentist that a medication is necessary is required in order for the student to use it in school. Medication brought to school must be in a labeled container and delivered to the school nurse along with a medication form signed by the doctor issuing the medication. All medications will be kept in a locked cabinet by the school nurse. The form is available from the nurse and includes the doctor's name, dosage, and frequency for administering the medication. All medication will be administered by the school nurse or other authorized office personnel. At the end of the school year please have an authorized adult retrieve any remaining medication. Any left-over medications will be thrown away at the end of the last day of school.

NOTE: No medication of any kind will be administered to a student without a medication administration form on file in the nurse's office. Students are not permitted to bring to school or have in their possession any over-the-counter medications.

PHONE MESSAGES



Telephones located on campus are considered business phones and are to be used for school business only. **Students will not be allowed to use school phones except in emergencies.** (Emergency situations will be determined by office staff.) Arrangements to visit friends, arrange transportation, get homework, books, etc., should be made before coming to school. **Students will not be permitted to receive phone calls during the school day.**

PLEDGE OF ALLEGIANCE



The Pledge of Allegiance and Pledge of Texas will be recited, and a moment of silence will be observed each morning as required by state law. If you do not want your child to participate in the pledges, you should submit a request in writing to the school principal. If we do not have a written request from you, your child will be required to stand and say both pledges.

PROHIBITED ITEMS



Locks are not permitted on school lockers, and valuables and/or large sums of money should not be brought to school.

Playground equipment is supplied by the school district, and personal equipment such as footballs, baseballs, skateboards, rollerblades, wheelies or rolling shoes, scooters, trading cards and other toys, etc. should not be brought to school. The school cannot be responsible for lost or damaged items. Any disciplinary action involving personal equipment will be in accordance with the Student Code of Conduct.

RELEASE OF STUDENTS FROM SCHOOL



Early Dismissals

Regular dismissal for Pre-K Through 5th grade is at 3:20 pm for all students

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office.

Students will not be released directly from class, and students will not be released to anyone whose name is not on the student's emergency card. **Identification with a picture ID is requested and checked against the student information card.** Students will not be allowed to wait in the office for their parents. Office personnel will call the students to the office **after** parents arrive for an early dismissal. Please allow additional time to pick up your child.

Late Arrival to School

Students are considered tardy if they are not in their homerooms when the 7:50 am bell rings. **Our instructional day begins promptly at 7:50 am, and we need your support to ensure that your child is ready to learn when the bell rings.** Punctuality is an important life skill that we want all of our students to acquire at a young age. Tardies are recorded in the attendance record. Unacceptable reasons for your child to be tardy and miss part of the day are personal transportation issues, not waking up on time, or any other unacceptable reason. Parents will be notified if tardies become excessive.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent or legal guardian. A withdrawal form may be obtained by the parent from the principal's office. The parent will sign the appropriate form in the office and will be provided a copy which will be necessary when enrolling in a new school. All other records will be sent after a request for records is received from the new school.

Transfers

No student will be granted a transfer from his or her home school to another school within the Fort Worth ISD without prior approval from both the home school principal and the receiving school principal. Transfers will be considered on a case-by-case basis and will be granted for valid reasons if possible. Transfers will not be granted if the transfer of the student will cause a surplus in teaching staff at one school or a school being out of compliance in class size.

REPORT CARDS



Students will receive a report card each six weeks. Parents are to sign the teacher's copy and return it to school. When your child returns the signed teacher copy, you will be provided with a parent copy. The final report card is mailed to the student's home. Report cards will be held if any money is owed to the school (i.e. lunch, lost or damaged textbooks or library books, photographs, fundraisers, etc.).

RETENTION



A student who does not perform satisfactorily will participate in additional instructional interventions designed to help improve performance. Parents will be notified by the teacher of possible retention in the spring semester. Please keep in contact with your child's teacher on their progress and sign up for the **FWISD Parent Portal** to view your child's grades on a daily basis.



STUDENT BIRTHDAYS

Cookies, cupcakes, or other foods may NOT be distributed at school during lunchtime. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods. For policy questions or updates, go to <http://www.squaremeals.org>.

If you would like to send a treat, snacks, or goodie bags for your child to share with his or her class, the treats must be individually wrapped and/or packaged **and will be distributed by the teacher at the end of the day**

****Invitations to birthday parties will not be distributed at school unless they are for the entire class.**

If you or a relative chooses to send balloons, flowers, or other gifts or arrangements to school, please understand that the items will not be delivered to the classroom. In order to prevent disruption of instruction, the office personnel will hold the items until the end of the day and the student will be asked to pick them up before dismissal.

SCHOOL PARTIES

Three parties are permitted: Holiday (Before Winter Break), Valentine's Day, and End of the Year. They will be held during the last 45 minutes of the day. No other parties may be held without prior approval from the principal. Only store-bought foods (no homemade items) may be served at school. Texas Public School Nutrition Policy will be followed at all times. Foods of Minimal Nutritional Value or competitive foods will not be served.

SCHOOL GROUNDS

Parents, younger siblings, and all other non-staff members are not permitted to be on the school playground, field or outside grounds during school hours unless they have signed in through the office. This is for our students and staff safety.



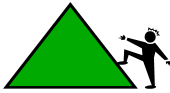
SOILING OF CLOTHES

Staff &/or Faculty absolutely cannot remove a student's clothing. Clothing can be removed only by the student or by the parent of the student. This is in accordance with district policy (Employee Standards of Conduct, Principal IV).

Faculty will contact the parents or someone listed on the Emergency Card &/or provide clothing for the student. If clothing is provided the student will clean him/herself and change clothes. Soiled clothes will be placed in a plastic bag for students to take home at the end of the day. If the student/clothing is incontinent of feces, the student will be dismissed to their parents.

It is strongly recommended that parents take their children home for a bath/shower if at all possible.

SPECIAL PROGRAMS



The district provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, homeless students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A parent with questions about these programs should contact the principal.

STUDENT / PARENT CONCERNS



Usually student or parent concerns can be addressed simply by a phone call or a conference with the teacher. Parents who have questions or concerns about their child's classroom or school are encouraged to first discuss the issue with the classroom teacher to try to find resolution. If the issue is not resolved, then parents should contact the principal/AP. Finally, if no resolution is reached, parents may call the appropriate central office.

STUDENT RECORDS / DIRECTORY INFORMATION



Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 years or older.

The law specifies that certain general information about FWISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

A student's name, address, telephone number, and date and place of birth.

The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a "legitimate educational interest" in a student's records.

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

TEACHERS LOUNGE/WORKROOM

Students are not permitted in the teacher's lounge or workroom.



TESTING



In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after:

A good night's sleep;

A good breakfast; and

Dressing for the weather or for the temperature inside the testing center.

State Assessments

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

Mathematics, annually in grades 3–5

Reading, annually in grades 3–5

Science in grade 5

Test results will be reported to students and parents.



TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. Fines will be assessed for damage or loss of textbooks issued to students. Students and parents are responsible for school property that is damaged by the student.



TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests in advance that the student be permitted to ride with the parent.

Buses

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- *Follow the driver's directions at all times.
- *Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- *Keep feet, books, band instrument cases, and other objects out of the aisle.
- *Not deface the bus or its equipment.
- *Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- *Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- *Students must stay seated.
- *Inappropriate language or yelling will not be tolerated.

Misconduct will be dealt with in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.



VISITORS/VOLUNTEERS

Parents are welcome and encouraged to visit the school throughout the year. According to Fort Worth ISD policy, all visitors to the school must be checked in at the main office. **All visitors must present a valid state or government issued photo identification. Each visitor's identification will be processed through a database that is designed to provide alerts on people who may jeopardize the safety of the school.** Visitors will be expected to wear the identification badge at all times while on campus and must return the badge when they leave the campus.

All visitors must enter through the main entrance, Door 1 after 7:50 a.m. Please do not knock on other doors and ask school personnel or students to let you in.

Instruction and safety are our number one priority. Therefore, parents will not be permitted to go to the classroom during the instructional day to drop off items to their child (ex. forgotten money, homework, books, lunch, notes, etc.). This is a disruption to the entire class and the instruction that is taking place. All items need to be brought to the office.

Classroom visits or teacher conferences should be scheduled in advance with the teacher.

Conferences should be scheduled during the teacher's regular conference period, or before or after school by arrangement with the teacher. **Conferences or brief discussions may not be scheduled or conducted during instructional time.**

If a need arises and you would like to visit the classroom for an observation without scheduling with the teacher, you will need to see the principal or assistant principal before going to the classroom.

Students who are not enrolled at Hubbard Heights Elementary are not permitted to visit or be on elementary school property during school hours.

If you plan to volunteer you will need to complete a background check. Directions and information regarding this process can be found in the Hubbard Heights office and with our Family Engagement Specialist.

The background check is a required application form if you plan to be a chaperone, tutor, or if you will be with students outside the supervision of a teacher at any time.

VISITOR BEHAVIOR: All visitors on campus are expected to speak respectfully and in a conversational tone. Inappropriate language, yelling, threats towards staff and/or students will not be tolerated; the individual/s will be removed from the campus. The campus principal has the authority to restrict access to part or all of the building if it is in the best interest and safety of the school community.

Hubbard Heights Elementary School

Parent School Compact

Mission Statement

Our MISSION is to encourage every student at Hubbard Heights to perform with excellence, pursue personal potential, and practice collaborative learning.

Vision

Our VISION is to cultivate a learning community where students are inspired to thrive in all aspects of life.

Therefore, we ask that each parent/guardian make a commitment to work with the school and teachers to improve their child's academic progress by completing and signing this agreement.

Parent/Guardian Agreement

I the parent/guardian of _____ will do my personal best to:

1. Supervise the completion of my child's homework.
2. Attend all parent/teacher conferences for my child or children.
3. Attend at least two or more school functions/assemblies.
4. Conference with my children about school on a daily basis.
5. Do my best to make sure that my child/children are present every day and on time.
6. Help with other school activities. (Examples: Field Day, Book Fair, and School Carnival.)

Student Agreement

I will do my personal best to:

1. Persevere and try my best in all of my classes.
2. Follow the school rules.
3. Follow classroom rules.
4. Respect other people and the community.
5. Return my homework completed.

Date

Parent/Guardian Signature

Date

Student Signature

