

Hazel Harvey Peace Elementary

**Parent/Student Handbook
2020-2021**



**Mr. Anthony Avery
Principal**

**Dr. Melonee Harris
Assistant Principal**



Dear Parents,

On behalf of the staff at Hazel Harvey Peace Elementary School, I am happy to welcome you to the 2020-2021 school year! We look forward to work with you to ensure a success school year for the entire HHP family.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

I am attaching a copy of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please feel free to review the FWISD Parent Handbook that can be accessed on the district and campus website.

It is going to be a great year! We are excited to continue the legacy of excellence here at Hazel Harvey Peace Elementary!

Sincerely,

Anthony Avery
Principal
Hazel Harvey Peace Elementary



Welcome back!

Parents and Families of Hazel Harvey Peace Elementary we hope that everyone had a safe and enjoyable summer. We are looking forward to working with you and your students as we work toward an academically successful year. Hazel Harvey Peace Elementary School prides itself on creating the optimal learning experience for all students. We are excited about the learning opportunities we have to offer. Through partnership with our students, staff, parents, and community, we know that every experience on our campus will be one that students will regard for years to come.

We look forward to working with you and the students as we work toward an academically successful year. Feel free to contact the administration team if you have any questions.

The Hazel Harvey Peace faculty and staff welcome you and were all looking forward to an amazing school year.

Respectfully,

Dr. Melonee Harris
Assistant Principal

Dear Parents,

This is a reminder that all Fort Worth Independent School District schools are implementing and enforcing campus security. This is of utmost importance for the safety and security of your child(ren). This handbook is subject to change due to CDC Guidelines. We have included some guidelines in this handbook along with the regular way that we normally begin the school year.

At our campus, the main point of entry to the school building is Door #1 off of Trail Lake. There is a green Welcome sign with a number 1 – meaning that this door is the main point of entry. All other doors are numbered counterclockwise for better identification in case of an emergency and will remain locked.

As you enter the school building through the Main entry door all visitors will be asked to stop in the main office, show official picture identification and receive a visitor's badge to proceed beyond this point. All visitors will wear a mask and wait in the foyer to be assisted.

School Hours- School begins promptly at 7:50 a.m. The first bell rings at 7:30 a.m. and students are allowed to come inside of the school and report to their classroom. Breakfast begins at 7:40a.m.

Car riders will be dropped off and picked up at the back of the school. Bus/Daycare riders will be dropped off and picked up in front of the school. Students are expected to stay in their designated locations with assigned staff members.

As a reminder, teachers begin instruction at 7:50 am and we ask that you graciously exit the building at this time so that all teachers maximize your child's instructional day.

At dismissal, the Pre-K students exit the building by 2:15 pm and the rest of the students by 3:05 pm. We appreciate your patience in waiting outside for all students to exit along-side their teacher. All teachers have been instructed to have safety dismissal procedures in place so that students are dismissed to the appropriate person(s). We ask that you do not block the front doorway and wait until the teacher has completely situated him/herself outside before retrieving your child.

In addition to this, as students are in route to dismissal procedures, there will be no early dismissal after 2:00 for PK or 2:45 for K-5 students except in emergency situations.

As a reminder, no students should be on school grounds until after 3:10. This includes the playground. This helps us to ensure that all students have been picked up or left campus after school each day.

Lastly, on inclement weather days we will dismiss from indoors. Included is the inclement

weather dismissal procedure. All students will be dismissed from indoors.

Again, thank you for all you do as parents. We appreciate your cooperation as we implement these safety precautions for all students.

Thank you!
Mr. Avery

STUDENT AND STAFF PRE-SCREENING

All students and staff will pre-screen for COVID-19 symptoms daily and individuals with symptoms prior to arrival. QR Code will be provided for daily pre-screening.

Staff will be required to complete a self-screening process prior to entering a Fort Worth ISD building, and the District may require further screening of employees at any time based on current state and federal guidelines.

A parent or guardian will be required to pre-screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document).

Parents must ensure they do not send a child to school on campus if the child has lab-confirmed COVID-19, until all of the below conditions for re-entry are met.

Students and staff will be permitted to return to school when:

They are 3 days (72 hours) fever-free without using fever-reducing medication;

Improved symptoms (cough, difficulty breathing, etc.);

10 days have passed since symptoms began.

Staff and students should not enter campuses or District buildings if any of the following apply.

The individual :

Is sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, shaking or exaggerated shivering, diarrhea.

Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.

Has a household member who is awaiting COVID-19 test results or is awaiting their own test results.

Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [CDC Recommendations Link](#)

Additional screening may be conducted upon arrival to school and during the school day.

Teachers will monitor students and refer them to the nurse if symptoms are present.

PERSONAL PROTECTIVE EQUIPMENT (PPE) / FACE COVERING

One of the most effective measures to prevent the spread of the virus includes the utilization of facemasks. All students in Fort Worth ISD will comply with the Governor's current Executive Orders regarding facemasks prior to boarding a school bus or entering a school facility and throughout the school day. This requirement is subject to change.

Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

The District will provide students with cloth and disposable masks as needed.

Students may also choose to wear their own, washable, reusable mask from home.

Masks must adhere to the District dress code policy on clothing and accessories.

FNCA (Local), no lewd, vulgar or offensive clothing or pictures/symbols that promote hate, gang violence, drugs, etc.

Students unable to wear face masks for documented health reasons may be provided with a reusable face shield as an alternative.

Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.

BREAKFAST AND LUNCH

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the library or other large areas within the school building.

At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.

Students will be expected to follow campus guidelines for cafeteria procedures.

All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.

Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.

A seating plan for students will be followed for social distancing.

Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.

Campuses will develop breakfast and lunch plans aligned to safety and health guidelines and specific to the needs of the campus in coordination with Food Services Department.

SCHOOL ARRIVAL AND DISMISSAL

Campus Arrival Protocol

Given the many unique designs of Fort Worth ISD campuses, each principal will be responsible for designing an entry plan specific to their building. These individual campus plans will be shared before returning to campus after receiving approval by the District.

What are the required components of a campus entry plan?

School exterior doors will open 20 minutes before school begins each day. No students are allowed on campus prior to this time to ensure health and safety procedures are followed.

Social distancing lines shall be marked in front of entry points and in hallways.

Staff is assigned to monitor social distancing in front of the campus as students enter the building.

Students proceed directly to their first period or homeroom class.

Staff is assigned to monitor social distancing in the hallways and classrooms.

Breakfast will be served in the classroom at the start of the school day.

How will student health checks be completed each day?

School staff will perform health checks upon student arrival.

If a student does not pass a health check or exhibits a temperature of 100 degrees Fahrenheit or higher, campus staff will escort the student to the school nurse for next steps.

Teachers will monitor students and refer them to the nurse if symptoms are present.
How will staff health checks be completed each day?

Staff will be required to self-screen prior to arrival; however, the District may require further screening of employees at any time based on current state and federal guidelines.

What if I usually walk my child to class?

Students enter the building and walk to their classrooms independently during the pandemic.
Campuses will develop a plan for students requiring unique accommodations.
Campus Dismissal Protocol

Given the many unique designs of Fort Worth ISD campuses, each principal will be responsible for designing a dismissal plan specific to their building. These individual campus plans will be shared before returning to campus after receiving approval by the District.

What are the required components of a campus dismissal plan?

Students who ride the bus or are picked up by after school day care vans will be dismissed as soon as buses arrive at the end of the school day, but no more than 10 minutes before the scheduled dismissal time.

Staff members will be assigned to pick up students by classroom doors and walk in lines, observing social distancing, as they move to the buses or vans.

Additional staff will be assigned at the bus & after school van locations to help monitor social distancing and pick-up procedures.

Classes that are located on the exterior side of each hallway will begin to file out of the classroom, maintain social distancing and move to the location where the students are picked up by their parent or guardian.

Classes that are located on the interior side of the hallway will begin exiting their classrooms after all the exterior classes have exited their hallway. The interior classrooms will follow the same procedures as the exterior classrooms followed for their dismissal processes.

What unique procedures will be in place for our students at elementary campuses?

Students who have younger siblings will go to their youngest sibling's location outside the school building and remain in that group until they are picked up by their parent or guardian.

What if I need to pick up my child for an early dismissal?

Parents are to call ahead so that students can be accompanied to parent vehicles upon arrival.

Drop Off and Pick up Procedures:

Morning Carpool Lane:

Enter at Trail Lake Dr and merge into the two right lanes.

Pull all the way up towards the crosswalk and wait until all cars are stopped before unloading.

Have your child(ren) exit next to the curb on the right side of the car when all traffic is stopped

Morning/Afternoon – Pick up Drop Off:

Car riders will be dropped off and picked up at the back of the school.

Do not park in or drop off in the faculty parking lot.

Afternoon Carpool Lane:

Form two lines. Pull up as far as you can and wait for your child to be loaded by a staff member.

Place your car tag on your front right windshield. Have your car sign in the car window every day. If you have multiple vehicles – request more signs. If another family member has permission to pick up – request a car sign for their vehicle as well.

Keep the center lanes moving as quickly as possible.

Please be aware that “indoor dismissal” procedures may cause traffic congestion.

Thank you in advance for your patience.

CLASSROOM SAFETY

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work, and hand washing or sanitizing, etc.

Daily student health screening upon arrival to school. Students who do not pass health screenings or exhibit a temperature of 100 degrees Fahrenheit or higher will be referred to the school nurse for a parent pick up.

Physical distancing will be implemented during in-person instructional settings.

Proper handwashing procedures will be taught in every classroom. Additional preventative information will include covering your cough or sneeze, avoid touching your face, maintain physical distance, and use of face coverings.

Campus staff will ensure high-touch areas in the classroom are wiped in between classes.

Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.

Technology should be utilized when students are involved in collaborative work.

Each classroom will be outfitted with the following:

Visual reminders of distancing requirements in all classrooms, marking off areas for common spaces and distancing best practices.

Refillable alcohol-based hand sanitizer stations.

Access to disinfectant to sanitize working surfaces.

No touch thermometers for temperature checks.

Elementary: Containers for students to store single-user items, such as pencils, crayons, scissors, ear buds, etc.

SECTION I: IMPORTANT INFORMATION FOR PARENTS

YOUR INVOLVEMENT AS A PARENT

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) 814-8800 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.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate in conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Furthermore, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer.
- Participating in campus parent organizations. Parent organizations include our Parent/Teacher Association (PTA).
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB. Attending Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board. [See policies BE and BED for more information.]

GRADING GUIDELINES

A student must be present at least eleven days in a six-week reporting period in order to receive grades for the current six weeks. Pre-kindergarten and Kindergarten reports to parents are also sent home every reporting period but do not consist of numerical grades. Refer to the Guide to Grade Reporting on the FWISD webpage for more detailed information.

Grade reports for grade levels one through five are based on the following numerical breakdown:

90-100	Outstanding Progress
80-89	Good Progress
70-79	Satisfactory Progress
Below 70	Failing

MEDICINE AT SCHOOL

Certification by the physician or dentist that the medication is necessary is required in order for the student to remain in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student. Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet.

Head Lice

Any student identified with live lice will be sent home at the end of the school day after the school contacts the parent/guardian by phone. The student should not be excluded from school. The parent/guardian will be advised to treat the child for head lice. Educational materials about treatment and prevention will be given and explained to the parent/guardian.

STUDENT RECORDS/DIRECTORY INFORMATION

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; and
- 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.

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.
- Visitors are not allowed for classroom visitation on testing days due to test security.

State Assessment

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

- Reading and Mathematics, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4; and
- Science in grade 5.

Test results will be reported to students and parents.

STAAR Grade 5 Test Requirement Policy EIE (LOCAL) requires that students in grade 5 meet passing standards on applicable state-mandated assessment instruments (Reading and Math) in order to be promoted to sixth grade. Accelerated instruction is required for any student who fails the STAAR test.

Other Assessments

Students in pre-kindergarten through fifth grade take other tests to measure their progress and to see if they need additional strategies or interventions. Some of these tests include teacher-made tests, district, state or national tests. This is one of the reasons students should attend school every day. If a student is absent during one of these tests, it is not always possible to make up the test.

RELEASE OF STUDENTS FROM SCHOOL

Regular Dismissal

All grades will dismiss in the drop-off/pick-up area. All teachers will wait 10 minutes, then, they will bring any student that has not been picked up to the office and write their names in the LATE PICK-UP binder. The parent will need to sign the binder when they pick up their child. We understand emergencies occur. In that case, please call the school to let the office staff know the parent will be late for pick up. Parents who are frequently late picking up their child will need to make an appointment with campus administrators.

Late Arrival to School

School begins at 7:50 am. If a student is tardy to school, he/she will report to class and the teacher will mark her/she tardy. Students are expected to arrive to school on time by 7:40 a.m. A learning opportunity is missed every minute a student is not present in school.

Early Dismissals

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 to anyone whose name is not on the student's emergency card. Parents or guardians on the emergency card must have a government issued ID (Identification Card, Driver's License, Passport with photo) to present before the student is released to them.

Remember to only use early dismissals for urgent situations. Too many early dismissals disrupt the class from learning and can seriously affect all students. Early dismissals will not be issued 15

minutes before dismissal time, 2:00 for PK and 2:45 for Kinder-5th grade as at that time preparations for dismissal have begun.

If you need an early dismissal, make sure to do the following

- Go to the office for an Early Dismissal slip.
- Present your government issued ID to the office staff.
- The student will be called to the office.
- The students will only be released to someone listed on the Emergency Card.

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 parent.

It is extremely important that we have current telephone numbers where we can reach the parent in case of emergency. If you change address or telephone number, please notify the office immediately. If you are not able to stop by the office; you may send a letter to the office, with your child, to make sure the change in phone number is made.

Withdrawal from School

A student under 18 may be withdrawn from school only by the person who enrolled the student. The school requests notice from the parent at least one (1) day in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the data clerk in the main office. Students are required to pay for missing or damaged textbooks and library books before the school will issue withdrawal papers.

**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:

Contact Person: Gay Ratheal

Phone Number: (817) 814-8800

SECTION II: CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. [For additional information, see policy CQ.]

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. All students are responsible for their books and may be liable for lost or damaged books. The cost of the textbook will vary depending on the content area.

COUNSELING SERVICES

The school counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselors may also make available information about community resources to address these concerns. You can reach our school counselor by calling, Ms. Whitaker at (817) 814-8800.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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. Students must maintain passing grades and have good conduct in order to participate in the optional programs.

HOMEWORK

Parents play an important role in helping students to believe that the time spent completing homework assignments can and does make a difference in their success as learners. Parents should stress the importance of homework by providing a time and place for their child to work, and by checking to see that his/her homework assignments are completed. Homework may be assigned Monday through Friday. If your child does not have a definite homework assignment on a particular evening, he/she should read an appropriate book, magazine, or newspaper.

Time needed on homework may vary pending the specific needs of individual children and the type of homework assignment. Suggested time guidelines for primary grades (K-2) homework should not exceed 30 minutes. Suggested time guidelines for upper grades (3-5) homework should not exceed 45 minutes total, including all subjects.

Remember, homework reinforces basic skills already taught. It also creates self-discipline and organizational skills. It can develop research skills. It also communicates the high expectations the school has for its students. Finally, it aids families in becoming involved in their child's education.

PROMOTIONS AND RETENTIONS

In grades 1 – 5, promotion to the next grade level is based on attaining an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in the following areas: reading, composition and language, mathematics, science, and social studies. [EIE (LOCAL)] In the event that a student is not promoted to the next grade level, the District shall nevertheless assign the student to an age-appropriate campus, unless:

1. This provision shall apply only when a student is 12 years or older on or before September 1 of the following school year and is retained in Grade 5.
2. The student's parents request that the student be assigned to the same or a similar campus setting; or 24
3. The Grade Placement Committee (GPC) determines that it would be in the best interest of the student to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:
 - a. Recommendations from the student's teacher, or
 - b. Observed social and emotional development of the student.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, migrant students, students with limited English proficiency, dyslexic 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 counselor at 817-814-8800.

SECTION III: OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

ATTENDANCE

Reporting Absences

When your child has been absent from school and returns to school, a note must be written and sent to the child's teacher. The note must include the date, teacher's name, reason for absence and be signed. The note must be taken to the child's teacher the day they return to school. If you do not send a note your child will have an unexcused absence.

School attendance is a primary indicator of academic success, and it starts on the first day of school. Missing out on a reading strategy or an Algebra lesson can set your student back - and it adds up with every absence.

While illnesses and family emergencies cannot be helped, it is important to ensure your child is on time to school and ready to learn every day. Because attendance is so critical for the quality of your child's education, Texas has a required school attendance law.

Every absence is counted in a student's attendance record, regardless of the reason. (in-person or virtual) Even two absences a month for nine months of school can jeopardize a student's ability to pass a class or graduate from high school.

The 90 Percent Attendance Law

State law requires children to attend school each day that instruction is provided. The student

must be in class at least 90 percent of the time if they are to receive credit for the class. All absences count toward the 10 percent absence rate.

Elementary school students may be required to repeat a grade if they are in school less than 90 percent of school days. A student in middle school or high school might have to repeat a certain class if they did not attend that class 90 percent of the time.

When attendance drops below 90 percent

The student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days that class is offered.

This notice will provide students and parents with opportunities to work with either the campus principal or with an attendance committee in creating an attendance recovery plan. This plan is designed to help students earn credit for attendance, grades, or for both in order to pass a class or to graduate on time.

If student attendance drops below 75 percent, an attendance committee will automatically review the student's attendance and grades to determine the student's ability to pass a class or graduate on time.

If a student's attendance has fallen below 90 percent it is important for that student to avoid any more absences for any reason. Continued absenteeism may impact the Principal Plan or Attendance Committee decision.

It all adds up

Every absence, for any reason, becomes part of a student's attendance record. Too many absences can compromise a student's grades or attendance credits and can impact their ability to succeed. The best action a student can take is to be in school every day, because it all adds up. Parents and students are encouraged to keep track of absences and work with their school to keep attendance above 90 percent.

Make up Work

A student will ordinarily have one day for each day's absence (excused and unexcused) to make up work missed (Board Policy EIAB Local). A student who has an unexcused absence will be encouraged to make up work missed; a 10-point penalty may be applied after the time limit is exceeded.

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

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by

viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress 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. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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.

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. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should 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 meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://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

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Most disciplinary situations are handled by the classroom teacher in communication with the parent. Only students who persist in disruptive behavior, or who commit a serious infraction are referred to the assistant principals or principal.

FIGHTING, BULLYING, AND DISRESPECT WILL NOT BE TOLERATED IN SCHOOL.

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; and
- when criminal mischief is committed on or off school property or at a school related event.

PERSONAL EQUIPMENT

Personal belongings such as radios, CD players, and other electronic devices, electronic games (GameBoys, iPods, MP3 Players, etc.), and Pokémon games and toys **are not allowed** on the

school campus.

Any toy or personal belonging, other than cell phones and pagers, brought to school will be picked up by the teacher and only the parents will be able to get it back after a conference. If a student is in possession of a personal telecommunications or electronic device in violation of the standards established by the campus administrator and the District, an authorized District employee may confiscate the device.

When a device is confiscated, the campus administrator must log the device into the Electronic Device Confiscation Log. The administrator must also complete the Confiscated Electronic Device form and send it home within two days of the confiscation. To retrieve the device, in elementary and middle schools, a parent must:

1. Present in person at the campus, during posted school hours, with written proof of ownership and a photo ID;
2. Complete a form acknowledging return of the device; and
3. Pay \$15 fee for each telecommunications device (cell phone or pager).

Students will be held responsible for any inappropriate items they bring to school whether they bring them intentionally or not.

Playground equipment is supplied by the school district, and personal equipment such as footballs, baseballs, 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.

SKATEBOARDS, ROLLERBLADES, ETC.

These items are not allowed at school. If they are brought to school, they will be picked up by the teacher.

HARASSMENT

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

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

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.

Enforcement Procedures Dress Code

Violations of the dress code shall be handled at the school level. If the principal determines that a student's grooming or clothing violates the dress code, progressive discipline shall be used to

address the violation. Methods of discipline shall include, but are not limited, to the following

- The student shall be given an opportunity to correct the problem at school.
- Appropriate clothing shall be provided for the student to wear during the school day.
- A parent conference shall be held.
- Detention during lunch or after school may be required.

Dress code for students- Please refer to the FWISD Dress Standards (Below). Please help us enforce the dress code for students. Parents must be notified if a child is out of dress code. Please send notes home regarding students that are out of dress code. The Counselor may help by conferencing with students that are out of dress code.

LOOKING GOOD Fort Worth ISD Standards of Dress 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.

Guidelines for ALL Grades

(Prekindergarten - 12) **Face Masks** • Clothing shall be the correct size for students, with no sagging pants. • Tops (shirts or blouses) shall be tucked into clothing. • T-shirts worn as undergarments must be solid white. • T-shirts shall not be worn as outer clothing. • Denim blue jeans must be free of embellishments. • Bottoms should be hemmed or cuffed. • Shorts, skirts and skorts shall be no shorter than three inches above the knee. • Shoelaces must be white or match the color of the shoe. • Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches. • Tights, socks and hosiery should be a solid color. • Manufacturer logos on apparel must be less than one and one-half inch square with the exception of school logos.

Prekindergarten - Grade 8

TOPS • Color: Navy or white • Style: Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing. • Outerwear: Sweatshirts or sweaters in navy or white are acceptable as outerwear if worn over standard dress; coats and jackets of any color shall be worn in accordance with weather conditions and are not to be worn in the classroom.

BOTTOMS • Color: Navy, khaki, black or blue denim • Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permissible.

SHOES • Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe / open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

Unacceptable dress for ALL grades (Prekindergarten-12): • Sagging pants. • T-shirts worn as outer clothing or visible undergarments. • Clothing considered too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing). • Clothing with holes, tears or cuts. • Clothing with lewd, offensive, vulgar, or obscene pictures, emblems or language. • Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs or any substance prohibited under Board Policy FNCF (LEGAL). • Gang-related clothing, accessories or jewelry bearing signs, insignias, colors or symbols. • Active-wear

such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear. • Sleepwear, visible drawstrings, house shoes. • Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags or shower caps. • Combs, sunglasses or grillz. • Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, and the like.

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, rubella (measles), rubella, mumps, tetanus, Haemophilus influenza 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.

TexCare Partnership/Children's Health Insurance

TexCare Partnership offers free low-cost health insurance for most Texas children ages birth to 18 through the Medicaid program or the Children's Health Insurance Program (CHIP). Enrollment in Medicaid is for six months and in CHIP for 12 months. At the end of this enrollment period you must renew your coverage. Information will be sent to you in the mail when it is your time to renew. If you have any questions about renewal or applying for TexCare Partnership, please call 1-800-647-6558.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

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.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

Emergency School-Closing Information

An emergency closing form has been sent home for each student. It is very important that parents return this form to the school as soon as possible. This form advises school personnel how your child will go home in the event of an emergency closing. If emergency instructions are not available, then the student will be sent home in the regular manner.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students can check library books out on a weekly basis under the supervision of the classroom teacher. The library books must be returned before a student is allowed to check out other books. *Parents are also permitted and encouraged to obtain a library card and check books out from our school library.*

SCHOOL PARTIES

Official school parties are Winter Break, Valentine's Day, and the End of the Year. These parties are to be held during the last 45 minutes of the day. No other parties may be held without prior office approval. These are the only days FMNV (Foods of Minimal Nutritional Value) may be served.

Student birthdays-The last 10 minutes of the day may be allocated for this activity. Please discourage students from bringing invitations for parties to school as this may cause classroom disruptions and hurt feelings. If balloons or bouquets are delivered to the school, the child will be called to the office 5 minutes before dismissal to pick it up. This is necessary in order to minimize the number of distractions.

***Note: It is a violation of the Fort Worth City Ordinance to prepare food in the home or non-food service establishment and serve to the public. Therefore, all food served in the classroom must arrive prepackaged and unopened.**

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

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.

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

Background Check

A background check is required of all chaperones and volunteers. **If your child's teacher requests your assistance on a field trip the following will need to be done two weeks prior to the trip date:**

1. Get and complete a Volunteer Background Check form from the main school office.
2. Submit the completed form along with one form of identification (I.D. with your photo) to the school office.

Each class is required to have two chaperones in order to create a safe and manageable environment for our students. Please keep in mind that if you are asked to help, your younger children and babies may not accompany you on the trip. It will also be necessary that you drive your own vehicle.

VISITOR SCREENING AND PPE REQUIREMENTS

To the extent possible, meetings will be conducted virtually or via phone to limit campus visitors. All individuals entering the building will be required to wear a facemask and proceed directly to the office to check-in and receive specific directions.

What policies will be in place for campus visitors?

Parents are discouraged from entering the campus, barring extenuating circumstances, and they will then be asked to report directly to the front office area.

In-person volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).

Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc. to the extent possible.

All individuals will pre-screen before entering a campus and will be subject to a health screening upon arrival.

Individuals with COVID-19 symptoms or lab confirmed COVID-19 are not eligible to enter a campus under any circumstance.

All individuals entering the building will be required to wear face masks.

Individuals will observe social distancing protocols at all times.

VISITORS TO THE SCHOOL

Limited visitors due to Covid-19. However, for the safety of those within the school and to avoid disruption of instructional time all visitors will enter through the main entry way in front of the building and wait in the foyer to be assisted. Please do not go directly to the office. For security purposes, official picture identification will be required prior to signing in as a visitor and will then be helped accordingly.

TELEPHONE USE

The school phone is for administrative purposes and students will only be allowed to use it in emergency situations. It will not be used for forgotten homework, books, shoes, etc... Students need to become responsible for these items.

Hazel Harvey Peace

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Student Handbook and the Student Code of Conduct for 2020-2021.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Teacher's Name & Room# _____

Date: _____

Please return to homeroom teacher by November **6, 2020**

Hazel Harvey Peace Elementary

Parent/Teacher/Student Compact

SCHOOL AGREEMENT:

The entire school staff will share the responsibility for improved student achievement; therefore we will do the following:

- Hold parent/teacher conferences virtually (parent or legal guardian may join the teacher conference)
- Send frequent reports to families on their child's progress.
- Provide opportunities for families to participate in their child's class and observe classroom activities.
- Provide an environment conducive to learning.
- Respect the student, their families and the diverse culture of the school.

PARENT/GUARDIAN AGREEMENT:

I want my child to reach his/her full academic potential, therefore I will do the following to support my child's learning:

- Have on-going communication with my child's school; including parent-teacher conferences and volunteering in the classroom.
- See that my child attends school regularly and is punctual. Supports the school staff and respects cultural differences of others. Establishes a time and place for homework and checks it regularly. Monitor television and movie viewing.
- Will help to make positive use of extracurricular time

STUDENT AGREEMENT:

It is important that I do the best that I can; therefore I will do the following:

- Come to school each day (in person or virtual) on time with my homework completed and have the supplies that I need.
- Always try to work to the best of my ability. Believe that I can learn and I will learn.
- Conform to the rules of conduct at my school.
- Show respect for my school, myself, other students, and have consideration for cultural differences

Parent Signature: _____

Date: _____

Please return to homeroom teacher by **November 6, 2020**

