

Hazel Harvey Peace Elementary

Parent/Student Handbook 2024-2025



"Preparing ALL students for success in college, career, and community leadership."

**7555 Trail Lake Dr. | Fort Worth, TX 76133
817.814.8800**

August 13,2025

Dear Hazel Harvey Peace Students and Parents,

Welcome to the 2024-2025 school year! We are so excited to greet our returning Panthers and to become acquainted with all our new students and families! We feel so fortunate to have an amazing faculty, great families, and a wonderful community. We are embarking on a new year focused on student growth and renewing our community bond.

This campus specific handbook is in addition to the [FWISD Student Handbook](#). During the year, as questions arise about school procedures and policies, please refer to this handbook. At this time, please read through it with your child, sign the parent and student acknowledgement on the next page, and return the form to your child's teacher. You may also choose to email a statement of your acknowledgement to your child's teacher(s).

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

Please remember that a criminal background check is required for all school volunteers. If you plan to assist with any school activities this year, please <https://volunteer.fwisd.org> to complete an application. Failure to obtain a background check at least 30 days prior to any in-school activity or field trip will prevent you from participating. If you have any questions, feel free to contact the school.

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

Warmest Regards,

Dr. Crystal Clark
Principal

Dr. Melonee Harris
Assistant Principal



Values

Personal Best | Respect | Integrity | Determination | Excellence

Motto

Believe | Inspire | Empower

Creed

I am a Hazel Harvey Peace student.
I have great expectations for myself.
I accept the challenge to become the best that I can be.
Yesterday's failures are behind me.
Today's successes are now before me.
I will make today the very best day of all.
For this day begins the rest of my life.

School Colors: **Royal Blue** and **Gold**

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ARRIVAL AT SCHOOL

Doors open at 7:30 a.m.

School hours are 7:50– 3:20 for all students.

Students will pick up their breakfast on their way to class.

All students will go directly to their assigned classroom.

If arriving after 8:00, parents must escort his/her students to the office for a tardy pass. Students should be in their classrooms by 7:50 a.m. Instruction begins promptly at 7:50.

Parents may walk their child to class on the first day of school **ONLY**.

Pre-K parents may walk their child to class on the first two days of school only.

Late Arrival to School

Students will be counted as tardy if they are not in class by 7:50 a.m. If a student is tardy to school, he/she must report to the office for a tardy slip.

The tardy slip will be issued by office personnel.

Students are expected to arrive to school on time by 7:50 a.m.

It is imperative that students are at school on time, and it is the responsibility of the parents to see that this happens. When students are tardy they miss valuable instructional time. A learning opportunity is missed every minute a student is not present in school.

Tardies and early dismissals impact a student's ability to earn "Perfect Attendance." (3) Unexcused tardies equal (1) absence when tallying perfect attendance. (5) Unexcused tardies require 1 hour of attendance recovery. A tardy will be corrected to excused with a written doctor's note only.

For more information, please see Attachment A

ATTENDANCE

An absence will be recorded for each day that a student either does not attend school or has not arrived at school by 10:00 a.m.

Following the absence(s), a written note, signed by the parent, must submit a written note or

email to the data clerk at Maria.Rueda@fwisd.org. All notes must contain student's name, date of absence, reason of absence.

A DOJO message does not constitute as an excuse note. Also, a phone call to the office is not necessary, excuse must be in writing. This note must be presented **within five days** of the absence, or the absence will be unexcused. **Every absence is counted in a student's attendance record, regardless of the reason.**

Parent excuse notes for student illness will be limited to three per semester. After the third illness, a doctor's note will be required for an excused absence. (3) Unexcused absences require attendance recovery. Excessive absences will hinder a student's chances of succeeding in school; therefore, if warnings to correct the problem are not heeded, a report will be made to the FWISD Truancy Office. Please note State Law requires that a student must be in attendance 90% of the time the class is offered. Students who miss more than 10% of the time may not be given credit for the school year, and may be considered for retention.

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Deployment;
- Death in family;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student. If the student comes to school or returns to school on the same day as the appointment, a note from the health-care provider must be submitted upon the student's arrival or return to campus.

Arrangements should be made to get missed assignments for a student who is absent. Please notify your child's teacher if you plan to pick up work. Teachers will make every effort to have make-up work in the office by dismissal time. It should not be expected that make-up work will be given in advance of absences.

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.

Attendance Recovery

Attendance recovery and truancy attendance procedure: 1st letter is a warning letter for 3 or more unexcused absences, 2nd letter is a Student Attendance Review Team Meeting after 5 unexcused absences, and the 3rd letter is a Court Letter when unexcused absences persist. Attendance recovery occurs on campus as determined by school administration.

BEHAVIOR EXPECTATIONS

Panther Pride

- ❖ Practice Self-Control
- ❖ Respect People & Property
- ❖ Identify Safe Choices
- ❖ Demonstrate Responsibility
- ❖ Expect to be the Best

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.

Please see Attachment B for details about bus routes.

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 attends 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 a criminal mischief is committed on or off school property or at a school related event.

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.

Bus Regulations

Bus transportation is available to all students who live two or more miles from school. Riding the bus is a privilege. The bus drivers' instructions must be obeyed. Students are accountable to the school for their conduct at the bus stops in the morning and afternoon. After school, students must go immediately to the bus. Students should always check to make sure items have not been left on the bus.

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.

Improper conduct on the buses will result in that privilege being revoked. The following are the most commonly cited bus infractions:

- standing in the seat or aisles while the bus is moving
- hanging arms, hands, or head out the windows
- using extremely loud voices
- using abusive or obscene language
- throwing objects inside or out of the bus
- defacing or damaging seat covers or backs
- fighting or pushing

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

Please see Attachment C for details about bus routes.

CELL PHONE AND OTHER ELECTRONIC DEVICES

According to district board policy FNCE and policy of this school: Students may possess telecommunications or electronic devices while on school property or while attending school-sponsored or school-related activities on or off school property. **Cell phones or other electronic devices (radios, CD players, and electronic games (Gameboys, iPods, MP3 Players, etc.), may not be accessed for personal use during the instructional day.**

Devices must remain off and put away in your student backpack. If electronic devices are used for personal or unauthorized reasons, they will be confiscated and a notice will be sent home with the student. To reclaim the device, a parent must come to the school office with proof of identification, complete a return of device form, and pay a fee of \$15.00 per device as allowed by Education Code 37.082.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen personal telecommunications devices.

COMPUTER DEVICES

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.]

Acceptable Use of District Technology Resources

District-owned technology resources will be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign an acceptable use policy (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Please read Fort Worth Independent School District Student Handbook for additional information.

CONFERENCES

Scheduled conferences will be held twice a year, once during each semester. The teacher will schedule conferences. A parent may also request a conference by contacting the teacher.

COUNSELING SERVICE

The school counselor and case manager 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, Mrs. Whitaker or Mrs. Carter at (817) 814-8800.

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.

Dismissal From School

Campus procedures are designed and implemented to ensure student safety. School hours end at 3:20 for all students. Parents shall arrange for students to be picked up at the end of school. If child care is needed, parents have the responsibility to arrange for it.

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.

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.

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. No child will be dismissed during school hours without being signed out by a parent or parent designee in the office. The parent should notify the teacher as a courtesy of dismissal change. Last minute changes require a call into the office as well.

Without written and signed verification from the parent, students will not be dismissed from school to a person who is not listed on the student enrollment form.

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 30 minutes before dismissal time.

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.

A student's daily dismissal arrangements must be consistent. In the rare case of a changes to dismissal plans, parents should send a note to the teacher, via the student, at the beginning of the day. In case of unavoidable emergency changes to dismissal plans, parents should email the office (Maria.Rueda@fwisd.org) as soon as possible, so that there is time to relay the change in plans. Please do not rely on a teacher's email for important messages about dismissal arrangements. During classroom instruction time teachers are likely NOT to check email.

Please see Attachment C for details about bus routes.

All early dismissals should occur before 2:30 p.m. To expedite our dismissal procedures and ensure the safety of our school community, early dismissals will not be granted between 2:30 and 3:20 p.m. No exceptions, please! Thank you for your cooperation.

DOGS AND OTHER PETS

As a safety measure, we ask that you do not bring your dog or other pets with you to pick up your child from school. To ensure the safety and comfort of all of our students there will be no pets allowed in the arrival or dismissal area.

DRESS CODE

The Board of Education has adopted a dress code policy. Students in Pre-K through grade 5 will be required to wear standardized dress. Please view dress code for details pertaining to acceptable dress. Students are expected to wear non-embellished khaki, navy or royal blue, black slacks or blue denim jeans, shorts, or skirts, and a white or navy shirt, with a collar. (Shorts and Skirts MUST meet the requirements for minimum length, regardless of leggings worn underneath.) There will be no hats, decorative head scarves, make-up, or other non-approved accessories.

Hazel Harvey Peace Spirit Day is every Friday. Students may wear shirts with HHP logos. College day is every Monday. Students may wear a College logo shirt on Mondays.

Dress code for students- Please refer to the FWISD Dress Standards (Below). Please help us enforce the dress code for students.

Looking Good FWISD Standard 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)

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.

Pre-K – 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 (Pre-K – 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.

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.

Please see Attachment D for more information about dress code.

EMPLOYEE ONLY AREAS

Areas marked as "Employees Only" must be respected by students and visitors. The faculty lounge is one of these areas, but there are also several maintenance and equipment areas which are not safe for students.

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.

FAMILY INVOLVEMENT AND PARENT COMPACT

Hazel Harvey Peace Elementary is committed to the goal of maintaining close communication with our parents and to promoting positive partnerships between home and school. The staff and faculty will listen to and collaborate with parents regarding their child's educational needs. Together we can enhance our students' opportunities for academic success.

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.
- ❖ 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.]

Background Check

A criminal background check is required of every person who assists as a volunteer in any capacity in the school or who accompanies students on a field trip. It is recommended that all parents submit a form for a criminal background check. Please access the application at www.volunteer@fwisd.org. Parents who completed a volunteer check last year may simply go online and update.

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.

FUNDRAISING GUIDELINES

All school-wide fundraising efforts are coordinated through educational leaders as approved from school leadership. In addition, the Hazel Harvey Peace PTA organizes and conducts fundraisers through their local PTA standards.

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.

LOST AND FOUND

Articles found in and around the school will be placed in a designated lost and found area or turned in to the office. The school lost and found is regularly cleaned and organized. All items brought or worn to school should be labeled with the student's name. Your cooperation is appreciated!

LUNCH AND BREAKFAST

School breakfast and lunch will be at no cost this year to all students. Snacks are available for

purchase at an additional charge. Parents are encouraged to complete the free or reduced-price lunch form online at www.fwisd.org. All students use their student ID number to purchase snacks. Parents can pay ahead for snacks by bringing cash or check to the cafeteria manager. (There will be a charge for a returned check.) Parents may also log in at www.myschoolbucks.com to register for a free account and pay for meals online. Student name and ID number will be required.

Cafeteria expectations will be discussed with the students by all teachers. Students must comply with directions given by the cafeteria monitor and teachers on duty. Students will be changed to another seat or removed to the office for improper behavior. If you deliver lunch to the school office, you must bring it before your student's lunch begins. Students will be notified and are responsible to pick up their lunch on the way to the cafeteria. **Local deliveries of lunches are not accepted; door dash, uber eats, etc.**

If you would like to join your child for lunch in the cafeteria, that option will be available on Mondays beginning the week of September 9th.

MEDICATION / NURSE

The Medication Administration Request Form must be filled out by a practicing medical doctor or dentist and signed by the doctor or dentist and the parent before medication can be given at school by school personnel. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student. This form is found on the district website, or may be provided by the school nurse. All medication must be sent to school in a labeled prescription bottle.

Students must not keep medicine in their possession. It must be brought immediately to the office in the morning. Over-the-counter medications fall under the same regulations as prescription drugs (examples include cough drops, medicated lip ointments, ibuprofen, etc.).

It is **vitaly important** that emergency telephone numbers are on file in the office. Parents will be contacted about serious health-related incidents. If a student vomits or has a temperature over 100.2 degrees, s/he must go home. Parents must sign students out before taking students home.

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.]

Please see Attachment E for more information about dress code.

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, Hemophilus 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.

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.

NOTICE OF SECTION 504

It is the policy of the Fort Worth Independent School District to provide a free, appropriate public education to all students who reside in the district, without regard to a handicapping condition. Inquiries concerning application of this policy may be referred to the school counselor, teacher, and/or principal, or you may contact June Davis, Coordinator of Section 504 responsibilities, at 100 N. University Drive or call 871-2801.

Please see Attachment F for more information.

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. 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.

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.**

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. 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.

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

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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.

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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.**

PARKING LOTS

Parking is available for parents and visitors in the main parking lot in front of the school. Please observe those parking spots designated as "Handicapped Parking" and those spaces reserved for school personnel. Cars cannot be parked in the bus zones, fire lanes, or any other places that will obstruct traffic or block cars in parking places.

Parking lots are managed at the discretion of the administration.

Designated cross walks should be used in order to ensure student safety. There should be no running in the parking area or traffic lanes.

Patience and courtesy will result in safety for our children and families.

PERSONAL EQUIPMENT

Personal belongings such as toys, fidget spinners, Pokémon games and toys **are not allowed** on the school campus. Students should not bring scooters, skates, rolling backpacks, rollerblades, skate boards, or shoes that have wheels in them to school (or on the campus) at any time. The school is not responsible for unauthorized items brought to school that are lost or stolen. These items are not allowed at school. If they are brought to school, they will be picked up by the teacher.

Any toy or personal belonging, other than cell phones, brought to school will be picked up by the teacher and only the parents will be able to get it back after a conference.

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.

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.

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 15 minutes of the day may be allocated for this activity. 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.

For parties scheduled by families outside of school, only invitations that will be given to every child in the class are permissible to be distributed at school. If you do not intend to invite the entire class, please find an alternate method of passing out invitations. 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. In order to plan effectively, please confirm with the homeroom teacher the number of students in the class and any allergies.

SCHOOL SPONSORED

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

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.

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.

VISITORS TO THE SCHOOL

Parents and others are always welcome to visit our school. 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 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.

Attachment A

Hazel Harvey Peace Arrival Procedures

**Students may not be dropped off or enter the building before 7:30 am.
Parents will not be allowed to walk students to classrooms after the first day of school.**

Front Drop Off

- Students will remain in their car vehicles until 7:30 am.
- Once the doors open, students will proceed directly to their assigned classrooms.

Bus

- The bus will arrive at the back of the building.
- At 7:30 am, students will exit the bus and walk to their assigned classrooms.

Walkers

- For safety, parents are encouraged to walk their students across the crosswalk.
- Parents will say goodbye to their student at the front door.
- Students will proceed directly to their assigned classrooms.

Bicycle Riders

- Students who ride their bikes shall secure their bike in the bicycle rack provided at the back by the gym.
- Students must walk back around to the front entrance in order to enter the building.
- **Locks are not provided by the school, and the school is not responsible for theft or damage to bicycles.**
- Students should walk their bicycles across each intersection on the way to or from school.

Backpack Tags


- To assist students to class, students in Pre-Kindergarten, Kindergarten, and First Grade, must have a tag on their backpack showing their grade level and teacher name.

Breakfast

- Breakfast is available to all students for free.
- As students arrive, if they are eating breakfast, they will pick their breakfast up from the breakfast cart on their way to their assigned classroom.

ATTACHMENT B

Hazel Harvey Peace Behavior Expectations

 P <i>P</i> R. <i>a</i> <i>n</i> <i>t</i> <i>h</i> <i>e</i> <i>r</i> I. D. E.					
	Practice Self Control	Respect People & Property	Identify Safe Choices	Demonstrate Responsibility	Expect to be the BEST
ARRIVAL	<ul style="list-style-type: none"> Walk Allow others to enter ahead of you Voice Level 2 	<ul style="list-style-type: none"> Hold the door if someone is behind you Greet others politely 	<ul style="list-style-type: none"> Walk Only cross when directed by an adult 	<ul style="list-style-type: none"> Park bicycle in correct place Arrive on time 	<ul style="list-style-type: none"> Choose a good attitude to start the day!
ASSEMBLIES	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Remain seated so others may see Celebrate with others 	<ul style="list-style-type: none"> Sit cross legged with hands in lap 	<ul style="list-style-type: none"> Use appropriate applause, language, and voice volume 	<ul style="list-style-type: none"> Set a good example
RESTROOM	<ul style="list-style-type: none"> Wait your turn 	<ul style="list-style-type: none"> Respect Privacy Use good manners 	<ul style="list-style-type: none"> Walk 	<ul style="list-style-type: none"> Keep restrooms clean Remember to flush and wash your hands 	<ul style="list-style-type: none"> The restroom is not a place to visit
CLASSROOM	<ul style="list-style-type: none"> Use appropriate voice level Take turns Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Respect all adults and other students Use good manners Take care of school property 	<ul style="list-style-type: none"> Walk Use pencils, scissors, and other tools safely (Never point at yourself or others) 	<ul style="list-style-type: none"> Follow directions the first time, complete work on time 	<ul style="list-style-type: none"> Set goals Try your best
CAFETERIA	<ul style="list-style-type: none"> Keep your food, and other items where they belong Use appropriate voice level 	<ul style="list-style-type: none"> Use your manners Make choices quickly while in the line 	<ul style="list-style-type: none"> Use utensils correctly Walk 	<ul style="list-style-type: none"> Sit facing your table with your feet forward Dispose of trash in an orderly manner 	<ul style="list-style-type: none"> Leave your area better than the way you found it
DISMISSAL	<ul style="list-style-type: none"> Remain quiet and in your assigned area Walk 	<ul style="list-style-type: none"> Keep hands and objects to yourself 	<ul style="list-style-type: none"> Remain in line and walk at all times Never cross in front of vehicles without supervision 	<ul style="list-style-type: none"> Follow directions the first time Listen for your name Look for your car 	<ul style="list-style-type: none"> Leave with a smile
HALLWAY	<ul style="list-style-type: none"> Always walk in a straight line Allow space between yourself and the person in front of you Keep hands by your side or behind your back 	<ul style="list-style-type: none"> Keep your hands, feet, and property to yourself Respect the work on the walls Voice level 2-3 	<ul style="list-style-type: none"> Walk on the right hand side of all hallways throughout the school 	<ul style="list-style-type: none"> Go directly to your destination 	<ul style="list-style-type: none"> Help keep the hallways looking clean and nice
LIBRARY	<ul style="list-style-type: none"> Use appropriate voice level Take turns 	<ul style="list-style-type: none"> Keep books in order Keep hands, feet, objects to yourself 	<ul style="list-style-type: none"> Walk Sit properly Take care of books and resources 	<ul style="list-style-type: none"> Follow library procedures for check out and returning books 	<ul style="list-style-type: none"> Help the librarian when you can
RECESS/ PLAYGROUND	<ul style="list-style-type: none"> Take turns Share Listen and follow directions 	<ul style="list-style-type: none"> Use kind words and actions Treat others the way you want to be treated 	<ul style="list-style-type: none"> Slide feet first Stay seated while swinging Only play in assigned areas 	<ul style="list-style-type: none"> Keep playground clean Take care of the equipment 	<ul style="list-style-type: none"> Practice good sportsmanship Include everyone

ATTACHMENT C

Hazel Harvey Peace Dismissal Procedures

Car Riders

- Parents picking up Pre-K, Kindergarten, 1st grade, and 2nd grade, and older siblings will pick up their students in the front in the driveway horseshoe.
- Parents will form 1 line.
- Each student is provided a car tag with their name.
- Please put the sign in your windshield on the passenger side. **Everyone that is authorized to pick up your child must have a card.**
- Parents picking up 3rd-5th grade students will pick their students up in the back of the school.
- Buses and Daycare vans will be loaded first.
- We ask that parents wait until 3:15 pm to start lining up. This will give the buses and daycare vehicles time to get in line.
- The same procedure is followed on **Rainy Days**.

Bus and Daycare Riders

- Bus and daycare riders will be escorted to their designated loading zone by a faculty or staff member.
- FWISD bus transportation will be provided to students that live more than 2 miles or more from the school.
- Visit the [FWISD transportation website](#) for bus information.

Walkers & Sidewalk Pick-up

- Students who walk, will be escorted by to their designated dismissal area by a faculty or staff member.
- There is very limited parking on the street. For safety reasons, parents should not park in the moving car pool lanes.

ATTACHMENT D

Hazel Harvey Peace Student Standards of Dress

01

Shirts & Outerwear

STYLE: Collared Oxford, Polo, Blouses, Dresses, or Turtleneck

OUTERWEAR: Sweatshirt, sweater, hoodie

COLOR: White, blue, navy, or royal blue

LOGOS: No oversized logos on front or back; pocket-sized logos are allowed.



02

Bottoms:

STYLE: Shorts, Pants, Skirts, Jeans

COLOR: Must be solid navy, khaki, black, or denim



NOT ALLOWED: Holes, embellishments, sagging, sweats, leggings, skirts/skorts/dresses more than 3 inches above the knee.

PROHIBITED ITEMS: Water Bottles/Tumblers with straws. Flip flops, slides, bandanas, caps, & athletic wear (gym shorts/sweatpants).



ALLOWED ITEMS: Reusable water bottles with lids. Crocs with strap on the back. Jacket/Coat of any style.



03

Spirit Wear

HHP spirit wear can be worn only on Fridays. College colors can be worn only on Mondays.

Attachment E

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>.

Attachment F

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the

number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Gay Ratheal
Phone Number: 817-814-8800

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
Contact Person: Tomineka Whitaker
Phone Number: 817-814-8800

Acknowledgement and Receipt

Signature on this receipt acknowledges that you have received and reviewed the Hazel Harvey Peace Elementary Student Handbook for the 2024-2025 School Year. ***As we begin our year, it may be necessary to modify this handbook to more effectively meet the needs of our stakeholders.*** Thank you for your patience and cooperation.

Please sign, date and return this form by September 3, 2024.

Handbook Statement of Certification

I certify that I have received and reviewed the Hazel Harvey Peace Elementary Student Handbook. I further understand that, by signing this statement as required, I am indicating that I have read the Student Handbook and understand its contents, or have discussed questions I have with a school administrator. Please return this to your homeroom teacher.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Teacher's Name & Room# _____

Date: _____

