



# STUDENT & PARENT HANDBOOK



**HARVARD ELEMENTARY SCHOOL**  
**2025-2026**



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# Harvard Elementary School

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## MISSION STATEMENT

The mission of Harvard Elementary, in partnership with our community, is to empower each student with global awareness, knowledge, skills, and values necessary to make a better world.

## MOTTO

Think You Can...  
Work Hard...  
Get Smarter!

## SCHOOL COLORS

Royal Blue and Gold

## MASCOT

Eagle in Flight

## PROGRAMS

International Baccalaureate  
Primary Years Programme (IB/PYP) A  
Magnet School for Science,  
Technology, Engineering and  
Mathematics (STEM)

Information in this handbook may be changed with or without notice based upon policy changes from the Harvard Elementary School's Shared Decision-Making Committee; the Houston Independent School District's Board of Trustees; the Texas Education Agency, the Texas Legislature or the Congress of the United States.



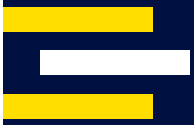




# Administration and Office Staff Information Page

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# History of Harvard Elementary School



On September 18, 1898, Harvard Street School opened its doors to the children of the south end section of the Heights. The City Directory for that year lists the school as “Houston Heights School No. 2 – Harvard, 8th Avenue.”

The school was built on two lots at Harvard and 8th, and its name derived from its location, although later the word Street was dropped from its title.

In 1902, rooms were added to the building. This enlarged, three-room frame building was still serving students in 1911 when a book about the Heights printed a picture of the first brick unit next to the old building.

The main structure, now called Harvard Elementary School, was built in 1923 with additions added in 1979 and 1988.





# Daily Schedule

- 7:20 a.m. Campus Opens/ Students Enter Classroom
- 7:30 a.m. Instruction Begins
- 7:35 a.m. Students are Tardy/Morning Announcements
- 9:30 a.m. Official Attendance is Taken
- 2:55 p.m. Dismissal

\*Breakfast will be served in the classroom beginning at 7:35 a.m.





# Arrival and Dismissal Procedures

The information below is listed for you to determine the best arrival and dismissal plan for your child. Please be sure to communicate your dismissal plan to the classroom teacher. There is NO ENTRY into the school office between 2:20 p.m. and 3:00 p.m. If your child has an appointment, please make arrangements to pick up your child before 2:20 p.m.

\*All students are expected to walk to their assigned area without parents. Every parent must report to the main office to obtain a visitor badge in order to remain on campus. Visitor badges must be worn at all times while in the building. There will be NO EXCEPTIONS.

## ARRIVAL PROCEDURES

- School doors open at 7:20 a.m.
- Drop off locations:
- Pre-K and Kindergarten students will enter through the Eagles Nest doors on Harvard St.
- 1st and 2nd grade students will enter through the south wing pavilion on 8th St.
- 3rd - 5th grade students will enter through the main entrance on Harvard St.
- ECSE students will enter through the south wing pavilion on 8th St.
- Students are tardy at 7:35 a.m. Students must report to the office for a tardy slip.

## DISMISSAL PROCEDURES

### *Walkers*

- Pre-K walkers are dismissed from the classroom exit doors.
- Kindergarten walkers are dismissed from the classroom exit doors.
- 1st and 2nd grade walkers are dismissed from the pavilion located on 8th Street.
- 3rd, 4th, and 5th grade walkers are dismissed from front Outdoor Classroom.
- Rainy day dismissal for 3rd, 4th, and 5th grade walkers changes from Outdoor Classroom to the breezeway entrance by the Outdoor Classroom.
- 3rd-5th grade students may walk home independently. A signed consent form is required and must be on file in the main office.







# Arrival and Dismissal Procedures (cont.)

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## ***Car Riders***

- 1<sup>st</sup> and 2<sup>nd</sup> grade car riders are dismissed from the pavilion located on 8<sup>th</sup> St. The line begins on the corner of 8<sup>th</sup> St and Cortlandt St.
- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade car riders are dismissed at the Main Entrance gate. The line begins on the corner of 8<sup>th</sup> St and Harvard St.
- Pre K and Kindergarten students will only be dismissed as walkers. Please do not park in the car rider lines.

## ***Siblings***

- The eldest sibling will join the youngest sibling to be dismissed together from one location. Pick up at your youngest child's dismissal location

**Your dismissal tag or a photo of the tag is required at the time of dismissal to ensure students' safety.**

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# Eco-School

Harvard Elementary participates in the National Wildlife Federation (NFW) Eco- Schools USA program. This program is a nationwide program that engages PreK-12 school students, faculty, administrators and community volunteers in a comprehensive, environment-based program to improve student environmental literacy and skills.





# Communication

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## PARENTSQUARE

ParentSquare is a safe and secure platform which strengthens school-to-home communication. Teachers are required to post weekly to keep parents informed of the teaching and learning aligned with the IB Programme. This is our main source of communication to inform families of important dates and current news happening on campus.

## HOME COMMUNICATION FOLDER

Tuesday is Home Communication Day. The office as well as classroom teachers will send a majority of all written communications home in a weekly folder. Some items such as the Weekly Conduct Grade sheet require a parent signature each week. Individual teachers may also require parents to sign completed assignment packets or tests.

A teacher or an administrator may require that a student sign for items before they are taken home. This includes, but is not limited to, progress reports, tests, discipline notes or other forms of communication.

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# Media Release Forms

Throughout the school year, students may be highlighted in efforts to promote HISD activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

A new media release form must be signed and returned annually in order to give permission to participate in any of the above examples.

**\*This also includes ParentSquare, Twitter, Instagram & the Harvard Yearbook.**





# Goals and Expectations for Students and Parents

## ACHIEVEMENT

Each student will:

- Demonstrate proficiency in all academic subjects.
- Demonstrate proficiency in oral and written communication.
- Demonstrate an understanding, basic knowledge, and skills in the subject areas of art, health and physical education.
- Develop the knowledge and skills necessary for success in a technological society.
- Develop skills necessary for life-long learning.

## CITIZENSHIP

Each student will:

- Demonstrate regular attendance, including arriving on-time each day.
- Exhibit positive social behavior and refrain from acts of misconduct as described in the Code of Student Conduct.
- Develop short and long-range college/career educational plans.
- Develop proficiency in practical and technical skills required for college/ career opportunities.
- Demonstrate civic responsibility for functioning in a multi-cultural society, including participation in community service projects.
- Demonstrate responsibility for completion of homework and class work.

## PARENTAL RESPONSIBILITIES

Each parent or guardian will:

- Stay informed regarding school communication.
- Notify the school of all telephone number and address changes.
- Be sure their child comes to school each day and on time.
- Support their child in completing assignments and projects.
- Support the school in maintaining appropriate discipline.
- Encourage their child to explore career/college options and develop a plan for success.
- Attend school-sponsored events to show their support for the school and its organizations.







# International Baccalaureate

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## **IB Learner Profile: Official Definitions from the IBO**

The aim of all IB programmes is to develop internationally minded people (students, teachers, staff members, parents and community members) who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



# International Baccalaureate (cont.)

## *IB learners strive to be:*

<b>Inquirers</b>	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
<b>Knowledgeable</b>	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
<b>Thinkers</b>	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<b>Communicators</b>	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
<b>Principled</b>	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for dignity and rights of people everywhere. We take responsibility for our actions and their consequences



# International Baccalaureate (cont.)

<b>Open-Minded</b>	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
<b>Caring</b>	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
<b>Risk-takers</b>	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
<b>Balanced</b>	We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the worlds in which we live.





# International Baccalaureate (cont.)

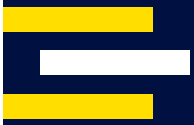
<b>Reflective</b>	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.
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## IB Learner Profile: Definitions for Harvard Students

<b>Inquirer</b>	I ask questions.
<b>Knowledgeable</b>	I acquire information.
<b>Communicator</b>	I share information, ideas, and feelings with others.
<b>Risk-taker</b>	I challenge myself.
<b>Knowledgeable</b>	I acquire information.
<b>Principled</b>	I follow the rules that people live by.
<b>Caring</b>	I am helpful and show concern.







# International Baccalaureate (cont.)

<b>Open-minded</b>	I accept new ideas and am flexible.
<b>Balanced</b>	I am of sound mind and sensible.
<b>Reflective</b>	I am thoughtful.





# Safety

The safety of students is a priority of parents and school staff alike. The goal of the Houston Independent School District is, **safety above all else.**

Our rules for bicycle riders, walkers, and drivers are of primary importance in maintaining an accident free environment for everyone. We feel that the safety of children cannot be overemphasized. We urge you to caution your child about safety to and from school, talking to strangers, and going directly home unless previous plans have been arranged. We also expect all community members to support and adhere to the Harvard arrival and dismissal school policy.

## **RULES FOR WALKERS**

- Adults are to pick up a walker in approved locations only (unless the student is in 5<sup>th</sup> grade and a signed walker permission slip is on file).
- Walk at all times without running.
- Cross street when a crossing guard signals that it is safe to do so.
- Walk on sidewalks.
- Do not talk to strangers – do not accept rides with strangers.
- Always follow planned, direct route to destination.

## **RULES FOR BIKE RIDERS**

- Pick up student in an approved location only.
- City ordinance requires all students to wear a helmet.
- Bicycles must be “walked” on school grounds.
- Bicycles must be parked and locked each day in the rack at the pavilion.
- Only one person may be on a bicycle.
- Parents should set an example by having student passengers on bicycles in approved seats only.
- No one may ride or play with another child’s bicycle.
- Always follow a planned, direct route to destination.





# Safety (cont.)

## RULES FOR DRIVERS

- Please be patient and observant – young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.
- Drop off and pick up children in approved locations only.
- Do not use a cell phone while driving in the school zone. Distracted driving presents a danger to others.
- Have pick up number displayed before arriving in pick up zone. Pick up number must be clearly visible for Harvard Staff to see.
- Observe all parking signs and traffic cone placement around the school and in the neighborhood. Picking up and dropping off children at school does not exempt you from the information on these signs.
- Adhere to the school speed zone limit of 20 mph.
- Do not pass a car in front of you. Remain in the car line.
- Cars parking or standing within 30 feet of crosswalks is prohibited by law.
- The parking spaces in the parking lot are reserved. This area may not be used to drop off or pick up students.





# Security

The Harvard Elementary School campus is in compliance with safety, security, and emergency preparedness. The HISD Risk Management Department regularly conducts fire and safety inspections. All staff, students, teachers, parents and visitors must remain observant and immediately report any person, vehicle or situation that is out of the ordinary.

The school conducts monthly fire drills, inclement weather, semi-annual disaster and intruder drills to maintain our awareness of emergency situations that may arise. In addition, perimeter doors are locked beginning at 7:35 a.m. and entry is restricted to individuals with keys or electronic entry cards.

All visitors are required to enter the front door and report to the office. They will be asked to provide a reason for their visit along with a valid identification card before being issued a visitor badge. Visitor badges must be worn/visible at all times while in the school building.

An emergency telephone call out/email system is in place and may be used to notify parents of situations either before school starts or during the school day. A ParentSquare post may also be used. It is each parent's responsibility to keep all telephone numbers and addresses updated.







# Security (cont.)

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## **A PLAN FOR EVERY CHILD FOR EVERY DAY**

Children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home each afternoon and with whom. A message can be relayed to a child through the school office if an emergency necessitates a change in plans. Children will not be called to the telephone for any reason. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone, except in an emergency, parents should do all they can to help their child remember everything needed each day – homework, library books, lunch or lunch money, books, signed notes, water bottles, etc.

## **DISMISSAL FOR INCLEMENT WEATHER and OTHER EMERGENCIES**

In the event that weather conditions become inclement or other emergencies exist and there is a possibility that school may be closed, HISD and the principal will activate the emergency telephone call/email system. This system will notify parents via the telephone and email on file of the emergency conditions and the action that will be taken. ParentSquare will also be utilized.

## **SHELTER IN PLACE**

In the event that the school is asked to shelter in place by emergency personnel, parents will not be permitted to enter the building to pick up children until an all clear has been announced by fire or police personnel.





# Attendance

Student attendance is taken daily at 9:30 a.m. Students must be at school in order to be counted present. A student must be in attendance at least two instructional hours in order to be counted present for one-half day and at least four hours to be considered present for one full day. TEC 42.006(b)

## **EXCUSED ABSENCES (TEC 25.085)**

Parents may write a handwritten excuse for the following reasons:

- Personal illness
- Dental or doctor appointments (note required from physician)
- Illness or death in the family
- Weather or road conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or person designated
- School sponsored or school sanctioned activities away from the campus
- Participation in school activities recognized by the principal or person designated

***\*Excused absences will impact receipt of perfect attendance certificate and/or trophy. Perfect attendance is demonstrated by being in school every day throughout the year.***

## **UNEXCUSED ABSENCES**

A student is considered to have an unexcused absence if he/she does not present a written excuse within three (3) days of return. Absences unrelated to the factors stated above or those taken for family trips or the like are deemed unexcused.

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to an administrative conference or investigation by an attendance officer. Unexcused absences may not be made up.

***\*Students who miss more than 10% of the school year (excused and unexcused) may be required to attend summer school.***





# Attendance (cont.)

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## HANDWRITTEN NOTE POLICY

Parents are limited to writing 5 handwritten notes per semester (Fall/Spring). After 5 absences with handwritten notes, absences will be unexcused unless accompanied by a doctor's note.

1. If a child is absent more than 3 consecutive days, their absence must be excused by a doctor's note.
2. Elementary school guidelines stipulate that missed parts of school days (excessive tardies) accumulate into absences.

## TARDY POLICY

School begins promptly at 7:30 a.m. each day. Students are considered tardy at 7:35 a.m. School officials understand that occasionally traffic, weather or waking up late may cause a student to be late. However, persistent tardiness will not be tolerated. More than 5 tardies in a school year is considered excessive. Chronic tardiness will be addressed by a school administrator, and the parent will be placed on a Tardy Contract before a referral is submitted to the Truancy Officer.

According to the Code of Student Conduct, it is the parent's and student's responsibility to arrive on time each day. Students on magnet transfer qualify for bus transportation if they live outside the two-mile zone. This will guarantee their arrival on time each day.

A student must present a written note at the time they arrive at school explaining the reason for being tardy in order for the tardy to be considered excused.

## STUDENTS ARRIVING AFTER SCHOOL BEGINS

Students arriving after 7:35 a.m. are to report to the main office. This includes students that are tardy or returning with a parent after an off-campus appointment. Students will be given a tardy pass and admitted to class. Parents may not walk their child to class.



# Attendance (cont.)

## **SCHOOL TOURS AND AUDITIONS**

Students going on school tours or taking part in auditions as part of the School Choice Program or to visit private schools will be counted absent (excused) if they are not present at Harvard Elementary School when attendance is taken at 9:30 a.m. HISD Magnet Schools have scheduled tours for the afternoon to ensure that students are present for attendance. Parents are encouraged to seek afternoon auditions if their child is applying to a Fine Arts Magnet School. This is the policy of the HISD School Choice Office. Information pertaining to Magnet Tours can be found on the HISD School Choice

## **PERFECT ATTENDANCE INCENTIVES/REQUIREMENTS**

Various attendance incentives may be offered to students during the school year. These include, but are not limited to, free dress, certificates, ribbons, stickers, and pencils. Students will be awarded a certificate at their grade level Awards Day program if perfect attendance was maintained all year.

Requirements for the certificate include:

- Absences contributing to a student not being eligible to receive a certificate will begin on the second day of school.
- Only students enrolled at Harvard Elementary School during both the fall and spring semesters are eligible to participate for the certificate award.
- A student is disqualified for the certificate award if they are absent (excused or unexcused).
- A student is disqualified for the certificate award if they have chronic tardies (no more than 10 tardies throughout the school year).
- Fifth-grade students enrolled at Harvard Elementary School since their kindergarten year and who have perfect attendance for all six years will receive a special recognition trophy and a bike at their grade level Awards Day program.



# Release of Students Before Regular Dismissal

Any student who will leave school early must be picked up no later than 2:20 p.m. Early release of students is strongly discouraged.

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the parent who has signed the enrollment form or someone with a written or telephone authorization from the parent will be allowed to take a child from school during regular school hours. Go to the school office to sign out the child who will then be called to the office. Office personnel will ask for a valid driver's license to verify your identity. A phone call may be made to the parent or guardian who signed the enrollment form to verify if an individual is eligible to remove the student from the campus. The school is not permitted to release students unless this procedure has been followed.

As an extra safety precaution, any changes to a student's afternoon dismissal plan must be communicated directly to the Harvard Elementary office. An email to your child's teacher is encouraged, but will not suffice as the only means of communicating a dismissal change. The office will require that a parent communicating a dismissal change over the phone must provide the driver's license number that is written on the student's enrollment form on file with the school.

**\*To inform your child of a change in his/her dismissal plans, please notify the office by 2:00 p.m., and the message will be relayed to your child's teacher prior to dismissal.**





# Uniform Dress Code

Students are required to follow the dress code Monday through Friday.

Dress Code: Harvard does not have a uniform policy; however, students must follow the dress code below. Any part of student appearance that is deemed a distraction to the learning environment is prohibited. If a student is in violation of dress code, parents will be called and asked to bring a change of clothes to school.

## **SHIRTS**

- Must have sleeves, short or long. No sleeveless, spaghetti straps, or tank tops.
- Must cover the abdomen at all times, even when arms are stretched. No crop tops.
- Offensive (violent graphics, obscenities, etc.) clothing is not permitted and will be addressed immediately.

## **PANTS, SKIRTS, SHORTS, DRESSES**

- Shorts, skirts, skorts, and dresses must be an appropriate length.
- Leggings may only be worn underneath skirts or dresses. Jeans may not have rips, tears, distressing, paint, holes, etc.

## **SWEATERS and SWEATSHIRTS**

- If a sweatshirt has a hood, the hood may not be worn.
- All designs, graphics, and wording on sweaters and sweatshirts must be school appropriate.

## **SHOES and SOCKS**

- Closed-toed shoes are worn at all times.
- For safety reasons, platform shoes, spiked heels, combat boots, steel toed boots, or any backless shoes including clogs, crocs, shoes with wheels, house shoes, sandals, open-toed shoes, thongs, or water socks are not permitted.





# Uniform Dress Code (cont.)

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## ADDITIONAL DRESS CODE REGULATIONS

- Clothing items, including jewelry and watches, which distracts from the educational process, are not allowed.
- Headwear (hats, caps) are not permitted.
- Offensive (violent, drug related, obscenities, i.e.) clothing, haircuts or headwear will be addressed immediately.

**\*Occasionally, themed days (such as Go Texans Day) will be announced. On these days, temporary modifications to the dress code will be allowed and communicated to families in advance.**

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## Parent-Teacher Communication

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ParentSquare is the preferred method of communication with your child's teacher. Please keep these messages brief and allow up to 48 business hours for a response. Always address concerns with the teacher first before contacting an administrator. ParentSquare and Tuesday folder will be used to inform parents of information pertaining to the school or your child's classroom. Information will include, but is not limited to important dates, events, individual classroom announcements, IB and Classroom newsletters.







# Parent-Teacher Communication (cont.)

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## REQUESTING A PARENT-TEACHER CONFERENCE

Parents may request a parent-teacher conference to discuss a variety of issues. Teachers are available during their planning period, except Tuesdays. Teachers may also be available before and after school. Parents are required to make an appointment with his/her child's teacher.

**\*A parent request for a classroom observation during the instructional day is at the discretion of the principal.**

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## Requesting Student Records

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Copies of student records may be requested from the main office. Requests can be made via email to our Registrar, Aseret Diaz ([aseret.diaz@houstonisd.org](mailto:aseret.diaz@houstonisd.org)). Requests for records must be in writing. The records will be prepared, and you will be contacted to pick up the documents in the main office. The records clerk will verify your relationship with the child and check your identification before releasing any information. The turnaround time for record requests is 2 business days after the request is made.





# Students Who Become Ill at School

## VISITATIONS TO THE NURSE

The school nurse will contact parents to pick up all students who have temperature elevations or who have vomited. Students are permitted back in class when symptoms have cleared and the child has been fever free for 24 hours.

If parents cannot be contacted, a relative or emergency contact person listed on the enrollment form will be called and asked to pick up the child. Parents are expected to keep their contact information current.

Teachers will refer children who appear ill or complain of sickness to the school nurse. It is the nurse's professional decision to contact parents. The nurse is not expected, nor will she, contact parents every time their child is sent to the clinic. It is the parent's responsibility to keep the nurse informed of all medical conditions related to their child's health.

## Reporting Communicable Diseases and Illnesses

Parents are required to report all communicable diseases such as strep throat, chicken pox and influenza to the school nurse within 24 hours of a diagnosis by a physician. This information is then reported to the City of Houston Health Department for monitoring.





# Volunteers

Teachers are encouraged to establish a volunteer program in their classroom. The frequency for volunteering directly in the classroom and the types of activities the volunteer will complete is at the discretion of each teacher. Some volunteer activities can be completed at home if you are unable to come to the school during the instructional day.

All volunteers must follow Volunteers in Public Schools (VIPS) procedures. Registration should be completed online at <https://www.houstonisd.org/VIPS>. Allow 3-5 business days for the approval process.

Any parent/guardian or community member who volunteers time must be VIPS approved prior to the scheduled time. Please contact the front office for more information on VIPS.

# Field Trips

Field trips will be arranged by the teacher as an outgrowth of school curriculum and instruction. For any field trip, parent approval forms will be sent home by the teacher to be signed and returned. No student will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip must be returned to the teacher no later than two days prior to the scheduled trip. Telephone, faxed or emailed confirmations will not be accepted. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary.





# Field Trips (cont.)

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## CHAPERONES FOR FIELD TRIPS

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all of our students. **All adults must ride school buses and pay admission fees.** Parents may NOT drive personal vehicles on field trips. Parents may not “show up” at a field trip location to avoid our procedures. Appropriate attire that matches the activity should be worn. **Parents may not bring siblings or other family members or friends on field trips.**

**All chaperones must follow Volunteers in Public Schools (VIPS) procedures prior to any field trip according to Houston Independent School District policies.** Registration can be completed online at <https://www.houstonisd.org/VIPS>. Allow 3-5 business days for the approval process. Parents are responsible for updating their status yearly. There is no rollover from year-to-year. Teacher sponsors of the field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

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# Daily Planner

All students in grades 3rd-5th will be issued a daily planner to assist them in tracking homework assignments and projects. Students are required to enter information daily and to keep track of their planner. Parents are asked to monitor their child’s homework by reviewing the planner each day. Teachers may ask parents to initial the planner each day if their child has a habit of not completing assignments.



# Homework

**PURPOSE OF HOMEWORK** - To reinforce previously learned academic standards.

**TEACHER RESPONSIBILITY:**

- Assign work that meets the school's homework policy time guidelines and is grade-level appropriate.
- Give clear, concise directions.
- Reinforce previous (not new) learning related to the objectives being taught.
- Vary assignments and avoid busy work.
- Check and evaluate homework in keeping with a system that is clearly explained to the class.
- Provide an opportunity for student and parent feedback.
- Be empathetic of exceptional situations when homework cannot be completed.

**STUDENT RESPONSIBILITY:**

- Record, take home and return all assignments.
- Make up missed or incomplete work.
- Be accurate and neat.
- Ask for explanations or clarification if you need it.
- Complete assignments in an appropriate place and within the allotted time.
- Proofread your own work and check for errors.
- Do your best.
- Have a good attitude about homework.
- Discuss problems or concerns about homework with your teacher.

**PARENT RESPONSIBILITY:**

- Make school the number one priority during the academic year.
- Provide an appropriate time and place for homework.
- Model a positive attitude.
- Indicate an interest about assignments and assist, when requested by your child, but do not complete the work for the child.
- Communicate and cooperate with your classroom teacher if your child is having difficulties or working longer than the time prescribed.
- Request assignments for children when short/long term absences are involved.
- Know when to stop a child in the event he or she is struggling and exhausted.

# Homework (cont.)

## TIMELINES FOR HOMEWORK

In general, homework assignments will be completed for the following days; however, long-range assignments and/or special projects will provide students with an opportunity to develop and refine research skills and the ability to work independently. All students are expected to read at home (independently or with an adult) every night.

Grade Level	Frequency of Assignments	Total Daily Average (all subjects)
PK/ Kinder	Daily (4 days a week)	20 minutes
1st	Daily (4 days a week)	30 minutes
2nd	Daily (4 days a week)	30 minutes
3rd	Daily (4 days a week)	40 minutes
4th	Daily (4 days a week)	40 minutes
5th	Daily (4 days a week)	40 minutes



# PowerSchool- HISD Connect

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## **HISD Connect – ON-LINE GRADES, PROGRESS REPORTS AND REPORT CARDS**

Parents may log on at [www.houstonisd.org](http://www.houstonisd.org) and register under HISD Connect to view their child's grades, receive progress notices and view report cards. You will need the following information to register:

- HISD Student ID Number
- Student's Date of Birth
- Last 5 digits of the student's Social Security Number

If you need assistance in registering your child, please come to the main office. The school is unable to provide parents with the information needed to register over the phone, by email or by fax. All requests must be made in person.

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## Notice of Progress

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### **REPORT TO PARENT FORMS**

The Notice of Progress – Report to Parents will be sent to parents during the third week of the reporting period or as often as may be deemed necessary. The parent must sign and return the form to indicate to the teacher that the parent has seen the report.

### **REPORT CARDS**

A report card is issued to the parent or guardian at the end of each grading period for grades PreK-5th. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grades. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.







# Promotion Standards

Promotion Standards are updated yearly. Log on to the school website for a current list of the standards for each grade.

## Grading Policy for Kinder-5<sup>th</sup> Grade (Updated 06/2025)

The following grading percentages will be used for determining the average report card grade for each core academic subject that is assigned a numerical grade each six weeks.

Category	Example Assignments	Weight
Formative	Classwork, interactive notebook, entries, quizzes, exit tickets, etc.	60 %
Summative	Projects, unit assessments, essays, presentations, etc.	40 %

- Students will be given a reasonable opportunity to redo a test scoring 69% or less.
- The highest grade a student may receive for a retake is 70% no matter the retake grade.





# Grading Policy for Kinder-5<sup>th</sup> Grade (Updated 06/2025) (cont.)

## CRITERIA FOR GRADING ACADEMIC SUBJECTS

*Kinder-5<sup>th</sup> Grade*

90-100	(A)	Excellent
80-89	(B)	Good
75-79	(C)	Satisfactory
70-74	(D)	Poor
50-69	(F)	Failing

## PRE-KINDERGARTEN

Subjects are marked according to the scale listed on the report card.

## GRADING RUBRIC FOR SPECIALTY CLASSES

The following rubric is used for grading specialty classes:

A grade of E, S, N or U will be assigned for the environmental science lab, math & engineering lab, library, physical education, and music.

*\*Students who receive 3 conduct cuts within a 6-week period, during specialty, will not attend Donovan Park.*



# Grading Policy for Kinder-5<sup>th</sup> Grade (Updated 06/2025) (cont.)

	Excellent (E)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Student actively participates while demonstrating an understanding of the content being taught.	Nearly all of the time	Most of the time	Seldom	Rarely/Not at all

## CRITERIA FOR GRADING CONDUCT

E	Excellent quality of behavior
S	Satisfactory quality of behavior
P	Poor quality of behavior
U	Unsatisfactory quality of behavior

## HONOR ROLL

Students in kindergarten through 5<sup>th</sup> grade are eligible for honor roll.

**All A's Honor Roll:** Students who receive straight A's in all core subject areas (math, RLA, science, and social studies).

**All A's + 1 B Honor Roll:** Students who receive all A's and only one B in core subject areas.

**For the purpose of honor roll, A's are considered report card scores of 90 and above. B's are considered report card scores of 80-89**



# Restorative Discipline

The Harvard Elementary staff implements restorative discipline practices. Restorative discipline is defined as a relational approach to building school climate and addressing student behavior. The approach fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

## Discipline Management System

In addition to the implementation of restorative discipline, the IB attitudes and attributes are explicitly taught throughout the curriculum to develop the IB learner.

Harvard Elementary is a public school and must adhere to The Code of Student Conduct which outlines consequences for chronic misbehavior. Parents are expected to review expectations for proper behavior at school on a regular basis with their child. Teachers are expected to assume responsibility for the discipline of students in their individual classrooms. Students will be dealt with reasonably, fairly and with patience, but persistent misconduct will not be tolerated. Parents will be advised promptly when a student begins to get into difficulty which might lead to reassignment, alternatives to suspension, suspension, or expulsion. (State Law Section 37.000) The school may prohibit any action which impairs, interferes with or obstructs the educational process or function of the school.





# Discipline Management System (cont.)

## **ESSENTIAL ELEMENTS OF AN EFFECTIVE DISCIPLINE MANAGEMENT SYSTEM**

- The teacher effectively and consistently implements discipline management procedures in alignment with the IB learner profile.
- The teacher consistently communicates high behavioral expectations with students and parents.
- The teacher addresses non-compliance and reinforces age-appropriate behavior, as needed.
- The teacher redirects off-task behavior in a subtle and preventative manner.
- The teacher consistently follows through with consequences that are logical, appropriate to the level of the student's behavior, and effective at changing student behavior.
- Students demonstrate a clear understanding of behavioral expectations and rules through their actions.

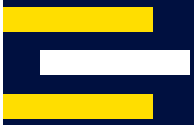
## **CONSEQUENCES**

Teachers will use school-wide consequences to address off-task behavior. Consequences for chronic off-task behavior are outlined in the Code of Student Conduct.

## **WEEKLY CONDUCT GRADE**

All students will receive a weekly conduct grade in their Tuesday Home Communication Day folder. Parents are required to sign the conduct form and return it in the folder on Wednesday. Weekly conduct grades make up the report card conduct grade for each 6-week period.





# Discipline Management System (cont.)

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## REPORT CARD CONDUCT GRADE

### Exemplary: E

Student follows classroom and school Essential Agreements on a daily basis. All weekly conduct grades equal an S for the grading period.

### Satisfactory: S

Student follows classroom and school Essential Agreements on a daily basis with a few reminders. One or two weekly conduct grades of N during the grading period.

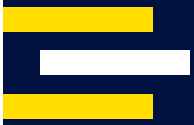
### Poor: P

Student does not follow classroom and school Essential Agreements on a daily basis and is frequently reminded about behavior. Three weekly conduct grades of N during the grading period.

### Unsatisfactory: U:

Student does not follow classroom and school Essential Agreements on a daily basis and is consistently reminded about behavior. Four or more weekly conduct grades of N during the grading period. A student who is suspended receives an automatic 'U' regardless of the weekly conduct grades during the grading period.





# Bullying

Any student behavior that makes a peer feel physically or emotionally unsafe or compromises another person's comfort or desire to learn at Harvard Elementary is not acceptable. A full explanation of what constitutes bullying can be found in the HISD Code of Student Conduct. Reported instances of bullying will be communicated to parents of any affected students. Violators are subject to disciplinary actions as outlined under Level 3 of the Code of Student Conduct, however, positive interventions such as counseling, medication, and conflict resolution through restorative discipline are always preferred

# Recess

Both structured and unstructured physical activities positively impact the development of the whole child, supporting growth in academic achievement and physical health. A 30-minute recess is included in the master schedule and may not be withheld as a form of classroom punishment. Recess will be held outdoors on all days, except in cases of rain or when the windchill is below 36°F.







# Birthday Treats

The Texas Department of Agriculture has revised the policy regarding birthday treats at school. Should a parent wish to celebrate a child's birthday, cupcakes, cookies, or donuts (one per student) are permitted at school, however, they may not be served in the cafeteria during the lunch period. No other items are permitted such as candy, sheet cakes, sodas, or fast-food items. All birthday treats must be store-bought and in their original packaging. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day.

To maintain our instructional focus, teachers will allow a child to share cupcakes or cookies with classmates, at a time and location decided by the teacher after the students' lunch period. Students in pre-kindergarten and kindergarten will use the treat as their daily snack. Parents should send the food items to school in the morning in a sturdy container. Parents will not be allowed to interrupt instructional time to drop off items or to supervise this activity in the classroom. No party-type activities will take place including photographs, balloons, flowers, gifts or favors.

**\*To maintain a healthy and safe educational environment please be aware of any food allergy precautions that may exist in the classroom.**





# First Class Breakfast

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## **BREAKFAST IN THE CLASSROOM**

In the fall of 2009, the Board of Education approved expanding the First Class Breakfast program to all elementary and middle school in the Houston Independent School District.

**Q. Is there a cost for breakfast?**

**A.** No, all students are eligible to eat free.

**Q. What time will breakfast be served?**

**A.** At approximately 7:30 a.m. carts will begin visiting classrooms or distributing items from carts located in central locations.

**Q. Are students required to eat breakfast?**

**A.** No, breakfast is optional for all students.

**Q. May students bring their own breakfast items from home to eat in the classroom?**

**A.** No, those items should be eaten at home before coming to school.





# First Class Breakfast (cont.)

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**Q. May parents go to the classroom or wait in the cafeteria while their child eats breakfast?**

**A.** No, parents should drop off their children and then begin their daily routine.

**Q. What will students be doing while breakfast is being served and consumed in the classroom?**

**A.** Beginning at 7:30 a.m. students will be involved in independent activities. These include a number of activities such as journal writing, review activities posted on the SMART Board, independent reading, daily math and language review. All students are engaged in independent academic activities.

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# Snacks

Students in *Pre-K and Kindergarten* will have a designated snack time provided to them. Teachers will determine an individual class schedule and communicate it with parents. While students enjoy snack, they will also be engaging in an academic activity. Snacks are to be provided by the child's parent and must encourage healthy eating habits.

**\*To maintain a healthy and safe educational environment, please be aware of any food allergy precautions that may exist in the classroom.**

# Use of Cellular Phones and Electronic Communication Systems

- All cellular phones and electronic communication systems (Apple watches, Fitbits, etc.) must remain in the OFF or DO NOT DISTURB position (unable to receive signals and commands) while on the school campus or at school sponsored events off campus. This is in accordance with Texas House Bill 1481.
- All cellular phones and electronic communication systems (Apple watches, Fitbits, etc.) must remain in the student's backpack, purse or locker.
- Exceptions are made for students with documented health, safety, or educational needs. These exceptions will be determined on a case-by-case basis.

In addition to disciplinary action as outlined in the Code of Student Conduct, the unauthorized operation of these devices will result in confiscation and require an administrative conference, where the parent must retrieve the device.





# Technology

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Harvard students have access to student technology and devices while on campus to enhance learning. At Harvard, we follow the HISD Acceptable Use Policy for Electronic Services for Students.

Improper use of electronic services provided by HISD is prohibited. The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of HISD technology resources may also lead to disciplinary action.

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# Textbooks

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All textbooks are owned by the State of Texas and must be paid for when they are lost or stolen. Another book cannot be issued until payment has been made for the lost book. If books are found after they are paid for, a refund will be given.





# Money and Debts

Parents are encouraged to utilize School Pay to pay for special items (field trips, t-shirts, etc.). If students should need to bring cash, students must bring the exact amount of money needed each day. Money sent by parents for a special collection such as picture money, book orders, t-shirt sales, etc., should be sent in a sealed envelope or Ziploc bag with the child's name, teacher's name, amount enclosed, and purpose written on the outside of the envelope or Ziploc. The school is not responsible for money that is lost or stolen prior to being received by the teacher or office. All monies collected from students require permission from the principal.

## Lunch Money Payments

Incidental lunch payments are made on-line using a credit or debit card by setting up an account at [www.parentonline.net](http://www.parentonline.net). Please refrain from sending lunch money to school each day with a child. All students, regardless of application status, may eat a free breakfast and lunch every day.





# Lunch Drop Off

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Any family member dropping off lunch for a student must sign in at the front office. They will then be directed to leave the lunch on the designated lunch cart located in the main office.

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# Lunch with Your Child

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Parents are allowed to come eat lunch with their child during their designated lunch time on specified parent's lunch dates only. Parents may bring their child outside food but are not permitted to bring food for other students. Parents must also be VIPS cleared prior to having lunch with their child.

2025-2026 Parent Lunch Dates: August 29, September 12, September 26, October 10, October 24, November 21, December 5, January 9, January 23, February 6, February 20, March 20, May 15





# Check Acceptance Policy

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## HANDLING OF FRAUDULENT CHECKS

Checks may be accepted for various fund-raisers and school related activities. Checks will not be accepted for field trips or breakfast/lunch payments. Presentation of a personal check shall be treated as a good faith effort for payment from the bank.

In the event that a check is returned marked “insufficient funds”, “stop payment” or “account closed” the check will be treated as a presumption to commit theft by deception and the following action will be taken:

- One attempt will be made by telephone to contact the check writer. A three-day period will be given for the individual to present payment in full including all bank charges and processing fees.

## FAILURE TO FOLLOW THIS GOOD FAITH ATTEMPT WILL RESULT IN THE FOLLOWING ACTIONS:

- Check writer will be sent a certified letter indicating a demand for payment in full including all bank charges and processing fees.
- Failure to respond to the conditions of the certified letter within 10 days will result in the filing of a check fraud case with the Harris County District Attorney’s Office.
- The school will no longer accept personal checks from individuals that have written a check that will not clear the bank. All future payments must be made in cash or with a money order.







# Parent Teacher Association (PTA)

Harvard Elementary School's Parent – Teacher Association has been in existence since 1910 when the Mother's Club of Harvard was formed. Harvard has been a member of the Texas PTA and National PTA organizations since 1945.

Working together, parents, teachers and school administrators have implemented many programs over the years for the benefit of our children. Membership is renewable each school year and is open to parents, relatives, school employees, community members and business leaders. The membership campaign is conducted at the beginning of each school year, although membership can be obtained at any time.

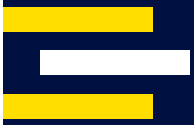
Our members work to provide the school with meaningful educational programs and volunteerism. Show your school pride and become a member today.

<https://harvardelementarypta.org/>

## PTA PURPOSE

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.





# Parent Teacher Association (PTA) (cont.)

## PTA VALUES

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.





# Resolving Conflict

The Houston Independent School District Parent and Community Assistance Office is responsible for providing parents and community members with assistance in addressing concerns, issues and conflict. Our parent liaisons are available to listen to concerns and help to resolve them through the proper district policies, procedures, and personnel. Our goal is to foster a strong partnership between the home and the school.

When you have a concern about a school policy or employee, follow the steps outlined here to resolve the issue in a productive and positive manner.

1. Contact the person you have a complaint about and discuss the issue.
2. If the problem persists, contact the principal.
3. If still unresolved, contact the Parent Community Assistance Office at (713) 556-7121 or at [ParentAssistance@houstonisd.org](mailto:ParentAssistance@houstonisd.org).

# Eagle's Nest After-School Program

The Eagle's Nest After-School Program prides itself on providing quality childcare with enrichment programming options. All correspondence, reports, inquiries from Harvard teachers, staff, or parents will be directed to Eagle's Nest After-School Program Coordinator or Bookkeeper.

**Eagle's Nest Email:** [harvardeaglesnest@gmail.com](mailto:harvardeaglesnest@gmail.com)

**Eagle's Nest Office Number:** 713-556-2249

**Office Hours:** 1:30 PM – 6:00 PM

**Location:** Rm 141 (enter through outside door)

Erick Vazquez- **Coordinator**

Thadey Diaz- **Bookkeeper**





## STUDENT and PARENT HANDBOOK SIGNATURE PAGE 2025-2026 Harvard Elementary

PLEASE COMPLETE THE HANDBOOK SIGNATURE PAGE BY COMPLETING THE FORM  
IN LINK BELOW (SCAN QR CODE).

### Student and Parent Handbook Signature Page (2025-2026)





**STAY CONNECTED**



**harvard.houstonisd.org**  
**713-867-5210**  
**Instagram @harvardes**