Herod Elementary School Student and Parent Handbook 2026 – 2027



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Last Updated: August 11, 2026

This booklet is intended to serve as a guide to our school. It should be used in conjunction with the Code of Student Conduct and the policies of the Board of Education and the Texas Education Agency.

Information in this handbook may be changed with or without notice based upon policy changes from the Herod 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.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

Last Updated: August 11, 2026

GARY L. HEROD ELEMENTARY
VANGUARD MAGNET AND DUAL LANGUAGE SCHOOL

ESTABLISHED:	1965
MASCOT:	The Jets
SCHOOL COLORS:	Orange and Blue
MOTTO:	Jetting to Success
SCHOOL PLEDGE:	*"I promise a pledge of pride each day* *To be respectful to others in every way* *I'll remember to be thoughtful in all I do* *A Herod Jet, I am faithful and true"*

OUR MISSION

It is our mission to work as a committed community to provide an engaging respectful learning environment where all students are encouraged to reach their full potential socially, emotionally, and academically.

OUR VISION

Gary L. Herod Elementary School strives to foster student growth through independence, collaboration, diverse learning opportunities, creativity, and respect with the support and commitment of parents, staff and the community.

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What Makes Herod Unique?

Gary L. Herod is home to a Vanguard Magnet Program as well as the first Dual Language Program in HISD. We also have two self-contained class for students with autism as well as supporting their behavioral support needs. Additionally, our self-contained classrooms serving students with autism are model classrooms for the entire district. Through these unique programs, we are able serve our population of diverse learners. As described in our Mission Statement, we are committed to providing each student the opportunity to reach their full potential through our robust curriculum, programs, and various learning opportunities.

The Story Behind Our Name

On March 16, 1961, Captain Gary L. Herod of the 182nd Fighter Inspector Squadron, Texas Air National Guard had just taken off from Ellington Field. While flying alone in his jet over the City of Houston, he experienced complete engine failure.

At that moment, Captain Herod realized that if he didn't take immediate action, the jet would crash into a heavily populated area. He was faced with an impossible decision: eject himself from the aircraft to save his own life and allow the jet to crash into the homes below or stay with his plane in order to steer it away from crashing into the neighborhood. Captain Herod made the heroic choice to remain with his aircraft. In doing so, he heroically sacrificed his life to save the lives of his fellow Texans. Captain Herod's act of courage saved many lives and was in the finest traditions of the Texas Air National Guard that he so gallantly represented.

Bell Schedule

7:00 a.m.	Campus Opens and students are supervised
	(No students are allowed on campus before 7:00am)
7:30 a.m.	Instruction Begins
7:35 a.m.	Tardy Bell / Students are Marked Tardy
7:45 a.m.	Morning Announcements
9:00 a.m.	Official ADA Attendance
3:00 p.m.	Dismissal

Herod Nuts And Bolts:
Policies and Procedures That Hold Our School Together

Safety

S*afety above all else* is a core value for the Houston Independent School District. The Herod ES policy and procedures for walkers, car-riders, bicycle riders 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 Herod Arrival and Dismissal Procedures.

Instruction starts at 7:30. All students should be in their classroom no later than 7:30 to prevent loss of instructional time.

Arrival Procedures

Students should not arrive before 7:00 am. Between 7:00 am and 7:30 am, parents may drop off children in the circle drive where staff are on hand to lead children from their cars. Parents may park along one of the side streets, use the crosswalks, and walk their child to the front door. We will have faculty on hand to walk our youngest students. A few things to remember regarding morning drop off:

- There is **absolutely no parking** allowed in the circle drive during drop-off.
- There is **absolutely no parking** allowed on Jason St. heading towards Mullins.
- Parents and students who do not use the car-rider line **MUST** use the crosswalks located at the corner of Jason and Mullins or Jason and Pontiac.
- Students who arrive on campus the first bell at 7:30 am should report to following designated areas:
    - Pre-K in the MPR
    - ECSE, Kindergarten and 1st grade students report to the cafeteria.
    - 2nd thru 5th grade students report to their prospective hallways/areas/pods.

The safety and security of our students and staff are our number one priority. As such, we limit access to the academic areas and bathrooms to provide a safe environment for all our students. We ask parents to say their goodbyes at the front of the school and give their final hug in the school lobby. We also ask that parents exit the building after saying goodbye. This helps keep the lobby and our hallways clear for our students to safely transition to their classrooms in the mornings. No parents will be able to walk students to their classroom.

Afternoon Pick-Up

Parent Walk-Ups and Walkers

Students walking home will be dismissed from their grade level dismissal areas.

- PK will be dismissed from the back door next to the music room.
- Kindergarten will be dismissed from the library.
- 1st and 2nd will be dismissed from the front of the building.
- 3rd – 5th grade walkers will be dismissed from the blacktop gate (at Gail Reeves Park).
- Parents are not allowed to sit and wait on the front porch for their child. Please use the patio in front of the library to wait as all porch space is utilized for dismissal.
- All siblings will be dismissed from the youngest sibling dismissal location.
- Parents and students who do not use the car-rider line **MUST** use the crosswalks located at the corner of Jason and Mullins or Jason and Pontiac.
    - Not using the crosswalk is a major safety concern and slows down the car rider line.

Bus Riders

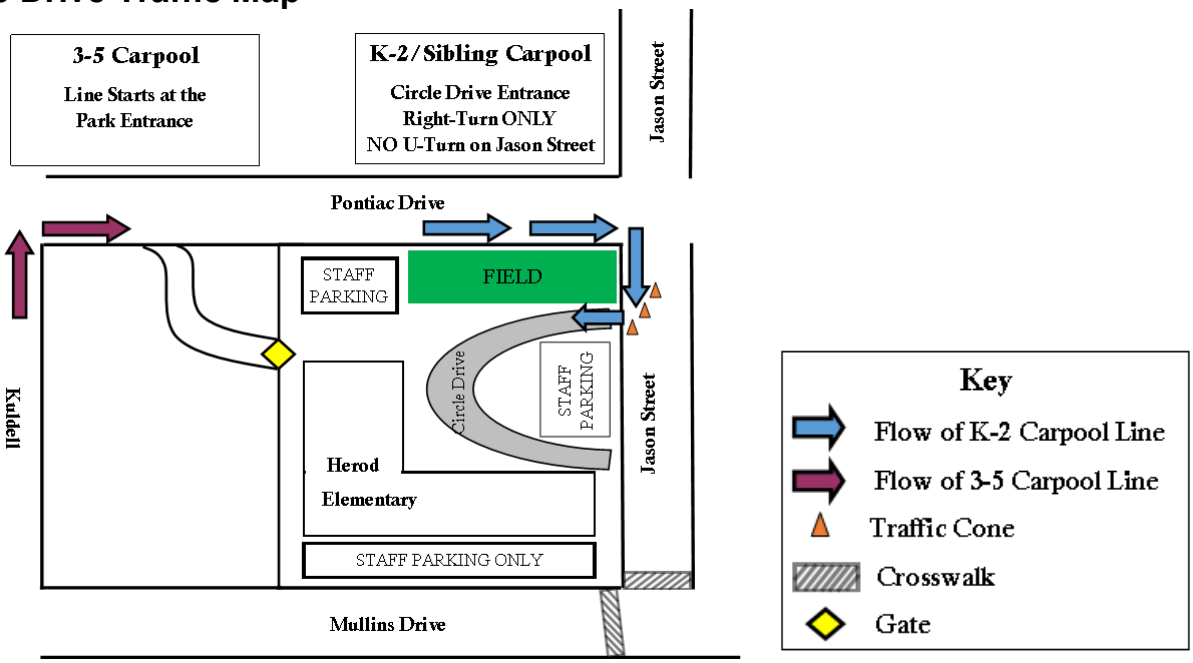
- HISD bus riders will be dismissed from the library.
- Daycare bus riders will be dismissed from the cafeteria.
- Any change in bus transportation must be communicated to Ms. Fair **before noon**. You can email her at shelley.fair@houstonisd.org or send a message in ParentSquare. Otherwise, the student will be put on the bus.

Carpool Line

All parents will receive two car tags for afternoon pick-up. All drivers in the carpool line **MUST** have their car tag displayed.

- Please contact Ms. Lopez, Sinddy.Lopez@houstonisd.org, if you need a replacement car tag.
- The pick-up line forms a single lane heading north on Pontiac Drive (from Kuldell) and turning east onto Jason Street (see the Parking Map).
- Follow the directions of the staff to move your car as far forward in line as possible before your child enters/exits the car.
- All vehicles entering the circle drive will enter from the eastbound direction on Jason Street, making a right-turn into the entrance of the circle drive.
- Upon exit of the circle drive, vehicles will continue to make either right or left turns onto Jason St.
- Remain in your car at all times, including when your child is entering the vehicle. Our faculty and staff are available to assist with students entering the car. **DO NOT** get out of your car.
- Do not park your car for any amount of time (whether you remain in the car or not) on Pontiac Dr. or Jason Street while the carpool line is in progress.

Circle Drive Traffic Map



Carpool Safety Rules

- **Have your child use ONLY the curb-side doors of your car.**
- No cellphones should be used while in the carpool line.
- Please commit to using the sidewalk along the circle drive (adjacent to the fence line) in order to avoid crossing at the circle drive entrance and exit.

Important Note: If a student is signed up to participate in after school, parents that did not make prior arrangements must report to the front desk to check out their child.

Late Pick Up

Parents are expected to pick up your child no later than 3:15. We know that an emergency may occur causing a late pickup, in these instances, please contact the main office. After two late pick-ups, parents will need to meet with a campus administrator to review plans and options for on time pick up. **Parents picking up after 3:15 will need to park their car and enter the building to sign their child out.**

Rainy Day Dismissal

For severe weather conditions such as lightning or heavy rain between 2:35-2:50 pm, we will proceed with the Rainy-Day Dismissal Plan. Parents will be notified through ParentSquare to communicate this type of dismissal.

- At 2:45 pm, all students will begin moving to their designated locations (see below).
- At 2:50 pm, students will be called to the carpool line. Parents may also walk up and pick up their

Grade	Rainy Day Dismissal Location
Pre-K	Door by music room
Kindergarten and 2nd Grade	Library
1st Grade	Under the canopy at the main entrance
3rd Grade	Front foyer
4th and 5th Grade	Left and right side of hallway to the front lobby

student(s) from the designated locations.

Dismissal for Inclement Weather and Other Emergencies

If there is a need for an emergency dismissal, daycare students and bus students will be released to drivers. Children will be signed out in the office by the driver or parent(s). Every attempt will be made to reach parents to pick-up their children. It is important that parents notify the school and update contact information with their correct home and office telephone numbers if anything changes during the year.

Dismissal Safety Guidelines

RULES FOR PARENT WALK-UPS and WALKERS

- Please wait in the designated area on the library patio
- Avoid chatting with teachers so they can focus on monitoring students at dismissal.
- Students should walk at all times using the sidewalk.
- Cross streets with the crossing guard at the crosswalks.
- Do not talk to strangers - do not accept rides with strangers.

- Always follow a planned, direct route to your destination.

RULES FOR BIKE RIDERS

- All bicycle riders must wear protective headgear.
- Walk your bike across major intersections with the crossing guard.
- Bicycles must be walked on campus.
- Bicycles must be parked and locked each day in a bike rack.
- Only one person may ride a bicycle.
- Always follow a planned, direct route to your destination.

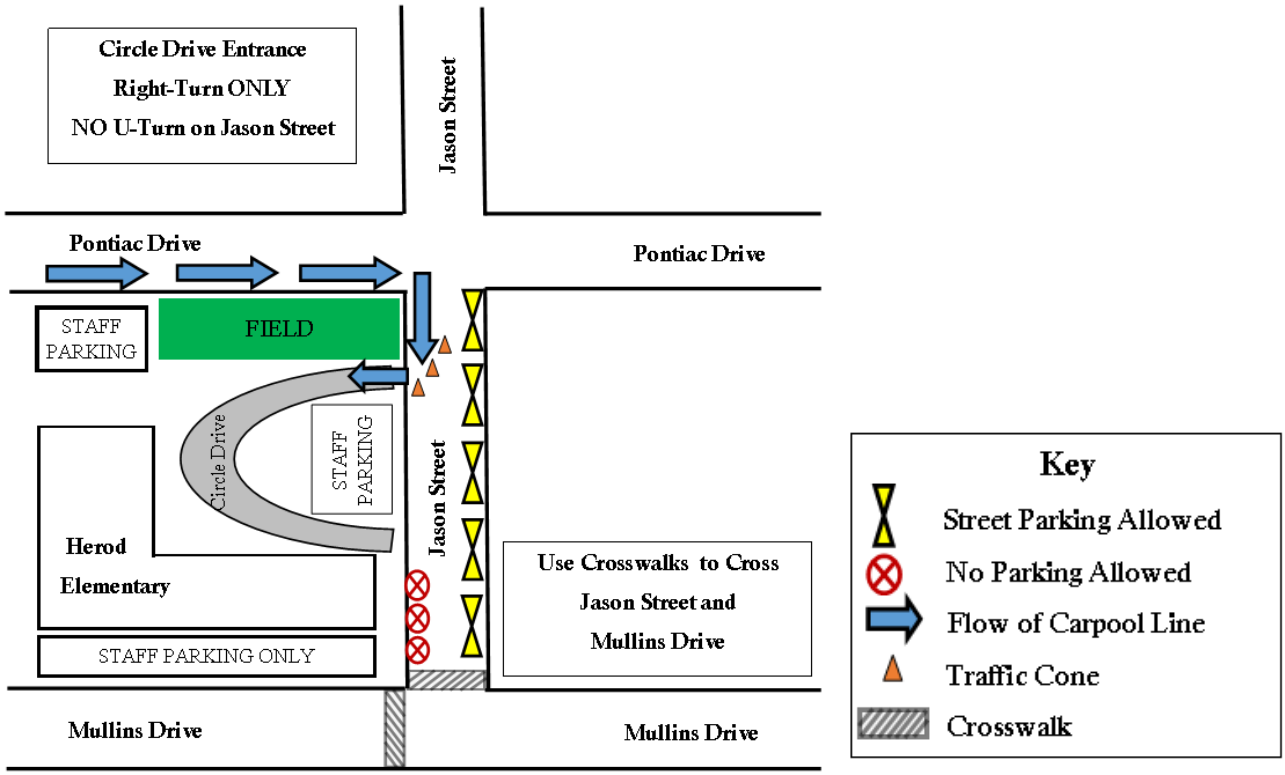
RULES FOR DRIVERS

- 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.
- **Do not use your cell phone while driving in and around Herod Elementary.**
- Only allow your child to exit or enter on the curbside of the vehicle.
- Observe speed limit signs.
- Only one person oversees our major intersections -- our crossing guards. Please pay close attention to the directions they give you when approaching our intersections.

Parking

We have very limited parent/visitor parking at Herod. **The parking lots located on Mullins and Pontiac are designated for faculty and staff only.** The parking lot located on Jason Street has limited visitor parking. Visitors can park in most spaces facing Jason Street. Street parking is also available on Jason St. Please pay close attention to the parking zone signage throughout the neighborhood. When parking, please be respectful of our neighbors. Do not block driveways, park in front of garbage cans on collection day, park too close to crosswalks or otherwise inconvenience residents. There is no parking in the fire lane inside the circle drive.

Parking Map


Circle Drive Entrance
Right-Turn ONLY
NO U-Turn on Jason Street
Jason Street
Pontiac Drive
Pontiac Drive
STAFF PARKING
FIELD
Circle Drive
STAFF PARKING
Herod Elementary
STAFF PARKING ONLY
Jason Street
Use Crosswalks to Cross Jason Street and Mullins Drive
Mullins Drive
Mullins Drive
Key
Street Parking Allowed
No Parking Allowed
Flow of Carpool Line
Traffic Cone
Crosswalk

Lost and Found
The Lost and Found is located in the lobby. After a month, items are then taken to the MPR/Cafeteria on the stage. Help us return lost items by labeling everything with your child's first and last name. Do not send students to school with toys, electronics, or other valuable items that may be lost. At the end of each semester, unclaimed items are donated to charity.

Field Trips
We believe that field trips play an important role in learning and want all students to participate every time. The cost of a field trip should never prevent a student from attending a school-sponsored event. If assistance is needed, please contact your child's homeroom teacher or school social worker, Ms. Lewis.

Field trips will be arranged by the grade level or student group as an extension of the school's curriculum and instruction and follow the HISD safety and security protocol. Permission forms will be sent home in the Herod Folder a few weeks before a scheduled field trip. An original, written permission slip must be on file—phone/email permission will not be accepted. 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 one day** 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. Students are required to wear their grade level "field trip t-shirt" on field trip days. Parent chaperones are often needed for field trips. If you would like to serve as a chaperone, contact your child's teacher. Please note that in order to chaperone you must be pre-approved under the HISD Volunteers in Public Schools (VIPS) program. This process takes several weeks, so please see the front office as soon as possible to get the registration process started.

School Supplies
Supplies ordered through the PTO will be delivered to your child's classroom before the start of school. A copy of supply lists is available in the front office and on the Herod website at herod.houstonisd.org. Students bringing in supplies should give them to their homeroom teacher during Meet the Teacher or the first day of school.

Breakfast, Lunch, And Snacks

Breakfast
Breakfast is served to all students between 7:30 a.m. and 8:00 a.m. in their classroom and is free of charge to all students. Breakfast and lunch menus are published monthly and can be accessed through the HISD website www.houstonisd.org.

Lunch
Free lunches will be provided to all students who would like the hot lunch. The HISD lunch menu can be found on the HISD website: www.houstonisd.org.

Lunch Times

GL/Class	Lunch Time
PK	10:00-10:30
Kinder	10:35-11:05
First	10:40-11:10
Second	11:20-11:50
Third	11:10-11:40
Fourth	11:45-12:15
Fifth	12:00-12:30

Lunchroom monitors are on duty to assist students, but it is best if students can independently open all the items in their packed lunches. Microwaves are not available for student use. Additionally, students are not allowed to bring soft drinks/soda or items packaged in glass containers. HISD Cafeteria Guidelines must be followed (listed below).

Visiting During Lunch

Pre-K, 2nd grade and 4th grade lunch visitor day will be Tuesdays. Kindergarten, 1st grade, 3rd grade and 5th grade lunch visitor day will be Thursdays. Lunch visitation will begin after Labor Day and will end on April 2, 2027.

Dropping Off Lunch and other items

Please make sure that your child has everything they need before they are dropped off at the campus.

In the event of an emergency, such as special dietary restrictions, parents can drop off the lunch at the front desk. Parents will take a tag and complete the information (Child's name, grade, and teacher) and leave at the front desk. Front desk personnel will place the lunch in the designated area. Students without lunch will check the delivered lunch table upon entering the cafeteria. Students who do not receive their lunch in time will be directed to the lunch line. The school is not responsible for lunches that are not picked up by students or if lunches arrive late. The front desk will not call the teacher or interrupt instructional time to announce a lunch has been delivered.

Grub Hub, Door Dash, Uber Eats and other food delivery services are not permitted.

Snacks

Depending on the time of the class's lunch period, your child's teacher may ask that you pack a light snack for your child to be eaten mid-morning or mid-afternoon. Your child's teacher will let you know about snacks at the beginning of the school year.

HISD Cafeteria Guidelines

- Food cannot be shared (siblings may not eat off each other's plates).
- Outside food can only be brought for *your* child.
- Food may not be taken out of the cafeteria.
- Under no circumstances are parents and/or guardians allowed to eat off a child's plate.

Attendance Policy

Students are expected to arrive on time and attend school every day. Parents are responsible for ensuring consistent attendance in school and modeling the importance of punctuality. Excessive absences and/or chronic tardies can impact your child's academic progress. Please request a conference with our school counselor for support in establishing morning routines with your child or to address other attendance issues. We are here to help get your kids to school.

Excused Absences

Acceptable excuses for absences are listed below and require a parent and/or doctor's note.

- Personal Illness
- Dental or doctor appointments or health services provided to Medicaid-eligible students
- Death in the family (immediate family only) – Must provide documentation
- Quarantine (as determined by a medical official)
- Weather or road conditions making travel dangerous (as determined by city officials)
- Emergencies or unusual circumstances recognized by the principal or person designated
- Observance of religious holy days (must provide documentation)
- Suspensions (no parent note required)

The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. A written excuse must be received by the school within three days after the absence. All absences are unexcused until an acceptable excuse note has been submitted to the office. Excuse notes may be written, or emailed to Ms. Richard at drichar3@houstonisd.org.

Returning to School after an Illness

Students with fever, vomiting or rashes are not allowed to come to school until they are well, or a doctor's permit states they are no longer infectious. Students must be fever free for a full 24 hours (without medication) in order to return to school. Lice are considered communicable, and all students must be completely lice-free before the student returns to school.

Returning to School after a Medical Appointment

If your child comes to school after a medical or dental appointment that caused them to miss the 9:00 a.m. ADA attendance time, bring a "Return to School" slip from the medical professional, and leave it at the front desk. Upon receipt of the documentation, the office will update the attendance record for the day.

Unexcused Absences

A student is considered to have an unexcused absence if the parent/guardian does not present a written excuse within three days for one of the reasons stated above or is away from school participating in an activity *not approved* by the district as excusable. As a school, we will work to notify parents/guardians of all unexcused absences immediately so that they may be resolved.
For more information on the impact missing school has, visit HISD's "Attendance Matters" webpage at: http://www.houstonisd.org/attendance.

Tardiness

We begin learning each morning as soon as the bell rings at 7:30 a.m. Building routines that encourage organization and self-starting are an important part of the work your child does at school. Arriving on time allows that to happen. Your child should be in their seat when the tardy bell rings at 7:30 a.m., after that, students will be marked tardy. When children are late for school, they are missing valuable

instruction and preparation time. School officials understand that occasionally traffic and inclement weather may cause a student to be late. Consistent tardies can also impact Vanguard and Dual Language transfers for the following school year. As a school, we commit to meeting with families and coming up with a plan if tardiness becomes *habitual.*

Release of Students Before Regular Dismissal

If a student needs to leave school during the day, certain procedures must be followed. Students may only be dismissed from school during regular hours to the parent(s)/contact(s) listed on the enrollment card OR someone with a written authorization from the parent. When picking up a student early, please check in at the front desk to sign the student out. Parents are encouraged to send the classroom teacher a note or email the day before if the student is to leave before the regular time.

Early release of students is allowed only for a reason such as a medical appointment. Early release of students for non-emergency or medical reasons is highly discouraged. **After 2:30 p.m., students will not be released early.**

Student Behavior

At Herod, our goal is to partner with parents and guardians in teaching students to make good behavior choices, show self-discipline, and accept responsibility for their actions. Parents and school staff will work together to teach and reinforce appropriate, positive, and productive behaviors in our students. We believe that all students can meet our behavior expectations. We understand that kids make mistakes and are here to help them learn to do better next time. Students must adhere to the HISD Code of Student Conduct. All major and minor offenses and their consequences are fully described in the Code of Student Conduct.

STEPS IN THE DISCIPLINE PROCESS

The following steps outline the basic procedures that are to be followed for disciplinary infractions. They are general guidelines for the teacher's use, but there will be instances when various steps are skipped or taken out of sequence due to the serious nature of the infraction or other special circumstances.

Step One—Informal Conference/Warning with Student:
The teacher should conference with the student away from other students and with as little disruption of instruction and learning as possible. The teacher may record in the child's conduct folder the findings of the conference and have the child sign it. Class Dojo may be used to inform the parent of the occurrence.

Step Two—Consequences:
If the behavior continues after the teacher has conferenced with the student, he/she may receive one of the following consequences: change seating assignment; reassign student to a reflection area in the classroom; send a note home; call a parent/guardian; move a card/clip on the conduct chart; reassign student to another classroom for a short period of time; or develop a behavior management plan with the student.

Step Three—Conference with Parent:
If the behavior continues after trying various consequences, the parent/guardian will be contacted. A conference will be held with the student, teacher(s) and his/her parent(s)/guardian(s). A plan for success will be written and implemented.

Step Four—Referral to an Administrator:
If the behavior is still not corrected after implementation of steps one through three, the student will be referred to an administrator. The teacher will complete the Discipline Referral Form and send it to the office with the student. The administrator will contact parents and conference with the parent about the child. A copy of the Discipline Referral form will be sent home and the parent will need to sign it and return it to the office the following day.

Step Five—Referral to IAT (Intervention Assistance Team):
If conferring with the student and his/her parents did not change the behavior, the student should be referred to IAT for evaluation and possible referral to other resources. This referral is accomplished through completion of the Request for Assistance form.

Step Six—In School Suspension:
The child may be placed in the Intervention Room for a partial day or either, one, two, or three days, depending upon the seriousness and/or frequency of the disciplinary infraction. Referral to the Intervention Room is assigned only by an administrator after review of the Discipline Referral Form completed by the referring staff member. This program is designed to provide a structured, supervised environment as an intermediate consequence before out of school suspension. The student will complete his/her work in a small group setting away from his/her peers. An administrator and/or supervising staff member will spend a portion of the assigned time in the Intervention Room discussing with the student the reasons for the referral, what school rules were violated and how the child could be proactive and correct his/her actions. (e.g., What habit should the child reflect on?)

Step Seven—Out of School Suspension:
The child may be sent home for a partial day or up to three days. Out of school suspension is assigned only by an administrator, and all absences due to suspension are considered excused. The student is responsible for making up the classwork and returning it to the teacher.

Step Eight—Alternative Placement
The administration is responsible for seeking alternative placement for students who have repetitive discipline issues, or who have as few as one severe discipline occurrence. The child shall be placed in an alternative program depending on grade level and severity.

Herod Elementary School Guidelines for Success

Each day we expect everyone at Herod to follow these guidelines for success:

- **H**ave a Positive Attitude
- **E**xpect Success
- **R**espectful, Responsible, and Ready to Learn
- **O**pen-minded
- **D**o Your Best

Technology at School

The following devices are **prohibited from use** on school property during the instructional day.

Cell Phones
Smart Watches
Tablets
Headphones & Earbuds

The instructional day is defined as follows: From the time a student arrives on campus in the morning until the final period of the day concludes. Lunch and passing periods are included.
Devices must be:

- Kept at home or stored away
- Turned off in backpacks or lockers

Only District-provided devices are approved for use during class time.
Exceptions only for:

- Approved medical needs
- A documented need based on a directive from a qualified physician
- Special Education needs (as outlined in the student's IEP or 504 plan)

- 1st Offense: Device is confiscated, parents/guardians may retrieve the phone from the office after school and review the law and HISD cell phone policy.
- 2nd Offense: Device is confiscated, parents/guardians may pick up the phone in the office after one full school day.
- 3rd Offense: Device is confiscated, parents/guardians may pick up the phone in the office after two full school days.
- Further offenses will result in elevated formal disciplinary action, as outlined in the HISD Student Code of Conduct. HISD will not be held responsible for any lost, stolen, or damaged devices confiscated due to the violation of the law and district policy.

Visiting & Volunteering at Herod

There are many ways to get involved at Herod! We will notify you of opportunities in the newsletter, on our website. We use ParentSquare to gather volunteers for both school-wide and classroom events, you can create an account at www.parentsquare.com. Whatever your time constraints, whatever your talents, we know you have something to offer! Remember, even if you only have a little time occasionally, your time is important and appreciated. Parents who are volunteering in the classroom cannot bring younger siblings with them.

Front Desk Check-In Procedures

All visitors to the school are required to enter through the door at the circle drive and report to the Front Office for a visitor's badge. This requirement applies even to parents who are on school grounds during the school day to attend a meeting, to volunteer, or to visit their child in the cafeteria at lunch. To obtain your visitor's badge, you must bring formal identification (driver's license, state issued ID or passport) to the Reception Office. Any visitor in the building without a badge will be asked to return to the Front Office and may be asked to speak with an administrator.

Additional Security Measures
All entrances to the building will remain locked during the school day. Access to the building during the school day is through the main entrance at the circle drive entrance off Jason Street. To enter the building, push the buzzer to the right of the door and the receptionist will open the door remotely, do not hold the door open for others. Parents and students are to enter and exit only through the main entrance. Please do not ask students to let you in the building as we are trying to teach them to act in a safe manner. Security cameras are located inside and outside the school building, both to serve as a deterrent and to allow the Administrative Office to monitor and review video footage captured by these cameras. Per district policy, we ask that parents stay in the lobby during arrivals and dismissal.

Volunteers In Public Schools (VIPS) Membership
To volunteer at Herod, you must be registered through the HISD Volunteers in Public Schools (VIPS) program; parents must register online every year. Here is how:

- Visit the VIPS website at http://www.houstonisd.org/VIPS to register for the first time or renew your VIPS status.
- Bring proof of identification into the main office at Herod. .

NOTE: Processing for VIPS can take up to six weeks to complete.
Each year you must update ALL information in the VIPS system and re-submit a copy of your identification.

Herod PTO Membership Information
The PTO at Herod has a level of membership that is right for you. Check out their website at https://herodpto.membershiptoolkit.com/ to see how to sign up and see available volunteer opportunities. The PTO also operates a school store which sells school spirit items, school supplies, and other fun items. School store hours will be posted on the store door near the front desk and online at the PTO website.

Health At School

What If My Child Is Sick?
Our school clinic is staffed by a full-time school nurse who can administer first aid in cases of emergency. If your child becomes ill or is involved in an accident, the school will contact the parent/guardian or emergency contact immediately. Students cannot attend school with a fever or while contagious and must be fever-free for 24 hours, without medication, before returning to school. If your child had lice, he/she must be examined by the school nurse before returning to class.

Immunizations
Children must be current on all immunizations and have proof of all vaccinations to be enrolled in Houston ISD.

Medication
If a student needs to take medication during school hours, parents must bring the medication along with an HISD-issued medication consent form completed by the student's doctor. Please make sure the doctor's signature is included in the form. This form is available in the nurse's office. All medications must be in a prescription bottle, with a prescription label in the student's name. Medications given at school may only be maintained by the school nurse and only for the treatment of long-term or chronic conditions. Students may never be in possession of any prescription or over-the-counter medications.

Herod Communications

How Do I Find out What is Happening and When?
Information will be disseminated in multiple ways to meet the needs of our diverse population.

Weekly Newsletter with Weekly Update from Principal Hewett
There will be a weekly newsletter posted in ParentSquare every Tuesday.

Tuesday Folders
Every Tuesday classroom teachers and the office staff will send home most of all written communications along with student work which includes conduct, graded assignments and/or tests in the Tuesday Communication Folder. Parents are asked to review the information in the folder and return it to school the following day.

ParentSquare/Parent-Teacher Communication
We are aiming for 100% registration in ParentSquare as it is THE communication tool for Houston ISD and Herod Elementary. Parents will be notified about meetings, events, and other school and district news through ParentSquare. Visit **www.ParentSquare.com** to select the language you want to be communicated with and make sure to keep your contact information updated. This system is helpful when we need to communicate urgent information (for example, severe weather) or a last-minute change in plans (for example, a change to the Rainy-Day Dismissal procedure), be sure to sign up!

Requesting a Parent-Teacher Conference
Parents may request a parent-teacher conference to discuss a variety of issues. Teachers are available before school, during their planning period and after dismissal. Parents are encouraged to make an appointment with his/her child's teacher.

Troubleshooting Automated Communication
Parents not receiving communication via email, phone, or text, should take the following troubleshooting steps:

- Complete the Annual Student Information Update
- Check to make sure the school phone number, 713-778-3315, is not blocked on your cell phone.
- Come up to the school and meet with one of our front office staff to help you in person.

The Marquee
Important reminders are posted on the school's digital marquee which is located on Jason Street. Birthday announcement spots are sold via the PTO.

Shared Decision-Making Committee
The Shared Decision-Making Committee (SDMC) is an advisory group composed of classroom teachers (4), professional staff members (2), non-professional staff members (1), parents (2), community members (2), a business partner (1), and the principal. School based members are selected by vote. Parents, community members and the business partner are selected by the principal, however, meetings are open to all parents and community members.

The SDMC provides input and suggestions on a wide variety of issues affecting the school during monthly meetings. Please contact the school Administrative Assistant, Mr. Spikes, at Bryan.Spikes@houstonisd.org if you are interested in learning more about how to get involved in SDMC or to add an item to the agenda.

Herod Community and Culture

Dress Code

We believe that a consistent dress code policy will help minimize distractions to learning and promote a positive school culture. Students are required to adhere to the dress code policy. Teachers will enforce the dress code, and the principal has the final authority for dress code decisions, including consequences for dress code violations.

The following guidelines should be exercised:

- Shorts, skirts, skorts and dresses worn above the knee must pass the fingertip test (this means that skirt must be below the student's fingertip when their hands are relaxed at their side).
- Hoodies are acceptable, but the hood should not be worn indoors.
- No bike shorts.
- Spaghetti straps or halter tops are not permitted.
- Pants must be worn at the waist.
- Distressed jeans may be worn; however, rips can only be at the knee. Jeans that have a simulated rip that is patched with no skin showing is acceptable
- Leggings/exercise leggings may be worn under the following conditions: (a) under a dress or skirt that meets length requirements, or (b) with a tunic/sweater/shirt that passes the fingertip test mentioned above.
- As a guideline, skin-tight clothing should not be worn to school.
- All clothing must cover the entire midriff area, chest, back, and top of shoulder area.
- Shirts must fall at, or below, the waistline, even when arms are raised.
- Shirts may not extend below the length of shorts or skirts.
- Undergarments should be completely covered.
- Shoes must be closed-toe. Flip-flops, slides, house shoes, spiked heels, combat boots, steel-toed boots, platform shoes, water socks and Heelys are not permitted.
- Clothing or bags/backpacks that feature inappropriate content cannot be worn to school. (Determination made by principal.)
- Clothing items, including jewelry, which distracts from the educational process, are not allowed.
- Headwear (hats, caps) is only permitted outdoors and on special occasions.

Special Circumstances and Events:
On field trips, students must wear their Field Trip shirts unless otherwise specified.

Students who attend school, either out of dress code or are referred to the nurse due to an accident, will receive a clean shirt/outfit to wear, if available. Parents will be contacted with a reminder of dress code policy or to inform of the accident. If a clean outfit is not available, parents will be contacted to bring a change of clothes. Three or more out of dress code incidents, will result in a parent/administrator conference. Students' learning is being impacted each time they are sent out of the classroom due to out of dress code violations.

Student Recognition

Herod is happy to celebrate the success of our students in a variety of areas including academic performance, respectful conduct, improvement, and outstanding performance in school programs. Here are some ways that we recognize students at Herod:

- Principal's Honor Roll (all A's in a grading period)
- A/B Honor Roll (all A's and no more than 2 B's in a grading period)
- Perfect Attendance (no absences including 3 or fewer tardies in a grading period)

Birthday Celebrations

If you would like to distribute treats on your child's birthday, always check with your child's teacher first for a list of acceptable foods and any food allergies that children in the class may have. HISD Board Policy states that parents are allowed to bring pre–packaged individual snacks to celebrate their child's birthday to be distributed at the end of the day by the student under the supervision of the classroom teacher. **Parents are not allowed to attend birthday celebrations during the school day.**
Invitations to your child's birthday party should not be distributed at school unless the entire class is invited. In this case, invitations can be given to your child's teacher to pass out via the Tuesday Folder.

Academics at Herod

In addition to being a traditional neighborhood school offering Early Childhood Special Education and English as a Second Language (ESL) services, Herod is a Vanguard School and a Two-Way Bilingual (Dual Language) School.
Parents interested in learning more about qualifying for additional academic services or entry into one of Herod's Magnet or Dual Language programs should contact Shelley Fair at Shelley.Fair@houstonisd.org or Juan Restrepo at Juan.Restrepo@houstonisd.org.

Grades and Conduct

The main purpose of grades is to inform the student and parent about progress toward meeting grade level standards. Teachers will assess student learning in a variety of ways throughout the day and over the course of a grading cycle. Classroom work, projects, quizzes, tests, learning checks, teacher observation, and participation will all factor into a student's overall average.

Gradebooks will be updated by teachers on a weekly basis and can be accessed online by parents and students at https://hisdconnect.houstonisd.org/public/

Criteria for academic subjects:		Criteria for citizenship/conduct:
A = 90-100	Excellent work quality; subject mastery	E = Excellent behavior; total self-discipline
B = 80-89	Good work quality; consistent effort	S = Satisfactory behavior; cooperates readily
C = 75-79	Satisfactory work; average achievement	P = Poor quality behavior; below average
D = 70-74	Work quality below expectations	U = Unsatisfactory quality of behavior
F = 0-69	Failing subject mastery	

Report Cards and Progress Reports

Half-way through the grading period, a progress report with grades from all classes will be sent home with your child. If you do not receive a report card, talk to your child, and if you cannot find it, you can log into HISD Connect to print out the latest copy. We ask that parents/guardians sign and return progress reports to their homeroom teacher.

Progress Reports Go Home			Report Cards Go Home	
Cycle 1	September 4, 2026		Cycle 1	September 25, 2026
Cycle 2	October 16, 2025		Cycle 2	November 09, 2026
Cycle 3	December 4, 2026		Cycle 3	January 08, 2027
Cycle 4	January 29, 2027		Cycle 4	February 26, 2027
Cycle 5	March 29, 2027		Cycle 5	April 23, 2027
Cycle 6	May 14, 2027		Cycle 6	May 28, 2027

Accessing Grades Online Using HISD Connect

HISD utilizes an online system, HISD Connect that allows registered parents and students access to information about class assignments, grades, and attendance records. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class. Note that Connect is the gradebook program that the campus uses. To get started, visit https://hisdconnect.houstonisd.org/public/.

Parents will need the following information to complete registration:

- Student access ID and access password
- You can input information for all students that are in your household (remember to add all access IDs and password for each student)
- If you have difficulty registering, please contact Daphne Richard, drichar3@houstonisd.org, for help registering.

Promotion Standards

Promotion Standards are updated yearly. Log on to the district website for a current list of the standards for each grade. www.houstonisd.org/promotionstandards

State and District Standardized Assessments

At Herod, we monitor student progress toward mastering grade level objectives in many ways including daily learning checks, class work, observations by the teacher, report cards, and conferences with parents. District standardized assessments are given in all grade levels at the beginning, middle, and end of the year in reading, writing, and math. The results of these assessments help us to learn students' strengths and areas of growth and to personalize their learning to meet their individual needs. Additionally, public school students in Texas participate in the State of Texas Assessment of Academic Readiness (STAAR) test in grades 3-5.

Specialist Classes

The Specialist classes for grades pre-kinder – 5 include art, music, physical education and Media. On days when students attend P.E., tennis shoes with socks should be worn.

All students will visit the library once per week with their ELAR/SLAR teacher. At that time, students can check out books equal to their grade level. Note that Kindergarten students can check out 1 book at a time beginning in the Spring semester. PreK students may visit the library but will not check out books.

Student Transfers

We love that we have students from all over the city transfer to Herod to be a part of our Vanguard or Dual Language program. Student transfers are approved on a one-year basis. Students must follow all school and district policies, including policies related to attendance and grade/conduct requirements, as set forth in the Vanguard or Dual Language/PCT entrance agreements.

After School Programs & Summer Camp

Herod offers two fee-for-service after school options. The Extended Day program offers hours from 3:00-5:30pm. Students participate in study hall and free play.
The Enrichment Program provides students a variety of class offerings to choose from. Enrichment classes are offered each semester.
Summer Camp registration is sent out in February of the current school year.