

**Howard Early Childhood Center
Alamo Heights ISD
Handbook
2011-2012**



Dear Families,

Welcome to Howard Early Childhood Center where the *tradition of excellence* in the Alamo Heights Independent School District begins! We hope your experiences at our school will be pleasant and rewarding.

This handbook contains the following information to acquaint you with our program for young children:

Philosophy, Goals, and Curriculum
Parent Involvement Opportunities
School Calendar and Floor Plan
School Policies and Procedures
Health/Immunization Information

Please read this handbook carefully for reference during the school year. If you have any questions concerning any of the information provided or if you have a question regarding something not covered in the handbook, do not hesitate to contact us.

We are looking forward to working with you. Together we can make this important year a productive, successful, and happy experience for your child.

Sincerely,



Dan Bolen
Principal

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PHILOSOPHY

The Howard Early Childhood Program is founded upon the respect for and understanding of the developmental needs of children served. The purpose of our program is to provide opportunities for each child to experience the joy of learning and to develop intellectually, physically, socially, and emotionally.

In order to lay a solid foundation, we believe that children need many firsthand, concrete materials, and carefully guided language experiences. Further, we believe that learning should take place in a positive environment where the dignity, worth, and uniqueness of each child are recognized at all times.

Thus, we are committed to seeking out and developing the abilities of each child as well as providing stimulating activities, which allow children to discover, to experience, to observe, and to think, with attention given to the encouragement of creativity in an atmosphere of learning and growth. The concepts, knowledge, and skills acquired in this year will provide the foundation upon which subsequent learning is based.

GOALS

The goals of the Howard Early Childhood Program are as follows:

- To help each child develop a positive self-concept
- To help each child develop socially, emotionally, cognitively, and physically
- To provide many opportunities for each child to be successful
- To encourage creativity, questioning, and problem-solving
- To foster an enjoyment for learning in each child
- To facilitate each child's learning through active learning opportunities that are developmentally appropriate for the age of the child

CURRICULUM

Above all, our curriculum responds to the differing learning and developmental needs of young children. Each decision about the curriculum is made in light of what is best for the particular children being served--of what is developmentally and individually appropriate.

The following principles, based both on firsthand, day-to-day experience and extensive research into how young children learn, are taken as fundamental:

- The curriculum is presented in an integrated format, recognizing that content areas in instruction are naturally interrelated as they are in real life experiences. Toward that end content is planned around themes, with the themes being developed through learning centers in which the children are free to plan and select activities to support their individual learning experience. The theme approach includes activities in language arts, social studies, creative dramatics, music, art, science, math, or any combination of these--rather than via short periods of time spent on each subject area. In the resulting integrated curriculum, learning is regarded as a process rather than a collection of facts.
- Children are engaged in active, rather than passive, learning activities. Learning takes place as children touch and manipulate things. As they develop, they move from concrete activities and materials to those that are representational, and then from the representational to the symbolic. Spontaneous play, either alone or with other children, is a natural way for young children to learn to deal with one another and to understand their environment; play is respected as an appropriate way of learning.
- Because children come to school with different knowledge, concepts, and experiences, it is important that new learning be connected to something that is known and relevant.
- The curriculum provides opportunities for all children to develop to their greatest potential in a manner that is consistent with what we know about how young children learn and develop.

FIELD TRIPS

Field trips will be scheduled throughout the year to supplement areas of study. Transportation will be by school bus. Occasionally, students may be asked to pay for an admission fee; however, no child will be excluded from attending because he is unable to pay. A permission form signed by the parent or legal guardian must be on file at the school for a student to participate in field trips.

SCHOOL HOURS FOR STUDENTS

The daily schedule for each of our programs is listed below:

Kindergarten	8:20 a.m - 2:00 p.m.
Pre-Kindergarten*	8:00 a.m - 11:00 a.m. (morning) 11:00 a.m. - 2:00 p.m. (afternoon)
PPCD (3 & 4 year olds not yet eligible for Pre-K)	Determined by ARD committee

**Eligible pre-kindergarten students may also attend a Head Start program in a classroom here at Howard. For more information about Head Start offerings, please contact their office at 832-5912.*

SCHOOL OFFICE HOURS

The school office is open Monday through Friday from 7:30 a.m. to 4:00 p.m. Teachers are on duty from 7:45 a.m. to 3:45 p.m.

ADDRESS OR TELEPHONE CHANGE

It is essential for students' safety and well being that school personnel have the following information current at all times:

Correct Address
Telephone Numbers (Home, Work, Cell)
Emergency Contacts

Parents are requested to keep the office informed of any address or telephone changes that occur during the school year.

EMAIL

Howard school offers a mailing list for electronic reminders, bulletins, newsletters, etc. to keep you informed of important campus and district information. Only the campus principal can send out an announcement to those who subscribe. As a subscriber you will not be able to send messages to the mailing list.

To **subscribe** please go to the following web address:
http://www.ahisd.net/General/newsletters/hecc_eblast.htm

To **unsubscribe** follow instructions that are provided at the end of each email you receive from the mailing list.

ARRIVAL / DISMISSAL

Arrival

Children should not arrive at school before 7:30 a.m. unless they ride a school bus that gets to the school earlier. Though the school day does not begin until 8:20 in the morning, teachers prefer that the children arrive as close to 8:00 a.m. as possible so that they can have ample time to prepare for the school day.

Students arriving between 8:00 - 8:20 a.m. may go directly to their classroom. Those arriving after 8:20 a.m. must report to the attendance office for an admittance pass before going to the classroom.

In the morning, kindergarten students should be dropped off on the school curbside of the Lorenz driveway. Staff members will be on duty from 7:45 to 8:15 A.M. to open car doors and assist children in getting out of the car. Pre-kindergarten students and children with special needs should be dropped off on the school side of the Broadway driveway. Because this is also the drop-off for students riding the bus, please drive to the point nearest the cafeteria so as not to block the buses. Remember never to drive around a bus loading or unloading students.

Safe Arrival Tips

- ❖ Helpers are on duty at 7:45 – 8:15 a.m. to assist your child.*
- ❖ Form ONE line in the lane nearest the building.
- ❖ Drive to the end of the driveway to the drop off area.
- ❖ STAY in your vehicle.
- ❖ Your child is safest in the back seat. Please have him or her seated in the middle or on the side closest to the building. Remember the National Highway Traffic Safety Administration recommends booster seats for children until they are at least 8 years old and 4' 9" tall.
- ❖ Parking in the parking lot accessed by this driveway is for teachers only. Visitors may park in the available slots near the office or in the large parking lot on the Broadway side of the building near the cafeteria.

** If you arrive before 7:45, you may either walk your child into the building or watch until he or she enters Howard.*

Dismissal

If you will be picking up your child from school, allow yourself plenty of time. A police officer assists us at the beginning of the year during dismissal until everyone is familiar with the dismissal routine and to ensure everyone's safety.

- ❖ **Remember the National Highway Traffic Safety Administration requires booster seats for children until they are at least 8 years old and 4' 9" tall.**
- ❖ **Please do not park on Lorenz or in the parking lot near the office from 1:15 – 2:15. Vehicles will be ticked and/or blocked in by buses.**

Individual Car Pick-up

- ❖ **All vehicles picking up children should approach the school from Nacogdoches.** If you are on Broadway at dismissal time, drive to Terra Alta or Knibbe and go to Nacogdoches to get in line on Lorenz for pick up. No left turn is permitted into the driveway on Lorenz at dismissal.
- ❖ Form two (2) lines **after** you enter the driveway.
- ❖ Stay in your lane once you enter the driveway – If you are on the inside lane closest to the building, you **MUST** turn right on Lorenz. If you are on the outside lane closest to the street, you **MUST** turn left on Lorenz.
- ❖ Be sure your number is **visible** and on your visor. If you need another number, ask your child's teacher.
- ❖ Please be observant as teachers may be crossing the lane to put a child in another vehicle.
- ❖ **STAY in your vehicle.**
Your child is safest in the back seat. Please have him or her seated in the middle or on the side closest to the building.

Carpool Pick-up

- ❖ **All vehicles picking up children should approach the school from Nacogdoches.** If you are on Broadway at dismissal time, drive to Terra Alta or Knibbe and go to Nacogdoches to get in line on Lorenz for pick up. No left turn is permitted into the driveway on Lorenz at dismissal.
- ❖ Carefully pass cars in line for single car pick up and form a line waiting to turn right into the main parking lot. Please do not block the entrance or exit to the circular drive. Vehicles will be permitted to enter the parking lot once the buses have departed Howard.
- ❖ Be sure your number is **visible** and on your visor. If you need another number, ask your child's teacher.
- ❖ **STAY in your vehicle.**
Your child is safest in the back seat. Please have him or her seated in the middle or on the side closest to the building.

ATTENDANCE/ABSENCES/TARDIES

Regular attendance is essential to success at school. Thus the improvement of student attendance is always an ongoing goal for our school.

Our school board policy states: “The district shall notify a student’s parent if the student has been absent from school, without excuse under Education Code 25.087, on three days or parts of days within a four week period. It is the parent’s duty to monitor the student’s school attendance and the parent is subject to prosecution under Education Code 25.093.”

We encourage parents to send their child to school every day unless he/she is ill and to see that their child arrives no later than 8:20 each morning. We further encourage parents to schedule out-of-town trips on weekends and school holidays.

Absences

Certain absences are considered by the State as excused absences: personal illness or illness or death in the immediate family, weather or road conditions that make travel dangerous, and other unusual circumstances acceptable to the Principal or Superintendent. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Medical and dental appointments will be considered excused absences if the student brings a note from the parent verifying the appointment; however, whenever possible, parents are requested to schedule these appointments so that they do not cause the child to miss classes.

Students may be excused during school hours for necessary appointments with a written request from the parent. The child should be picked up in the school office so the parent or adult can sign the child out of school.

Tardies

Parents are requested to help their child receive the most from the school day by ensuring he or she arrives by 8:00 a.m. The tardy bell rings at 8:20 a.m. When a student is late to school, he misses important directions or announcements and loses prime instructional time. A note explaining the reason for being tardy should be sent with the child, and the student must stop by the attendance office for an admittance slip to class. Students who arrive after 10:30 are counted absent for that day unless they have verification from a medical provider that an appointment was kept on that day.



The attendance office handles all procedures for absences and tardies. Parents are encouraged to call the attendance secretary when a child is going to be absent or late. The phone number is 832-5900.

WITHDRAWAL FROM SCHOOL

The school office should be notified immediately when a student moves out of the district. When this occurs, parents must withdraw their child within five days of the move. If a student moves to a different address within the district, parents must again furnish the office with proof of residence.

To withdraw a student expeditiously, parents need to inform the school at least two days in advance. A student must also return all library books, any materials belonging to the school and pay any monies owed for food in the cafeteria. When all accounts are cleared, the student's records will be issued.

CAFETERIA/LUNCH

The school cafeteria serves breakfast and lunch. Breakfast is served from 7:45 - 8:15 a.m. Each class is scheduled for a 30-minute lunch period. Parents may pre-pay their child's lunches by adding money to their child's account. Information on setting up your child's account may be found at www.ahisd.net. Select the Food Service Prepay link. You may also send cash or a check to the cafeteria in an envelope clearly marked with your child's first and last name and the name of his or her teacher. Please note that if your account is overdrawn, your child will be provided lunch. We ask that you keep your account up to date.

A menu for the fall semester will be provided at the Meet the Teacher/Orientation session or upon registration. You may also access the menu online at the web address above or you may call (210) 832-5940 for questions or comments about the menu. Our cafeteria will make special arrangements to substitute juice for students who are allergic to milk provided we have a doctor's note to this effect on file.

Students may also bring their lunch from home. Glass bottles and carbonated drinks may not be brought for safety and nutritional reasons. Milk may be purchased separately.



Students may qualify for reduced-price or free meals. The District participates in the National School Lunch Program and offers free and reduced-price breakfast and lunch based on a family's financial need. Applications are available in the school office.

PARENT INVOLVEMENT

Parent involvement is crucial to the success of an early childhood program. When young children see their parents and school faculty and staff working closely together, they feel more secure about their experiences. In order to foster and nurture a close working relationship with parents, we are highly committed to the following:

- making all parents feel welcome and comfortable
- communicating regularly with parents through phone calls, emails, notes home, conferences, calendars, and newsletters
- inviting parents to express their ideas and opinions about the school and the program to both the teachers and the principal
- encouraging parents to bring any concerns that arise to the teacher's attention promptly
- providing many opportunities for parents to become involved in their child's schooling

PARENT TEACHER ORGANIZATION - PTO

All parents are encouraged to join the Howard PTO which provides tremendous assistance/support to our school. Dues are \$5.00 per family per year. Money raised from membership dues is used to support the school program and additional donations are gladly accepted. Each family who joins the PTO will receive a Student Directory.

PTO meetings are held at 12:00 p.m. usually on the second Wednesday of each month in the library. All parents are invited to attend these monthly meetings.

HOMEROOM PARENTS

Homeroom parents assist with class parties, in communicating information to parents within the class, in accompanying the class on field trips, and in providing other assistance requested by the teacher.

Parents wishing to serve as homeroom parents should indicate this on the Volunteer Sign-up Form completed at registration or they may contact the PTO Volunteer Coordinator.

PARENT VOLUNTEERS

Parent volunteers help in the classroom, library, or wherever assistance is needed. Parents who would like to volunteer their service on a regular or occasional basis may sign up with the teacher during the August Meet the Teacher/Orientation Program or at Back to School Night. You may also contact the PTO Volunteer Coordinator or the school office to express your interest in volunteering.

If you are interested in volunteering in a position requiring interaction with children, you will be required to undergo a background check. To begin the process, visit the AHISD website (www.ahisd.net) and download and print the Criminal History Form under the Personnel Department section. Be sure to check the volunteer spot on that form when filling it out, and then submit the form and a copy of your driver's license to one of the secretaries at Howard. You can either drop your completed form off at the Howard office or mail it to the school at the address on the back cover of this booklet. The criminal background check takes several days to process. Please plan accordingly.

CLASSROOM AND LUNCH VISITATIONS

All parents are encouraged to visit their child's classroom and to join their child for lunch at least once each semester. Teachers would appreciate a note from parents who plan to visit the class or who plan to come have lunch. Lunch visitations should occur after the first two weeks of school to give children time to adjust to the new routines and schedule.

PARENT/TEACHER CONFERENCES

All parents are requested to share in their child's education and progress by participating in two regularly scheduled conferences--one in the early fall, the other one at the end of the year. During the two conference weeks, students are dismissed early at 1:00 p.m. to allow teachers time to conference with parents.

Additional conferences may be arranged by calling the teacher for an appointment.

VISITORS

Parents and others visiting our campus are to enter the building using the doors near the office on the Lorenz Street side of the school. All other doors will be locked or will automatically lock after the school day begins. Teachers and staff members are not authorized to open any locked doors for parents or visitors. You are also reminded to **sign in** and obtain a **Visitor's Pass** from the office when visiting our school after the school day begins.

PARENTS LIVING IN SEPARATE HOUSEHOLDS

When parents of a student are separated, involved in divorce proceedings, or are divorced, the principal will respect the rights of custodial and noncustodial parents equally, except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school with a copy of such a court order if restricted access to students or student information is requested.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and other campus events or activities and Admission, Review and Dismissal (ARD) committee meetings. It is also important the noncustodial parent inform the school office of his/her name, address and phone number if he or she wishes to be consulted regarding his/her child or placed on the school's mailing list.

PROBLEM SOLVING

Parents are encouraged to communicate with the school should concerns or problems arise relating to their child or any phase of the school program. If a concern relates to the classroom, parents should first arrange a conference with the teacher. If a resolution is not reached, the principal should be contacted. Should any problem remain unresolved at the campus level, please refer to district policy.

CONDUCT

At Howard, discipline is viewed as teachable moments. Changing behavior takes time and the staff at Howard is committed to working with students on developing positive social, emotional and behavioral skills which will help them be successful both inside and outside the school setting. This focus on the development of the *whole child* is fostered through the on-going teaching of social and life skills.

The following school-wide expectations ensure both the safety and well-being of the students and staff at Howard:

- Keep hands, feet and objects to yourself.
- Be good listeners.
- Follow instructions.
- Use walking feet.

In addition to these school-wide expectations, teachers develop classroom rules with their students that support both teaching and learning in the classroom setting.

When students violate rules, interventions are in place for holding the student accountable for the behavior, while also teaching replacement behaviors for future use. When concerns arise, we believe that it is essential for home and school to work closely in an attempt to support the student in developing responsible behavior.

The district's *Code of Conduct* booklet is on the Howard web page. Take some time to review this information and contact your child's teacher or the principal should you have any questions.

BRINGING ITEMS TO SCHOOL

Toys, games, or similar items are sometimes distracting from planned activities and should be brought to school only if they pertain to the study of a topic or to "Show and Tell". Teachers will provide parents with the "Show and Tell" schedule for their class. Likewise, pets may be brought to school only if the teacher has given prior approval.

Extra money or items of extreme value, such as expensive jewelry or handheld video games, should not be worn or brought to school at any time.

DRESS AND GROOMING

Students are encouraged to dress neatly, comfortably, and appropriately for learning activities. It has been our experience that boots and long dresses are often difficult to maneuver in, especially during physical education classes; jewelry is often distracting and easily misplaced; and midriffs, bareback, and tank tops are uncomfortable in air-conditioning.

No special clothing is required for physical education; however, students are requested to wear tennis shoes or other soft-soled shoes as a safety precaution.

It is extremely helpful for children to practice manipulating buttons and zippers at home so they can remove and put on outer wraps here at school.

Parents are also urged to mark all removable clothing with the child's name so items can be easily returned when misplaced.

LOST AND FOUND

Labeling all personal belongings (caps, sweaters, coats, gloves, tote bags, lunch boxes, etc.) is a great help in returning lost items to the proper owner. Students who have lost articles should inquire in the school office. Items not claimed from Lost and Found at the end of the school year will be given to a charitable organization.

PARTIES

Each class will have the following parties during the school year: a small treat at Halloween, a party at Christmas, and another on Valentine's Day. The homeroom parents make arrangements with the classroom teacher for these parties.

Parents may send cookies or cupcakes to the class on their child's birthday. These will be distributed at an appropriate time to be determined by the teacher. Invitations to personal parties may not be distributed at school. Class picnics or parties of any kind at individual homes during school hours are not permitted.

Health

A licensed vocational nurse is on our campus. Besides supervising the clinic, she oversees the children's immunization records and is a resource person for teachers, students, and parents. Routine vision and hearing screenings are conducted for all pupils. Notices are sent to parents only if a problem is detected.

The responsibility of the school nurse or her designee in case of student illness or accident is to give immediate emergency aid, note symptoms, and notify parents, if needed. Sick or injured students will be kept in the clinic where parents may pick them up after notification.

Parents complete an emergency card each year which includes a place for parental consent allowing school officials to obtain emergency medical treatment for the student, if necessary. Parents are also asked to supply other contact information that could be required in case of an emergency; parents must update this information as often as necessary.



Medication

If medication is required during the school day, the following guidelines set by the Alamo Heights Independent School District must be followed:

Only prescription medication in a properly labeled prescription container may be given at school. All medications will be kept in the clinic and administered by the school nurse or her designee. Written parental request and permission with specific instructions must accompany the medication. If medication is to be administered for more than two weeks, a Medical Request Form must be completed by the physician. The school nurse will supply the form. All medication must be taken to the clinic as soon as the child arrives at school; no medications are kept in the classroom or by the child, except in unusual situations. The container must have a new label if at any time the dosage changes. We greatly appreciate your help in adhering to the district policy on medication at school. Please note that we cannot accept non-prescription, over-the-counter medications, such as aspirin, cough drops, cold medications, homeopathic remedies, vitamins, and/or physician samples, or medication in an envelope or wrapped in paper/foil.

Parents of children with asthma who require a nebulizer must supply the medication, tubing, and mask to the nurse. The school has a nebulizer.

Immunizations

All students must be immunized against certain diseases. The immunizations required are: diphtheria/tetanus/pertussis, polio, measles (rubeola), mumps, rubella (MMR), HIB, Hepatitis B and Hepatitis A, and varicella (chickenpox); the school nurse can provide information on the required doses of these vaccines. Proof of immunization

may be personal records by a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate or a “letter” of conscience signed by a licensed physician that states, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate may be obtained from the state health department at www.dshs.state.tx.us and must be renewed yearly unless the physician specified a life-long contraindication. If there are any other conflicts with the requirements for student immunization, please contact the nurse.

Student Illness

Parents of students with a contagious disease are asked to telephone the nurse/principal's office so that other students who have been exposed to the disease can be alerted, if necessary. Convalescing students are not allowed to attend school until the disease is no longer contagious. Please consult with the nurse about specific situations.

General guidelines related to school attendance when ill include:

- Students must be fever-free—**without fever-reducing medication**—for 24 hours before returning to school.
- Students with contagious bacterial infections (e.g. strep throat, tonsillitis, pink eye, chickenpox) need to be on their antibiotic therapy for a full 24 hours before returning to school.
- Students with vomiting and/or diarrhea need to stay home until stools are formed and the child can eat a normal diet.
- Students with widespread impetigo, scabies, headlice or ringworm need to be treated before returning to school. Contact the school nurse for further guidance and assistance.
- Students with common cold symptoms may attend school as long as there is **no fever** and the child can function in the normal class routine.

Allergies

Parents of children with allergies - regardless of source - **MUST** talk with the nurse and give specifics regarding the child’s reactions(s). Any required medication must be presented to the nurse on the first day of school or when the allergy occurs.

For any health-related questions or problems, contact the school nurse at 832-5903.

EMERGENCY DRILLS

Students, teachers, and other district employees participate in regular drills of emergency procedures during the school year. Explicit evacuation instructions are given to each class for fire and severe weather conditions. When the alarm is sounded, students must follow the directions of teachers or marshals quickly and in an orderly manner.

SPECIAL NOTE FOR PARENTS

Smoking and the use of tobacco products shall be prohibited in all district buildings, at all school related events, and on all district property.

NOTICE OF NONDISCRIMINATION ***(SECTION 504 OF THE REHABILITATION ACT)***

The Alamo Heights Independent School District does not discriminate on the basis of race, color, national origin, sex, age or handicap in access to or employment in its programs or activities.

Any person having inquiries concerning the district's compliance with regulations regarding nondiscrimination should contact:

Kris Holliday, Director, Special Education and Pupil Services
Educational Development Center
705 Trafalgar
San Antonio, Texas 78216
(210) 442-3700

Notification to Alamo Heights ISD Residents of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Parents must consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

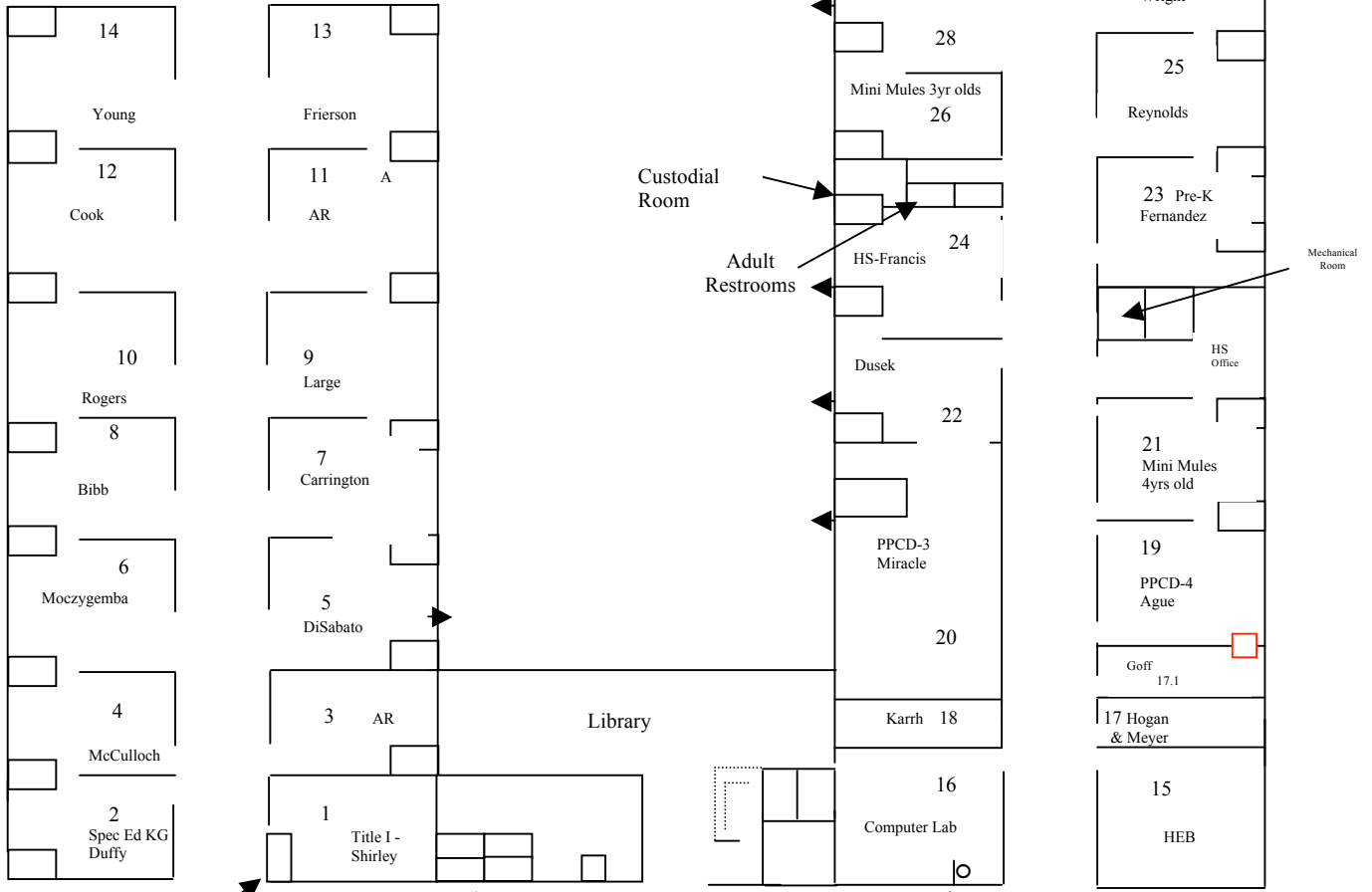
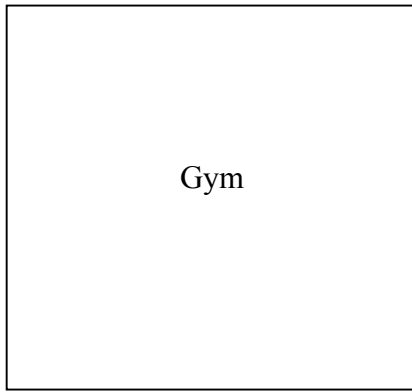
If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designed person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Ann Beuhler


Phone Number: 210-442-3700

Howard School Floor Plan



Phone Booth

Restrooms – 2 in hallway and 2 in lounge/workroom

 Restrooms (unless otherwise noted)

Dan in front office.

Adult RR

Sprinkler Closet

Storage 38

37 Title I Jyl

36 Fenley

35 Vincent

AR 34

33 AR

32 Johnson

31 Mendenhall

30 Pre-K-Ballew

AR

28

Mini Mules 3yr olds 26

29 Massey

27 Wright

25 Reynolds

23 Pre-K Fernandez

24 HS-Francis

Adult Restrooms

Dusek

22

21 Mini Mules 4yrs old

19 PPCD-4 Ague

20

PPCD-3 Miracle

HS office

18 Karrh

17 Hogan & Meyer

16 Computer Lab

Sink

15 HEB

Mechanical Room

Goff 17.1

14 Young

13 Frierson

11 A AR

9 Large

7 Carrington

5 DiSabato

3 AR

Library

1 Title I - Shirley

4 McCulloch

2 Spec Ed KG Duffy

8 Bibb

6 Moczygemba

10 Rogers

12 Cook

Calendar of Events

2011-2012

August

- 15 Convocation, 8:30 – 10:00, AHHS Auditorium
10:45 – Faculty & Staff Picture (Library)
11:00 – 3:30 – Staff Development (Lunch at 11:45)
- 16 Staff Development
- 17 Teacher Workday
- 18 Meet the Teacher, 9:00 – 9:30 or 12:00 – 12:30
Staff Development (remaining time)
- 19 Workday – PTO hosts luncheon for teachers/staff.
- 22 1st Day of School for Kindergarten
- 23 Head Start/ Pre-kindergarten Orientation, 9:30 – Howard
Library
- 29 1st Day of School for Pre-K, Head Start, and PPCD

September

- 5 **Labor Day Holiday**
- 7 PTO Meeting, 12 Noon
- 12 Back to School/Curriculum Orientation (10 K classes)
6:00 – 7:30 p.m.
- 13 Back to School/Curriculum Orientation (9 K classes)
6:00 – 7:30 p.m.
- 14 Homeroom Parent Meeting, 8:30 – Library
- 21 Howdy Night 5:00 – 7:00 p.m./Parade 4:00 p.m.
- 22 **Classroom Volunteer Orientation, 6:00 – 7:30**
(Pizza Dinner & Childcare provided.)
- 26 National Family Day

October

- 10 **Student Holiday**/Teacher Staff Development
- 12 PTO Meeting, 12 Noon
- 13 Raffle Drawing
- 18&19 Individual Picture Day
- 24-28 Parent-Teacher Conferences, Early Dismissal at 1pm
- 31 Halloween/Fall Centers & Activities

November

9 PTO Meeting, 12:00
21 – 25 **Thanksgiving Holiday Break**
30 Picture Retakes

December

5 - 8 After School Enrichment Classes (Mon. – Thurs.)
16 Holiday Parties
19 – Jan 1 **Christmas Holiday/Winter Break**

January

2 School Resumes for Students
10 Kindergarten Preview & Registration for 2012-2013,
2:30 – 3:30 p.m. (Limit: 60 Students)
11 PTO Meeting, 12:00 Noon
16 **Holiday – Martin Luther King’s Birthday**
18 & 19 Group Picture Day
23 Kindergarten Preview & Registration for 2012-2013,
2:30 – 3:30 p.m. (Limit: 60 Students)

February

Jan 30-2 After School Enrichment Classes (Mon. – Thurs.)
8 Kindergarten Preview & Registration for 2012-2013,
2:30 – 3:30 p.m. (Limit: 60 Students)
8 PTO Meeting, 12:00 Noon
14 Howard Valentines Day Parties
16 Kindergarten Preview & Registration for 2012-2013,
2:30 – 3:30 p.m. (Limit: 60 Students)
20 **Student Holiday**/Teacher Staff Development
27–Mar 2 Book Fair/Texas Tea Room

March

12 – 16 **SPRING BREAK**

April

4&5	Spring Pictures
6	Holiday – Good Friday
9 – 13	Parent–Teacher Conferences/Early Dismissal at 1:00 p.m.
11	PTO Meeting, 12:00
16 - 19	After School Enrichment Classes (Mon. – Thurs.)
26	Mini – Fiesta, 9 – 11 a.m.
27	Holiday – Battle of Flowers

May*

8	K Students visit Cambridge, 9:00 a.m.
9	K Students visit Woodridge, 9:00 a.m.
9	Joint PTO Meeting, 12:00 p.m.
28	Holiday – Memorial Day
31	Last Day of School

June

1	Teacher Workday
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