

Helms Community Learning Center Parent–Student Handbook 2009 - 2010



Manual para Padres / Estudiantes del Centro Educativo Helms

503 West 21st Street Houston, TX 77008

www.helmsduallanguage.org

Theresa M. Campos, Principal / Directora

Welcome to Helms and the 2009-2010 school year!

This handbook describes the expectations, responsibilities, policies and procedures for the parents and students of Helms Community Learning Center. Please take the time to read it carefully and review it with your child. The last page contains an acknowledgement form we ask you to sign and return to your child's teacher.

Thank you for your prompt response.

¡Bienvenidos a la Escuela Helms y al año escolar 2009-2010!

Este manual describe lo que se espera de los padres y estudiantes, junto con las responsabilidades, reglamentos y procedimientos del Centro Educativo Helms. Haga el favor de tomar el tiempo necesario para leerlo detenidamente con su hijo/a. La última página es un formulario que requiere su firma. Con su firma usted indica que ha leído y entiende el contenido de este manual. Por favor regrese el formulario (la última página) al maestro/a de su hijo/a.

Muchas gracias por su rápida respuesta.

**Helms Community Learning Center
Dual Language Magnet School**

**Centro Educativo Helms
Escuela de Doble Vía Magnet**

503 West 21st Street
Houston, TX 77008

www.helmsduallanguage.org

713-867-5130 Main Office

713- 867-5133 FAX

HISD Central District
Distrito Central de HISD

**Parent-Student Handbook
Manual de Padres y Estudiantes
2009- 2010**

Theresa M. Campos, Principal / Directora
Jennifer Day, Magnet Coordinator / Coordinadora Magnet

This handbook serves as a guide to the expectations, responsibilities, policies, and procedures of Helms Community Learning Center. It is used in conjunction with the Code of Student Conduct and the policies of the HISD Board of Education and the Texas Education Agency. HISD does not discriminate in regard to race, color, national origin, age, gender or disability.

Este manual sirve como guía de las responsabilidades, reglamentos y procedimientos del Centro Educativo Helms. Se usa conjuntamente con el Código de Conducta Estudiantil y los reglamentos de la Mesa Directiva del Distrito Escolar de Houston y la Agencia Educativa de Texas. HISD no discrimina por razón de raza, color, origen nacional, edad, género, o incapacidad.

September 21, 2009

Dear Parent/Guardian,

I would like to take this opportunity to welcome you to a new school year at Helms CLC and to introduce you to our Parent-Student Handbook. We are committed to providing a safe, enriching, and challenging learning environment for each child. School/home communication is vital. Each week you will receive a "Monday Memo" with important information and reminders about school events.

We at Helms believe that a child's education is the product of home and school. A strong partnership between school and your family will result in success for your child. I encourage you to keep an open dialog about school in your home. Expect and ask your child to see the weekly "Monday Memo" that will provide important reminders and news of upcoming events. Ask to see your child's homework and test scores. Establish consistent routines, and encourage at least thirty minutes of supervised daily reading time. Discuss what was learned, discovered, read, and talked about at school every day. In addition, visiting school and attending as many school activities as possible also sends a message to your child that education has a high priority in your family.

Similarly, stressing the need for regular on-time daily attendance conveys to your child the importance of school. Our instructional day begins at 7:45 a.m. Students who arrive late to school disrupt the learning process. We know that there will always be "traffic" in our city. Please plan ahead and make arriving on time a family priority. Your child will thrive!

After you have read and discussed the Student-Parent Handbook with your child, please sign and return the acknowledgement page located at the end of the handbook.

Thank you for your confidence and support. We look forward to sharing a tremendous 2009-2010 school year with you and your child.

Sincerely,

Theresa M. Campos,
Principal

21 de septiembre del 2009

Estimados Padres de Familia o Tutor,

Tomo esta oportunidad para darles una cordial bienvenida al nuevo año escolar en el Centro Educativo Helms e introducirlos a nuestro Manual de Padres y Estudiantes. Estamos comprometidos a proveer aprendizaje estimulante en un ambiente seguro y fortalecedor. Es vital tener una comunicación constante entre casa y escuela. Les indico que semanalmente recibirá la "Nota del Lunes". Este le dará información importante y recordatorios de eventos que han sido programados.

En Helms creemos que la participación del hogar y la escuela es esencial en la educación del niño/a. Una colaboración fuerte entre escuela y su familia resultará en el éxito de su hijo/a. Les motivo para que mantengan en casa un diálogo abierto sobre la escuela. Pida a su hijo/a que le enseñe su tarea y los resultados de los exámenes. En casa, procure establecer rutinas consistentes y tener por lo menos 30 minutos diarios de lectura supervisada. Converse acerca del día en la escuela; lo que aprendió, descubrió, leyó y platicó. Adicionalmente, el visitar la escuela y asistir a las actividades escolares da el mensaje a su hijo/a que la educación tiene una alta prioridad en su familia.

También el darle importancia al llegar a tiempo y la asistencia cada día comunica a su hijo/a lo importante que es la escuela. Las clases empiezan a las 7:45 a.m. Los estudiantes que llegan tarde a la escuela interrumpen el proceso del aprendizaje. Sabemos que siempre habrá "tráfico" en nuestra ciudad. Por favor haga planes para salir temprano hacia la escuela y hacer de esto una prioridad para la familia. ¡Su hijo/a prosperará en su educación!

Después de haber leído y platicado con su hijo/a sobre el contenido de este Manual de Padres y Estudiantes, haga el favor de firmar y regresar la última página al maestro/a de su hijo/a.

Gracias por su confianza y apoyo. Esperamos compartir con usted y con su hijo/a un exitoso año escolar 2009-2010.

Atentamente,

Theresa M. Campos,
Directora

Our Mission

At Helms Community Learning Center, we nurture the total development of every child to become life-long learners ready to compete in our global society. This is accomplished through differentiated instruction with the active participation of parents, community and school in a respectfully collaborative environment.

Our Vision

Helms Community Learning Center seeks to create a collaborative environment dedicated to respect, affirmation, inclusion and a love of learning. Helms' citizens:

- Are respectful and they are respected;
- Affirm each other's abilities by celebrating our differences and commonalities;
- Are nurtured to discover the talents within themselves and their community; and,
- Celebrate learning together.

Through the practice of our core values we become citizen trustees of a global community who are lifetime achievers.

Our Core Values

I Inclusion

S Safety

H Hope

A Acceptance

R Respect

E Excellence

"I SHARE"

School Facts

School Colors: Red and White

Mascot: Eagles

Built: 1918

This past year, we celebrated our 90th anniversary!

Daily Schedule

7:00 a.m. Parents drop off students at the Cafeteria door for breakfast. Pre-K students may be dropped off in the main hallway.

7:35 – 7:45 a.m. Students exit the cafeteria and line up under the pavilion

7:50 a.m. Classroom instruction begins
Students are considered tardy

8:00 a.m. Pledge of Allegiance, Announcements, Word of Wisdom

2:45 – 3:15 p.m. DEAR TIME* (**D**rop **E**verything **A**nd **R**ead)

3:15 p.m. Dismissal for students on Monday, Tuesday, Thursday, & Friday when the bell rings

12:45 p.m. Dismissal for students on Wednesdays when the bell rings

Please note: Attendance is taken daily at 9:45 a.m.
School Office Hours: 7:00 a.m. – 4:00 p.m. - 713-867-5130
After School Office Hours: 10:00 a.m. – 6:00 p.m. - 713 867-0820

*We ask that parents notify the teacher/front office in advance if students must leave early. We will not interrupt by calling into the class during DEAR time. Students who must leave campus between 2:45 – 3:10 p.m. will come to the office before DEAR time to read quietly while waiting for an adult to sign them out early.

After School Program Hours

Monday thru Friday – Dismissal to 6:00 p.m.

(Student activities end at 5:30 p.m.; Program closes at 6:00 p.m.)

Attendance

Good attendance promotes productive, wholesome attitudes and high student achievement. We will enforce the HISD policy that elementary school students may have no more than three unexcused absences per semester to be considered for promotion to the next grade. Students are excused when absent due to personal illness, sickness or death in the immediate family, quarantine, inclement weather as determined by HISD, and participation in school activities with unusual circumstances as recognized by the principal. All students will be given the opportunity to make up work when absent. Students who have been absent must present a written excuse from a doctor or guardian upon return to school. **The written excuse should be turned in to the classroom teacher or to the main office within three (3) days from the time of the absence. If a student fails to attend school without an excuse, the district shall file a complaint with the Harris County Justice of the Peace Courts against the student's parent or legal guardian, the student, or both. The student may also be referred to a juvenile court.**

Attendance is officially recorded at 9:45 a. m. each day. We encourage parents to schedule appointments on Wednesday afternoons when possible.

CHARLES A. ROSENTHAL, JR.
DISTRICT ATTORNEY
HARRIS COUNTY, TEXAS

August 1, 2007

Dear Parent(s)/ Guardian:

This Fall, 2007, the Harris County District Attorney's Office, in cooperation with HISD Central, will continue the "Stay in School" program, which is designed to increase school attendance. My office and the school district make school attendance a high priority.

Once your child has reached the legal limit of unexcused absences, a warning letter will be sent to your home and hand - delivered to your child in school. Within five days of receipt of this letter, you will be required to attend a conference, at your child's school, to discuss your child's truancy problem and attempt to rectify it before criminal charges are filed. If, however, your child continues to incur additional unexcused absences, the school will file a case in the Justice of the Peace court, where you and your child must appear in response to the charges. Further, a more comprehensive program will be implemented, where your child must not miss additional school days and must submit to a social service evaluation and, where applicable, follow-up on social service referrals. **Your child will be eligible for this program only one time.** If your child deviates from the terms of the program then additional conditions will be added, such as attendance at truancy camp and completion of community service hours. Non-compliance, will ultimately lead to charges being filed against your child in a Harris County Juvenile District Court.

I hope you will take advantage of this opportunity to explain to your child the implications of this letter and to reinforce to him or her the incredible value of an education.

Charles A. Rosenthal, Jr.
District Attorney
Harris County
1201 Franklin Street, Suite 600, Houston, Texas 77002-1923

Tardy Policy

A student will be counted tardy if he/she is not in his/her class when the bell rings at 7:50 a.m. Tardy students receive a tardy pass from the front office. At the accumulation of the third tardy, a warning letter will be sent home indicating the days and times of arrival tardies.

Students who have more than five (5) tardies per grade cycle will be asked to meet with school officials to determine an intervention plan to eliminate tardies. Students with more than 10 tardies will not receive perfect attendance awards should they otherwise qualify.

The principal may place transfer students with excessive tardies on a growth plan that will be monitored by school officials. This may result in a student being returned to his/her home school at the end of the semester, and denial of the transfer renewal.

Early Release of Students

Early release of students before the regular dismissal time is strongly discouraged. If a child must leave early, please follow appropriate procedures. First, go to the school office to sign out the child who will then be brought to the office. Only the parent who signed the Enrollment Card, persons authorized to pick-up your child or someone with a written authorization from the parent may take your child from school during regular school hours. Please send a note to the classroom teacher in the morning if the student needs to leave before the regular time so that plans can be made accordingly. A parent, who is out of the city and has left his/her child with another adult, must send a note to the school authorizing the child's release to this person in case such a release is needed.

Medical Emergencies

Parents may help Nurse Barraza maintain the health and safety of our students by keeping **ALL phone numbers** (work, home, cell, and relative) **current**. School personnel should be able to contact a parent or guardian at all times. The school nurse will contact parents, relatives, and/or emergency contacts to pick up all students who have become ill during the school day. According to H.I.S.D. guidelines, students must be excluded from attendance if they have a temperature of 100.4 degrees or higher, vomiting, or have symptoms of a communicable disease. Please notify Nurse Barraza if your child is diagnosed with a communicable disease, certain illnesses must be reported to Health & Medical Services. Students will not be permitted to class or if they become ill during the day, they will not be allowed to return to in class, until these symptoms have cleared for 24 hours or by doctor's authorization. Please alert the nurse if your child has a chronic health condition or severe allergy. If your child requires prescription medication due to a chronic health condition please contact the school nurse at 713-867-5130. HISD personnel are only allowed to administer prescription medication for students who need long-term therapy. HISD policy prohibits personnel from dispensing over-the-counter medications. The HISD form "Policies Governing Administering Medication during School Hours" must be completed and signed by parent and doctor in order for medication to be dispensed during school hours. The form is available from Nurse Barraza in the clinic at any time. Students should **NEVER** possess any medication on campus, unless by special permit for asthma medication or for severe allergies, such as an "Epi-pen".

Safety

At Helms, student safety is our number one priority. Please review the following procedures for morning drop-off and afternoon dismissal. Our goal is “**Safety above all else.**”

Morning Drop-Off Procedures:

Helms staff, Parent volunteers, and HISD crossing guards assist students during drop-off in the mornings. Please heed their signals. **ALL STUDENTS WILL ENTER THROUGH THE CAFETERIA except for Pre-K students.** The cafeteria doors will be open at 7:00 a.m. for students to enter for breakfast. No student supervision occurs before 7:00 am. We ask that parents and/or siblings not join our students for breakfast. School personnel will dismiss students to the classroom teacher beginning at 7:40 a.m. Pre-Kindergarten students will eat breakfast in their classrooms from 7:00– 7:30 a.m. Parents may drop off their children at the cafeteria door. Pre-Kindergarten students will report directly to the classrooms for breakfast. After 7:40 a.m., parents will park in the lot across from school and **walk their children** to the main office. School personnel will be on duty outside from 7:00 a.m. to 7:40 a.m. to receive students. Please **DO NOT DROP OFF STUDENTS AND LEAVE THEM UNATTENDED PRIOR TO 7:00 A.M.**

We care that every student arrives safely to school each day. It is illegal to stop your car in the moving lane of traffic in the street to allow students to exit your vehicle. Please pull over into the drop off lane and encourage students to exit on the right. Please do not pull into the space reserved for handicapped parking without a current handicap permit. Enter the parking lot on 21st Street & exit onto 20th Street.

To help keep traffic flowing:

- have children prepared to exit vehicle when you arrive at the drop-off area
- plan for traffic delays
- carpool with neighbors
- volunteer to help load and unload cars

During school hours, all side gates will be locked for security reasons. All visitors are requested to enter the school through the front door and sign in at the office.

Afternoon Dismissal Procedures:

Dismissal for all students is on 21st Street inside the fence. Teachers assist students during pick-up in the afternoons. Please heed NO PARKING signs/times and the handicapped reserved space. Please do not double park. **Please enter the parking lot on 21st Street and walk to the student pick-up location. To exit the parking lot, exit onto 20th Street.**

Children must exit and enter vehicles from the passenger (curb) side the designated loading area only.

Students are dismissed at 3:15 p.m. Monday, Tuesday, Thursday, & Friday and at 12:45 p.m. on Wednesdays. Please arrange to pick up your child promptly on early dismissal days, as our faculty will be in staff development meetings and unable to provide supervision.

In the case of inclement weather, parents are asked to tune into the local radio and television station for the latest information regarding school closing. For further information, call the HISD Inclement Weather Hotline at 713-267-1704. **Please update the office with any changes in phone numbers, addresses, and the names of individuals who have permission to pick up your child.** Students will only be released to individuals previously authorized for pick up indicated on the enrollment card. All students will be signed out in the main office.

Discipline

We are proud that we have a common language regarding good personal choices about our words and actions at Helms. We choose to speak only “friendly words”. Helms’ school-wide discipline management system is developed by a campus discipline committee, and based on the TRIBES of Community of Caring. The plan encourages student responsibility, rewards appropriate behavior choices, and assigns consequences for inappropriate behaviors based on the Code of Student Conduct.

All students and parents will receive a copy of the Code of Student Conduct, which outlines each of the responsibilities of student behavior. HISD abolished its policy of corporal punishment, and has a policy of “Zero Tolerance” for any student behavior that disrupts the learning process and compromises the safety of students and adults on the campus. The Code of Student Conduct is also available online on the HISD web site. (<http://www.houstonisd.org>)

Students who are suspended from school will receive an unacceptable conduct grade of “U” in the nine week cycle in which the suspension occurs. Children who receive a “U” in conduct will not be permitted to attend extra-curricular activities such as field trips and assemblies until the conduct grade improves to the satisfactory “S” level.

A variety of consequences are possible based on the infraction level. They include, but are not limited to, silent lunch detention, Wednesday afternoon detention, community service projects, removal of extra-curricular privileges, and suspension. The administrator may assign a thirty (30) minute Wednesday detention for repeated disciplinary infractions. Parents will be notified in advance of Wednesday detention. Students will be required to bring the signed parent notification to the detention in order to be permitted to attend. Parents are responsible for picking up their child from the detention on time.

Students are not permitted to leave school once they have arrived. Students may use the school phone only in an emergency and with the permission of an administrator or administrative designee.

Homework and Tests

Homework is given on a regular basis beginning in Pre-Kindergarten. It is assigned to enrich concepts learned at school, to practice the skills learned, or to further research and develop ideas related to the content objectives. Every student is expected to engage in thirty (30) minutes of reading daily. Upon completion of a book, students may take an Accelerated Reading test on the computer to receive AR points towards prizes. Parents may assist by helping establish a homework routine, and providing an environment conducive to study and concentration. All students in grades 1st through 5th will have a Spelling/ Sentence Dictation Test each Friday. Math tests are bi-weekly on Fridays and Science tests are bi-weekly on Tuesdays. Reading assessments will be scheduled by the grade level teams.

Report Cards and Progress Reports

Progress reports are issued at the mid point of each grade cycle. Report cards are issued to the parent or guardian at the conclusion of the nine week grade cycle. Grades, attendance, and conduct are recorded on the student progress report and report card. Refer to the 2009- 2010 school calendar for report card dates and progress reports. Effective September 28, 2009, parents will be able to log in to the HISD parent/student portal and create an account to access their child's grades.

To learn more about the new HISD “Grade Speed” / “Parent Student Connect” (PCS) parents may log in to:

<http://www.houstonisd.org/HISDConnectDS/v/index.jsp?vgnextoid=95bb698e9d2a1210VgnVCM10000028147fa6RCRD&vgnnextchannel=b529e02e91b23110VgnVCM10000028147fa6RCRD>

Visitors

Visitors are always welcome at Helms. We ask that our visitors enter the school through the West 21st Street entrance. We ask all visitors to get a pass in the main office for the safety of all Helms' students and staff. Visitors to the school must report to the office immediately upon entering the building to obtain a Campus Visitor's Pass. Individuals walking through the hallways without a Campus Approval Pass will be asked by the staff to report to the office. We also request that all adult visitors use designated restrooms only. They are located outside the cafeteria. We request that visitors and volunteers not interrupt instruction. Plans to assist the teacher should be discussed prior to the instructional day. If teachers indicate that they do not require assistance, visitors & volunteers should inquire in the main office. We ask that you not interrupt instruction time. Please arrange volunteer services with the teacher during their planning time.

Field-Trips

Teachers will plan student field trips as an outgrowth of school curriculum and instruction. Prior to each field trip, permission slips will be sent home by the teacher to be completed and signed by the parent or guardian. No student will be permitted to attend a field trip without a signed parent permission slip. Telephone confirmations will not be accepted. We reserve the right to deny a child's participation in a field trip or in co-curricular activities if his/her conduct (P or U) at school does not merit this privilege. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary. Students who have unsatisfactory conduct or who have been suspended will not be permitted to participate in any field trip until the conduct grade, as indicated on the report card, has improved.

Field Trip Chaperones:

Assisting teachers with field trips is an integral part of our volunteer program. Sufficient adult supervision makes for a safe and pleasant learning experience for all of our students. In order to provide a safe environment for all students and district employees, all volunteers must submit to and pass a **Volunteer Background Check** in order to participate in any school sponsored field trip. This will be conducted by the Criminal History Office of HISD and can be done by completing the Volunteer Access to Police Records form. Forms may be obtained in the front office. Parents may not bring siblings or other family members or friends on field trips. Teacher sponsors of the field trip reserve the right to limit the number of chaperones according to the particular trip.



Parent-Teacher Conferences

One of our top priorities is to communicate with parents. It is our expectation that Helms teachers and staff return phone messages and emails within 24 hours whenever possible. Parent-teacher conferences are scheduled twice a year. These days will be Wednesday, November 4, 2009, & Wednesday, March 31, 2010. These dates fall on a Wednesday and students will be dismissed at 12:45 p.m. Parents may also request a conference with the teacher at any time by calling the school office at 713-867-5130. Meetings may be scheduled before school, after school, or during a teacher's conference period. If possible, twenty-four hour notice should be given.

Telephone Use



Students may use the school telephone in emergencies and with the permission of an administrator or administrative designee. Emergency messages will be delivered to the student by office personnel. Students will not be called to the office for messages.

Students in possession of a cellular telephone must turn the cell phone off and keep it in a locker during the instructional day. Failure to do so will result in the confiscation of the device. Parents will be able to claim the device after school hours and after paying a \$15.00 recovery fee.

Parking



Parking can sometimes present a challenge around our Helms' neighborhood. Generally, parking is permitted in the parking lot across the street from the school at any time during the day. There are also a few parking spots along the fence near the playground on Lawrence that visitors may use. Parking is also permitted in the front of the school on West 21st Street between 9:00 a.m. and 2:00 p.m. Please heed NO PARKING signs/times posted. The parking lot on the west side of the campus is reserved for Helms' staff and after-school program staff only.

Items Not Permitted

Show and Tell is designed to give a child an opportunity to verbalize in front of the class about a personal belonging. Students may only bring toys or objects to school as part of a special lesson or school event pre-authorized by the teacher. These items should be labeled with the student's name and returned home at the end of the day. We ask that all personal belongings (TOYS, COSTUMES, HATS, RECORDS, BIRTHDAY PRESENTS, JEWELRY, PURSES, etc.) remain at home. MP3 players, CD players, iPods, video games or other electrical devices such as cameras should not be brought to school. Students who do so will have the item confiscated and returned to the parent on the last day of school in May.

Birthday or Holiday Treats

Parents may bring a healthy treat or cupcakes to school for their child or his/her class after the conclusion of the lunch hour at 12:30 p.m. if arranged in advance with the teacher. Please send a note or communicate verbally in advance with your child's teacher to reserve the day that you plan to deliver birthday treats. Please consult with the Federal Foods of Minimal Nutritional Value guidelines at www.agr.state.tx.us/. –“goody bags”/take home treats are not permitted. We ask that parents notify their child's teacher if they prefer that their child not participate in birthday celebrations or holiday recognition activities, or if a child has a food allergy.

Lost Clothing

We ask that parents label all removable clothing **CLEARLY AT THE BACK OF THE NECK** (no initials please) to assure that your child's clothes go home with the rightful owner. Unidentified clothing will be put in the **LOST AND FOUND** where you may pick it up in the **morning before classes begin or after school**. The lost and found is located in the main hall. Please drop off or collect lost items there.

Pre-Kindergarten Lunch Kits

Teachers & teaching assistants help during lunch and offer assistance but self-help and independence are our goals for our Pre-K kindergarten and students. Exchanging food is not allowed.

Cafeteria Rules

Please do not send **GLASS JARS OR BOTTLES**; they are dangerous in small hands. **Chewing gum** is never permitted. Because many items look alike, please clearly mark all lunch kits with the child's first and last name.

Parent School Organizations

SDMC – (Site Based Decision Making Committee) - The Shared Decision-Making Committee exists to collaborate in a constructive and organized manner for the purpose of advancing the education of children and advising the principal. This advisory group is comprised of elected teachers and staff members, administrators, and parents and community members appointed by the principal. The SDMC serves as an advisory group that assists the principal with decisions. Decisions are made through consensus with at least five SDMC members present. Committee members, parents, teachers, and other interested individuals may bring their concerns or suggestions to the SDMC by submitting requests in writing. The SDMC will direct the request to the correct committee for discussion, or act on the concern at the next SDMC meeting. Minutes and meeting dates for the SDMC meetings will be posted on the Helms' website: www.helmsduallanguage.org. This committee also posts an agenda prior to each meeting. Anyone is welcome to attend.

PTA – (Parent Teacher Association) - We invite every parent or family member of a Helms' student to be a member of the PTA. The PTA is involved in a variety of events designed to support the school and its endeavors. PTA meetings are announced in the weekly Monday memo and on the marquee. This is a great opportunity for students to see their parents support their learning community and become involved in their education. See the Monday memo for PTA sponsored events. There are labeled boxes and mail baskets outside the After School Program office for most PTA-related communications material. Any information, questions, forms and any appropriate communications can be placed in these boxes and baskets at any time during the day. Information can also be dropped off in the front office.

After School Program

The Helms CLC After-School Program provides homework assistance and enrichment for students whose parents are unable to pick them up at regular dismissal times. Students are provided an after school snack and receive one hour of tutorial homework assistance followed by an enrichment period. Classes are instructed by after school staff or outside providers and consist of variety of classes including Fine Arts, PE, culinary, science, or other activities. Student activities end at 5:30 p.m. and the Program closes at 6:00 p.m. The Program is fee based and reduced tuition is available for those who qualify. See after school staff for details or you may call the Program office at 713-867-0820.

VIPS – (Volunteers in Public Schools)

Helms is proud of our very active parent volunteers. We greatly appreciate those individuals who generously give their time and talents to benefit our students. There are numerous activities organized by the school and the Helms P.T.A. and there is always something to do! We ask that you not interrupt instruction time. Please arrange volunteer services with the teacher during their planning time.

Please remember to sign in when you are at school as a volunteer. The amount of time you spent on a project is also needed. This pertains to any volunteer activities in the building (eg. reading, conferences, office support, P.T.A. meetings, etc.) as well as outside Helms (e.g. craft projects, telephoning, etc.). We keep track of the accumulated volunteer hours and submit this information monthly to the HISD VIPS office. It is important to get credit for all the volunteer hours that people contribute to Helms. Volunteers must register in the office and always wear a name badge/tag. In addition, all volunteers who plan to participate in school activities must submit a Background Check by completing the Volunteer Access to Police Records form. Forms are available in the front office.

Room Parents - These parents assist the classroom teacher with program preparations, celebrations, festival duties, and special projects.

Ways to be informed –

- Expect and Read the Monday Memo – neon green sheet. We can also send it directly to your e-mail. Send your e-mail address to the school secretary.
- HISD News Today (check your local programming)
- <http://www.houstonisd.org>
- www.helmsduallanguage.org
- Marquee

International Spanish Academy

In recognition of Helms' Dual Language Program, Helms was selected to enter into a partnership with the Ministry of Education and Science of Spain in 2007 as an International Spanish Academy (ISA). As an International Spanish Academy, Helms will receive supplemental materials from the Houston Resource Center of the Department of Education of the Spanish Embassy. In addition, Helms' teachers may attend professional development seminars in Spain during the summer.

In 2007-2008, Helms ISA hosted the first Spanish Language and Culture Assistant in the state of Texas to work with dual language students. This program is also sponsored by the Department of Education of the Spanish Embassy.

Reagan High School was added to the International Spanish Academy network in the spring of 2008. When children graduate from Reagan, having gone through the entire Dual Language Program (Helms-Hamilton-Reagan), they will be eligible to receive a diploma from Spain.

Helms Student Dress Code 2009-2010

All students who attend Helms Community Learning Center are required to comply with the school dress code every day beginning with the first day of school. All students wear the uniforms listed below on Monday through Thursday. Blue jean bottoms and a Helms T-shirt, or uniforms, are permitted Fridays and on field trip days only

Three exceptions permitted are:

1. Individual Fall and Spring picture days; Fall pictures October 16, 2009, Spring & Group pictures scheduled for March 4, 2010.
2. Fifth graders on Promotion Day (May 27, 2010).
3. Any other dates determined by the SDMC and the principal.

GIRLS	BOYS
<p>*** navy blue or khaki slacks, shorts, skirts or culottes (solid - no decorations or logos)</p> <ul style="list-style-type: none"> • v-neck pleated navy blue or khaki jumper • plain white or light blue, long or short sleeved blouse with collar or oxford shirt without logo <p>*** white, light blue, navy blue, or red long or short sleeved polo knit shirt or turtleneck without logo</p> <ul style="list-style-type: none"> • navy blue or white plain/solid cardigan or sweater <p>*** any "Helms" school shirt (Fridays and field trips only)</p> <ul style="list-style-type: none"> • navy blue or white socks or tights <p>*** Hats, scarves, caps, and bandanas (except for religious purposes) are not permitted</p>	<p>*** navy blue or khaki shorts or slacks (solid - no decorations or logos)</p> <ul style="list-style-type: none"> • long or short sleeve, plain white or light blue, button-down oxford shirt without logo <p>*** white, light blue, navy blue, or red long or short sleeved polo knit shirt or turtleneck without logo</p> <ul style="list-style-type: none"> • navy blue plain/solid cardigan or sweater • navy blue or white socks <p>*** any "Helms" school shirt (Fridays and field trips only)</p> <p>*** Hats, scarves, caps, and bandanas (except for religious purposes) are not permitted.</p>

PLEASE NOTE:

- Oversized, baggy, or tight clothing are not permitted.
- For students in 1st through 5th grade, belts are required on items that have belt loops.
- All shorts must be worn slightly above the knee.
- All shirts/blouses/tops must be tucked in at all times.
- Sweaters, shirts and sweatshirts may not be tied around the waist.

HAIR: Hair should be clean, combed and worn in a style that does not impede vision. Any hairstyle that may reasonably be expected to distract from or interfere with normal school operations is prohibited.

SHOES: Shoes must be worn and should be appropriate for school and all school activities. Socks or tights should be worn with all types of footwear. Open toe shoes and sandals are not to be worn at school. Cleats, clogs, house or bedroom slippers, **shoes with rollers**, or beach flip-flops are not permitted.

**Parents will be called to bring acceptable clothing for students who are sent to school out of dress code.
Students who fail to comply with the dress code will receive the appropriate consequence prescribed in the Code of Student Conduct.**

Communications

Any communications for the Helms staff may be left with the front office staff and placed in the appropriate mailbox. Every Monday, students take home white folders with school-related and other relevant information. In addition, *The Leader*, a weekly Heights newspaper, contains the latest news, information and notices for the school community. Should you have a question regarding a specific topic, please see the list below. Please log onto www.helmsduallanguage.org for additional information.

Principal – Theresa M. Campos

Dual Language Magnet Coordinator – Jennifer Day

Intervention Specialist – Martha Rangel

Magnet Clerk – Jessica Sosa

Attendance and Data Clerk – Cynthia Alvarado

Principal’s Secretary – Toni Guerra

Textbook Clerk – Mary Murillo

General Clerk – Araceli Cordova

Neighborhood Vanguard Coordinator – Cheryl Wolfe

Testing Coordinator – Martha Rangel

Title I Coordinator – Romaira Rodriguez

Title III Coordinator – William Menjivar

After School Coordinator – Leslie Hancock (713-867-0820)

Nurse – Christine Barraza

CATCH & Tennis Program Coordinator – Calvin Easterday

Special Education Chairperson – Yi-Chun Chen

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Student and Parent Acknowledgement – please return one completely filled out acknowledgment per family

We are looking forward to a great 2009–2010 school year. This handbook was designed to help you be informed with our school policies, procedures, and expectations.

Your signature below indicates receipt of the Helms Community Learning Center 2009–2010 Parent–Student Handbook. When you and your child have read and discussed this handbook please sign and date this acknowledgement and return it to your child’s classroom teacher.

Print Student Name

Teacher

Print Student Name

Teacher

Print Student Name

Teacher

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date