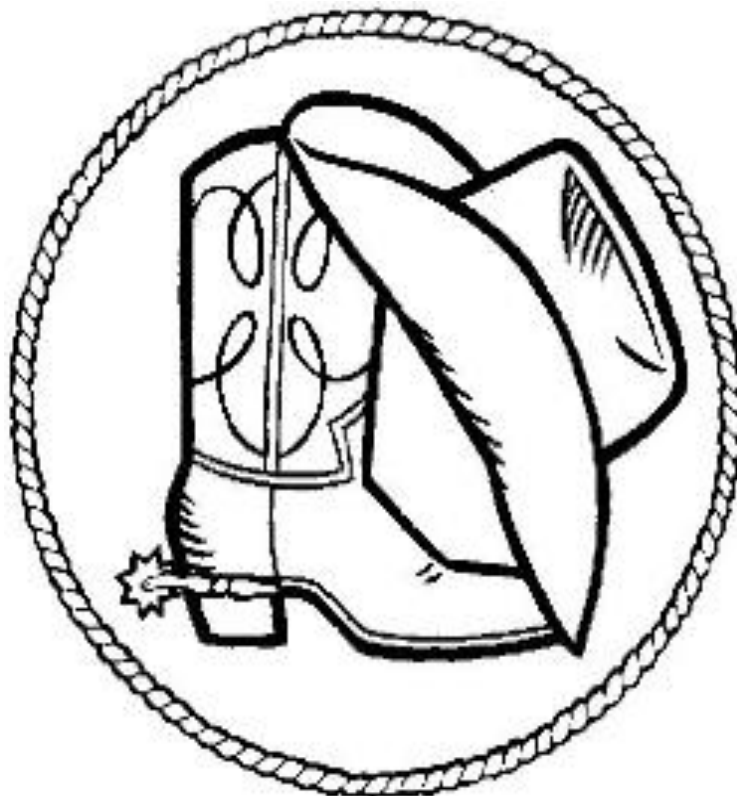


Katherine Smith Elementary

Student / Parent Handbook 2014-2015



**Gloria Salazar, Principal
713-613-2542**

<http://schools.houstonisd.org/ksmith>

**Katherine Smith Elementary
School Calendar 2014-2015**

| | |
|-------------------------|--|
| August 25 | First Day of School for students |
| September 1 | Labor Day – NO SCHOOL |
| September 16 | OPEN HOUSE – Grades 2 nd – 5 th 6:00 p.m. – In Classrooms |
| September 18 | OPEN HOUSE – Grades PreK – 1 st 6:00 p.m. – In Classrooms |
| September 24 | Early Dismissal – 12:30 p.m. |
| September 30 | K-5 Progress Reports sent home |
| October 3 | Fall Holiday – NO SCHOOL |
| October 7 | PreK Progress Reports sent home |
| October 29 | Early Dismissal – 12:30 p.m. Parent Conferences – 1:00-3:00 p.m. |
| October 31 | K-5 Report Cards sent home FALL FESTIVAL – 3:30 – 6:00 P.M. |
| November 14 | PreK Report Cards sent home |
| November 18 | K-5 Progress Reports sent home |
| November 19 | Early Dismissal – 12:30 p.m. |
| November 26 – 28 | Thanksgiving Holiday – NO SCHOOL |
| December 16 | PreK Progress Reports sent home |
| December 22 – January 5 | Winter Holidays – NO SCHOOL |
| January 6 | Classes resume following Winter Break |
| January 9 | K-5 Report Cards sent home |
| January 19 | Martin Luther King Day – NO SCHOOL |
| January 28 | Early Dismissal – 12:30 p.m. |
| February 10 | K-5 Progress Reports sent home |
| February 20 | PreK Report Cards sent home |
| February 25 | Early Dismissal – 12:30 p.m. Parent Conferences – 1:00-3:00 p.m. |
| March 16 – 20 | Spring Break – NO SCHOOL |
| March 27 | K-5 Report Cards sent home |
| April 3 | Spring Holiday – NO SCHOOL |
| April 14 | PreK Progress Reports sent home |
| April 28 | K – 5th Progress Reports sent home |
| May 25 | Memorial Day Holiday – NO SCHOOL |
| May 28 | Last Day of School for Students PreK – 5th Report Cards sent home |
| May 29 | Teacher Preparation Day |

**STUDENT AND PARENT HANDBOOK
2014-2015
KATHERINE SMITH ELEMENTARY
4802 Chrystell Lane
Houston, Texas 77092
(713)-613-2542 FAX (713)-613-2578**

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.

K. SMITH ELEMENTARY VISION

Our vision is to promote academic excellence in all students and produce responsible citizens for our 21st century multi-cultural society.

K. SMITH ELEMENTARY MISSION STATEMENT

The mission of Katherine Smith Elementary is to provide a rigorous academic learning environment which produces responsible citizens for our 21st century multicultural society while fostering a college bound culture for all students.

SCHOOL HOURS

- | | |
|--|---|
| <ul style="list-style-type: none">• Breakfast (7:45 a.m.)• Instruction (Pre-K – 5th Grade) | Served in Classrooms 8:00 a.m. – 3:15 p.m. |
|--|---|

STUDENT SUPERVISION

PLEASE NOTE: THERE WILL BE NO SUPERVISION FOR STUDENTS UNTIL 7:45 A.M. OR AFTER 3:15 P.M. DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 7:45 A.M. OR PICK UP AFTER 3:15 P.M. WE CANNOT BE RESPONSIBLE FOR YOUR CHILD'S SAFETY BEFORE AND AFTER THESE TIMES. STUDENTS BROUGHT BEFORE OR AFTER THESE TIMES MAY BE REPORTED TO CHILDREN'S PROTECTIVE SERVICES (CPS). PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN'S SAFETY UNTIL APPROPRIATE FACULTY AND STAFF ARE ON DUTY FROM 7:45 A.M. – 3:15 P.M.

PLEASE NOTE: Once a student has arrived on campus, the student may not leave campus again before school dismissal without an authorized parent/guardian checking the student out from the office.

IMPORTANT NOTICE: IF YOUR CHILD IS TO BE PICKED UP EARLY FROM SCHOOL, THE PERSON PICKING HIM/HER UP MUST BE LISTED ON THE K. SMITH ENROLLMENT INFORMATION FORM. THIS PERSON MUST SHOW A VALID PICTURE ID TO SIGN YOUR CHILD OUT AT ANY TIME DURING THE DAY. YOUR CHILD WILL NOT BE RELEASED TO ANYONE NOT LISTED ON THE ENROLLMENT INFORMATION FORM.

TRAFFIC AND STUDENT SAFETY

HISD places crossing guards at the corners of Mangum/Chrystell, Chrystell/Carleen, and Mangum/Pinemont from 7:15 a.m. – 8:15 a.m. and 2:45 p.m. – 3:45 p.m. Children must cross the street at these areas only.

At K. Smith Elementary, student safety is our #1 priority! Please drop off and pick up students in the designated areas as indicated in our monthly safety memo.

PLEASE NOTE: The speed limit in a school zone during morning drop-off and afternoon dismissal is **20 mph**. **For the safety of all our students, please refrain from cell phone use in school zones.**

STUDENT ACHIEVEMENT

Student Achievement is top priority at Katherine Smith Elementary School! In addition to quarterly Report Cards, teachers will send Progress Reports in the middle of each nine weeks. **Please see the Katherine Smith Elementary School Calendar on page 1 of this handbook for Progress Report and Report Card dates.** Student learning will be measured by student grades, by IOWA Standardized tests in Grades K-5, and by the STAAR test in grades 3-5.

ATTENDANCE POLICY

Improving attendance is a major goal for Katherine Smith Elementary. Please help us to improve student attendance by having your child at school every single day, if possible. We believe student attendance directly affects how our students achieve.

Attendance is legally recorded at 10:00 a.m. Therefore, to be marked present for the day, students must be at school before 10:00 a.m. If your child is absent, you must call 713-613-2542 before 10:00 a.m. on that day to notify the school. A school representative will be sent to your home after absences without communication to the school or teacher. A letter with a warning of a possible appearance in Truancy Court will be sent to the parent of a child with more than 5 absences per semester. Summer School will be required for a student with more than 10 absences per year.

Students who have been absent or tardy must bring a written excuse from the parent or guardian. The school must have the note within three (3) school days. When no note is written, the student will be given an unexcused absence. The note must include the following:

- Date(s) of absence/tardy
- Reason for absence/tardy
- Signature of parent/guardian
- Note should be dated
- Legal first and last name of the student

Acceptable excuses for absences and tardies are:

- Personal Illness/Quarantine
- Sickness or death in the family
- Weather or road conditions making travel dangerous
- Participation in school activities with the permission of the principal
- Emergencies or unusual circumstances recognized by the principal

ABSENCES AND PROMOTION STANDARDS

Students are allowed to have 5 absences each semester, with no more than 4 unexcused absences in a semester.

Students are allowed to have 10 absences each school year, with no more than 8 unexcused absences in a school year. Students with excessive absences will be given an asterisk (*) on their report card, and automatically fail. The failure may be appealed to the Attendance Committee at the end of the year. Students with more than 10 absences will have to attend summer school to make-up the absences. Excessive absences have resulted in parents being fined by the Court. Please have your child in school every day!

DRESS CODE

School uniforms are required for all students. The Katherine Smith uniform will consist of: Navy or Khaki pants, skirts, jumpers, shorts (knee length) or skorts (knee length), and Red or Navy polo style shirt with collar or a Katherine Smith Spirit T-shirt. Students may also wear blue jeans. Jeans must not have inappropriate writing or pictures on them. All pants and jeans must fit student appropriately (not excessively baggy or tight).

All backpacks must be clear or mesh material.

Short blouses/shirts revealing bare stomachs and off-the-shoulder or sleeveless shirts are not allowed. All shirts/blouses must be tucked in and a belt must be worn if pants have belt loops. Bicycle shorts and leggings are prohibited. Girls are encouraged to wear shorts under skirts for physical education and recess activities.

Shoes must be worn at all times. Shoes with laces must be tied at all times. Platform or high-heeled shoes and sandals are not suitable for physical education or other school activities. Students are encouraged to wear closed-toe shoes or tennis shoes. Caps and hats may not be worn inside the school building except for medical reasons. Sunglasses may not be worn.

Any apparel or adornment which attracts undue attention and disrupts the learning atmosphere of the classroom may not be worn. This includes extreme, bizarre, or unsafe decorations, pictures, or messages on clothing or buttons. Dangling earrings or any expensive jewelry will not be allowed. **Earrings and chains (necklaces) of any kind will not be allowed on boys.** Gang "colors" or symbols are not allowed on campus. Shirts with suggestive slogans, or advertising for tobacco, alcohol, or drug related items are also prohibited.

"HEELY" type shoes are not to be worn by students at Katherine Smith Elementary. A "HEELY" shoe is described as any shoe that has a roller skate type wheel attached to the bottom of the shoe. These shoes are extremely dangerous not only to the child wearing them, but also to other students and school personnel. If a student wears these shoes to school, the wheels on the bottom of the shoes will be removed by school personnel and the parent must come pick them up.

DRESS CODE (cont'd):

Flip-flop sandals are not permitted at K. Smith Elementary. Because our campus is so spread out, our students must walk across campus up to 4 times per day for lunch and/or ancillary classes. Flip-flop sandals pose a safety issue with the amount of walking our students do and are not suitable for P.E. class. Students are encouraged to wear closed-toe shoes or tennis shoes.

The classroom teacher and principal will judge the appropriateness of students' clothing and decoration. If students wear clothing that does not meet the requirements of this dress code, parents or guardians will be called to bring appropriate clothing to school.

DISCIPLINE

Each teacher has a Discipline Plan posted in his/her classroom, listing classroom rules and consequences. The rules will be explained to the children the first day of school. Serious or repeated behavior problems will be referred to the office. Parent/Guardian may be contacted at this time.

Corporal punishment is not used at Katherine Smith Elementary School. Parents are encouraged to support school personnel by discussing The Code of Student Conduct and Katherine Smith Elementary School rules with their children. Children should be encouraged to speak respectfully to all adults and other students.

Students **may not** bring the following items to school:

- | | |
|-----------------------------|--------------------------------|
| * <u>CELL PHONES</u> | * I-Pods, Radios or headphones |
| * Toys or dolls | * Pagers |
| * Balls | * Gum or candy |
| * Trading Cards | * Electronic games/toys |

The items listed above will be confiscated by the school administration. Parents will be contacted to personally pick up confiscated items from the school. The items will not be returned to the student.

Students bringing any guns, knives, or other weapons onto any HISD campus will be suspended. Katherine Smith Elementary prohibits toy weapons, as well.

PLEASE NOTE: Students with a "U" or "P" in conduct will not be permitted to go on field trips.

SCHOOLWIDE RULES

- Be respectful and courteous at all times
- Take responsibility for your own behavior
- Respect school property and other's belongings
- Use an inside voice where appropriate
- Walk in an orderly manner
- All students need a hall pass when out of the classroom

PLAYGROUND RULES

- Adult supervision of children is mandatory **at all times**
- Stay within view of your teacher/monitor
- Share equipment and use it properly
- Be courteous (keep hands and feet to yourself)
- Play safely and friendly
- Take responsibility for your own actions

CAFETERIA RULES

- Respect all adults and peers
- Enter cafeteria in a quiet, orderly manner and sit at assigned table
- Keep hands and feet to yourself
- Remember table manners and clean up after yourself
- Do not share food, drink, or money with anyone
- Cafeteria food, drinks, or snacks must not be removed from the cafeteria

CONFERENCES AND VISITORS ON CAMPUS

Parents and guardians of Katherine Smith Elementary students are always welcome on campus. Parents and teachers are partners in the education of our children. Please make your visit to school a pleasant and productive one by following these guidelines:

- All visitors must check in at the office before going to the classroom. The office staff will issue you a badge identifying you as an authorized visitor on campus. Teachers or campus personnel in the halls may ask to see it or will direct you to the office to sign in and get a badge. This is for the safety of our children.
- Teachers will welcome your visits during their conference periods. Please schedule appointments for conferences ahead of time if possible. Teachers need to devote their full attention to your child's class during instructional class time.

PARENTAL INVOLVEMENT

Parental involvement is absolutely essential to the success of Katherine Smith Elementary School. Parents are a very important part of our learning community. Our VIPS (Volunteers in Public Schools) program provides an opportunity for all parents to get involved in our school. Please call 713-613-2542 for further information or to volunteer your time and talents.

The Katherine Smith Elementary PTO meets monthly. Notices will be sent home prior to each meeting. Please join the PTO this year! This is a very important part of our school's success.

PLEASE NOTE: All volunteers must participate in a volunteer criminal history background check by completing the Volunteer Access to Police Records Form and attaching a copy of an official form of identification (Texas Drivers License, Texas Identification, or passport). HISD Board Policy states: "Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district." Background checks for volunteers are required every school year and are good for volunteer service at any HISD school. Completed forms should be submitted to the school where you plan to volunteer. Please allow up to 3 weeks for processing.
At Katherine Smith Elementary, student safety is our #1 priority!

REGISTERING YOUR CHILD IN SCHOOL

To register your child to attend Katherine Smith Elementary, you will need:

- Records showing up-to-date immunizations
- Your child's last report card (if he/she has attended school before)
- Birth Certificate (original)
- Social Security Card
- Proof of residence, such as a utility bill showing a current street address in K. Smith Elementary's school zone

You will be asked to fill out an HISD enrollment form and a K. Smith Elementary Dismissal Information Form showing a current address and telephone number, along with a work telephone number if you are employed outside the home. **IT IS VERY IMPORTANT TO KEEP THIS INFORMATION CURRENT.** Your registration information will not be released outside the school district. It is very crucial that the school be able to reach a responsible adult in case of an emergency.

WITHDRAWING YOUR CHILD FROM SCHOOL

Parents are encouraged to contact the school as early as possible to begin this process. HISD requires that all textbooks and library books be cleared and current grades be issued at the time a student is checked out to another school. Teachers must have advance notice to average grades and check textbooks. **K. SMITH ELEMENTARY REQUIRES 24-HOURS NOTICE TO CHECK STUDENTS OUT OF SCHOOL.**

BUSES

BUS SERVICE IN HISD IS **NOT** PROVIDED TO STUDENTS LIVING UNDER TWO (2) MILES FROM THE SCHOOL. HOWEVER, THERE ARE SEVERAL PRIVATE TRANSPORTATION SERVICES AVAILABLE.

TEXTBOOKS

Students will be issued the textbooks needed for class. Some books will be issued to individual students for take-home assignments and class work and others will be kept as a classroom set for in-room work only. All textbooks must be covered at all times.

TEXTBOOKS (cont'd)

All books will be checked at the time of distribution. Any markings and/or damage will be noted. Any textbook lost or damaged beyond repair will be paid for in full by the parent/guardian of the student issued the book. Respect for public property is one of the values we are teaching our children. Students are expected to take care of their books and other school supplies.

SCHOOL SUPPLIES

Each student is expected to maintain the supplies needed to do his/her work at school. This includes pencils, pens, crayons, tablets, notebooks, and other supplies noted on the HISD or teacher approved school supply list. If financial hardship prevents your child from having needed supplies, please contact the office or Social Worker.

COMPUTER LABS AND INTERNET

The students at Katherine Smith Elementary will have access to our computer labs and to the Internet. All students in Grades PreK - 5 are closely monitored by our Computer Lab teachers while on the Internet. Parents who **DO NOT** wish for their child to have Internet access must complete an Acceptable Use Policy form, available from the office upon parent request. All students in Grades PreK – 5 will be scheduled in a computer lab by classroom.

THE LIBRARY

Katherine Smith Elementary maintains a school library for the use of students and teachers. Our children are encouraged to use the library to find reading materials for pleasure and schoolwork. Students are responsible for all books that they check out. If the book is lost or damaged beyond repair, the student will be charged what the school paid for it.

MEDICATION AND MEDICAL EMERGENCIES

Students are not permitted to bring any kind of medication to school, this includes prescription and over-the-counter medications. All medications must be given at home unless a Physician's Request Form is on file with the school nurse. Medicine will be given to students only with an official Physicians Request Form (available from the School Nurse). Doctors may fax this form directly to Katherine Smith Elementary (713-613-2578). If a student needs to take medicine at school, a parent must bring the medicine along with a signed Physician's Request Form to the nurse. Medicine will be given only by the nurse or assigned personnel. The classroom teacher will not be responsible for giving medicine.

Medical care, other than simple first aid, may not be given by school personnel. If an injury occurs requiring a trip to the doctor or emergency room, the parent or guardian must authorize this care. For this reason, telephone numbers and addresses must be kept up to date.

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR MORE INFORMATION

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.