

**Ray K. Daily Elementary School**

12909 Briar Forest Dr.

Houston, TX 77077

(281) 368-2111

**STUDENT/PARENT HANDBOOK**

WHAT YOU SHOULD KNOW  
FROM A TO Z!

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## A to Z

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## **Accelerated Reader (AR)**

Accelerated Reader will be an optional resource for classroom teachers at RKD. The AR program will be monitored by the classroom teacher and the school librarian. Opportunities to take AR tests will be available in the classroom and the library during designated times.

## **Attendance**

The HISD Board of Education has established guidelines and policies regarding student attendance. The policies are designed to improve student attendance and achievement.

Students may not be absent any more than 10% of the school year in order to be eligible year for promotion.

Students who have excessive absences will have an asterisk (\*) after their grades and must be reviewed by the attendance committee in order to be promoted to the next grade level.

Attendance is taken each day at 9:30 a.m. Students arriving after 9:30 a.m. will be counted absent. Students who become ill at school and are sent home will be counted absent if they leave school before 9:30 a.m. Students who have medical appointments are not counted absent if they return to school on the day of the appointment **with** a statement from the medical practitioner.

Parents can help their child and school personnel by sending a note within 3 days each time their child returns to school after an absence. The note should include the following:

- Date
- Child's first and last name
- Date of the absence(s)
- A specific and clearly stated reason for the absence (*please bring a doctor's note if applicable*)

According to Board Policy, student absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Specific religious observations
- Weather or road conditions making travel hazardous as specified by the school district
- Participation in school activities with permission from the principal
- Emergencies or unusual circumstances recognized by the principal

Please support your child by ensuring that absences and tardies are unavoidable and are followed with a written excuse when he/she returns to school. Our school will promote good attendance with semester drawings for students with 100% attendance for the semester; students with (2) or more tardies in a semester will be ineligible to participate in the drawing. Other attendance incentives will also be conducted; students with more than one tardy will not be eligible for monthly drawings.

## **Backpacks**

Students may bring traditional book bags or backpacks to school to carry books, lunches, and other necessary school related items. **Rolling backpacks, rolling suitcases, and/or rolling carts are a safety hazard and will not be permitted.**

## **Birthday Announcements**

Birthdays will be announced via the school's intercom system each school day. Students will receive a special birthday pencil.

## **Birthday Celebrations**

The Texas Department of Agriculture's Food and Nutrition Division has prohibited (FMNV) Foods of Minimal Nutritional Value.

Please do not plan to have a birthday party in the cafeteria or in the classroom. Party hats, favors, decorations, balloons, etc. should be reserved for off-campus parties.

**Invitations to off-campus birthday parties will not be distributed at school.**

Please do not have flowers, balloons, gift baskets, singing telegrams, etc. delivered to school for individual students. These items will not be delivered to the classroom or cafeteria.

## **Breakfast**

Breakfast is available in Daily's cafeteria from 7:15 a.m. - 7:40 a.m. for 3<sup>rd</sup> – 5<sup>th</sup> grade students; PK – 2<sup>nd</sup> grade will receive breakfast in the classroom from

7:15 a.m. – 7:40 a.m. **Breakfast will not be available past 7:45 a.m.**

HISD provides free breakfast for all HISD students. The HISD Food Service Department prints a calendar of menus each month. Please keep these menus and refer to them for breakfast information.

## **Bus Lane**

The Bus/Daycare lane is located in front of the school. The bus lane is a **“NO PARKING/PICK-UP”** and **“NO DROP OFF”** zone for passenger cars.

## **Carpool**

Daily has a dismissal system which places student safety first!

Both drivers and riders need to be familiar with and use the carpool number system. Carpool drivers pull up in the carpool lane and display their number in the front window.

Carpool numbers are called by a duty person using a megaphone. Students are dismissed directly to their cars, if the car is in the carpool lane. PK – 2<sup>nd</sup> grade students are picked up on the east side of the school; 3<sup>rd</sup> – 5<sup>th</sup> grade students are picked up under the basketball pavilion.

The student pick-up locations remain the same during inclement weather.

Please adhere to the following guidelines to ensure a smooth operation of the carpool system:

- Do not skip in line.
- Remain in your car at all times when using the carpool lane.
- Do not double park.
- Do not allow your child to cross in front of other cars.
- Use your carpool number
- Place the number on the front driver's side window or hang it from the mirror.
- Do not speed or exceed 15 miles per hour while in the carpool lanes or parking lots.
- **Do not use your cellular telephone while in the carpool lanes or while driving on school property!!!**

Children cannot be dropped off at the curb in front of the school, on Briar Forest Dr., across the street, in the neighborhood next to the school, or on the side of the school where an entrance is not accessible to students; the cafeteria door entrance **is not a student entrance**. Dropping students off at these locations endangers the child and blocks the flow of traffic for parents who are attempting to abide by the rules and use the system properly

Please be sure your child knows how he/she will go home each day. Any changes in the usual routine should be discussed in the morning before the student leaves for school and communicated via **written notice** to the teacher. Please do not e-mail the teacher with changes. E-mail messages are not always checked during the day.

## **Cell phones**

**Students are allowed to have a cell phone in their backpack for use AFTER-SCHOOL hours.** Cell phones are not allowed to be on or used during the school day. Cell phones that are seen or heard during the school day will be confiscated and turned in to the office. The student's parent will have to come to the office to retrieve the phone; **a \$15 fine will be due at that time.** Multiple infractions of the cell phone policy may result in disciplinary action and/or permanent confiscation until the end of the semester. If this occurs the parent will be able to pick up the cell phone on the last day of the semester.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES.**

## **Computer**

The Daily computer lab is equipped with PC workstations. Students in grades PreK-3rd are scheduled for instructional periods in the lab. Additional lab times are sometimes available for teachers throughout the week.

Each classroom has at least one computer station which is connected to the building network and the Internet.

The Teacher Technologist offers lessons which support and extend classroom instruction. Students are introduced to word processing, educational software, and simple maintenance.

A HISD generated internet usage form is sent home during the first week of school. Granting permission on this form will allow your child limited internet usage while at school. **Inappropriate internet usage will result in termination of the student's internet access.**

## **Conferences**

Parent/Teacher conferences are valuable tools to help children become happy and successful learners. Be sure to take advantage of this tool! Please follow these guidelines to ensure that you have the best possible conference with your child's teacher.

To arrange a Parent/Teacher conference please make an appointment by calling the office, writing a note to the teacher, leaving a message on the teacher's voice mail, or emailing the teacher to arrange an appointment time.

When parents come to the school for conferences it gives teachers the opportunity to share work samples, test data, clarify assignments, and it also provides an opportunity for other staff members who are relevant to the child's academic success to be a part of the conference.

Teachers will not be able to participate in conferences during instructional time; instruction is very important and should not be interrupted. Conferences must end on time; teachers are responsible for meeting their classes after their conference time ends.

## **Communication Folders**

Communication folders go home daily for prekindergarten, kindergarten and first grade students. Check with your child's teacher for the grade levels designated "communication folder" day. Every effort will be made to send all notices, calendars, newsletters, and conduct reports home on the day the folder goes home. Please check your child's backpack according to the day folders are sent. Parents will need to review and sign the conduct report.

Daily students use a yellow pocket folder to carry communications. Be sure to look for it and to use it when sending notes to the teacher.

Newsletters are developed by the grade level and sent home regularly. These newsletters contain important dates, curriculum information, announcements, and additional information regarding school related events relevant to Daily Elementary.

A school newsletter will also come home with students during the year; copies will also be available in the front office.

## **Compulsory Attendance Law**

The Texas Legislature has passed laws stating that a student shall be required to attend school for the entire instructional period (school year). If a student is absent from school without an excuse for any portion of the school day for three (3) days in a four week period or for 10 or more days in a six-month period, the student's parents or legal guardians are subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Court System.

Principals may excuse the absences for personal illness, death in the family, or other extreme circumstances. **VACATIONS AND TRIPS OUT OF THE CITY, STATE, OR COUNTRY DURING THE TIME SCHOOL IS IN SESSION ARE NOT CONSIDERED EXCUSED ABSENCES.**

It is a parent's duty to require the student to attend school, monitor the student's attendance, and request a conference with school officials to discuss any concerns about attendance.

Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student's 10<sup>th</sup> unexcused absence.

## **Crossing Guards**

Daily Elementary has (1) crossing guard assigned to assist our students when crossing the street; the crossing guard will cross students at the intersection of Enclave Parkway & Briar Forest Dr. **Students are crossed only at this intersection.** Drivers must exercise extreme caution, drive slowly, and be very patient. Please practice and teach your child safe habits by using the crossing guard at the designated intersection. **Students should not cross the street at Briar Patch and Briar Forest; Briar Patch is the street directly across the street from Daily. THERE IS NO SUPERVISION IN THIS AREA AND IT IS NOT A DESIGNATED CROSSWALK.**

## **Discipline**

### **School-wide Discipline Plan & Expectations:**

The Daily Elementary Core Values are based on the premise that all students will be educated in a school environment that is safe and conducive to learning. It is our goal to communicate the types of behaviors that promote a positive learning environment, and ensure lasting success in the school community and society. Students will be taught school-wide expectations as well as the core values. They will be provided with multiple opportunities to practice these expectations. The Core Values are as follows:

- **Demonstrate self-control**
- **Responsible & Respectful**
- **Accept others' differences**
- **Give your best**
- **Ownership of all actions**
- **Never Give Up**

Students are expected to adhere to the following school-wide rules:

- **Silence should be displayed in the hallways at all times**
- **Walk, do not run**
- **Walk in a line when with your class**
- **Keep hands and feet to yourself**
- **Be courteous and respectful to others**

### **Reinforcement & Consequences:**

In addition to verbal praise, students will have the opportunity to earn Daily Dollars when exhibiting intentional acts of kindness and good behavior. Students will be given conduct grades on report cards and conduct will be communicated with parents/ guardians weekly. Please review the Ray K. Daily Conduct Rubric on the following page for a detailed description of E, S, P, and U behavior as it relates to the school-wide expectations.

Students who have persistent behavioral concerns will have required parent conferences with the teacher and/or an administrator. The HISD Student Code of Conduct will be used as the basis for assigning consequences for all misbehavior.

Immediate Office Referrals may include:

- **Destruction of property**
- **Fighting**
- **Harassment**
- **Leaving classroom/ area without permission**
- **Physical attack on staff or students**

- Physical or verbal threats
- Theft
- Weapons violations (see HISD Code of Conduct)

At Daily Elementary, we strive to foster a positive learning environment for all students and support each child to the extent necessary for success.

## Ray K. Daily Conduct Rubric

	<b>E</b>	<b>S</b>	<b>P</b>	<b>U</b>
<b>Exhibit Self-Control</b>	Student exhibits self control by consistently staying on-task during learning activities. Student also always keeps hands and feet to self.	Student exhibits self control by frequently staying on-task during learning activities. Student also keeps hands and feet to self.	Student has regular incidents of losing self-control by not staying on task. Student may have occasional incident involving not keeping hands and feet to self.	Student has excessive incidents of losing self-control by not staying on task. Student may have incidents involving not keeping hands and feet to self and an inability to resolve conflicts peacefully.
<b>Show Respect</b>	Student shows respect by consistently respecting self and others' personal space, using appropriate language, and by respecting property.	Student show respect by frequently respecting self and others personal space, using appropriate language, and by respecting property.	Student has more than occasional incidents of not respecting self, others, or property with words and/or actions.	Student is frequently involved in incidents of not respecting self, others, or property with words and/or actions.
<b>Be Responsible</b>	The student is consistently a responsible learner by being punctual and prepared with materials and assignments.	The student is punctual and prepared with materials and assignments frequently.	The student is often late for class, unprepared, and does not have needed materials/ assignments.	The student is not punctual and prepared with materials and assignments consistently.
<b>Work Cooperatively</b>	The student consistently uses polite words, is helpful, and shares responsibility when he/she cooperates with other students and adults. Student is involved in intentional acts of kindness.	The student frequently uses polite words when he/she works with other students and adults.	Student is unable to assist or work with others.	Student is unable to work with others and interferes with other students' ability to work cooperatively.

## Dismissal

All children should be familiar with their afternoon dismissal routine. Establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor's appointment etc., be sure your child knows the changes before he/she leaves home in the morning. **The front door will be locked from 2:30 – 3:15 each afternoon;** pick up your child before this time if an appointment is scheduled.

Dismissal is a very busy time at Daily. Over 750 students are transitioning from one location to another in a short amount of time. Please help us to ensure the accuracy in changes with methods of transportation and the safety of our students by following the rules and respecting the process. **Parents/visitors will not be permitted in the front office area after 2:30 p.m.**

## Dress Guidelines

Ray K. Daily Elementary is a uniform school. However, there will be occasions during the school year where students will be allowed to wear "free dress". These days will be communicated to the students. Appropriate dress is enforced on "free dress" days.

The uniform dress code is as follows:

- Solid forest green, gold, or white polo style shirt Monday-Thursday
- Daily Elementary t-shirt or Polo style shirt on Fridays
- Blue Jeans or khaki bottoms



- All shirts must be tucked in.
- Socks and shoes with rubber soles (No Crocs, sandals, flip-flops)

The following general guidelines apply to all students:

1. On days that students attend P.E. they are required to wear shorts, pants, or skirts with modesty shorts underneath and athletic shoes with socks.
2. Backless shoes, sandals, and heels are not allowed.
3. Earrings should be limited to the stud type or small hoops only for safety reasons; earrings **are not permitted** for male students. Bandages covering earrings are not acceptable.
4. No caps, hats, or sunglasses are allowed inside the building.
5. The following items are considered inappropriate:

**Cosmetics**

**Oversized clothing**

**Bicycle pants/shorts, gym-type shorts**

**Halter Tops/Spaghetti Straps**

**Skirts/Shorts/Skorts that are not considered knee length**

**Temporary tattoos or writing/drawings on students' arms/legs**

**Attire that contains logos, slogans, messages that are offensive**

The following procedure will be followed when a child is not dressed in compliance with dress guidelines:

1. Parents will be contacted and asked to bring appropriate clothing to the school.
2. Chronic and repeated dress code violations may result in a discipline referral.
3. The student will receive a conduct mark on their weekly conduct chart.

Note: HISD Code of Student Conduct states: Violation of a school's mandatory school uniform policy is a Level II Act of Misconduct.

## **Emergency Procedures**

It is imperative that all information on each child's enrollment sheet be complete and kept current. If numbers (home, work, emergency) change, please notify the school office immediately.

Be sure that you have a plan for picking your child up during the day if he/she becomes ill at school.

Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. (See "Leaving Early")

Be sure that changes in "pick-up procedures" are clearly communicated and discussed before the child leaves home. Notify the teacher in writing when changes occur. Changes should be avoided or minimized if at all possible.

Students will not be called out of class to talk on the telephone. In emergency cases, messages will be relayed to students through the front office. Your child's instructional time is very important.

## **Field Trips**

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers.

For any field trip, permission slips will be sent home by the teacher and be signed by the parent/guardian; the form must then be returned to the teacher. No student will be allowed to participate in an off campus trip without written permission on the appropriate field trip form. **Students with multiple absences/tardies will be ineligible to attend the field trip.** Additionally, a *Student Medical Emergency Treatment* form must be on file with the nurse.

Money is collected from students to cover the cost of buses and fees for field trips. Reservations, bus arrangements, and prior approval must be obtained for all student trips.

Be sure to adhere to the timelines for turning in field trip money and returning permission slips; this procedure will help the school ensure space and participation for your child.

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom (P's or U's) as reflected on his/her report card, progress report, or conduct chart may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may be used as a consequence for specific acts of misconduct. Any student whose behavior is unacceptable while on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of this decision.

\*Parents must complete a background check and be approved through the district's VIPS program at least (2) weeks prior to chaperoning a field trip. The background check process must be completed online. A copy of the parent's driver's license must also be on file at the school. Mrs. Jinette Allen in the front office is the contact person for volunteering.

## **Foods of Minimal Nutritional Value** **(FMNV)**

The following food items may not be given to elementary school students during the school day.

### **FMNV Restricted foods**

1. **Soda Water-** any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
2. **Water Ices-** any frozen, sweetened water such as popsicles and flavored ice with the exception of products that contain fruit or fruit juice.
3. **Chewing gum-** any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. **All candy-** any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, chocolate, jellies and gums, marshmallow, fondant, licorice, and spun candy.

\*See Parties

## Gifted and Talented

Please see **Neighborhood Vanguard program**.

## Grading

Students will receive report cards at the end of each grading period. Progress reports will be given to each student after (4) weeks of the nine week grading cycle. The academic grades will reflect the class work, homework, projects and tests done for that period. Parents are encouraged to set up a ParentConnect account through the parent portal section of the HISD website; grades may be monitored through ParentConnect.

All grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90-100	Excellent quality of work- through mastery of subject matter.
80-89	Good quality of work- above average with consistent effort.
75-79	Satisfactory quality of work- average achievement.
70-74	Below quality of work expected- below average achievement.
69 - Below	Unsatisfactory quality of work- poor work, failing.

Weekly conduct grades will be assigned to each student. Students will earn one of the following grades:

E	Excellent quality of behavior- totally self-disciplined
S	Satisfactory quality of behavior- cooperates readily
P	Poor quality of behavior- below average
U	Unsatisfactory quality of behavior- needs drastic improvement

The requirements for annual promotion are as follows:

Overall average of **70** or above

**-and-**

An average of **70** or above is also required in **language arts, reading, math, science and social studies**

Students in 1<sup>st</sup> and 2<sup>nd</sup> grade must also pass the HFWE (High Frequency Word Evaluation)

Students must also meet HISD requirements on various standardized tests in order to be unconditionally promoted to the next grade level. Students who have excessive absences will have an \* after their grades and must be reviewed by the attendance committee in order to be placed in the next grade level.

## Homework

Homework is an extension of what has been taught in class. All students in grades

PK -5 will have homework every Monday - Thursday. Homework may also be assigned on Fridays and during holidays.

Students will be assigned some long term activities such as outside reading, projects, etc. These assignments assist students in learning to manage their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule a time and place each day for homework assignments to be completed; parents should check to see that homework is completed each day. Please help your child organize his/her materials so that they will arrive each day with their homework and supplies.

## **Hours**

School hours are **7:45 a.m. - 3:00 p.m.** Monday- Friday. It is important to the formation of good habits as well as to the educational process that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day and remain for the entire school day.

### **Daily Schedule**

7:45 a.m.	First Bell
7:50 a.m.	Tardy Bell
3:00 p.m.	Dismissal (students)

## **Supervision is not provided for students arriving to school before 7:15 a.m.**

Students who are not in their classrooms by 7:50 a.m. will be counted tardy. Students who are tardy must have a note from home. Oversleeping, alarm clock trouble, lack of transportation, car trouble, etc. are considered unexcused tardies. Plans and back-up plans should be made to ensure that students arrive on time each day.

The policy of HISD does not provide for supervision of students before or after school hours. The policy reads as follows:

**THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE THE DESIGNATED TIME FOR STUDENTS TO ENTER THE BUILDING (7:15 a.m.), OR WHO REMAIN AFTER THE DESIGNATED TIME FOR DISMISSAL. ALL STUDENTS SHOULD BE PICKED UP NO LATER THAN 3:15 P.M. UNLESS THEY ARE REMAINING FOR AN ADULT SUPERVISED CLUB OR ACTIVITY.**

Teachers Hours: 7:30 a.m. - 3:15 p.m.

## **Intervention: Response To Intervention/RTI**

At Ray K. Daily Elementary, we are committed to assisting all students in achieving academic success. Our school-wide intervention time is based on this commitment. If a student is experiencing difficulty learning a concept, teachers use a variety of instructional strategies to address the learning difficulty within class time. Additionally, a daily intervention time is a part of each teacher's schedule. Students who need additional assistance may receive support during this time. Also, students who have grasped skills and would benefit from enrichment are provided activities designed to further enhance their skills.

## **Inclement Weather**

Make plans for rainy or "bad" weather days. Be sure that your child is familiar with your plan, and is able to follow it. Please do not call the school office with instructions and messages. This should be handled in advance.

If it is necessary to close school for the day because of weather conditions, this information will be communicated by the district's "call out" system. Please limit telephone calls to the school, the Police department, or local stations. This

ties up needed communication lines. When school is cancelled or delayed this decision will be communicated before 6:30 a.m. via the news stations and/or call-out system.

Occasionally, it is necessary to dismiss school during the school day. Please have a plan for your child to follow. Information is carried on all local radio and television stations. Please do not plan to call the school with last minute instructions; this will be impossible with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students. Please be considerate of the Daily Elementary Staff; many of our staff members are parents as well.

## **Just in Case**

We depend upon our patrons and nearby residents to “keep an eye on” the school, especially on weekends and holidays.

If you suspect vandalism or notice any unusual occurrences at the school, please call HISD police at 713-892-7777 or the Harris County Constable at 281-463-6666.

## **Kindergarten**

Kindergarten at Daily is a full day program. Students attend from 7:45 a.m. -3:00 p.m. Monday-Friday. Kindergarteners participate in all school activities including ancillary classes, lunch, recess, field trips, assembly programs, etc.

Kindergarten students are grouped heterogeneously in their homeroom classes. Kindergarten students take two standardized tests, the NNAT and the IOWA. These tests are part of a profile used in considering children for the Neighborhood Vanguard program.

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Daily is designed to help young students make a successful transition from home to school.

Kindergarten students will not take naps; teachers may choose to incorporate a 15 minute rest period.

See “P” for information on Pre-Kindergarten.

## **Leaving Early**

Students who need to leave school for an appointment must be checked out through the office. Parents should plan to pick up students before 2:30 p.m. or plan to wait for dismissal at 3:00 p.m. Students **will not** be called from their class after 2:30 p.m. Doors will be locked from 2:30 p.m. – 3:15 p.m. ***This plan is in place for the safety of all students.***

## **Library and Media Center**

A library is a wonderful place where children can learn and explore. Positive experiences in the library often help shape the children of today into the adult readers of tomorrow. With everyone’s help and cooperation, the Daily Elementary Library and Media Center will be a beginning step which will encourage each child to become a lifelong reader.

Books which are checked out from the library may be renewed once, but the book must be brought to the library in order to be renewed. Returning books is the prerequisite for checking out more books; students must return or renew previously checked out books before checking out new ones.

If a book is lost or damaged, payment for that book is due immediately. Students will be required to pay for lost or damaged (beyond repair) books. Payment for the book will be the replacement cost of the book.

Parent volunteers contribute a great deal to our library and school. We greatly appreciate the assistance they give to our librarian and students. We desire your child to have a pleasurable library experience, and we look forward to a year of learning and fun!

## **Lice**

It is really important that parents check their child (ren) for lice. This process is very simple. When checking for lice, separate and examine portions of hair, especially at the nape of the neck, over the ears, and at the crown of the head. The nits are waxy-looking and elliptical in shape. They adhere tightly to the hair shaft. Unlike dandruff or other flaking, the nits cannot be brushed or flicked off of the hair.

If your child does have lice, treat him/her immediately and please notify us. **Students may not attend school when the hair contains live lice.** Your child's doctor can recommend a course of action, or use over-the-counter shampoos available at your pharmacy. Remember shampooing is not enough; all eggs must be removed from the hair shaft. Household items such as pillows, bed spreads, sheets, plush toys, etc., should also be washed, treated, or put in plastic bags.

It is really important that all parents take an active role in checking and treating head lice. If a child has been infested, he/she should be treated quickly so that minimal instructional time is lost.

## **Lost and Found**

Daily students are asked not to bring toys or valuable items to school. The school will not be held responsible for toys or other valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may NOT be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold or traded.

All removable articles of clothing as well as other belongings should be clearly and securely labeled with the child's first and last name to prevent loss. Lost and found articles are kept in the cafeteria.

Encourage your child to check the lost and found area.

## **Lunch**

A student may bring lunch or buy his/her lunch at school. The cost of a school lunch is \$2.35. Adult and non-student lunches for children are priced at \$3.75.

Online payments are a great way to avoid lost money, forgotten lunches, etc. Payments can be made on an "as needed basis" for the entire year. The Food Services cash register system keeps track of student balances in the cafeteria. Students are informed by the cashier if their balance is getting low. The Food Services Department will also send notes home with students as often as possible when additional payments are needed. Students whose balances fall below **-\$10.00** will not receive the printed menu lunch items; a lunch which meets the federal nutritional guidelines will be provided for them. Please help to avoid this situation by checking your child's balance regularly and making payments when necessary.

**Parents are not allowed to drop off lunches with the front office. Student's should arrive to school in the morning with their lunch for the day. We will not interrupted to notify students that their lunch has arrived. It is strongly recommended to give your child their lunch before school or have them purchase lunch in the cafeteria.**

1. Payments can be made online; please access the parent section of the HISD website: [www.houstonisd.org](http://www.houstonisd.org)
2. Payments may be made between 7:15 a.m. – 9:00 a.m. in the cafeteria.
3. The Food Services Department will not accept checks.

The HISD Food Service Department prints a calendar of menus. Please keep these and refer to them for breakfast/lunch menu information.

Applications for free and reduced-price lunches are available in the office.

### **Lunchroom Rules:**

1. Students will use quiet voices in the serving line and during the lunch period.
2. Students will be polite to the Food Service Personnel.
3. Students may bring thermos bottles and non-carbonated drinks in cans/plastic bottles (no sodas please).
4. Students will stay seated during the lunch period unless they receive permission to leave their seat from an adult on duty.
5. Students will be responsible for making sure their area is clean and free of trash/food particles.
6. Students may not purchase multiple dessert or snack items.
7. Lunch items may not be bought, sold, traded, or shared.
8. Parents may eat lunch only with their child when seated at a table other than the table designated for the class.
9. Parents may not go back to the classroom with their child after the lunch period has concluded. ***The parent's visitors badge indicates "cafeteria only".***

### **Medical Information**

For the safety and protection for all students, medication may not be brought and kept by students to be taken during the school day.

School nurses may administer medication during the day if a medication has been prescribed for a chronic or ongoing condition.

A school nurse cannot give medication without express orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the pharmacy container that shows the child's name and type of medication as well as dosage to be given.

Students who become ill at school will:

- be sent home if fever is 100° or above.
- be sent home if vomiting occurs.

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic before 9 a.m.

Students must be free of fever without fever reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

## **Communicable Disease Control measures for all pupils and personnel in the Houston Public Schools**

Acquired Immune Deficiency Syndrome (AIDS)		May remain in school unless medical advisor determines that open sores or skin eruptions, behavior, or toilet training poses a risk to others.
Chicken Pox		May return to school on 7 <sup>th</sup> day after appearance of eruptions if temperature normal and no complications, and no moist lesions.
		Diphtheria Exclude case and/or close contact until released by City of Houston Health Dept.
Hepatitis	A	Exclude until no fever and no jaundice, or statement of physician that the person is non-infectious.
Impetigo		Exclude until treatment begins. Keep covered while in school.
Lice		Exclude until hair is free of live organisms and nits.
German measles		May return to school seven days after the rash has disappeared.
Measles		Return to school four to five days after rash appears, if other symptoms are gone. Family contacts--no restrictions. Optional notification.
Meningitis		



Exclude until statement from physician that person is non-infectious.

Mononucleosis

Exclude until recovered or released by physician.

Mumps

Exclude for nine days or until all swelling is gone and temperature normal.

Conjunctivitis

Exclude until recovered, or physicians statement that person is non-infectious.

Polio

Exclude until released by physician.

Ringworm/Scalp

May attend school provided the student is under a physician's care.

Ringworm/Skin

May attend school provided the area is covered.

Scabies

Exclude until released by the physician. Everyone in the household should be treated.

Streptococcal Infections:  
Scarlet Fever  
"Strep" sore throat

Scarlatina  
Exclude until released by the physician.

Tuberculosis

Exclude until released by the physician. Household contacts must have been released from physician.

Pertussis

Exclude until free of cough or until release by physician.

## **Neighborhood Vanguard Program**

Daily offers the Neighborhood Vanguard program in grades K-5<sup>th</sup>. Eligibility for the program is determined by classroom performance, standardized test scores, teacher recommendations, and specialized testing. Parents submit a completed application in the spring. Parents are notified, during the summer, when students qualify for the program.

## **Organizations**

The school's Shared Decision-Making Committee is called the SDMC. Parents, teachers, and community members work together to plan and make decisions for the school.

The Parent Teacher Organization (PTO) - the PTO invites you to become an active member. The yearly membership drive begins in September. Membership is open to all parents and guardians.

PTO meetings will be held regularly and dates will be provided to parents.

Volunteers in Public Schools (VIPS) - Our VIPS give regularly of their time and talents. Their projects include assisting in the Library-Resource Room, reading, tutoring, lunchroom, and many other areas.

Room Parents- room parents coordinate volunteer activities at the classroom level. These include parties, field trips, and activities geared to the specific grade levels. They also assist the teacher in any way possible when help is requested.

## **Student Organizations**

Safety Patrol- Fifth grade students who can accept added responsibility and can assist the staff in providing for the safety of the other students. Faculty sponsors and the administrators work closely with these patrols. Patrols must demonstrate exceptional conduct and maintain passing grades.

Young Scientist – 4<sup>th</sup>/5<sup>th</sup> grade students who excel or have an interest in science; students may be recommended or express an interest in the organization to their teacher. Students must maintain passing grades and good conduct to be considered.

Future clubs and organizations will be announced in the Daily News, our weekly newsletter.

## **Parking**

Safety above all else is extremely important. Please follow all parking signs and guidelines around Daily Elementary. "No Parking, Fire Zone, and Handicapped Signs are clearly marked; signage and red/yellow paint clearly mark these areas. Do not park in these areas. Cars may line up in these zones at dismissal time as long as the driver remains in the car. The faculty and staff parking lot located on the west side of the school is reserved for Daily Elementary faculty and staff. The parking lot on the east side of the school is the visitor's parking lot.

Parking for special evening events is open to anyone. You may park in staff or visitor lots.

## **Parties**

Students at Daily have two class parties per school year. One party occurs prior to the winter holidays and the second party is on the last day of school. Teachers may plan classroom activities in lieu of parties for other holidays. Schools are allowed (3) exemption days that are designated at the beginning of each school year.

Birthday parties are not permitted; please do not bring cupcakes, cake, or any items for the teacher to distribute to the students. Guidelines regarding Foods of Minimal Nutritional Value must be applied. Invitations to off-campus parties should be distributed outside of the school.

## **Pesticides**

The school periodically applies pesticides. Information concerning these applications may be obtained from Facilities and Grounds at 713-676-9262.

## **Physical Education**

State law requires all elementary school students to receive at least 135 minutes of physical education activities a week. Daily students meet this requirement by attending PE classes during ancillary time and activities during recess. Recess takes place daily for PK – 5<sup>th</sup> grade students. Teachers have the option of engaging students in movement activities within the classroom during recess time. Recess is taken at the discretion of the teacher.

## **Progress Reports**

All students will receive a progress report no later than the end of the fourth week of the nine weeks. Contact your child's teacher if you do not receive a progress report.

## **Pre-Kindergarten**

Pre-kindergarten at Daily is a full day program. In order to be eligible for Pre-K, children must be four (4) years old on or before September 1<sup>st</sup> of the present school year. There are no exceptions to this age rule. In addition to the age requirement, children must meet one or both of the following eligibility criteria:

- Limited English Proficiency (LEP) – students who have a home language other than English, are tested to determine if they need extra support in understanding and comprehending spoken English.
- Economically disadvantaged – students must qualify for free or reduced price lunch (based on family income)
- A Dual Language Pre-K program is available at Daily; the eligibility guidelines still apply. Please contact the office for more information.

## **Promotion Policy**

HISD uses three different academic measures to decide if a student will be promoted, placed, or retained. These measures include grades, local or state test (High Frequency Word Test or STAAR), and a nationally norm-referenced test (IOWA or Aprenda). Please note that student attendance may also affect a student's promotion to the next grade level; 10% or more unexcused absences during the school year places a student at risk of not meeting the attendance requirement for promotion to the next grade.

## **Records**

Directory-type information is considered part of the public record. If parents do not wish to have such information released, they sign the form which follows this page or submit such a request to the principal in writing.

## **Report cards**

Report cards are given to students by their teachers after completion of each nine-week grading cycle.

The report cards are run in sets of three. One copy is sent home with the students to be signed by the parent/guardian. This copy should be returned to the teacher and retained in the student's classroom folder. Another copy is then sent to the parent. The third copy of the report card is kept on file in the school's office. If the copy given to the student is not returned and signed by the parent/guardian, the second copy is filed in the student's classroom folder.

## **Residency**

Students must reside in the Daily Elementary attendance zone area in order to attend school at Daily. Special education transfers are granted when the ARD committee recommends a program that is not offered at the child's home school.

If a student moves out of the Daily attendance zone during the school year, the student will be permitted to remain until the end of the semester.

## **Registration for New Students**

The following items are required to register in an HISD school. All documents must be presented at the time of registration.

-Proof of birth date: original/official copy of Birth Certificate or passport. Student must be five (5) on or before September 1<sup>st</sup> to enter Kindergarten or six (6) on or before September 1<sup>st</sup> to enter 1<sup>st</sup> grade.

-Social Security Card: preferred, but not required.

-Proof of immunizations: must be in English and signed by a physician licensed to practice medicine in the U.S.

Diphtheria and Tetanus

Polio

MMR

Hepatitis B

Varicella (chicken pox)

-Proof of Residency in Daily attendance zone (two items required):

Current utility/phone bill, lease agreement with parent's name and address.

-Withdrawal papers and report card from the previous school, if applicable.

All registration documents must be complete before a child is considered enrolled. Classroom slots cannot be reserved until all documents are complete.

## **School Store**

The school store is open from 7:15 a.m. – 7:45 a.m. based on the schedule of the PTO volunteers. Supplies such as pencils, notebooks, etc. are available. Proceeds from the store go to the PTO and are used for various school related purposes.

## **Science Lab**

Hands-on science experiments are an essential component to a quality science education. Ray K. Daily's Science Lab curriculum focuses on the actual work of scientific inquiry, like gathering and organizing data, interpreting data and solving problems. Students in grades K – 5th will attend scheduled labs regularly. Objectives and concepts taught in the science lab work interdependently with classroom instruction. Subsequently, assessments given in science lab will count towards classroom science grades.

## **Security**

Security patrolmen in radio equipped automobiles are assigned to night and weekend patrol. They patrol school areas and monitor alarm systems. These patrolmen are armed. This is for the purpose of controlling vandalism in schools. We expect our students to take pride in their school. It is important to note that the parents of children who destroy school property are responsible for paying for the damage.

## **Selling/Trading**

Daily Students are not permitted to sell or trade toys or collective items on the campus or on buses. Items such as these distract students' attention, thereby interfering with instruction in the classroom.

## **Signing In/Out**

All visitors to the building must sign in and wear a visitor's tag each time they visit Daily Elementary. Volunteers may use the computer workstation in the front office to "log in" hours of service.

## **Tardies**

School begins each day at 7:45 a.m. We have a full schedule and it important that children are at school on time in order to take full advantage of their day.

Students who arrive after 7:50 a.m. must have a tardy pass. Students should report to the office to sign in and receive a pass.

Remember, students who are tardy must be signed in the office by a parent and have a note stating reason for the tardy.

Repeated late arrival may result in loss of privileges.

**Note: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.**

## **Testing**

Students will be given several standardized tests during the school year. These are mandated by the district and/or the State of Texas.

- HFWE (1<sup>st</sup> and 2<sup>nd</sup>)
- IOWA (Kindergarten -5<sup>th</sup>)
- STAAR (3<sup>rd</sup> reading/math)
- STAAR (4<sup>th</sup> reading/math/ writing)
- STAAR (5<sup>th</sup> reading/ math/ science)
- TELPAS (K – 5<sup>th</sup> ELL students)
- NNAT (K & 5<sup>th</sup> GT Screening)

These tests are given to assess students' needs, monitor programs and assist in planning instruction. Results of standardized tests are made available to parents.

On the **IOWA** and **STAAR** test administration days, parents and visitors will not be allowed into the building. On these major test dates, students and staff benefit from the least amount of distractions in the building to ensure an optimal testing environment.

## **Textbooks**

It is important to teach our children to value and care for books. Textbooks are provided by the state, and used for a number of years. No child wants to receive dirty, tattered textbooks. If each child accepts the responsibility of keeping his books clean and covered, everyone will have nicer books to use.

If a textbook issued to the child is lost or damaged, the school must receive payment for the book before a new one is issued.

Textbooks are issued to us based on our student enrollment. We do not have extra books to lend or sell for home use.

Textbook records must be cleared before students can be sent to other schools.

## **Unnecessary Items**

The term “Unnecessary Items” applies to things that do not directly relate to the child’s instructional day. **Toys, cellular phones, hand held video-type games, MP3 players, trading cards and similar items should not be brought to school. The school will not be responsible if such items are lost/stolen.** If unnecessary items are brought to school, the child may be subject to disciplinary action. Students who buy, sell, or trade items will be subject to disciplinary actions. Unnecessary items that are confiscated by the teacher will be maintained by the teacher or turned in to the office.

## **Visitation**

Parents and guardians of Daily students are welcome on campus. If you wish to observe in a classroom, please arrange your visit with the classroom teacher. Visits should last no longer than 20 minutes.

Please do not plan to have a conference or engage in conversation with the teacher or your child during this visit. This distracts the teacher and interrupts the instructional setting for students.

Visitors who are listed on the authorized pick up list are permitted to eat lunch with the student during the student’s lunch period on **Wednesday and Fridays ONLY**. Special treats and lunch should be designated for the **parent’s child only**. The student’s lunch time cannot be extended beyond its normal ending time. Parents must adhere to the guidelines posted in the cafeteria.

## **Visitation - Students**

Children who are not enrolled at Daily may not visit in the classroom or spend the day at school. Children who have been dismissed early from other schools may not visit the school during instructional time.

## **Voice Mail**

We have a voice mailbox system at Daily to help parent/teacher communication. Each teacher has a voice mailbox. Messages may also be left with the front office staff; contact may also be made via e-mail.

Emergency messages may be left with office personnel for immediate delivery.

## **Volunteer Opportunities**

We want and need Daily parents and community to be involved in our school and their own child's educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public Schools (VIPS) form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the VIPS coordinator, the office, or the child's teacher.

## **Waiting for Students**

For security purposes, parents are not permitted to enter the building prior to dismissal; the front doors will be locked from **2:00 – 3:15** each day. Please use the carpool system to pick up your child.

**Parents should not drive to school, park in the school's parking lot and meet their child at the walker door. Students are not walkers if they engage in this procedure; they are actually carpool students.**

## **Walkers**

Students who walk to and from school should obey the following rules:

- Cross streets only at corners
- Follow the route planned by parents
- Meet friends outside the building not at the classroom doors
- Meet PK – 2<sup>nd</sup> grade siblings at the walker door
- Walk directly to your home
- Have a plan for rainy days

Ray K. Daily Elementary School

Mascot: Dragon

School Colors: Green & Gold