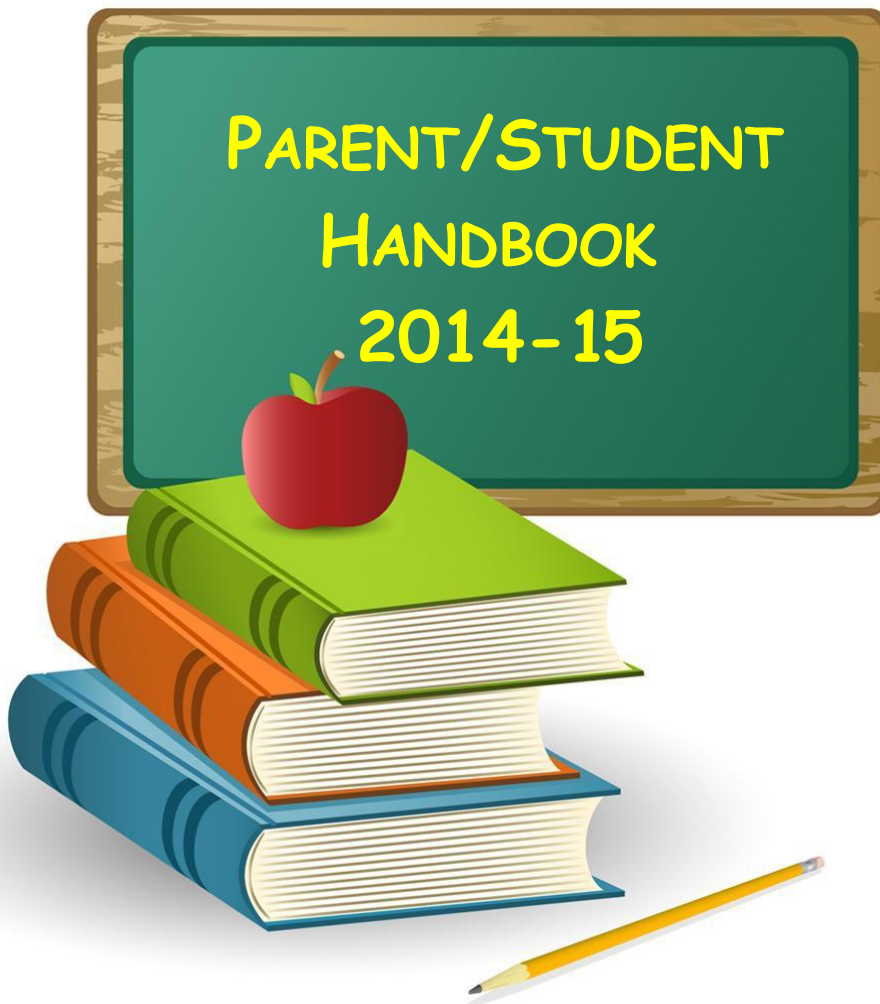




S.C. Red Elementary STEM Magnet School

Science ♦ Technology ♦ Engineering ♦ Math



S.C. RED ELEMENTARY SCHOOL
4520 TONAWANDA
HOUSTON, TEXAS 77035

PHONE NUMBERS:

MAIN OFFICE	(713) 726-3638
FAX	(713) 726-3698
MAGNET OFFICE	(713) 726-3640
KITCHEN	(713) 726-3696

DAWN D. RANDLE
PRINCIPAL

OCTAVIANO TREVIÑO
ASSISTANT PRINCIPAL

JUDY DOUGLASS
MAGNET COORDINATOR

CECILIA LASANE
TITLE I COORDINATOR

www.houstonisd.org/redelem

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.



Red Elementary Magnet School
Science • Technology • Engineering • Mathematics
4520 Tonawanda Dr. Houston, TX 77035
Phone: 713-726-3638/Fax: 713-726-3698

Dear Students and Parents,

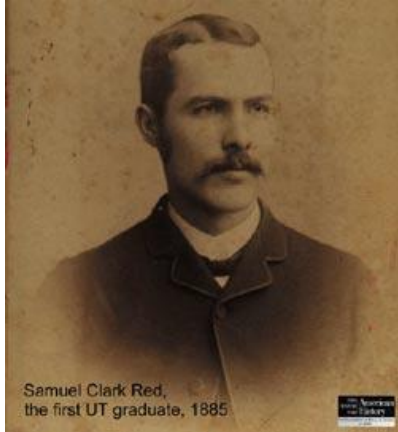
Our school is dedicated to effective teaching and learning for all students and we strive to ensure that our students are academically successful. This handbook is created to encourage a positive school culture and safe environment.

As we go into a new school year know that we have a common goal—to do what is best for all students—and we will continue to work towards that goal. Please take time to read and discuss this helpful information with your child.

Sincerely,

Dawn D. Randle, Ed.D.
Principal

Samuel Clark Red Elementary School (1865-1940)



S.C. Red Elementary School is named for Dr. Samuel Clark Red, an early physician in the early days of Houston's beginning. Dr. Red was the first person to receive a BA degree from the University of Texas – the year was 1885. After he received his medical degree from Jefferson Medical College in Philadelphia, Dr. Red returned to Houston and helped establish the Harris County Medical Society. Dr. Red and his uncle, Dr. David F. Stuart, established the first hospital in Houston. Dr. Red also served on the Board of Education of the Houston Independent School District.

Grove of Seven Pine Trees



On January 28, 1986 America was shocked by the destruction of the space shuttle Challenger, and the death of its seven crew members. The crew members represented a cross-section of the American population including the first teacher to fly into space. In memory of those seven, the student council and student body planted seven small pine saplings which have grown into stately trees which you see as you enter the circle drive at the front of S.C. Red School.

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PARENT/STUDENT INFORMATION

☆ ANNOUNCEMENTS

The pledges to the American and Texas flags are made each morning by students at 8:00 a.m. A moment of silence will be observed during this time. Other announcements are made as needed at 3:00 p.m.

☆ ASSEMBLY PROGRAMS

1. Various auditorium activities will be presented throughout the year for the benefit of students, parents, and teachers.
2. Students will be expected to show courtesy to those speaking or appearing on the program by being attentive and not talking.
3. Appreciation may be shown by applause; no whistling or any other noise is permitted.
4. Upon entering the auditorium, students will be directed where to sit.

☆ ATTENDANCE

Compulsory School Attendance Laws

To Parents or to Persons Standing in Parental Relation to Children:

Senate Bill 1432, passed by the Texas Legislature effective September 1, 2001, states that if a student is absent from school (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:

The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093

The student is subject to prosecution under Texas Education Code 25.094

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

1. Absences will be either excused or unexcused. Acceptable excuses for absences and tardies are personal illness, catastrophic illness or death in the family, medical or dental appointments, quarantine, weather or road conditions making travel dangerous, and emergencies or unusual circumstances recognized by the principal.
2. Students who have been absent must bring a **written** excuse from the parent/guardian within **three school days** after the date of the absence. Parents **MUST** include the following information on notes regarding absences:
 - a. Name of student
 - b. Date of absence
 - c. Acceptable excuse (see #1)
 - d. Parent signature

3. If a student does not bring a written excuse for an absence, it is considered an unexcused absence and work from unexcused absences may not be made up. The student receives a "0" for the daily assignments.
4. The school shall attempt to notify the parent/guardian when a student has four (4) absences.
5. Parents are requested to contact the attendance clerk when a child is absent at 713-726-3638.
6. Excessive absences will be investigated by the attendance officer assigned to the school.
7. Attendance is taken each day at 9:45 a.m. Any student not present at 9:55 a.m. is considered absent for the entire day. **EXCEPTIONS:** Absences for medical and dental appointments will not be counted as absences if the student is present **any** time during the school day and brings a note from the doctor. Please inform your child's teacher **prior** to medical appointments whenever possible.

☆**BACKPACKS**

Backpacks are allowed in grades K – 5. Rolling backpacks that fit in the students' closets are allowed in grades 3 – 5 only. Students in PK – 2 **are not** allowed to have rolling backpacks. No rolling suitcases are permitted due to space and safety considerations.

☆**BICYCLE SAFETY**

1. The Houston Police Department recommends that all bikes be identified with a parent's driver license number.
2. Students riding bicycles will observe safety laws, the same as automobile drivers, stopping at stop signs, watching for pedestrians, and riding single file on the right side of the street.
3. Bicycle riders will **walk bikes on school grounds**, and secure them to the bike rack in the west parking lot. Bikes **must be locked** for safe keeping.
4. Students will wear safety helmets while riding bicycles. (Scooters are not allowed at school due to lack of storage space.)
5. Red is not responsible for any bike stolen from the property.

☆**BREAKFAST**

HISD has implemented breakfast in the classrooms. Breakfast will be served daily in the classrooms at 7:45 a.m.

☆**CAFETERIA AND LUNCH PERIOD**

1. Students will line up, single file, to go through the serving line.

2. Students will only be allowed to go through the lunch line once. They need to make sure they get everything they need – food items, condiments, utensils, napkins, snacks, etc.
3. All students are required to have a lunch card. Students who do not qualify for free or reduced lunch can have parents load money onto the child's lunch account. The lunch card serves as identification for students. Money can be loaded into student accounts by logging on to (1) www.parentonline.net, (2) obtaining a lunch money envelope from the office, or (3) paying the cashier directly from 8:15 a.m. – 9:15 a.m. daily.
4. Any student without lunch money will be provided lunch. The student should pay **the cashier the next school day**.
5. Classrooms will be assigned lunchroom seating.
6. The teacher, the duty person in the lunchroom, assistant principal or the principal, will give guidelines for proper etiquette and behavior.
7. Children may speak in six-inch voices to the persons on either side of them and the person directly across from them.
8. Children are to clean up their own area and dispose their trays appropriately.
9. Forgotten lunches or lunch money should be brought to the office and have the student's name and room number on the lunch bag or lunchbox or on the envelope containing the money. These students should stop in the office on their way to lunch to pick up their lunch or money. **Classes will not be interrupted to remind students; that practice is too disruptive to classrooms. Office staff cannot guarantee delivery of lunches to students.**
10. No food may be taken from the cafeteria unless it is in a sealed, unopened package.

☆COMMUNICATING WITH PARENTS

The school sends out communications to parents in the following forms: notes, memos, calendars, newsletters, e-mails, and via website. In some instances, parents will also receive phone calls through our phone messaging system. It is highly recommended that you ask your child frequently about any communications they may have from school. **Please read all correspondence sent home so that you can stay informed.**

E-mail – Teachers will provide parents with an e-mail address.

Calendar - A monthly calendar will be published and sent home the last Tuesday of each month for the new month. This will serve as a reminder of all school activities for the month.

Newsletters – **RED SCHOOL BUZZ** will be distributed and sent home with the monthly calendar. It will feature news and information of interest to Red School students and parents.

Lunch Menu - Lunch menus are printed and distributed to all schools by HISD's Food Services Department. They are sent home with the students monthly.

☆COMMUNICATION FOLDERS

Tuesday is communication day. The office and teachers will send home the majority of the written communication – flyers, graded papers, conduct information, etc. Please take time to review this important information. Sign any needed items and return to your child's teacher on Wednesday. You may want to get into the habit of asking, "Where is your Tuesday folder?"

☆CURRICULUM

Teachers at Red follow the curriculum outlined by the Texas Education Agency (TEA) and Houston Independent School District (HISD). Information on curriculum can be found on the HISD website www.houstonisd.org under the Curriculum, Instruction, and Assessment Department.

☆DISMISSAL PROCEDURES

Students are dismissed in the afternoon either in the carpool lane or the walk-up area near the visitor's parking lot. If you plan to use the walk-up you must wait in the area outside the Pre-K playground. Please do not walk-up to the car pool area to pick-up your child. This makes it difficult for our staff to safely dismiss students. **The safest way to pick your child up in the afternoon is the carpool line.** Staff members are on duty to load students into cars and to direct traffic. ***Students are not to be picked up for early release after 2:45 p.m.***

☆FIELD TRIPS

1. Field trips are encouraged. Each class is encouraged to take a minimum of two field trips a year. The teacher makes arrangements with the approval of the principal.
2. For some field trips, the pupils share bus costs. A parent **must sign** a permission slip for his child to go on the trip. The school will provide an HISD approved permission slip. **NEITHER HANDWRITTEN NOTES NOR TELEPHONE CALLS ARE ACCEPTABLE. PERMISSION SLIPS MUST BE RETURNED BY THE DEADLINE DATE ON THE FORM.**
3. Students with a **P** average in conduct two weeks prior to the field trip **may require that a parent accompany the child on the field trip. Students with a U in conduct are not eligible to attend field trips.**

☆FIELD TRIP CHAPERONES

Parents are frequently asked to be chaperones on field trips. Due to liability considerations, children not enrolled at Red School are **NOT** allowed on these trips. Parents must also be registered as a Volunteer in Public Schools in order to chaperone a trip. VIPS registration **requires a background check.** Parents who do not have a criminal background check **will not** be allowed to participate in extracurricular school events. We encourage parents to submit a criminal background application at the beginning of the school year via the HISD website. It takes HISD approximately 4 – 6 weeks to process applications.

☆FIGHTING/BULLYING/TEASING

These will not be permitted. They are strictly forbidden. If a child hits, bullies, or teases another child, it is to be reported to the teacher immediately. Penalties for fighting will be administered according to HISD Code of Student Conduct and dealt with severely.

☆GRADING

Students will receive report cards at the end of each grading period. The academic grades will reflect the classwork, homework, projects, and tests done for that period.

In grades 1-5, grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90-100	Excellent quality of work - thorough mastery of subject matter.
80- 90	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.
Below 70	Unsatisfactory quality of work - poor work, failing.

Pre-K and Kindergarten students will receive number grades.

- 1 Discovery – First Steps
- 2 Exploring – Showing Progress
- 3 Connecting – Ready to Apply

Conduct will be marked with one of four letter grades to be interpreted as follows:

- 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

☆GROOMING AND APPEARANCE – SEE UNIFORM SECTION

☆HALL REGULATIONS

1. Students must have a pass to leave the classroom during the school day.
2. Any teacher, assistant principal, principal or members of the office staff may request to see the hall pass of any student not in the classroom during school time.
3. Because of the safety factor, everyone **will walk** (not run) in the halls. Any teacher or staff member may make this request of students.
4. To avoid congestion, everyone will keep to the right when moving through the halls.

☆HEALTH NEWS

- All immunizations must be current. HISD policy will not allow students to attend class unless all immunizations are current and complete. Please check with your child’s doctor if you are not sure if your child’s immunizations are complete.
- State legislation now requires all schools to provide information about bacterial meningitis to its community. The following information was received from the Health and Medical Services Department.

☆HOMEWORK

Homework is assigned to reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom. In addition, homework provides an additional opportunity for family involvement in your child’s education.

Your child’s teacher will send home a letter at the beginning of the school year explaining what homework will be expected of your child. Home assignments should be clearly understood by the pupils. It should be possible to complete the assignment within a reasonable period of time. Assignments should be an outgrowth of the work done in the classroom. Homework may be given each day based on teacher discretion and student needs.

Suggested Minimum Time

Pre-K and Kindergarten.....	10 – 15 minutes
1st & 2nd grades.....	30 - 45 minutes
3rd & 4th grades.....	45 minutes - 1 hour
5th grade.....	1 hour - 1 hour 15 minutes

Each family is asked by HISD to **read together at least twenty minutes a day**. This enjoyable time together reaps wonderful rewards.

☆HONOR ROLL

- All A’s with an E or S conduct average each grading cycle
- All A’s and no more than 2 B’s and E or S conduct average each grading cycle

In order to be recognized for each grading cycle honor roll activities, students must earn no more than 2 B’s per grading cycle. Students who have made Honor Roll all grading cycles will earn the Honor Roll trophy and Honor Roll certificate at the end of the year awards program. Students with all A’s for the entire school year will receive the Honor Roll trophy, medallion and certificate at the end of the year awards program.

☆HOURS

Student hours are 8:00 a.m. to 3:15 p.m. It is important that students are in their seats ready for lessons at 8:00 a.m. through 3:10 p.m. Staff is on duty to supervise students from 7:30 a.m. to 3:30 p.m. For your child’s safety, please observe these supervised times. If students are not picked up in a timely manner at the end of the school day, Children’s Protective Services (CPS) will be notified and student will be released to HISD Police. **Students are not to be dropped off at Red prior to 7:30 a.m. All students should be picked up by 3:30 p.m.**

If an emergency occurs please call the school to inform staff that your child will be picked up late.

☆ILLNESS AND INJURIES

1. Any illness or injury should be reported to the classroom teacher who will then have the student report to the nurse. The nurse will contact parents.
2. Students who are running a fever must be fever free for 24 hours before returning to school.
3. Emergency phone numbers on enrollment cards are important in case parents cannot be contacted at home or on the job. **Please keep this information up-to-date.**
4. **Medications administered at school** - The policy of the Board of Education does not authorize HISD school personnel to give medication of any kind, which includes aspirin, similar preparations, or any other drugs without a physician written directive. The doctor's statement must be accompanied by written permission of at least one parent. The physician's form is available in the clinic or in the office.
5. **You completed a medical information sheet when you first enrolled your child in school. Please update this information if there are changes in your child's health.**

☆INTERNET

Red School is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the school approved Internet sites, all students must obtain parental permission. If a parent prefers that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing. Students who enter non-approved Internet site will lose Internet privileges for at least the remainder of that school year. See the *Code of Conduct* for more details.

☆ITEMS NOT ALLOWED AT SCHOOL

1. Toys, pocketknives, radios, hand-held games, MP-3 players, liquid paper, laser pointers, permanent markers, or other distracting objects are **NOT** allowed at school.
2. If any of the above items are brought to school, the teacher will confiscate them or a staff member and the student and the item will be sent to the office. A parent must claim all allowable confiscated items within 10 days; they will **not be** returned to students.
3. **NO GUM** is allowed. Candy may be included in lunches, if parents desire, but it must be **eaten at the lunch table.**
4. **No** glass-bottled drinks are allowed.

☆LIBRARY BOOKS

1. Students in grades K-5 may check out books weekly. Students may take home books at the teacher's discretion.

2. Students will be required to pay for lost or damaged library books. If a student has an overdue book, he/she is not allowed to check out another until that one is paid for or returned.

☆ LOST AND FOUND

1. Non-clothing items found should be turned in to the office.
2. The lost and found for clothing is located in the cafeteria on the benches. (Any items left are donated at various times during the year.) **Please write your child's name in or on lunch kits, backpacks and inner clothing tags such as jackets, sweaters, and coats.**

☆ MAGNET

Red is a Science, Technology, Engineering and Math (STEM) Magnet School. Students have the opportunity for in-depth, process oriented study of math, science, engineering and technology in conjunction with a strong academic program. Studies develop critical-thinking and problem-solving skills, and lab work emphasizes “hands-on” activities. Every student at Red is Magnet because we are an add-on program. Red’s magnet program utilizes a “theme based” approach with a new theme being introduced each month in the three labs. Engineering is a component of all three labs. Students not zoned to Red must apply through the magnet application process. This process takes place in early November with Magnet Open House and Awareness Week.

☆ MESSAGES FOR STUDENTS

Parents are encouraged to make transportation and after-school plans before students leave for school. Only **EMERGENCY** messages can be relayed to students.

☆ PARENT ORGANIZATIONS

PTO – The purpose of the PTO is to enhance and support educational experiences at Red, to develop a closer connection between school and home by encouraging parental involvement, and by increasing volunteers in the school and financial support.

The S. C. Red PTO is open to all parents. The membership fee is \$20.00 per family and all parents are encouraged to join and be a partner in the school. The PTO sponsors a contest for classes with the highest percentages.

General and board meetings are held throughout the year and **ALL** parents are invited to attend.

VIPS - (Volunteers in Public Schools) - Parents are encouraged and welcomed to volunteer at school. Field trips, lunchroom, clinic, art and science centers, office, physical education, library and classroom are just some of the areas in need of volunteers. Criminal background checks will be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours. All volunteers must participate in a Volunteer Criminal Background check by completing the Volunteer Access to Police Records application via the HISD website. The background check is conducted by HISD Human Resources Department and takes 4 – 6 weeks to process. **Criminal background checks are required every school year.**

☆PARTIES AND CELEBRATIONS

Parties - There can be only two parties per year, per class - one in the fall semester and one in the spring. Maximum time allowed for parties is 60 minutes.

Celebrations - Parents may bring cookies or cupcakes for special occasions (**no birthday cakes**). These treats **may not** be served in the cafeteria at lunchtime. Please be sure to include enough of the same treats for **all** members of the class.

No balloons, flowers, etc. may be delivered to students in classrooms on special occasions. Such deliveries would be very disruptive to the learning environment.

Invitations to off-campus parties are not to be distributed at school.

☆PHYSICAL EDUCATION

1. All students are required to take physical education.
2. A doctor's written statement is required for excusing anyone from physical education on a permanent basis. The parent may request through the principal that the student be excused on a temporary basis.
3. Students should wear clothing that allows effective participation in physical education classes. Shorts are permitted and students **must wear tennis shoes**.
4. No physical education classes (or outside activities) will be conducted during air stagnation alerts. P.E. can be taught by the P.E. teacher or classroom teacher.

☆PROBLEMS

If you have a problem concerning your child and school, please contact his/her teacher or the assistant principal immediately. If the problem is not resolved, please request the principal's assistance. Please allow 24 – 48 hours for a response from all school personnel. In the event your problem is unresolved, contact the Elementary School Office Parent Community Assistance at (713) 556-7121.

☆PROGRESS NOTES

Notice of Progress will be sent to parents of students who are making unsatisfactory progress during the fourth (4th) week of the grading period. The parent must sign and return the form to acknowledge receipt of report.

☆PROMOTION

At the time of this printing, the following promotion standards had been approved by the HISD school board:

- A passing score on the High Frequency Evaluation for grades 1 and 2.
- An overall average of 70 (including 70 or better in reading, language arts, math and either science or social studies) in grades 1-5.

- All attendance requirements included in the Attendance Policy approved by the HISD Board of Education.
- Reading STAAR test will be used for promotional standards for grade 3.
- Reading and Math STAAR test will be used for promotional standards in grades 4 and 5.

If a student fails to meet these performance measures, teachers or other specialists will immediately intervene. At the end of the school year, if the student does not meet standards, he or she will be retained and have to attend summer school. Promotion will be determined by student performance at the end of summer school.

☆ RAINY DAY PLAN

Parents are requested to make a plan of action with their children in case inclement weather occurs during the day. The children need to know how they are to get home, as it is impossible for all the children to call home for this information. **Rainy Day Plans** will be sent home with enrollment cards.

☆ RELEASING OF STUDENTS BEFORE REGULAR DISMISSAL

Procedures are established for students that need to leave school early. Only the parent who has signed the enrollment card or someone with written authorization from that person will be allowed to take the child from school during regular school hours. The parent signs the child out in the school office and the student will then be called to the office. Teachers are not permitted to release students unless this procedure has been followed. When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time so that plans can be made accordingly. If a parent is out of the city and has left his/her child with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed. **Early release of students is allowed only with the permission of the principal or designee and will not be allowed after 2:45 p.m.**

☆ ROOM PARENTS

It is suggested that each classroom have one Room Parent Chairman and two Room Parent Assistants. The room parent is to help with class parties, secure helpers for class events, and generally assist the classroom teacher as needed. Teachers will be requesting room parent volunteers during the first few weeks of school.

☆ SCHOOL PICTURES

Individual student pictures are taken in the fall and group pictures are taken in the spring. Fifth graders will have a panoramic picture taken in the spring.

☆ SCHOOL STORE

The Red School Store is open Monday, Wednesday, and Friday from 7:45 – 8:00 a.m. It is located next to the office. Students may buy all necessary school supplies and t-shirts from the store.

☆SCHOOL-WIDE RULES

- Be Safe
- Be Respectful
- Be Prepared
- Be Cooperative

☆SECURITY

To maintain a safe learning environment for students, the only entry to the campus will be through the front doors. All visitors are required to register through the Raptor System and will be required to show identification.

The law requires county and municipal authorities to notify school districts when certain known sex offenders intend to reside within the school district. When Red Elementary receives such a notice, it will be kept in the school office for one year. You may come to the office during regular school hours to review any notices. The information contained in the notices is the only information about the sex offenders known by the Houston Independent School District. For further information, you may contact the law enforcement authorities named in the notice.

☆SHARED DECISION-MAKING COMMITTEE (SDMC)

As part of the Site-Based Management Model mandated by the state and HISD, Red developed an SDMC. The committee is composed of the principal, assistant principal, magnet coordinator and:

- 6 - classroom teachers nominated and elected by classroom teachers
- 3 - school-based professional staff members nominated and elected by classroom teachers and school-based professional staff
- 1 - paraprofessional staff member nominated and elected by paraprofessional staff
- 2 - parents (PTO President and parent selected by PTO President)
- 2 - community representatives selected by the principal
- 1 - business representative selected by the principal

Red's SDMC meets throughout the school year at 3:30 p.m. All meetings are open to the public. See monthly calendar for scheduled meetings.

☆SPECIAL EVENTS

Awards Day - Awards are presented to students for: Scholarship, Perfect Attendance, Citizenship, Safety Patrol, Student Council, Library Club, and for other special services.

Birthdays - Celebrate your birthday the *Red School Way* and support reading at the same time. For a \$15 donation, students may choose a book to be donated in their name to the library. The librarian will put a bookplate bearing the child's name in the book, take a picture of the child holding the book to post on the library bulletin board, and announce the child's name and book title over the P.A. system.

Field Day - Each spring there has been a Field Day or similar event. Students compete on their grade level in activities such as sack races, balloon races, relays and other competitive sports.

Fifth Grade End-of-Year Day - At the end of each school year, the PTO helps sponsor the fifth grade pool party at Willow Pool.

☆STUDENT SERVICE CLUBS

Library Club - This service club is for third, fourth, and fifth grade volunteers. Library Club members shelve books and/or read to younger students. Students volunteer before school from 7:30 to 7:55.

Flag Patrol – Red’s Flag Patrol consists of fifth graders who are responsible for raising and lowering the flags each day in front of our school. On special days, they make sure the flags are flying at half-staff.

Requirements to participate in the Flag Patrol are:

- | | |
|--|------------------------------|
| (1) be recommended by his/her homeroom teacher | (3) have excellent conduct |
| (2) be in the fifth grade | (4) complete all assignments |

Student Council - The Student Council is composed of eight elected representatives from each fifth grade class. These students help the school with special projects and offer leadership to their class by bringing information to and from their class of the meetings.

☆TARDIES

A student is tardy **after the 8:05 a.m. bell**. When students are tardy they miss important instructional time needed to begin the school day. School personnel understand that occasionally traffic, weather, or oversleeping may cause a student to be tardy.

A student with excessive tardies will receive a letter requesting a parent/teacher conference which will be placed in the student’s cumulative folder.

☆TELEPHONE

1. Students shall use the main office phone **ONLY** in emergencies and must have a telephone pass from their teacher.
2. The classroom teacher and/or office staff will determine what constitutes an emergency. For example, calls requesting permission to go to a friend’s house after school, forgetting homework, and lunch or lunch money are not considered emergencies.

Cell Phones:

All cell phones must remain in the off position (unable to receive signals or commands) while on the school campus and they must remain in backpacks. Students may not wear cell phones on belt clips or have them in their pockets.

Unauthorized usage of these devices will result in confiscation. Red Elementary nor HISD is responsible for lost or stolen cell phones.

☆TEXTBOOKS

1. All basic textbooks and workbooks are loaned to students for their use during the school year.
2. Textbooks **must be kept covered** and handled carefully.
3. Students will be required to pay for lost or damaged textbooks. (Please keep in mind that the cost of new textbooks is extremely high. Taking good care of your books will be beneficial for everyone.)

☆Traffic

Crowded traffic conditions during peak times – 8:00 a.m. drop offs and 3:00 p.m. pickups – jeopardize the safety of our children. *Congestion* will never be prevented completely, as approximately 640 children arrive and depart each day, but safety can be achieved by *courteously* adhering to the following guidelines.

East Lot: One Line/One Way/Parent Parking

- This is the visitor parking lot and the only parking area for parents on campus. Traffic is **ONE WAY** entering from Tonawanda and exiting on Hazelton.
- **NO DOUBLE PARKING PLEASE.** Traffic forms **ONE LANE** for parking and walking your child into school.
- When the spaces are full, please park on the street and walk back to the school. Parents should not at any time park in the fire zone lanes.
- Do not park in the circle drive – buses arrive and depart in the morning and afternoon and require additional space to maneuver. In addition, the circle drive is a designated fire zone lane.

Circle Drive: One Line/One Way/NO PARKING IN FIRE LANES

- Wait until 7:35 a.m. most of the buses are out of the circle drive by 7:35 a.m. and is comparatively less congested than that.
- Adults are on duty to receive children **so drivers do not need to leave their car.**
- Traffic forms one line as it enters one way from the east, and leaves from the west exit on Tonawanda.
- Children should be let out onto the school sidewalk only. Please have them ready and organized to exit your car quickly.
- Wait until the car is motioned to begin the afternoon pick-up to indicate buses have departed from the campus. Please make sure you have your sign visible on the dashboard and leave it until your child is loaded.

West Lot

This is for staff and special transportation buses **ONLY.**

To avoid gridlock situations on Tonawanda, all Red staff and families are asked to **voluntarily drive westbound ONLY (toward Cliffwood)** from 7:45 – 8:15 a.m. and 3:00 – 3:30 p.m. This will allow traffic to pull either into the circle drive or the east parking lot without traffic from west blocking the entrance.

☆TRANSFERS

If you know you are going to move, please call the school office (713) 726-3638) and notify us of the move at least two days in advance of the anticipated checkout day. The person(s) who signed the enrollment card should be the person(s) who signs the checkout sheet.

☆TRANSPORTATION

1. Magnet students who live outside the Red attendance zone are eligible for HISD bus transportation if they live more than two miles from Red. The bus will pick students up at a neighborhood school.
2. Disabled students are eligible for HISD bus transportation upon recommendation of the ARD Committee.
3. No other students are permitted to ride these HISD buses, e.g., students visiting bus students are not permitted to ride HISD buses.
4. Identified bus riders are required to ride their bus **unless the school is notified in writing that the student is not to ride the bus.**
5. Parents may call the appropriate motor pool to locate student's property left on a school bus. Parents need to know the route number of the bus their student rides.

Barnett Motor Pool - (713) 845-5022

Butler Motor Pool - (713) 726-2100

Central Motor Pool - (713) 676-9295

Delmar Motor Pool - (713) 957-7711

☆TRANSPORTATION - BUS BEHAVIOR

1. Students must remain seated at all times, waiting for the bus driver to dismiss them from their seats. They should **never** stand while the bus is in motion.
2. Students must refrain from talking loudly. Each student should speak in a soft tone in order for the driver to transport them safely.
3. Students must not eat or drink anything while on the bus.
4. Students must not hang their head or arms out bus windows.
5. Students should board and depart the bus at designated spots quietly.
6. Students should use appropriate language.
7. Parents must send a note each day when their child will not ride the bus home. If a note is not sent, the student will be sent home on the bus.

Those students not willing to conform to the necessary safety rules will be reported by the driver on an HISD Incident Report. Students must understand that their parents will be notified and that he/she (the student) will receive a "U" in conduct for that day. Each offense has a consequence. They are:

First Offense - Give student adequate warning. Avoid repeating this warning without meaning. Inform the parents in writing or by telephone that their child is not cooperating.

Second Offense - A two- to three-day suspension from riding the bus.

Third Offense - A five- to seven-day suspension from riding the bus.

Fourth Offense - Exclusion from riding the bus for the semester.

Parents must provide transportation to students that are suspended from the bus. School attendance is expected during the time of suspension. The school believes that all of our

students are capable of complying with these safety requirements. The school **will support** bus drivers and provide a safe bus ride to and from school.

☆TUTORIALS

Tutorial classes will be provided according to guidelines mandated by HISD. Transportation is not provided. Parents must make arrangements to pick up their child from tutorials on time.

☆UNIFORMS

ALL students in grades Pre-K-5 are required to wear school uniforms. Students not in school uniform will be required to wear a school issued uniform or the parent will be required to bring a change of clothes. School issued uniforms must be returned to the school. Repeated violations will require a parent/administrator conference. The following is the uniform description:

- Navy blue or blue jean bottoms, which include shorts, skirts, skorts, or jumpers.
- Red or white, short or long sleeve, polo, oxford or Peter Pan style shirts only.
- Only white undershirts may be worn under uniforms.
- Uniforms will be worn Monday—Thursday. On Friday any S. C. Red Elementary School t-shirt or college t-shirts may be worn.
- Closed-toe shoes must be worn. No clogs, flip-flops, sandals, or **any** shoes without backs will be permitted for safety reasons. Students are to wear sneakers or other closed-toe shoes. Socks or stockings should be worn with shoes at all times.
- Blue or red outerwear is preferable.

Students will be expected to keep themselves well groomed and neatly dressed at all times.

There will be several “NO UNIFORM DRESS DAYS” throughout the year. Students should dress appropriately for school on these days (no pajamas, costumes, etc.).

☆VALUABLES

Students should refrain from bringing large amounts of money and expensive valuables to school. If absolutely necessary, money or valuables should be checked in with the teacher until needed. **The school will not be responsible for any lost valuables including money.**

☆VANGUARD NEIGHBORHOOD G/T PROGRAM

The Vanguard program is designed for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. HISD provides two K-12 program options for Gifted and Talented students: Vanguard Magnet and Vanguard Neighborhood. The Vanguard Magnet program is designed to meet the needs of G/T student in grades K-12 by providing an environment for students to work with their cognitive peers. The Vanguard Neighborhood programs are designed to meet the needs of G/T students in grades K-12 at their neighborhood (zoned) schools. Both Vanguard programs provide a differentiated curriculum by modifying the depth, complexity, and pacing of the general school program.

HISD conducts district-wide testing each fall for students in Kindergarten and Fifth grade. The NNAT (Naglieri) Test is given to the students at that time, which is one of the criteria used to

determine if a child will qualify for the G/T program. The Kindergarten students are also given the Stanford/Aprenda test in late fall as the other criteria for admission. If identified, Kindergarten applicants will be served by March 1 of that year.

Red participates in the Vanguard Entering Kindergarten testing process. Information regarding dates and application process will be made available on the Red School Calendar and in the Parent Newsletter.

Students who qualify for the Vanguard Neighborhood G/T program receive additional instruction beyond the regular prescribed curriculum in reading, math, science, and social studies (Grades 1-5). Placement in the program is partially determined by special testing which occurs on dates predetermined by the school district. Information about testing dates and applications deadlines will be published during the year. The Vanguard Neighborhood G/T program Admission Committee using student grades, teacher observation form, and testing information will determine placement.

Vanguard Neighborhood G/T Program applications may be obtained from the school office.

☆VISITORS

1. All parents and visitors are required to report first to the office for a visitor's badge obtained through the Raptor system. A valid ID will be required.
2. Parents requesting conferences with teachers may make an appointment by e-mailing the teacher, writing a note to the teacher, or calling the school. Please allow 24-48 hours for a response.
3. Visitors without appointments are welcomed to sign-in, get a badge, and observe in the classroom. The teacher will continue with the lesson while you observe your child during instruction. Observations need to be limited to 45 minutes per day. Teachers are not able to conduct conferences with parents during teaching and learning time unless it is under the teacher's planning time