

**Paul W. Horn Academy**



**Student Handbook  
2011-2012**

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## Student Handbook

### ***Attendance Policy***

Horn Academy follows the HISD and Texas Education Code attendance policies.

#### **Attendance**

Students in kindergarten through grade five attend school for seven hours each day. Students report to classrooms at 7:45 a.m. and classes begin at 7:55 a.m.

**Instructions begins at 7:55 when the tardy bell rings.** Cafeteria supervision begins at 7:15 a.m. for bus students and breakfast students. Students are required to attend class each day.

The only acceptable excuses for tardies and absences are: personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, emergencies or unusual circumstances recognized by the principal.

Students who have been absent must present a written excuse from the parent/guardian upon return to school. The note must include: student's name, date the note is written, date of absences, reason for absence, and a parent/guardian signature. This excuse must be received by the school within 3 days after the absence or tardy.

Students shall be excused from school on religious holiday provided a written excuse is send in advance by the parent/guardian.

Students may have no more than eight (8) unexcused absences per year. More than 8 unexcused absences may result in failure, even though grades are passing, determined by the school grade placement/attendance committee.

Tardies - Unexcused tardiness to class is a level I violation of the code of student conduct.

Attendance is officially recorded at 9:45 a.m.

#### **Attendance Phone Line**

To promote student safety on the way to school, parents are asked to call **713-295-5264** by 7:45 a.m. to report a child's absence.

#### **Bus Riders**

Riding the school bus is a privilege. Good student conduct on the school bus is important for the safety and the well-being of the entire passenger load. All school and bus rules are to be observed when in route to and from school. All infractions will be reported by the driver to the Magnet Coordinator and

disciplinary measures will be taken which include the suspension or denial of bus transportation.

All HISD buses will be loaded in front of the school. Students are asked to stand in their individual bus lines and not to "save" a place for their friends or permit their friends to make "cuts" in the line. Only students eligible for bus transportation may ride the buses.

Occasionally, a student may miss the bus even though every effort is made to encourage the prompt reporting to the loading zone. If this should happen, the student should report immediately to the Magnet Coordinator for assistance.

### **Dismissal of Students**

Bus riders are to report to their supervisors at 2:40 p.m. All other students will be dismissed at 2:45 p.m. and are to leave campus promptly. If students are kept after school, their parents must be notified ahead of time. Bus riders cannot be kept after school.

Parents are to pick up students promptly at 2:45 p.m. If there is an emergency, parents must call the school office at 713-295-5264 by 2:45 p.m. so that special arrangements may be made for the child's supervision. All teachers are off duty by 3:00 p.m.; children left at school are not under adult supervision. The office staff is not responsible for child care. If a child is left at school repeatedly, Children's Protective Services will be contacted by the office, and the child will be taken to the Chimney Rock Center for pick up by the parent.

The Champions After-School Program is also available for child care daily from 2:45-6:00 p.m. You may call them at 713-536-7061.

Students are not allowed to return to campus after they leave at 2:45 p.m.

Please help your child remember his or her books/assignments and belongings. The classrooms will not be opened after 3:00 p.m. Custodians, office staff and principal have duties after school and can not allow anyone into an empty classroom.

### **School Calendar 2011-2012**

Check the Horn web site (<http://es.houstonisd.org/hornes>) for Horn's School calendar or check HISD's Calendar on the HISD web site (<http://www.houstonisd.org>).

### **Horn Discipline Plan**

A school wide discipline plan promotes intrinsic responsibility and self-discipline. Each student will choose the appropriate actions, knowing what is right and what the consequence is. Horn School follows the HISD Code of Student Conduct.

Horn's discipline plan is based on the Assertive Discipline approach of Lee Canter. Basic to this approach is an understanding that the teacher has:

- the right to establish an ideal learning environment
- the right to determine and request appropriate behavior from students
- the right to ask for help from parents and school administrators when assistance is need with a child.

This discipline plan includes:

- school wide rules
- guidelines for classroom rules
- suggestions for positive and negative reinforcements
- disciplinary steps to be taken by teachers and administrators

School-wide Rules:

- Respect the rights of others.
- Walk quietly.
- Talk quietly.
- Use appropriate language.
- Keep your hands, feet, and objects to yourself.
- Follow the directives of all staff members.
- Take care of school property; i.e. restrooms, grounds.
- Obey school bus rules.

Consequence: Classroom teachers will record behavior daily.

Any severe misconduct will be reported directly to parents and administration.

Reward: Positive reinforcement such as a good conduct button, sticker, or extra privileges.

Cafeteria Rules:

- Follow all school wide rules.
- Remain seated during lunch time.
- Eat and touch only your food.
- For a special need, raise your hand and wait to be recognized.
- Enter in a quiet line.
- Go through the service line once.
- Return trays in an orderly manner.
- Line up quietly and wait for your teacher.

Consequence:

- 1st offense - warning

- 2nd offense - moved to the time out table
- 3rd offense - report to classroom teacher

Any severe misconduct will be reported directly to parents and administration.

Ancillary Classes: The ancillary teachers are responsible for recording appropriate and inappropriate conduct on an ancillary conduct sheet that is given to the homeroom teacher. This becomes a part of the student's daily conduct assessment.

Any severe misconduct will be reported directly to parents and administration.

Ancillary teachers work with the classroom teachers in promoting self-discipline and student respect.

All teachers request that parents contact the teacher first when there are questions or concerns about classroom discipline or procedures. Teachers want to communicate with parents.

## ***Curriculum***

Horn Academy is designed to serve the total school population (K-5).

At Horn Academy curriculum in all subjects is based on unit teaching, active and cooperative learning, critical thinking, oral and written expression and integrated disciplines. The following Magnet components serve to enrich and reinforce the regular instructional programs.

**Art** - Through the techniques used in Horn's drawing, painting, pottery and craft classes, students become more aware of their environment and the community in which they live. Art instruction is closely correlated with the academic curriculum. Horn's program focuses on original art, elements of design, appropriate mediums, and art in history.

**Computer Technology** - Horn's computer literacy program is designed to familiarize students with the capabilities of the computer and communications through technology. Students learn computer terminology, word processing, spreadsheets, and keyboarding skills. The computer lab teacher works with the students and teachers to provide skill lessons in the computer lab and to provide assistance in the classroom for the integration of curriculum and technology.

**Earth Science** - Earth science is emphasized, including life and physical science. Students attend the hands-on lab once a week. They learn the use of scientific inquiry and discovery as they delve into the world around them.

**Life Sports** - A unique experience in physical fitness, the soccer and life sports program emphasizes the development of skills and sportsmanship. What the students learn here can be a source of recreation throughout their lives.

### Ancillary Schedule 2011-2012

		A	B	C	D	E	
<b>7:45-8:00</b>	homerooms						
<b>8:00-8:45</b>	Art	Connelly	Shapiro	McLemore	Talley	Jackson	
2nd Grade	Cr/Writing	Jackson	Connelly	Shapiro	McLemore	Talley	
	Computer	Talley	Jackson	Connelly	Shapiro	McLemore	
	Music	McLemore	Talley	Jackson	Connelly	Shapiro	
	PE	Shapiro	McLemore	Talley	Jackson	Connelly	
<b>8:50-9:35</b>	Art	Bell	Stein	Shields	Reichstein	Gates	
1st Grade	Cr/Writing	Gates	Bell	Stein	Shields	Reichstein	
	Computer	Reichstein	Gates	Bell	Stein	Shields	
	Music	Shields	Reichstein	Gates	Bell	Stein	
	PE	Stein	Shields	Reichstein	Gates	Bell	
<b>9:40-10:25</b>	Art	Canahuati	Wasson	Shetsky	Johnson	Clary	Newhouse
Kindergarten	Cr/Writing	Clary	Canahuati	Wasson	Newhouse	Johnson	Shetsky
	Computer	Johnson	Clary	Canahuati	Shetsky	Newhouse	Wasson
	Music	Newhouse	Johnson	Clary	Wasson	Shetsky	Canahuati
	PE	Shetsky	Newhouse	Johnson	Canahuati	Wasson	Clary
	Library	Wasson	Shetsky	Newhouse	Clary	Canahuati	Johnson
<b>10:35-11:40</b>	lunch duty	PE	Art	Cr/W	Com	Mus	
(lunch for duty: 11:40-12:10)							
10:35-12:10	ancillary lunch & planning						
<b>11:25-12:10</b>	Art	McDonald				Davis	
Pre_K	Cr/Writing	Davis	McDonald				
	Computer		Davis	McDonald			
	Music			Davis	McDonald		
	PE				Davis	McDonald	
<b>12:15-1:00</b>	Art	McMahan	Stevenson	Thorn	Kruger	Wise	
3rd Grade	Cr/Writing	Wise	McMahan	Stevenson	Thorn	Kruger	
	Computer	Kruger	Wise	McMahan	Stevenson	Thorn	
	Music	Thorn	Kruger	Wise	McMahan	Stevenson	
	PE	Stevenson	Thorn	Kruger	Wise	McMahan	
<b>1:00-1:45</b>	Art	Blass		Garner	Dotan	Cinciripini	
4th Grade	Cr/Writing	Cinciripini	Blass		Garner	Dotan	
	Computer	Dotan	Cinciripini	Blass		Garner	
	Music	Garner	Dotan	Cinciripini	Blass		
	PE		Garner	Dotan	Cinciripini	Blass	
<b>1:50-2:35</b>	Art	Burcham		Ueckert	Malone	Daugherty	
5th Grade	Cr/Writing	Daugherty	Burcham		Ueckert	Malone	
	Computer	Malone	Daugherty	Burcham		Ueckert	
	Music	Ueckert	Malone	Daugherty	Burcham		
	PE		Ueckert	Malone	Daugherty	Burcham	



## ***Report Cards and Notice of Progress***

Report cards are issued four times a year. **Report cards must be signed and returned** to the school within four school days. Kindergarten will use a revised HISD Kindergarten report card.

### Grading Policy - Horn Academy

#### Kindergarten

Horn Academy Kindergarten Grading Policy for Inclusion

The Kinder classes at Horn Academy will follow the procedures mandated by the state of Texas and HISD; we will grade all student work using the rubric of the HISD Kindergarten report card. If the special education coordinator states otherwise and documents in a child's/students individual education plan (IEP) that a variation of the rubric is required. Then the Kinder teachers will give the IEP preference over the report card rubric. A new rubric will be generated with the special education coordinator that reflects the individual education plan mandated for the student (IEP) so that an accurate and coordinated grading policy can be in place for all inclusion students attending Kindergarten. (All plans will be based on each student's individual needs and will be created with the ARD committee as needed).

#### First Grade

All teachers will take 8 -12 grades, per nine weeks, in Reading, Language Arts, and Math.

In Social Studies and Science we will take at least 4 for each subject, as these are rotated during the nine week grading period.

Graded tests will be sent home in the Tuesday folder.

There will be weekly homework assignment packets.

For Grade Speed, it is our goal to post as often as we can weekly so that parents will be able to see what their child is doing. However, due to individual schedules each teacher may not have the same amount weekly, but since tests will be sent home in the folders, they will be informed and updated about their child's progress.

#### Second Grade

Daily work with less than a 70 can be corrected and returned within a week of receiving them. WE will try to have grades entered on GradeSpeed on the Monday following graded assignments.

AR will count as part of the Reading grade.

Daily homework will be written in the planner and sent home in the green homework folder.

Conduct and graded papers will be in the Red Tuesday folder.

#### Third Grade

Grades will be entered *by* the following Tuesday (when they go home in red

folders). There will be at least one grade for all subjects each week with the exception of Science/Social Studies which will be every other week.

Classwork can be re-done for a grade no higher than 70. Tests will not be given a higher grade.

#### 4th & 5th Grade Assignment Policy and Consequences

Failing daily grades may be corrected, signed and returned for a grade of 70.

Correct and return papers need to be returned the next school day.

One grade a week will be taken. Grades will be posted one week after they have been assigned.

Every Friday, a conduct grade will be given. E=1 or less marks, S=2-3, P=4-5, and U=6 or more. A discipline card will result in an automatic U for the week.

If your child is absent, s/he has three days to turn in any missed assignments. It is the student's responsibility to turn in assignments to the teachers.

If a student's average falls below passing after progress reports are normally sent home, a teacher should issue the student a Progress Report at the time the average falls below passing. A Notice of Progress may also be sent for student behavior/conduct.

## ***The Use of Computers, the Internet and Electronic Mail Information***

Horn Academy, a Houston Independent School District magnet 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 Internet, all students must obtain parental permission as verified by the signatures on the attached form. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as keyboard practice, word processing, and spreadsheets.

### **What is possible?**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

Privacy - Network storage areas may be treated like school lockers or school desks. Network administrators may review communications to maintain system integrity to insure that students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and to delete e-mail or other material that takes up excessive storage space.

Illegal copying - Students should never download or install any commercial

software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Students should never copy other people's work or intrude into other people's files.

Inappropriate materials or language - No profane, abusive or impolite language should be used to communicate. Materials that are not in line with the rules of school behavior should not be accessed. A good rule to follow is, "Never view, send, or access materials which you would not want your teachers and parents to see." Should students encounter such material by accident, they should report it to their teacher immediately.

### **Succinct Advice**

These are guidelines to follow to prevent the loss of network privileges at Horn Academy.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another person's folders, work, or files.
- Notify an adult immediately if you accidentally encounter materials which violate the appropriate use policy.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if these rules are violated.

### ***Health and Safety***

The school nurse conducts various health screenings during the school year including vision, hearing, sclerosis, and pediculosis (head lice). Parents are immediately notified if any unusual health condition is found during these screenings.

HISD Board Policy and Procedures states that it is not the function of public school personnel to administer medical treatment or medication including over-the-counter drugs. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident.

Students on long-term medication which cannot, under any arrangement, be administered other than during school hours, may take medication at school with a written physician's statement and a properly completed medication form (No. 40.3740). All medication will be maintained in the nurse's office and administered by the school nurse or a designee instructed in the proper dosage.

If your child is on a short-term medication, such as an antibiotic, please schedule the dosage so that it is given in the morning and the remaining doses when the child returns home from school. Under no circumstances will any child be permitted to have any form of medication in their possession while at school.

The child should report any illness or injury to the classroom teacher who will then have the student report to the school nurse. Parents will be contacted by the nurse or office staff.

### ***Lunch Program***

Students may bring their lunches or buy lunch and/or breakfast from the cafeteria. The nutritional theme is Choose Right, Eat Right.

#### Bringing lunch from home

If your child brings a lunch from home, please remember:

Pack only enough food for your child to eat in 30 minutes. Do not bring food to share; shared food also shares germs.

Provide nutritious food - limit candy and sweets.

**No canned soft drinks** - juice boxes and water bottles are OK

#### Buying lunch/breakfast

Breakfast (child) – free

Lunch (child) - \$2.25, (reduced) \$.40, (adult) - \$3.00

Lunch cards may be purchased in the cafeteria or online. Please pay in cash only. No checks can be accepted. To pay online you can register an account for your child today at [www.parentonline.net](http://www.parentonline.net). The system will ask for a username and password, school name, and student ID number. Both Visa and MasterCard are accepted. Please note that there is a five percent convenience fee per transaction.

#### What if you forget your lunch or lunch money?

Students proceed through the lunch line and give the cashier their name or ID number. Money can be paid back the next day.

## Lunch Schedule 2011-2012

<b>Time In</b>	<b>Time Out</b>	<b>Tables</b>	<b>Nut Free</b>	<b>Class</b>
10:40	11:10	D E F	F	Davis
10:40	11:10	F G H	F	McDonald
10:40	11:10	I J K	I	Newhouse
10:45	11:15	L M N	L	Wasson
10:45	11:15	O P Q	O	Shetsky
10:50	11:20	R S T	R	Canahuati
10:50	11:20	U V W	U	Clary
10:55	11:20	X Y Z	X	Johnson
11:10	11:40	A B C D	D	Stein
11:10	11:40	D E F G	D	Gates
11:10	11:40	D H I J	D	Reichstein
11:15	11:45	K L M N	N	Fleisher-Bell
11:15	11:45	N O P Q	N	Shields
11:30	12:00	R		Stevenson
11:35	12:05	S T U V	V	McMahan
11:35	12:05	V W X Y	V	Wise
11:40	12:10	A B C D	D	Thorn
11:40	12:10	D E F G	D	Kruger
11:55	12:25	I J K	H	Connelly
12:00	12:30	L M N O	O	McLemore
12:00	12:30	O P Q R	O	Shapiro
12:05	12:35	S T U V	V	Jackson
12:05	12:35	V W X Y	V	Talley
12:25	12:55	A B C D	D	Blass
12:25	12:55	D E F G	D	Cinciripini
12:25	12:55	D H I J	D	Dotan
12:25	12:55	D K L M	D	Garner
12:55	1:25	A B C D	D	Burcham
12:55	1:25	D E F G	D	Daugherty
12:55	1:25	D H I J	D	Malone
12:55	1:25	D K L M	D	Ueckert

## ***Notification to Parents***

Students' work will be sent home in red folders on Tuesdays of each week. Parents are requested to go over the work samples and other important information in the red folder. If you have questions or concerns about the work your child is doing, please schedule a talk with the teacher before the problem gets out of hand. It is the parents' responsibility to know what is in the red folders.

## ***Parent Tips***

Write child's name in coat, sweater, lunch boxes, etc. Identified items have a better chance of finding their owner.

Give your child the correct change for lunch. Put money on your child's lunch account. This can be done at school or online. Register an account for your child today at [www.parentonline.net](http://www.parentonline.net). The system will ask for a username and password, school name, and student ID number. Both Visa and MasterCard are accepted. Please note that there is a five percent convenience fee per transaction.

Call and set an appointment for a teacher conference. Teachers cannot discuss your child at 7:45 a.m. when their duties for the entire class begin or during the instructional day except their conference period.

Look for the red folder on Tuesdays. Everything that is important should be in the red folder.

Write absence and tardy notes within 3 days or the absence/tardy will be marked unexcused.

Notify the school for change of phone numbers, address, way to go home, employment information, etc. It may be necessary to reach you in an emergency.

Call the school at (713) 295-5264 for information and answers to your questions.

## ***Promotion Standards***

In the spring of 1998 the Houston Independent School District adopted a policy to end social promotion. The new policy requires that students demonstrate that they have learned the state-mandated objectives, the Texas Essential Knowledge and Skills (TEKS), before the student is promoted to the next grade.

**Guidelines for Promotion Standards** - The district has set the following measures for the students to demonstrate achievement on the state-mandated objectives:

- a passing score on reading assessment instruments for grades 1-2, and the reading section of the TAKS for grade 3;
- a score within one grade level of appropriate grade level placement in

- reading on the Stanford 10, nationally norm-referenced achievement test;  
• 70% average of course grades, including 70% or better in reading, language arts, and math; 70% or better in either science or social studies.

If a student fails to demonstrate one of the measures above, s/he will be required to attend summer school. The student must have a passing average as stipulated in state law to be promoted to the next grade.

If a student fails to demonstrate two or more of the three measures, s/he will be required to attend summer school and will be retained in the current grade for the following school year.

For students in grades 4 and 5, the promotion standards will address both reading and mathematics for the school year.



### **Daily Schedules**

7:15 a.m. Breakfast; Arrival time for teachers

7:35 a.m. End of Breakfast service

7:45 a.m. End morning supervision; Students are sent to classrooms

7:45 a.m. Class begins

\*Students arriving after 7:50 a.m. are tardy and must come to the office for a Tardy Slip.

10:40 a.m. Lunch begins

1:15 p.m. Lunch ends

2:45 p.m. Dismissal of students

Instructional time for students 7:50 a.m. - 2:45 p.m.

Duty time for teachers 7:30 a.m. - 3:15 p.m.

### **Teacher Planning Schedule**

8:00-8:45	2 <sup>nd</sup> Grade
8:50-9:35	1 <sup>st</sup> Grade
9:40-10:25	Kindergarten
11:25-12:10	Pre-K
12:15-1:00	3 <sup>rd</sup> Grade
1:00-1:45	4 <sup>th</sup> Grade
1:50-2:35	5 <sup>th</sup> Grade

If parents wish to confer with teachers regarding the progress of their child, parents are asked to write the teacher a note or call the office and leave a message for the teacher. Each teacher has a scheduled planning time each day and parents are to schedule conference before or after school or during the teacher's planning time. For the good of all children, teachers are not to conduct conferences with parents during instructional time.

## ***School Dress Code***

Horn Academy's dress code is similar to other HISD schools. The following dress code was adopted by the Horn faculty and SDMC. To order uniform shirts or sweatshirts, fill out the form and send it to school along with a check made out to Horn PTO. Online orders can be made at <http://www.hornpto.org>

Students will wear uniforms Monday - Thursday; on Friday **only**, students may wear other Horn event T-shirts. FREE DRESS wristbands are available from the PTO and must be worn on the appropriate Free Dress days.

### **Boys**

T-shirts, or sweatshirts: **red, white, or navy blue**, solid color or with the official Horn logo. Spirit shirts may be worn on Fridays only.

Sweaters or jackets: **white or navy blue** (preferred), solid color.

Pants or knee-length walking shorts: **navy blue or khaki**. Jeans must be size appropriate, hemmed, no holes, and not faded in color. No baggy pants. Belts must be worn if there are belt loops (kindergartners are exempt from this rule).

Footwear: appropriate for physical education (P.E.) activities. No caps or hats worn inside. No earrings.

### **Girls**

T-shirts, or sweatshirts: **red, white, or navy blue**, solid color or with the official Horn logo. Spirit shirts may be worn on Fridays only.

Sweaters or jackets: **white or navy blue** (preferred), solid color

Pants, skirts, knee-length walking shorts, or jumpers (with shirts): **navy blue or khaki**. Jeans must be size appropriate, hemmed, no holes, and no faded color. No baggy pants. Belts must be worn if there are belt loops (kindergartners are exempt from this rule).

Footwear: appropriate for physical education (P.E.) activities.

No caps or hats worn inside.

No dangling earrings.

No make-up.

No colored lipstick.

No colored nail polish.

No fake fingernails.

### ***Neighborhood Vanguard***

Neighborhood Vanguard is a specialized program that provides challenging supplemental instruction for qualifying students in grades K-5. All of our classroom teachers are trained for teaching Gifted and Talented students. Neighborhood Vanguard classes involve students in complex activities with emphasis on abstract reasoning, higher order thinking skills, and in-depth investigations. Qualifying students receive G/T instruction from qualified G/T teachers in grades 1, 2, 3, 4, and 5. Students are identified in the spring of Kindergarten.

### ***Traffic Safety***

HISD bus zones are marked on Holly and day care bus zones are marked on Avenue B with yellow curbs and signs. Please observe these bus zones and do not park in them.

Student drop-off and pick up zones are marked with white curbs on Holly and Avenue B. Parents may also drop off and pick up from the carpool lane. Stopping at the intersection on Pine and Avenue B, in the bus zones, across the street from the school, or in the middle of a street is prohibited and dangerous.

Avenue B is a one-way street between 7:15 – 8:00 a.m. and 2:30 - 3:30 p.m. each school day. In order for traffic to flow smoothly, do not park or stop along the curb opposite from the school. U turns on Avenue B or turning on to Valerie and backing out on Avenue B to reverse your direction is prohibited. All vehicles using Avenue B need to circle the school.

Students arriving after 7:50 should be dropped off at the front door as they will need to get a tardy slip from the front office before going to class. The gates will be locked on the campus at 7:55 a.m.

Pine is a designated one-way street with traffic proceeding from west to east during regular school hours.

Crossing guards are positioned at the intersections of Holly / Avenue B and Pine / Ave B for the safety of our children. All children walking or riding bikes must cross the streets at these designated places.

## ***Shared Decision Making Committee (SDMC)***

### **Organizational Structure**

The Shared Decision-Making Committee is composed of 16 members: six classroom teachers, three professional staff, one non-instructional staff, two parent representatives, two community representatives, one business representative, and the principal. Five standing committees (Goals, Budget, Curriculum, Staffing, and School Organization) as well as special sub-committees operate as components of the Shared Decision-Making Committee.

### **Decision-making Process**

The committee meets monthly to discuss matters on an agenda prepared by the school principal. Request forms are used to place an item on the agenda. Any individual may address the committee. Decisions are based on "sufficient consensus" as evidenced by a 2/3 majority vote of the committee. A quorum of members must be present for a vote to be taken.

### **Method of Communication**

Minutes from each SDMC meeting are published and available upon request. Also, the minutes are permanently housed in the library and in the main office. "Horn Notes," Horn's newsletter, carries SDMC highlights in each publication.

### **Membership**

# of Classroom Teachers (2/3) **6**  
# of Parents **3**  
# of School-based staff (1/3) **3**  
# of Community **2** Members  
# of Non-instructional staff **1**  
# of Business **1**(no more than one) Member  
# of principal **1**

### **Visitors**

All visitors are required to register at the principal's office before going to any classroom or other areas of the building. Check into the front office for a visitors badge before going anywhere on campus. A driver's license check will be processed during check in at the front office.

## ***Houston Independent School District Zero Tolerance Policy***

The Board of Education of the Houston Independent School District approved a policy of zero tolerance regarding weapons, drugs, and violent behavior. This policy was written to ensure a safe and secure environment in which all students can learn to the best of their abilities.

See the Code of Student Conduct for additional information.