

# PAWS!

## Parents of an Award Winning School!

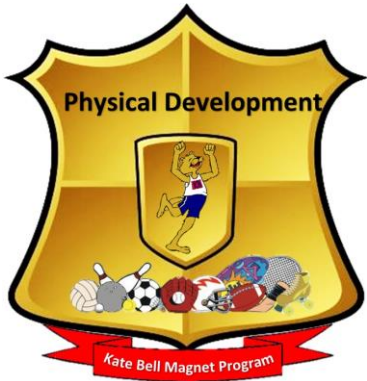
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# Mission – Why do Kate Bell Elementary Exist?

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## Mission Statement

Through Collaboration, Mutual Respect, and Rigorous Instruction, Kate Bell Elementary educates all PK – 5<sup>th</sup> grade students for College, Career, and Life.

## Values

### PRIDE

Preparedness

Respect

Intelligence

Determine

Excellence

## Highlights of Achievements

2013 – 2014

Texas Education Agency Met Standard

Distinction in Academic Achievement in Reading

2013

Distinction in Academic Achievement in Math

Children At Risk rated “A-”

2014

Distinction in Academic Achievement in Science

Distinction in Postsecondary Readiness

Children At Risk rated “B+”

# School Year 2014 – 2015 Schedules

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## Normal Schedule

Breakfast: 7:30 – 7:45 A.M.

First Bell: 7:45 A.M.

Tardy Bell: 7:50 A.M.

Dismissal: 3:00 P.M.

## Cafeteria Schedule

Lunch: 10:45 A.M – 1:30 P.M

Pre-Kindergarten & Kindergarten – 10:45 – 11:15 A.M.>

First Grade & Third Grade 11:30 – 12:00 P.M.

Second Grade, Third Grade & Fourth Grade – 12:15 – 12:45 P.M.

Fourth Grade & Fifth Grade – 1:00 – 1:30 P.M.

## After School Programs Schedule

3:15 – 5:00 P.M.

## Saturday School Schedule

8:30 – 11:45 A.M.

## Camp Cougar Schedule

3:15 – 6:00 P.M.

# Kate Bell Operational Procedures

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## Absences – School Notification

Schools shall attempt to notify parents or guardians when a student has three absences.

## What to do if your child is absent or tardy

Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardies are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies
- or "any other cause acceptable to teacher, principal, or superintendent"

Written excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period begins with the day the student returns to school.

## Are tardies absences?

Students must be present at least 35 minutes of the class period (or 60 minutes of a 90-minute class period) in order to be considered in attendance unless they are participating on a field trip or other activity approved by the principal.

Unexcused tardies are **not** converted to unexcused absences. Tardies are a disciplinary issue.

## Making up work after being absent

Students **must** be given the opportunity to make up work missed due to all absences. Reasonable time frames for the completion of assignments must be established. Please contact your child's school for more information.

## Daily absence exemptions

A student is absent if he is not actually in school at the time attendance is taken. This includes students who complete assignments at home unless the student qualifies for one of the following exemptions:

- The student is participating in an activity which is approved by the local school board and is under the direction of a professional staff member of the school district or an adjunct staff member who:
  - has a minimum of a bachelor's degree; and

- is eligible for participation in the Teacher Retirement System of Texas.
- The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT). Students may be excused for up to one day at a time without loss of daily attendance.
- The student is observing religious holy days when it is required of their faith that they be absent from school. A written request for the absence, in advance, is not required but is encouraged. A school district **must** excuse an absence to observe a religious holy day. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. The principal may elect to excuse additional travel days, but the student would be considered to be absent for the additional travel days for attendance accounting purposes. School districts are required to provide make-up work, along with adequate time to complete it, to students who have been excused to observe religious holy days.
- The student is temporarily absent due to an appointment with a health care professional. A note from the health care professional is required to excuse the absence.

### **Students leaving campus**

According to HISD board policy, no student under 18 years of age may leave campus during school hours for any reason without prior approval in writing or by documented phone call from the student's parent or guardian. **At Kate Bell Elementary, please retrieve your child before 2 P.M. with the proper picture identification. Students will not be release from school without identification. If the parent is not retrieving the student, then the adult that is picking up the student needs to be on the authorization list for pick up.**

### **Tardies**

The students are allowed into the building beginning at 7:05 AM. The school day starts at 7:45 AM. If students are not in their classroom once announcements are finished then they are considered tardy. Students will receive a tardy slip from the main office. When your child is tardy, it prevents them from hearing important announcements and being a part of the classroom routines. Being tardy can cause a classroom disruption to the teacher and students already present.

**Habitual tardiness will be considered a violation of Houston Independent School District and the State Compulsory Attendance Law. Houston Independent School District truancy officers will be contacted if this tardy pattern continues along with school consequences.**

Regular and punctual attendance is important to your child's progress in school. Please have your child at Kate Bell Elementary on time. After school detention will be held for students with more than 5 tardies after September 15, 2014. After each 9 weeks cycle, the tardies will restart at zero.

If you have any questions, please feel free to contact our attendance office.

## **Achievement Testing**

Students in grades 3 – 5 will partake in the STAAR (State of Texas Academic Assessment of Readiness) test. All grade levels from 3 to 5 will have a Reading and Math Assessment for STAAR. The fourth grade students will have an additional testing of Writing. The fifth grade students will have an additional testing of Science for STAAR.

Grades from Kindergarten to Fifth grade will partake in the Iowa Testing with compares students across the nation.

TELPAS testing encompassing Kindergarten thru Fifth grade students who are identified as Limited English Proficient. TELPAS tests over Reading, Writing, Listening, and Speaking in English.

High Frequency Words is an assessment for students in grades 1 – 2 for knowledge and identification of words.

There are other assessments your child will partake in that is school or district related to assess knowledge and skills.

## **Personal Information**

To keep our office records up to date, please call the school office to inform us of changes in personal information like phone numbers, cell numbers, emergency contacts, etc. It is very important that we have up to date emergency contact information. We also need e mail addresses.

This is a very useful way for teachers to contact parents to send home information

## **Discipline**

Kate Bell Elementary tries to take a common sense and reasonable approach towards discipline. The district's Code of Student Conduct which lists of student rights and responsibilities and school rules which apply to all students from Kindergarten to Grade 5 is being sent home at the beginning of the school year. We state very clearly what expectations we have for student behaviors and this will be reinforced on a regular basis. Our goal is to help students learn appropriate behavior. However, students who consistently misbehave, are rude or disrespectful, bully others, or are physically aggressive with others will be dealt with by the consequences listed in the Code of Student Conduct. Parents will be contacted by either their child's teacher or the school administration if a problem arises. Corporal punishment is not used in our school. Our goal is to provide a safe and caring learning environment for the all the students of our school.

## **Homework**

Homework is an extension of learning from the school day. There will be an expectation that all students read every evening and homework from the teacher to be complete and submitted the next day. If students are not completing their homework, the teacher may contact parents. School agendas are given to every student from Grade PK - 5 to record homework assignments and upcoming events, so parents may check their child's planners for information about what their child is doing. Home reading in the evening is a very important part of a student's homework. Regular reading with your child is one of the best supports you as a parent can provide. Daily reading increases overall performances in academic achievement.

## **Medical Information**

If your child is on medication, please call the school for information about use of medication and possible side effects it may have on your child's learning. When a student becomes ill, parents will be contacted.

In the event that parents or designated guardians cannot be reached, the child will be able to lie down in the clinic, under the supervision of the nurse or other school personnel. If your child has a fever (101), he/she must stay home until clear by a doctor.

If a student is injured at school, we will try to contact the parents - first at home, then at work, then the first emergency contact and then the second emergency contact. If we have been unable to reach any of the above, the child will be transported to the doctor or hospital, by ambulance if necessary.

## **Newsletter**

Parent newsletters will be sent home on a bimonthly basis. It is our hope to go "paperless where possible". Parents may access the newsletters on our website.

## **Student Personal Property**

If students bring personal items to school such as MP3's, Game Boys, Cell Phones, toys, etc., they must understand that the school is not responsible for such equipment in the event of damage or theft. We encourage that expensive or personally valuable items be left at home.

## **Phone Calls and Cell Phones**

We encourage students to make reasonable use of the phone e.g. phoning home if cancellation of an event occurs. If an event is cancel, the school will call parents and/or allow students to call home as well. Students must check with their homeroom teacher and office staff before using the phone.

The use of cell phones and electronics by students for personal use within the school is not permitted. If a student brings a cell phone, they will be asked to keep it in their backpacks or pockets throughout the day. They are to be turn off during the school day and not visible to anyone.

If you need to contact your child, please call the office and leave a message.

## **Parent Teacher Organization (PTO)**

Kate Bell Elementary School Council is a group of parents, school personnel and community agencies intent on developing community and school resources for the benefit of students and community. This is a body designed to discuss issues, and co-ordinate activities that relate to the School goals.

The PTO will act in a supportive and pro-active way to enhance the educational experience being offered to the students and the community. We also encourage communication and co-operation with parents and school staff. The PTO will work with the school, students, and parents in all aspects of education in our community. The PTO meets monthly and encourages all parents and members of the community to attend the meetings. To join the PTO, please contact the school for more information.



## **Visitors and Security**

As a safety precaution, only one entrance to the school will be used. Please push the buzzer to enter the building during instructional time at the front door. All visitors are asked to check in at the office and receive a visitor badge. If you are taking your child home during the school day, we ask that you sign your child out at the office. As an extra security measure, please let us know if your child is absent. Please contact the school office to let us know your child will not be at school.

## **Volunteers**

If you want to volunteer, please sign up for VIPS (Volunteers in public schools).