



## HOUSTON INDEPENDENT SCHOOL DISTRICT

Kashmere Gardens Elementary

4901 Lockwood Drive - Houston, Texas 77028 - TEL (713) 671-4160 - FAX (713) 671-4163

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**Kristi Rangel,**  
*Principal*

### SIGNATURE PAGE

This handbook was prepared for parents and students. It is our goal to provide an organized and efficient management system for routine activities. Basic rules and regulations are herein contained. The administration requests that all regulations be followed explicitly. Signatures of parent(s)/guardian(s) acknowledge the receipt of a copy of the Student/Parent Handbook. The signatures also certify that the booklet has been read and discussed in detail. It is expected that parent(s)/guardian(s) and students will accept their responsibilities as directed in the Kashmere Gardens ES Handbook.

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Kristi Rangel, Principal

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Student's Name

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Parent's Signature

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Child's Teacher

**PLEASE RETURN THIS SIGNATURE PAGE BY FRIDAY, SEPTEMBER 7, 2012.**

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**Kristi Rangel,**  
*Principal*

Dear Parents and Students:

Thank you for choosing to be a part of the Kashmere Gardens Elementary family. It is my extreme honor to be starting my second year, as your principal. I know through dedication and hard work, Kashmere Gardens has been accredited as a TEA EXEMPLARY school for several consecutive years. Our campus is filled with talented teachers and support staff, who work their hardest everyday to make sure your student reaches his/her highest potential.

This year will prove to be even more successful as the teachers, the staff, you and I work together to help our boys and girls reach college readiness standards. With a team of dedicated professionals focused on "achieving excellence together," and your support, our goals for this year will continue to be:

1. To increase test scores at each grade level
2. To increase the parental and community involvement
3. To create a positive campus environment with mutual respect for all students and adults
4. To create a college-bound culture school-wide

**Please note that this year our school will continue its implementation of our school-wide Positive Behavior Intervention System (PBIS) program that will include work with Project CLASS. More information will be given in this handbook and throughout the school year.**

We are very proud of our building and the many programs offered at Kashmere Gardens Elementary. I encourage you to participate in your child's education. In fact, I'm requesting your commitment to attend Teacher Conferences, Open House, Parent Meetings, Family Curriculum Nights, Student Performance Programs, PTO meetings, the Million Word Challenge Events and the like. Your child's success depends on you.

This handbook contains information as to the rules, regulations and operation of our school. All notices enclosed in this handbook are very important to the success of your child and to the efficient operation of this school. Please read the contents of this handbook carefully with your child. All students and parents will be held to the rules, regulations and procedures of this handbook. After reading this handbook, please sign and return the signature page located at the front by September 7, 2012.

We are glad that you and your child are a part of the Kashmere Gardens team. Please feel free to call the office at (713)671-4163, if we can assist you in any way. We look forward to working with each of you in the 2012-2013 school years.

Respectfully,  
*Kristi Rangel,*  
Principal

# Kashmere Gardens Elementary

## 2012-13 Faculty and Staff

### OFFICE

Kristi Rangel, Principal  
Tremeka Collins, Assistant Principal  
Dwan Williams, Secretary  
Nedrah Green, SIR  
Maria Hernandez, Hourly Clerk  
Kenetra Provo, Clerk

### PARAPROFESSIONALS

Elaine Hammond, Special Ed Aide  
Wilber King, Teacher Assistant

### SPECIAL EDUCATION

Debra Iyayi, 17  
Brenda Jones, Resource Inclusion ANNEX 2B  
Dinah Melton, PPCD 25

### PRE-KINDERGARTEN

Asha Johnson 2  
Vallie Massey 1

### KINDERGARTEN

Leonor Douge 4  
Wendell Carraway 6  
Maxine Newton 8  
Pauline Perkins 7

### FIRST GRADE

David Burrell 11  
Amanda Goggin-Slusser 10  
Tamika Henry 9

### SECOND GRADE

Jennifer Polk-Davis 13  
Akila Haulcy 14  
Tedra Breda-White 12

### THIRD GRADE

Carlonda Davis 5  
Latrice Gunter-Hill 16  
Ladell Whitfield 15

### FOURTH GRADE

Vytara Cross 24  
Willie Wilson 22

### FIFTH GRADE

Delora Coaston Bldg 1887/Rm 15  
Stephen Ferrell Bldg 1887/Rm 16

### NURSE

Vacancy

### COUNSELOR

Tschaikowsky Mays 18

### SPEECH PATHOLOGIST

Aileen Ard Chpt. I Bldg

### ANCILLARY

Yvette Green Library  
Earnest Prince Band 1A

### HOUSEKEEPING

Kiesha Ardoin  
Genise Ryans Lock-Up  
Juan Salinas Plant Operator

### CAFETERIA STAFF

Tina Cervantes  
Annette Follie Manager

### CROSSING GUARDS

Silas Bailey  
Dennis Fuller  
Bennie Ruth Lee

## **Principal's Notes & Reminders**

### **Rules, Regulations and Procedures**

- ❖ All students and parents are expected to abide by the rules, regulations and procedures of this campus handbook.
- ❖ All students and parents are expected to abide by the rules, regulations and procedures of the Student Code of Conduct of the Houston Independent School District.

### **Professional Conduct**

- ❖ Professional conduct is expected by all persons conducting business with this school. Please refer to goal three on the previous page.
  - Speak in a calm voice.
  - Show mutual respect.
  - My staff has been informed of our rule of mutual respect and will assist you respectfully and professionally.

### **Instructional Time**

- ❖ Teachers will not be interrupted from teaching between 8:15 A.M. and 3:30 P.M.
- ❖ Students may not be checked out early for non-emergency reasons before the end of the school day. State law requires that students receive a required number of hours of instruction daily. We do have a computerized system that tracks the date and time every time a student checks out before 3:30 P.M. Be advised this information will be turned over to a truancy officer for non-compliance with attendance laws.

### **Conference Times**

- ❖ Each teacher has a designated 45-minute conference time. He/She will inform you of the time through a Welcome Back Letter during the first week of school.
- ❖ Teachers are not available for conferences, even short ones, from 8:00-8:15 A.M. They are responsible for supervising and lining up their students to begin the day. Please do not stop them in the cafeteria, hallway or the pod areas to inquire of your child's progress.
- ❖ Teachers are not available for conferences from 3:30-3:45 P.M. Again they are on duty to supervise and monitor their students to ensure that they are getting to their cars or parents safely. Please do not have conferences at your vehicle.

### **Meetings with the Teacher**

- ❖ Each teacher has a planning time daily in which parent meetings can be held.
- ❖ Contact the teacher in person, by note or by phone (leave a voice mail message during school hours) to make an appointment in order that the teacher can prepare for your meeting and/or your appointment time does not conflict with another parent meeting.

### **Meetings with the Principal**

- ❖ If you would like a meeting with the principal, you must schedule an appointment with the secretary.
- ❖ Be advised that the principal is to observe and support classroom instruction and therefore is not in the office all day, but in the classrooms.
- ❖ If you have a classroom concern, you should have a meeting with the teacher first, before scheduling a meeting with the principal. If this has not happened first, you will be directed to meet with the teacher to resolve the issue. Afterwards, if a conference is still needed with the principal, you will be asked to complete a Parent Concern Form and an appointment will be set for you.

### **Chaperones on Fieldtrips**

- ❖ Parents who wish to be chaperones may not bring any other children. Additionally, the parent must have registered on the HISD VIPS website and been approved prior to the fieldtrip.

### **Visitors in the Classroom**

- ❖ Other than HISD personnel or other authorized observers, students may only be observed in the classroom by a parent/guardian. The observation may last no longer than 30 minutes. The observation must be arranged at least 24 hours in advance and must have teacher approval. Observation times are limited due to the fact that any observer is a distraction to instruction.

### **Campus Security and Safety**

- ❖ All visitors should enter through the front doors of the building.
- ❖ Students are not permitted to open the pod or side entry doors.
- ❖ All visitors must report directly to the front office.
- ❖ All visitors must wear a visitor pass while on campus.
- ❖ Parents and visitors are not to enter the Pod areas in the mornings or the afternoons. Parents may wait in the front of the school or in the front hallway if the weather is bad.
- ❖ Be sure to tell the teacher when you pick up your child at dismissal. He or she needs to know who your child is leaving with.
- ❖ If there is a change as to whom or how your child will be picked up, please send a note with your contact number for verification.
- ❖ Any person not listed on the enrollment card will not be allowed to check out your child without a written note from you and a picture ID.
- ❖ Please do not leave your vehicle running to come get your child, park in the red fire zone, or motion/call for your child to run out into the driveway or street. This is dangerous. Safety FIRST.
- ❖ Please walk to the sidewalk to pick up your child or wait until your child is escorted to your vehicle.

## 2012-13 School Hours, Tutorial Hours and Parent Meetings

8:05 A.M.	School Day Begins
8:10 A.M.	Tardy Bell & Announcements
8:15 A.M.	Instruction Begins
8:15 A.M. – 9:45 A.M.	Reading – School Wide

### Student Hours – PK to 5

8:15 A.M. – 3:30 P.M.

Monday – Friday

### Daily Tutorials

30 minutes/day

Times vary by classrooms.

Selected Students

### Breakfast Programs

7:15 – 8:00 A.M.

Daily breakfast in the cafeteria

### Report Card Days K-5

October 26, 2012

January 11, 2013

March 28, 2013

June 6, 2012

### Parent Meetings

#### 1. Open House/PTO

September 6, 2012@ 5-7 P.M.

#### 2. PTO/PAC Meetings

Every 2<sup>nd</sup> Tuesday of the month

AM Meeting – 8:00 am to 9:00 am

PM Meeting – 3:30 pm to 4:30pm

#### 3. Grade Level Meetings TBA by grade level

#### 4. VIPS Meetings TBA

#### 5. Pre-K Parents Meetings TBA

#### 6. Coffee w/Principal Oct

### Report Card Days PK

November 16, 2012

March 1, 2013

June 6, 2013

### SDMC Meetings

3<sup>rd</sup> Wednesday of the month

4:00-5:00 P.M. in the library

### Student Holidays

September 3, 2012

Labor Day

September 17, 2012

Fall Holiday

November 21-23, 2012

Thanksgiving Holidays

December 24, 2012-January 4, 2013

Winter Break

January 21, 2013

Martin Luther King Jr. Day

March 11-15, 2013

Spring Break

March 29, 2013

Spring Holiday

May 27, 2012

Memorial Day

## **Inclement Weather Make-up Days**

March 29, 2013

May 27, 2013

## **INCLEMENT WEATHER PROCEDURE**

In the event weather conditions are so inclement or such serious emergencies exist that might cause the school to close, parents, students, and other staff members are asked to keep tuned to radio and television stations for definite information. ***ALL PARTIES ARE ASKED NOT TO TELEPHONE SCHOOL PERSONNEL, SCHOOLS, LAW ENFORCEMENT AGENCIES, RADIO OR TELEVISION STATIONS, SINCE THIS TIES UP COMMUNICATION LINES.***

You are asked to keep tuned to the radio and television stations. In the event school is closed, this decision is made prior to 6:00 a.m. The radio or television announcer will say: **SCHOOL IS CLOSED TODAY. ALL STUDENTS ARE DISMISSED.**

If inclement weather conditions cause the usual dismissal time to be delayed, pupils remain in classrooms under the supervision of a teacher until it is safe for them to be dismissed.

**PLEASE MAKE ARRANGEMENTS AT THE BEGINNING OF SCHOOL AND HAVE A CLEAR UNDERSTANDING WITH YOUR CHILD AS TO WHAT TO DO ON RAINY DAYS.**

Pupils will not be allowed to call home to ask for this information since the telephone lines are needed for emergencies. Make rainy day plans **today!**

## **GETTING the SCHOOL DAY STARTED**

The teaching school day begins at 8:05 a.m. and children are tardy at 8:10 a.m. Arriving on time each day and everyday helps a student get off to a good start. The cafeteria is open to students at 7:00 a.m. Your cooperation and assistance in developing the habit of arriving at school on time will carry over into your child's adult life.

When you are late getting your child to school, you must obtain a tardy slip for your child from the office. Children late to class must have an office permit to enter class after a.m. A conference is required with you if your child has excessive tardiness or absences. Further action can be taken if tardiness continues after conference.

### **Daily Schedule:**

First Bell 8:00 a.m.

School day begins 8:05 a.m. (*students are tardy at 8:10 a.m.*)

Attendance Taken 9:30 a.m.

Dismissal Bell 3:30 p.m.

### **LEAVING EARLY**

Daily attendance is important for every child. In the event that your child has to leave school before dismissal at 3:30 p.m., send a **note to the classroom teacher**. Parents or the guardian must report in the school office and sign out their child. School personnel will call for your child to meet you in the office area. **Early release of students is strongly discouraged.**

Attendance is based on your child's presence in the classroom at 9:30 a.m. A child, who leaves before 9:30 a.m., is counted absent for the day. Please keep this policy in mind whenever you must schedule a necessary appointment for your child.



## **DISMISSAL**

The school day ends with a dismissal bell at 3:30 p.m. Bus students go to their buses and depart promptly at 3:35 p.m. Other students meet their carpools at designated areas. After that time there is **no adult supervision available for children who remain on campus waiting for a ride.** This leads to a potentially dangerous situation.

Our main concern is your child's safety. Please review the options available for after school care. These include **HISD** bus transportation, Extended Child Care (*Community Partners*), day care or carpools. School personnel will be happy to assist you in making arrangements for your child's after school care.

## **PICK-UP AREAS**

Bus Riders:	Lockwood Dr. ( <i>off limits to carpools</i> )
Pre-K, Kdgn & 1 <sup>st</sup> :	Pardee
Second – Fifth:	Pardee
Carpools:	Pardee

## **FOOD PROGRAM**

Students may purchase their lunch at school or bring one from home. Those who bring lunches may purchase milk or a La Carte items. Lunch cards can be purchased in the office on Monday mornings for one week, two weeks, etc. **CASH ONLY - NO CHECKS!**

If your family needs assistance in purchasing lunches, contact the office for a free/reduced lunch application. Applications must be renewed and verified each year.

The office will loan your child money to purchase soup, a roll and milk if your child forgets lunch money or lunch. We appreciate your returning the money the following day, so we may continue to provide this service to children. Forgotten lunch money or lunch may be brought to the office for your child to pick up on the way to lunch.

## **Schedule**

(Subject to change)

## **Cost**

**BREAKFAST IS FREE TO ALL HISD STUDENTS.**

LUNCH: \$1.60

REDUCED: .40

Parents are encouraged to join their children for lunch in the school cafeteria. Please call (713) 671-4160, for your child's lunch schedule.

## **Cafeteria Expectations:**

- Students will enter in a quiet and orderly manner.
- Lunch items are purchased when the student first enters the cafeteria.
- Once eaten, students remain seated unless permission (requested by raising hand) is given.
- Quiet voices are used.
- Students are responsible for maintaining and cleaning their eating area before leaving.

- Students applying for free or reduced breakfast/lunch **must bring** a sack lunch or buy lunch until the application is approved

## **VISITORS & VOLUNTEERS**

We encourage you and the community to visit our school and get involved in the various activities, programs and services available at Kashmere Gardens. Contact the front office if you are interested in volunteering. Your time and interest make a difference in our program. When you arrive at school, register in the office. It is important for this policy to be followed for the protection and safety of all students at Kashmere Gardens. All visitors and volunteers must wear a name tag.

If you are interested in visiting the classroom or conferencing with the teacher, please arrange a specific time through the teacher. Make certain the time is the teacher's planning time. Each teacher has a designated time for conference so that there are no interruptions to the instructional day. Prior scheduling of a conference will save you from unnecessary frustration or misunderstanding due to a teacher's immediate plans or activities.

Tschaikowsky Mays, Volunteer Coordinator (*VIPS*)

Kenetra Provo, Volunteers in Schools in Tracking System (*VISITS*)

## **SCHOOL OUTINGS AND ACTIVITIES**

Students will have the opportunity to participate in field trips or field lesson which enhances their classroom learning experiences. In order to attend, all children must have a *SIGNED* permission form for field trips. District policy requires a signed permission form to be in the teacher's possession before any child can be allowed to leave the campus for a field trip. Please remind your children of the importance of bringing home and returning these permission forms. Most trips are paid for by the school. However, a few may require small cost to the student. The classroom teacher will inform you of the dates, cost, and needs prior to each field trip.

Field trips are a whole class learning experience and for this reason we require students who attend the field trip to do so with the group. It is our hope that all students will be able to participate. However, students who are unable to attend a field trip will remain on campus in another classroom. Children represent the school and your home. Their appearance and conduct should be exemplary. We reserve the right to deny a child's participation in a field trip or co-curricular activity if their conduct does not merit this privilege. Chaperons may be requested by the classroom teacher to assist in the supervision and learning experiences of the students during the trip. Each chaperon is informed of the activities and expectations for the activity. Due to limited space on buses, chaperons are sometimes asked to meet the class at its destination, depending on the size and cost of the bus. **Chaperons must be cleared through HISD VIPS.**

## **TELEPHONE**

There are limited telephone lines at the school. The school telephone is available only for emergency use. If any change from your child's daily routine is to occur, write a note. Plans need to be clearly stated each morning. If there is a change in procedure put it in writing, messages can not be delivered to the classrooms throughout the day.

## **LOST AND FOUND**

The "Lost and Found" area is located in the cafeteria. You can prevent the loss of your child's belongings by writing the child's first and last name on lunch kits, equipment, and clothing. You and your child can periodically check for 'lost items.

Students should keep valuable items at home to prevent them from being broken or lost. The school is not

responsible for items lost or broken. Do not send valuable items to the school

## **HEALTH**

### **RECORDS**

Students who enroll in HISD must provide validated documentation of immunizations as required by Texas State Law. Students between the ages of 5-14 years must have the following immunizations: DTP/DT (Diphtheria/Tetanus), Poliomyelitis (oral vaccinations), Rubella, Mumps, and Rubella. A TB skin test is required for all students new to the district.

### **MEDICATIONS**

Students who require medication on a regular basis must provide the nurse/office with a signed statement from the prescribing physician and written permission from the parent/guardian to administer the medication. All medications and medication forms are kept in the nurse's office. Medication cannot be given to students by their teachers and students may not bring medication to administer to themselves. This is for the safety and protection of all students at Kashmere Gardens.

### **REGULATIONS CONCERNING CARE OF ILL STUDENTS:**

#### ***(School Board Policy)***

It is not the function of public school personnel to administer medical treatment or medication including over-the-counter drugs. HISD policy is based upon the following rationale expressed by the American Medical Association:

***“Since treatment is not a function of school health programs, no drugs should be included in school first aid supplies. Even the simplest and safest drugs sometimes cause reactions. When they mask a pain or other symptoms, they may be a factor in delaying correct diagnosis and treatment.”***

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 accidents. They should not diagnose illness or administer medication of any sort except as provided below. First Aid materials are not to be used as a substitute for treatment of injury and illness or as a substitute for physician care.

Pupils on long term medication which cannot under any arrangement be administered other than during school hours, may only take medication in school with the other following restrictions:

- a. A physician must state in writing that a pupil should have a certain medication during school hours. She should describe the type, color, and quantity of preparation and the time for administering.
- b. Parent consent signature must also appear on Form # 40.4740.
- c. Physician's orders may not be altered in any way by school personnel without written permission by physician. Discontinuation of the medication is permissible upon verbal order of the doctor.

### **EMERGENCIES AND ILLNESS**

In the event of an injury or emergency, the school will notify the parent immediately and render simple first aid.

***NOTE: IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER AT WHICH A PARENT/ GUARDIAN CAN BE REACHED DURING THE SCHOOL DAY.***

Notify the school of any changes in address or telephone number in writing. If a student becomes ill and cannot remain at school the school, we will notify you. School regulations do not allow any ill student to remain in the classroom. Parents are not to bring children to school with a fever or a contagious illness.

## **2012 - 2013 MANDATORY STUDENT UNIFORM PROGRAM**

All students who attend Kashmere Gardens Elementary School must wear uniforms. **STUDENTS ARE EXPECTED TO BE IN THE APPROPRIATE UNIFORM EVERY DAY OF THE SCHOOL YEAR. PARENTS OF STUDENTS WHO ARE NOT IN UNIFORM WILL BE CALLED AND/OR NOTIFIED IN WRITING.**

The cost of the uniforms is less expensive than the clothing the parents usually purchase. Since ninety-five percent (95%) of the students attending Kashmere Gardens receive Free or Reduced-Priced Meals, limited provisions have been made for students whose parents cannot afford to purchase the uniforms. Please contact the school for assistance. The telephone number is 713/671-4160. **FOR THE MANDATORY STUDENT UNIFORM PROGRAM TO BE SUCCESSFUL, EVERY PARENT OR GUARDIAN HAS TO PARTICIPATE.**

The mandatory uniform is part of the Dress Code of the school. The uniform consists of a top (shirt/blouse) and a bottom (pants, skirt, jumper).

### **GIRLS**

- Plain red, white or navy blue polo shirt, short-sleeved and/or long-sleeved blouses.
- Plain red, white or navy blue sweater.
- Blue Jeans, navy blue or khaki pants, skirt, jumper, or knee-length shorts.

### **BOYS**

- Plain red, white or navy blue polo style shirt, short-sleeved and/or long-sleeved.
- Plain red, white or navy blue sweater.
- Blue Jeans, Navy blue or khaki pants or knee-length shorts
- All clothing must be sized appropriately. (No baggy styles).
- Loose and/or baggy clothing is not acceptable uniform fit.
- Belts are to be worn to assist with pants remaining at the waist.

### **LESS FORMAL UNIFORM FOR FRIDAY**

Friday is school spirit day. School Spirit Shirts with blue jeans are acceptable dress on Fridays. Students choosing not to wear the school spirit shirt are to wear the regular uniform shirt with their blue jeans, khaki or blue bottoms on Fridays.

We want our children to look good and feel great about how “good” they look. Their appearance should reflect that they have come to school ready to work and do their very best and follow all school rules.

### **Dress Guidelines**

The school sets high standards for appropriate school attire and encourages personal cleanliness and good grooming habits for our children. When children are taught that they are representatives of their family and reflect the attitudes and training of the home, there is little need for counseling at school concerning standards of dress. Please support Kashmere Gardens by following the guidelines below:

- Clothing or hats that are suggestive of cults, gangs or immorality are not permitted.
- Jewelry must be kept very simple. (Earrings are not to be larger than a quarter. Boys are not allowed to wear earrings.) Do not allow your child to wear valuable jewelry to school.
- Pants and shirts should be sized appropriately for a proper fit. Baggy clothing is not permissible.
- Shirrtails should always be tucked neatly inside pants.

- Belts should be worn for proper fit.
- Footwear should be suitable for academic and physical education. (No flip-flops, wooden soles, open-backs, slippers, cleats, etc.) **SOCKS** should be worn to prevent infections.
- Caps and hats may not be worn in the building.
- Shorts must be worn under skirts or dresses for P.E. Halter tops, spaghetti straps or transparent clothing are considered inappropriate for school.

## **CLASSROOMS**

### **ATTENDANCE**

For continuous academic progress, prompt and daily attendance is extremely important. Our goals are to promote high student interest and performance with a positive attitude toward school. It is our hope that you will help your child achieve to the best of his/her ability by promoting good prompt daily attendance at school. The attendance policy is as follows:

1. The only acceptable excuses for absences and tardiness 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 or person designated and religious holidays. In accordance with Texas Education Code §21.034(0, students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of faith that they must be absent from school during such time. The school must receive written notification of absence for holy days prior to the day. Such students shall be counted in attendance for Foundation School program purposes. School districts shall be required to provide make up work to students who have been excused under this paragraph. School districts shall be required to give students a reasonable amount of time to complete such make-up work and to grade such make-up work.
2. A student will fail all subjects for the year if he/she has more than 10 excused/unexcused absences for the school year. The report card grades will be marked with an asterisk (\*) indicating failure. If the student's grades are above 70 percent, the failure can be appealed to the school attendance committee; however, if the student's grades are below 70 percent, the failure cannot be appealed.
3. Written excuses for absences or tardies should be in the school's possession no later than three days after the date of the absence. Absences without a written note are recorded as unexcused.
4. Attendance is taken daily at 9:30 am. Daily attendance is taken throughout the school year and affects school funding. Please send your child to school daily.

### **ENROLLMENT**

Each year it is necessary for parents or legal guardians to complete two (2) enrollment cards for each student. All information requested on the cards is necessary. Please be sure to take the time to thoroughly fill out each form. Complete and correct information will help us in serving your child.

The name and address of a friend or relative to contact if parents cannot be reached is essential. Parents who are new to the area should make every effort to contact someone to make arrangements prior to enrolling their child.

The school must have a number at all times where parents/guardians can be reached in case of emergencies. Please update phone numbers and addresses as changes occur. Your mailing address is important!! It is our way of providing you with valuable student information.

It is the parent's responsibility to make certain that all information is kept updated and current. This is for your child's safety and protection.

Each card must be signed by the parent or legal guardian before a child is enrolled. Please return the completed enrollment cards (2) to your child's teacher tomorrow.

### **ADDRESS/TELEPHONE CHANGES:**

The enrollment card is our communication link with you. We ask that you keep us informed of any changes in address or telephone numbers that occur during the school year. We will update the enrollment card as necessary.

### **SAFETY**

The school will only release students to parents and people listed on the enrollment card. In the event of another adult picking up a student you need to notify the office in writing. This precaution is for the safety of our students.

### **TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for the proper care of textbooks issued. Textbooks must be covered. Students may not write in the books. The student should carefully check each book issued. If damaged pages are found, they should be noted on a sheet of paper with the name of the textbook, your child's name, and date. This information is given to your child's teacher. It is the responsibility of your child to initially check the books and note any problems. Students are also responsible for payment of the cost for replacement.

### **CONFERENCES**

Our doors are open to parents and students for conferences. Please schedule the appointment prior to coming to the campus. The parent and teacher should try to resolve problems before the principal becomes involved. Conferences with the principal regarding classroom concerns will include the parent, the teacher, and the student, if applicable.

### **HOMEWORK**

Homework is a valuable learning experience and teachers will require students to complete assignments ***on time***. The amount of homework that will be assigned will depend on grade level and individual needs. Homework provides the student a listening, observing, reading, or writing experience or pursuit of an individual project. Homework may be assigned to meet other needs that the teacher identifies. Students are required to do their own work, but are expected to receive support and encouragement from their parents. It is each student's responsibility to complete their homework assignments and meet all deadlines. In the event a student is absent from school, the homework will be assigned upon his return. A reasonable amount of time will be given for completion.

### **GRADING**

In grades K-5, report cards are issued shortly after the close of each 9 week grading period. In addition to grades in specific academic areas, students receive marks in traits, attitudes and habits, an accounting of days present and absent, and a general conduct grade. Parents are to sign the report card and return it immediately. The original is given to students. Please be sure they return the card to the school. A ***"Notice of Progress"*** is sent home the 4th week of each grading cycle period.

The parent signs and returns this report to the teacher. For the first two nine week periods, the first grade students will be assigned grades in all subjects except spelling. All subjects will be graded the last two nine-week periods. Each teacher must have 2 grades per week per subject for each child.

### **Criteria for Grading Academic Subjects**

Students will be receiving computer report cards again this year. All grades will be numerical averages. Please use the following scale for interpretation of grades:

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

Conduct will be marked with one of the 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

The grading standard has been for students to earn a minimum 70% average in the core subjects. As of the time of this printing, the final promotion standards for 2012-13 had not been released by the district. This information will be sent to you as soon as it is released. Additionally, promotion standards for each grade level will be posted on our website.

## **DISCIPLINE MANAGEMENT PLAN**

**The Code of Student Conduct for the Houston Independent School District provided the foundation for the development and implementation of the Discipline Management Plan for Kashmere Gardens Elementary School.**

## **PHILOSOPHY**

The Kashmere Gardens Elementary School staff believes that children can learn and will learn in an orderly and structured environment. Therefore, discipline will be managed in a firm, fair, and consistent manner. We also believe that each student chooses his or her behavior. Therefore, our plan is designed to help students make the right choices.

## **PURPOSE**

Our school-wide discipline policy explains the expectations and responsibilities of students, and the consequences of unacceptable behavior as well as the rewards that may be achieved for acceptable behavior.

Parents are expected to review and discuss these expectations and responsibilities with their children. We also ask that parents discuss with their children the purpose of the regulations in school as well as in society at large.

## **SCHOOLWIDE EXPECTATIONS FOR STUDENT BEHAVIOR**

Kashmere Gardens Elementary has always pledged to create a safe and stimulating environment for all students. In an effort to continue to improve our school climate, many of the staff at Kashmere Gardens has worked over the summer to form a Positive Behavioral Interventions and Supports (PBIS) Committee. The focus of this committee, and all of the staff at Kashmere Gardens, is to continue to create a positive school climate that fosters cooperation, academic excellence, respect and safety.

During your child's first days at school, he or she will learn about our PBIS program. The program was created to promote our core values of Respect, Accountability, Manners, and Scholarly Behavior for all students and the entire Kashmere Gardens Community.

We kicked off our Positive Behavioral Interventions and Supports Program with posters around the building and in the classrooms, an assembly and classroom activities. All of the staff at Kashmere Gardens has agreed to take the time to teach their students the positive behaviors they are expected to demonstrate at school. They have also agreed to acknowledge and reward students who consistently demonstrate these positive behaviors.

Please take some time, now and throughout the year, to review with your child the positive behavior expectations described on the attached charts. Ask your child questions to make sure he/she understands the expectations in different environments around the school. Please discuss the importance of these concepts and encourage your child to **Learn for Life!**

With your continued support and involvement, there is no question that Kashmere Gardens will continue to be a place where students can excel in a safe and stimulating environment.

### **KASHMERE GARDENS ELEMENTARY SCHOOL EXPECTATION MATRIX**

	<b>ARRIVAL</b>	<b>DEPARTURE</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>
<b>Respect</b>	Use appropriate language. Follow adult directions.	Use appropriate language. Follow adult directions.	Use appropriate language. Follow adult directions.	Use appropriate language. Follow adult directions.
<b>Accountability</b>	Make sure you arrive to class on time. Go directly to your designated area.	Go directly to your designated area. Follow adult supervision.	Arrive at your destination on time. Use your inside voice.	Have your lunch card readily available. Sit at assigned table. Line up quietly. Exit in orderly fashion.
<b>Manners</b>	Keep hands, feet, and objects to yourself. Greet everyone with a pleasant attitude.	Keep hands, feet, and objects to yourself. Walk in a straight, quiet line	Keep hands, feet, and objects to yourself. Walk in a straight, quiet line.	Keep hands, feet, and objects to yourself. Keep your spot in line until served, then be seated. Remain seated unless given permission.
<b>Scholarly Behavior</b>	Have homework and supplies every day. Come with a positive attitude.	Make sure you have all your tools to prepare for the next day. Leave with the power of knowledge.	Stay focused, prepared and ready to learn.	Clean up after yourself. Use your time wisely. Read a book!

### **KASHMERE GARDENS ELEMENTARY SCHOOL EXPECTATION MATRIX**

	<b>RESTROOM</b>	<b>CLASSROOM</b>	<b>LIBRARY</b>	<b>PLAYGROUND</b>
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<b>Respect</b>	Keep restrooms clean. Use soap and toilet paper in the proper way.	Wait to be recognized Use kind words Include others	Use a quiet voice Wait your turn Handle books carefully	Use kind words Include others Take turns and share
<b>Accountability</b>	Go. Flush. Wash. Leave.	Follow directions Turn work in on time Take care of materials	Push in chairs Take all materials Put books back Return your book on time Clean up	Follow adult direction Exit and enter the school in an orderly manner
<b>Manners</b>	Keep hands, feet, and objects to yourself. Always wait for your turn.	Keep hands feet and objects to self Keep your chair flat on the floor Remain in classroom	Keep hands, feet and objects to self Walk Keep your chair flat on the Floor	Keep hands, feet and objects to self Use equipment appropriately
<b>Scholarly Behavior</b>	Always be courteous and polite.	Participate Be on time and prepared	Check out books weekly. Push yourself to read more.	Report unsafe behaviors Use safety rules learned at school

	<b>ASSEMBLY</b>	<b>TIMEOUT</b>
<b>Respect</b>	Be a good listener Respond appropriately Quiet down quickly	Follow adult directions immediately without talking
<b>Accountability</b>	Follow the directions of the speaker Stay seated until dismissed	Wait for teacher instructions
<b>Manners</b>	Keep hands and feet to self Sit on bottom Enter and exit orderly	Keep hands, feet and objects to yourself Sit properly
<b>Scholarly Behavior</b>	Listen for the learning.	Walk directly to time out area

# **CLASSROOM-BASED DISCIPLINE MANAGEMENT SYSTEM**

## **Project CLASS (Children Learning Appropriate Social Skills)**

- [www.projectclass.org](http://www.projectclass.org)
- Stands for Children Learning Appropriate Social Skills
- Builds social skills development in children 3-5 & 6-10 years old
- Strengthens social skills teaching abilities of teachers, parents, other caring adults
- Is extraordinary **TRAINING** integrated with invaluable teaching & learning tools including posters, music, songs & movements that are fun and engaging
- Incorporates in-school follow-up services to strengthen implementation & effectiveness
- Involves working directly with children who have the most behavior problems
- Has an extensive history of demonstrated and documented effectiveness & positive outcomes

## **Why is Project CLASS Needed?**

Whether at home, school, work or in the community, healthy relationships and relationship skills significantly determine success or failure. Relationship success begins with social skills. All children must learn and develop core foundational building block social, relationship and emotional skills to get along with others and succeed in life. How parents, teachers, and other caring adults teach these skills makes a world of difference. Help, support, training and tools to assist children in learning these skills are critically important.

## **Why Focus on Children 3-5 and 6-10 Years Old?**

Research indicates that amplified learning is possible during a child's early and formative years. While the "younger the better" rings true, practical considerations temper this principle. By focusing on children 3-5 & 6-10 years old, Project CLASS merges the best of two worlds: 1) the learning potential of young children and 2) the accessibility of adults who care for and teach these children and the value of consistent, skill-based training. More skills are learned with better results by concentrating on 3-10 year old children and their adult care providers.

## **What are Core Building Block Social and Relationship Skills?**

Social skills are the skills necessary to get along with others and form constructive relationships. These skills are the starting point for positive relationship development. These skills are also the elemental foundation for more complex skills in the future. Project CLASS skills include: Looking at the Person Talking, Paying Attention, Following Instructions, Accepting Feedback, Accepting No as an Answer. These and other Project CLASS skills underpin the development of values and character.

## **Why Project CLASS Works**

The formula for why Project CLASS works is: **CONTENT + IMPACT = LEARNING.**

Project CLASS incorporates Skills Content that is clear, simple, focused, consistent and immediately beneficial. Project CLASS integrates a FUN and Engaging Approach that includes songs, music, movements, stories, games, role-plays and theatrical activities for Impact.

Learning is optimized by working in conjunction with child developmental realities, brain functioning, effective modes of learning and attention span parameters. Consistent social skills language and consistent social skills teaching methodology are hallmarks of Project CLASS and contribute to its effectiveness.

## **What are Project CLASS Results and Demonstrated Outcomes?**

- Increased social skills usage by children  
(Follow Instructions, Pay Attention, Ask Permission, Accept No, etc.)
- Increased social skills teaching abilities by teachers  
(Use of social skills language; Use of Praise & Positive Attention; Use of Reminder Prompts, etc.)

- Increased appropriate behavior by children
- Decreased inappropriate behavior by children
- Decreased disciplinary referrals for children by teachers (20%-80%)
- Positive Assessments by 80%-96% of teachers and principals across the dimensions of Project CLASS Usefulness; Helpfulness; Development of Valuable Skills; Positive Impact on School Climate; Improved Student Behavior; Increased Academic Teaching Time; Decreased Disciplinary Time; Increased On-Task Behavior; Improved Academic Performance
- Increased positive teacher-student interactions in the classroom (30%-50%)
- Decreased negative teacher-student interactions in the classroom (30%-50%)

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR CHOICES**

The Houston I.S.D. Code of Student Conduct divides misbehavior into four levels. Level one is the least disruptive and/or persistent behavior; while level four is the most disruptive and/or persistent behavior. For level one misbehaviors, the teacher will record the behaviors and develop appropriate classroom interventions. If this is not effective, the teacher will develop a Behavior Action Plan and contact the parent. Persistent level one misbehavior will result in the student being referred to the Discipline committee.

For levels two, three and four misbehaviors, the students will immediately be referred to the principal.

### **I. Teacher - Directed**

- Verbal corrections.
- Teacher-student conference.
- Parent contact: note or telephone call to parent
- Student-counselor conference.
- Detention (*maintained by teacher*) during non-instructional time.
- Other appropriate in-class disciplinary actions.
- Referral to principal or discipline committee

### **II. Lunch Monitors-Directed**

- Isolated lunch
- Referral to principal or the discipline committee

### **III. Discipline Committee-Directed**

- Parental involvement
- Detention
- Exclusion from extracurricular activities
- Behavioral contracts
- Student conference
- Referral to the principal
- Other appropriate intervention

### **IV. Principal-Directed**

- Suspension
- Alternative setting
- Expulsion
- Other appropriate interventions

## **SEVERE BEHAVIORS**

### **I. These behaviors are prohibited:**

- Repeated/continuation of classroom and cafeteria misbehavior.

b. Behaviors which result in physical injury to another person.

1. Throwing inappropriate objects
2. Fighting
3. Kicking
4. Biting

c. Racial/Ethnic Name Calling

d. Foul language

e. Discourtesy/defiance to adults

f. Verbal/physical intimidation of others

g. Cafeteria disturbance

## II. Leaving classroom or school grounds without permission of school personnel.

### III. Should the above behaviors occur, the following actions will be taken:

- a. Student sent to the assistant principal's or counselor's office with a written referral.
- b. Parents contacted by telephone or in writing, loss of students privileges or detention.
- c. Repeat offense (s) will result in mandatory principal/parent/teacher conference
- d. Suspension (*may occur' at any step-as appropriate*).

**NOTE: A student may be suspended to an alternative setting or education program by the school principal for misbehaviors which seriously disrupts the orderly educational program in the classroom and/or school.**

