

Billy Reagan K-8 Educational Center



Home of the Mighty Rams

Excellence Every Day... That's the Reagan Way!

Student / Parent Handbook

2024 – 2025

This planner belongs to: _____ *Grade* _____

Billy Reagan K-8 Educational Center website: <http://www.houstonisd.org/billyreagan>

Follow us on Twitter: @ReaganK8_HISD



Individual Student Tracker

School Name: Reagan K-8 Educational Center

NAME:		TEACHER:		GRADE:		HOMEROOM:	
		MAP MATH BOY		MAP READING BOY		MAP SCIENCE BOY	
		RIT	Projected/Goal	RIT	Projected/Goal	RIT	Projected/Goal
		MAP MATH MOY		MAP READING MOY		MAP SCIENCE MOY	
		RIT	Projected/Goal	RIT	Projected/Goal	RIT	Projected/Goal
		MAP MATH EOY		MAP READING EOY		MAP SCIENCE EOY	
		RIT	Projected/Goal	RIT	Projected/Goal	RIT	Projected/Goal

MOST RECENT STAAR					CURRENT SCHOOL YEAR (UNIT ASSESSMENTS)														
Subject	Year	Grade Level Tested	Raw Score	Performance Level	GOAL	1	2	3	4	5	6	7	8	9	10				
MATH					MATH														
					Level														
READING					READING														
NOTES: 					Level														
					SCIENCE														
					Level														
					SOCIAL STU.														
					Level														

Please check all the possible interventions you will use to improve STAAR scores.

- ☐ Attend Tutorials Consistently ☐ Ask for help when I need it ☐ Complete Enrichment work
- ☐ Work out / show strategies for ALL Math ☐ Participate more in class ☐ Other
- ☐ Annotate Passages & Mark Evidence ☐ Take my time; stop rushing

For more data, use OnTrack online www.houstonisd.org/sot - Scores for "Review Scores" and "My Scoreboard"

I, _____ (student), promise to make all efforts to improve my performance to be successful now and for the future. Date: ____/____/____

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Billy Reagan K-8 Educational Center

MESSAGE FROM THE PRINCIPAL

Welcome to Billy Reagan K-8 Educational Center! We are excited to partner with you and to have the opportunity to be part of your child's educational experience! The staff at Reagan K-8 is committed to excellence; we will continue to work diligently to prepare your child to meet & exceed grade level standards, so they become prepared for their futures! Please be sure to communicate with your child's teacher regularly with any updates, questions, or concerns you might have regarding classroom procedures or expectations.

Our school and staff work hard to make sure students are learning positive character choices to do well in school and become a respectable citizen. Our 4 core values at Reagan are: **Integrity, Excellence, Collaboration, and Compassion**. It is an expectation that students, families, staff, & community members all operate with these qualities to create & maintain a positive campus environment!

MISSION, VISION, VALUES

Mission:

Develop biliterate responsible citizens who are academically prepared to excel in a field of their choosing.

Vision:

Create a learning community that produces biliterate responsible citizens.

Values:

Integrity, Excellence, Collaboration, Compassion

School Mascot: Rams School Colors: Sunray Yellow and Royal Blue



Reagan K-8 Educational Center

Dress Days Calendar

2024-25



Professional Dress Days



College Dress Days



Spirit Dress Days



Wednesday, Aug. 28
Wednesday, Sept. 25
Wednesday, Oct. 23
Wednesday, Nov. 20
Wednesday, Dec. 18
Wednesday, Jan. 29
Wednesday, Feb. 26
Wednesday, March 26
Wednesday, April 23
Wednesday, May 28

Thursday, Aug. 28
Thursday, Sept. 26
Thursday, Oct. 24
Thursday, Nov. 21
Thursday, Dec. 19
Thursday, Jan. 30
Thursday, Feb. 27
Thursday, March 27
Thursday, April 24
Thursday, May 29

Friday, Aug. 30
Friday, Sept. 27
Friday, Oct. 25
Friday, Nov. 22
Friday, Dec. 20
Friday, Jan. 31
Friday, Feb. 28
Friday, March 28
Friday, April 25
Friday, May 30

Professional Dress Day

Held once a month on **Wednesday** to encourage professional etiquette and behavior. Instead of a uniform, students may wear any clothes that reflect professional attire. **No jeans. No tennis shoes.** No casual attire allowed. Tie optional.

College Dress Day

Held once a month on **Thursday** to foster and celebrate your future college spirit. A college t- shirt and jeans may be worn instead of your school uniform. Support your favorite college by showing off your school PRIDE. **No sports jerseys.**

Spirit Dress Day

Held once a month on **Friday** to foster and celebrate your school spirit. A spirit t- shirt and jeans may be worn instead of your school uniform. Support your school by showing off your PRIDE.

Billy Reagan K-8 Educational Center

STAFF DIRECTORY

Listed alphabetically by last name.

Staff Name	Position
"Alexander, Tequila" <Tequila.Alexander@houstonisd.org>	Dyslexia Interventionist
"Andrews, Amanda L" <AANDREW1@houstonisd.org>	Assistant Office Manager
"Armstrong, LaJuana J" <LARMSTRO@houstonisd.org>	Middle School AP
"Bellard, Jacquana M" <Jacquana.Bellard@houstonisd.org>	3 rd /4 th Science Teacher
"Belyeu, Jeremiah R" <Jeremiah.Belyeu@houstonisd.org>	8 th grade Math /Algebra Teacher
"Burgess, Deirdre M" <Deirdre.Burgess@houstonisd.org>	Elementary School AP
"Carter, Taylor M" <Taylor.Carter@houstonisd.org>	1 st grade teacher
"Castillo, Claudia" <Claudia.Castillo@houstonisd.org>	ELD Interventionist
"Chavez, Julissa" <Julissa.Chavez@houstonisd.org>	Middle School Counselor
"Chavez, Valerie J" <Valerie.Chavez@houstonisd.org>	7 th grade AOT/SS Teacher
"Childers, Raven" <raven.childers@houstonisd.org>	Dance Teacher
"Cooper, Shari Y" <Shari.Cooper@houstonisd.org>	8 th grade AOT/SS Teacher
"Cordero, Annabel" <ACORDERO@houstonisd.org>	Assistant Office Manager
"Davis, Crystal L" <Crystal.Davis@houstonisd.org>	Special Education Chair
"DeLara, Debrah D" <Debrah.DeLara@houstonisd.org>	3 rd grade ELA/SOR/SS teacher
"Dennis, Astrid L" <ADENNIS@houstonisd.org>	Office Manager
"Denos, Thomas G" <Thomas.Denos@houstonisd.org>	Enrichment Teacher
"Dugas, Tropea N" <TDUGAS@houstonisd.org>	Cafeteria Manager
"Esparza, Adriana" <Adriana.Esparza@houstonisd.org>	1st grade Teacher
"Garcia, Maria C" <Maria.Garcia7@houstonisd.org>	3rd/4th grade AOT Teacher
"Garcia, Oliver" <Oliver.Garcia@houstonisd.org>	Special Education Teacher
"Gillum, Fredrick" <FGILLUM@houstonisd.org>	6 th grade AOT/SS Teacher
"Goz, Cesar A" <Cesar.Goz@houstonisd.org>	3 rd /4 th Science Teacher
"Green, Maxine V" <Maxine.Green@houstonisd.org>	Computer Lab Teacher
"Grimes, Shemeta D" <SGRIMES@houstonisd.org>	3 rd grade Math Teacher
"Guerrero, Annayancy C" <Annayancy.Guerrero@houstonisd.org>	2 nd grade Teacher
"Guillory, Alfredia A" <Alfredia.Guillory@houstonisd.org>	3 rd grade Math Teacher
"Hale, Ashley D" <Ashley.Hale@houstonisd.org>	Nurse
"Hall, Stephen A" <Stephen.Hall@houstonisd.org>	SLL teacher
"Hamilton, Jermaine A" <Jermaine.Hamilton@houstonisd.org>	Special Education Teacher
"Hauldren, Kelly" <Kelly.Hauldren@houstonisd.org>	3 rd grade ELA/SOR/SS Teacher
"Hernandez, Diana" <Diana.Hernandez3@houstonisd.org>	6 th grade ELA teacher
"Hernandez, Melissa" <Melissa.hernandez@houstonisd.org>	4 th grade Math Teacher
"Jackson, Typhanie D" <Typhanie.Jackson@houstonisd.org>	2nd grade Teacher
"James, Monica" <MJAMES3@houstonisd.org>	1 st grade Teacher
"Joulin, Areli" <Areli.Joulin@houstonisd.org>	Kinder Teacher
"King, Cassandra A" <Cassandra.King@houstonisd.org>	7 th grade ELA Teacher
"Lahrmann, Lance W" <Lance.Lahrmann@houstonisd.org>	5 th grade Science Teacher
"Lee, Katie A" <KLEE2@houstonisd.org>	8 th grade Science Teacher
"Leyva, Jessica G" <Jessica.Leyva@houstonisd.org>	Assistant Office Manager
"Marsh, Brenda S" <Brenda.Marsh@houstonisd.org>	Special Education Teacher
"Martinez, Julie C" <Julie.Martinez@houstonisd.org>	7 th grade Math

"MasonTasby, Breanna C" <Breanna.MasonTasby@houstonisd.org>	4th grade Math Teacher
"McZeal, Kimberly S" <KMCZEAL@houstonisd.org>	8 th grade ELA Teacher
"Mitchell, Myeshia C" <Myeshia.Mitchell@houstonisd.org>	Athletics Director
"Mondragon, Yesenia" <Yesenia.Mondragon@houstonisd.org>	4 th grade ELA/SOR/SS Teacher
"Monroe, Tonya K" <TMONROE@houstonisd.org>	Kinder Teacher
"Muhammad, Olajuwon N" <Olajuwon.Muhammad@houstonisd.org>	Special Education Teacher
"Myers, Latrell M" <LMYERS1@houstonisd.org>	2 nd grade Teacher
"Navarre, Luz M" <Luz.Navarre@houstonisd.org>	1 st grade Teacher
"Nealey, Kimbley M" <KNEALEY@houstonisd.org>	ELD Interventionist
"Ngo, Judy" <Judy.Ngo@houstonisd.org>	7 th grade Science Teacher
"Haynes, Tiffany M" <TOGBURN@houstonisd.org>	Elementary School Counselor
"Pace, Tanya A" <TPACE1@houstonisd.org>	Assistant Principal
"Portis, Sheniqua R" <Sheniqua.Portis@houstonisd.org>	Assistant Principal
"Pragedix, Nicole" Nicole.Guerrero@houstonisd.org	Kinder Teacher
"Qualls, Andreddis" Andreddis.Qualls@houstonisd.org	5 th grade AOT Teacher
"Raglin, Anthony C" <ARAGLIN@houstonisd.org>	4 th grade ELA/SOR/SS Teacher
"Rodriguez, Tomorrow L" <Tomorrow.Rodriguez@houstonisd.org>	5 th grade ELA Teacher
"Rubin, Barbara A" <Barbara.Rubin@houstonisd.org>	5th grade Math Teacher
"Sanchez, Cynthia" <Cynthia.Sanchez@houstonisd.org>	6th grade Science Teacher
"Smith, Gary L" <Gary.Smith2@houstonisd.org>	6 th grade Math Teacher
"Taylor, Holli" <Holli.Taylor@houstonisd.org>	PE/Science Lab Teacher
"Taylor, Suzette L" <STAYLOR2@houstonisd.org>	3rd/4 th AOT teacher
"Wilmore, Marcus E" <MWILMORE@houstonisd.org>	Band Teacher
"Wilson, James L" <James.Wilson3@houstonisd.org>	Music Teacher










- *When you have a question regarding your child's grades or other classroom concerns, please contact the appropriate teacher via email. If you have not received a reply within 48 hours, or if your concerns have not been addressed satisfactorily, please contact the appropriate administrator for your child's grade level. If your matter is still not resolved after communicating with the Assistant Principal, please contact the Campus Principal.*
- *For student records, please contact the Assistant Office Manager, Ms. Leyva.*
- *For questions regarding illness during school hours or medications to be administered at school, please contact Nurse Hale.*
- *If your child is experiencing or has experienced a tragedy and is in need of assistance, please contact the Counselor for assistance and/or helpful resources.*

2024-2025 CALENDAR

HOUSTON INDEPENDENT SCHOOL DISTRICT

2024-2025 YEARLY CALENDAR

JUNE 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DECEMBER 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
MARCH 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JUNE 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SCHOOL DAY START AND END TIMES 7:30 – 3:00 Elementary 8:30 – 4:00 K-8 and Middle School 8:30 – 4:00 High School	 FIRST DAY OF SCHOOL August 12, 2024	LAST DAY FOR STUDENTS June 4, 2025	LAST DAY FOR TEACHERS June 5, 2025
 5TH QUARTER (SUMMER 2025) Voluntary summer courses 2024 – Jun. 17 – Jul. 19 2025 – Jun. 16 – Jul. 23 <i>[Mandatory for some students]</i>	INSTRUCTIONAL DAY START AND END TIMES: BRK8 8:00–3:00 K-1st 8:00–4:00 2nd–8th	GRADING CYCLES Aug. 12 – Sep. 20 Sep. 23 – Nov. 1 Nov. 4 – Dec. 20 Jan. 7 – Feb. 21 Feb. 24 – Apr. 17 Apr. 21 – Jun. 4	REPORT CARD Sept. 27 (Friday) Nov. 11 (Monday) Jan. 13 (Monday) Feb. 28 (Friday) Apr. 25 (Friday) Jun. 4 (ES, K8, M5) Jun. 13 (HS)
 RECESS (NO CLASSES) Thanksgiving – Nov. 25 – 29 Winter Recess – Dec. 23 – Jan. 3 Spring Recess – Mar. 10 – 14	 HOLIDAY (NO CLASSES) Jul. 4 – Independence Day Sep. 2 – Labor Day Oct. 4 – Fall Holiday Nov. 28 – Thanksgiving Jan. 1 – New Years Day Jan. 20 – MLK Jr. Day Feb. 17 – President's Day Mar. 31 – Chavez Huerta Day Apr. 18 – Spring Holiday May 26 – Memorial Day Jun. 19 – Juneteenth	 SCHOOL LEADERS' INDUCTION AND PREPARATION July 22 – July 29 – Principals and APs  NEW STAFF INDUCTION July 30 and July 31 – Staff New to HISD  ALL STAFF INDUCTION AND PREPARATION Aug. 1 – Aug. 9 – All staff	
 POSSIBLE MAKE-UP DAYS June 6 – June 12			
 STAFF PD (NO CLASSES) Jun. 14, Sep. 3, Oct. 3, Nov. 8, Jan. 6, Feb. 14, May 2, Jun. 5, Jun. 13			

UPDATED 2–27–2024

GENERAL INFORMATION

Hours of Operation

Our doors open at 6:30 a.m. However, the main office is open daily from 7:30 am to 4:30 p.m. Student instructional hours are 8:00 a.m. to 4:00 p.m. Students are considered late if they arrive after 8:05 a.m. We encourage all students to arrive by 7:45 a.m.

Arrival

Students should arrive on campus by 8:00 a.m. each day and are considered tardy if they arrive after 8:05 a.m. We highly recommend all students arrive by 7:45 a.m. to account for traffic. If the child arrives after the 8:05 a.m. tardy, the parent must walk their child to the front office to sign them in. For morning arrival, all car rider students are to be dropped off through the cafeteria side (North/East) circle drive - located around the back staff parking lot. Walkers and bus riders will arrive through the front doors and proceed to the cafeteria. After 8:05 a.m. the gates will be shut, and tardy students will need to enter through the front office drive. Students should never be dropped off on Anderson Rd.

Safety & Emergencies

Our number one priority on campus is safety. All staff members have been trained to implement safety and security measures at all times. Teachers will also teach safety measures to all students. If there is an emergency with your child, you will be contacted by a campus staff member immediately. It is very important for parents to keep the school informed of changes in phone numbers, emergency contacts, and health issues.

Safety Concerns/Bullying

Our campus and district have a strict no bullying policy. Please notify your child's teacher, the office staff, or an administrator immediately if you have any safety concerns that may impact the well-being of our students. Remind your child(ren) to follow all safety rules. Please keep your emergency phone numbers updated with the office and the nurse and give the office a copy of any legal papers (custody, restraining orders, etc.) that could affect your child's safety. Additionally, if you suspect any incidences or bullying, please contact campus administration immediately so it can be investigated and addressed.

Social Emotional

In addition to academics, our campus is committed to providing emotional support to all students. We have various programs on campus that support student growth. This year, we have school counselors who will be working to support students with social, emotional, or academic needs. We believe in equipping all students with concrete skills of responsibility, respect for self and respect for others.

Telephones & Emergencies

Students are not permitted to have cell phones turned on or in use while on campus. Students will not be called out of class for personal phone calls. In an emergency, administrative permission must be secured. You will be contacted immediately if there is an emergency with your child. It is especially important to keep the school informed of changes in phone numbers, emergency contacts, and health issues.

PROCEDURES TO KNOW

Beginning the day

1. The school day begins at 8:00 a.m., but students may arrive as early as 6:30 a.m. (K-3 in library, 4-8 in Cafeteria)
2. Students arriving by bus/van and those who walk to school from home should enter campus on the front side of the building. Students who ride to school in a personal vehicle will enter using the side entrance located near the cafeteria (carpool line).
3. Students are not allowed to report to classrooms or offices until the bell rings at 7:45 a.m.
4. Students who are tardy and arrive after 8:35 a.m. must be escorted into the main office and signed in by a parent/guardian.
5. All school rules must be followed at all times once a student has arrived to campus.

Ending the day

1. Walk directly to your dismissal location. Leave the building using the appropriate doors for bus riders, car riders, or walkers.
 - a. Kindergarten walkers may not leave campus alone. They must be escorted off-campus by parent or older sibling, or an assigned group of walkers.
2. Bus/van riders and walkers will exit on the front side of the building. Car riders will exit near the cafeteria (carpool line).
3. Students must be at their dismissal location by 4:00 p.m. Hallways must be clear at that time.
4. Students are not to loiter around the building after dismissal. Students must be with an adult at all times after school if they remain on campus for a practice/tutorials/after-school program.

Hallway Etiquette

1. Walk quietly at level zero.
2. Classes will walk in a single file line on the right side of hallways, stairwells, and all walkways.
3. Use appropriate entrance and exit doorways.
4. Travel up and down stairs safely.

Restroom Use

1. Students need to use the restroom pass (cone) to go to the restroom at any time of the day. Each classroom/area has a cone.
2. No student is allowed to leave class to go to the restroom during the first or last ten minutes of class unless it's an emergency or the student has a documented medical condition.
3. Place feminine products in the trash receptacle, never in the toilet.
4. Follow good hygiene practices and wash your hands.
5. No technology or backpacks allowed in restrooms.

Backpacks

Middle school students may only carry clear or mesh backpacks on campus. No rolling backpacks are allowed on campus.

Pledges/Moment of Silence

At the beginning of the first class on each school day, students shall take part in three activities. These activities are:

1. Recitation of the Pledges of Allegiance to the United States and Texas Flags.
2. A short period of silence, not to exceed one minute.
3. Listen to the daily announcements.

Special Assemblies

1. Walk quietly to your assigned area.
2. Take your backpack off before sitting down.
3. Demonstrate appropriate audience behavior and be respectful at all times.
4. Stand when asking a question.
5. Follow directions for dismissal.

Identification (ID) Badges

All students are required to wear ID badges every day. Campus staff members will check ID badges at the beginning of each class period. If a student does not wear their badge to school or misplaces the badge, the following will occur:

1. Student needs to immediately secure another ID badge cost (\$5.00).
2. Repeated failure to wear your ID badge will result in disciplinary action.

Emergency Drills

Students, faculty, & staff participate in frequent emergency drill procedures. When the alarm sounds, students must follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner as is expected during a real emergency.

Cafeteria

Food is not to be consumed anywhere on campus except in the cafeteria. All students are given a 30-minute lunch period. We expect students to take pride in our cafeteria and keep their area clean and tidy.

Class parties and birthday parties are not allowed in the cafeteria. Do not bring sodas, candy, gum or other non-nutritional items to school for meals. **Sodas cannot be consumed during the instructional day, even if brought from home.** No open food/drink containers and/or glass containers are allowed on campus (i.e. bottled water, Gatorade, etc.). Store-bought/ packaged cupcakes may be dropped off at the main office for elementary birthdays and will be distributed by BRK8 personnel to students after 3:15 p.m. **Due to food allergies, food-sharing can be life threatening!**

Birthday Treats/Classroom Snacks

Students can bring birthday treats to share with members of their homeroom class on their birthday. However, the treats will be shared with the class at recess for K-5. Grades 6-8 will not be able to have a time during the day for this to take place. This allows for a celebration but does not interrupt instructional time. The treat must be individual store-bought items that do not require cutting or preparing by the teacher. Please keep in mind the following: all food items MUST be store bought and a label must be present. If any food items do NOT have a label and they contain nuts or were manufactured in a facility that contains nuts, it will not be served in the classroom.

Food Services – Cafeteria

All students at Reagan eat breakfast and lunch for free. Breakfast is served from 7:20-8:20. Location for breakfast distribution varies by grade level. Late arrivals need to go to the cafeteria for their breakfast.

Lunch Procedures:

- All students shall:
 - Enter cafeteria and leave all belongings under your table.
 - Use inside voice.
 - Be polite and use good manners.
 - Clean your seating area after you finish eating.
 - Consume all food and drinks inside the cafeteria.
- If you need a cafeteria lunch, proceed to the cafeteria line. Use your 5-digit student ID for charging lunch.

Free/Reduced Lunch Program

Applications for the free/reduced lunch program are available in the main office or on HISD's website at <https://www.mealapps.houstonisd.org/>. Paper forms are to be completed and returned to the first period teacher for processing. Online completion is recommended to expedite the process. When filling out the application, please remember the following:

1. Fill out all information completely. Incomplete forms may be denied due to a lack of information.
2. List all persons living in the home.
3. Note any AFDC numbers if applicable.

All HISD students are provided a free breakfast each morning. Students who remain at school for after-school programs, tutorials, or rehearsals/practice are eligible for the free dinner program.

Selling Items at School

Students are strictly prohibited from selling or exchanging any items at school. This includes but is not limited to selling or exchanging items for personal profit such as candy, gum, toys, etc., on school grounds. Any attempt to do so will result in items being confiscated and the student will be subject to disciplinary action by a school administrator.

Student Money

Students should bring only the amount of money needed for lunch or other school expenses. Students are discouraged from bringing jewelry, purses, expensive or valuable items, electronic devices, etc. **The school cannot accept responsibility for personal items and will not investigate the loss of personal items, including but not limited to: cell phones, expensive jewelry, and other electronics.** Students are not allowed to wear money pinned on them to indicate it's their birthday.

TRANSPORTATION

Bus Riders

Riding the school bus is a privilege. A student being transported in school-owned vehicles is required to comply with the HISD Student Code of Conduct. If a student fails to comply with established rules on school transportation, the student may be denied transportation services and may be subject to other disciplinary action.

The following rules apply to student conduct on school transportation:

1. Passengers will follow the driver's directions at all times.
2. Passengers shall sit in their assigned seat at all times.
3. Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
4. Passengers shall not stand up on the bus while in motion.
5. Passengers shall keep books, musical instrument cases, feet and other objects out of the aisle of the bus.
6. Passengers shall not deface the bus and/or its equipment.
7. Passengers shall not extend any part of the body or any other object out of the window or throw objects within or out of the bus.
8. Passengers shall not smoke or use any form of tobacco or drugs.
9. Usual classroom conduct shall be observed.
10. Bus referrals will result in disciplinary action, including loss of bus privileges.
11. Passengers are not allowed to take up more than one seat by placing belongings on the seat next to them.

Violation of bus procedures may result in suspension of transportation services for the remainder of the school year.

DISMISSAL

DISMISSAL

Students are dismissed in 4 ways at Reagan K-8. They are car riders, bus riders, parent pick-up, and walkers (alone). All students will need a signed dismissal form on file to verify their dismissal choice.

- **Car riders** – your child is a **car rider** if you drive to Reagan to drop off/pick up your student. The line begins on Anderson Rd. and circles around the east side of the building. For pick up, all car-rider students will be given a Numbered Dismissal Tag; to pick up your child, the tag must be displayed on the front windshield during the dismissal car line. You will use the *same* side circle drive for dismissal, and your child will be waiting to load the car quickly. The front circle drive is reserved for buses and special education student pick-up *only*. **Do not drop off or pick up students on the street or at the corner store.**
- **Bus riders** – your child is a **bus rider** if they ride a bus or daycare van to go home. The phone number for the HISD transportation department is 713-613-3040. All bus riders will be dropped off and picked up on the front side of the building. It is important that buses are safe. Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules since misbehavior may result in a suspension of bus riding privileges. In addition, supervision needs to be provided for the children at the bus stops.
- **Parent Pick-Up** – your child is a **parent pick-up** if the parent/guardian will walk to the school to pick up their child. The parent/guardian who is picking up must have their child's Dismissal Number to present to the Reagan staff for dismissal. All parent pick-up walkers will be picked up from the front of the school. No parent will be allowed to park in the front and walk up to pick up their student.
- **Walk Alone** – your child **walks alone** if the child may leave campus to walk without a parent/guardian. We must have a signed parent-dismissal form on file. Students who walk alone will have a "walk-alone" tag that they will display to a campus staff member when leaving school.

Dismissal Numbers/Tag

Every family with students at Reagan K8 will receive a dismissal number. If parents are picking up their child(ren), they will need to present the number to the Reagan staff member. This number notifies the classroom teacher to dismiss the child to the correct location. This policy is in place for the safety of students as well as to provide order around dismissal. **This tag will also be used on rainy days should a student change mode of pick up from walker to car rider.**

Change Of Transportation

Transportation arrangements should remain consistent so that students develop a solid routine. If transportation needs to be changed, written requests signed by the parent must be provided to the teacher and front office. If you have an emergency and need to telephone the office for a change of transportation, you must do so by or before 2:15 p.m. After 2:15 p.m., changes of transportation cannot be accepted. If we have no communication from the parent/guardian, we will not change transportation arrangements.

Early Pick-Up

On occasion, it may be necessary for you to pick up your child for an appointment or an emergency. On such an occasion, please come to the school office with your driver's license/I.D. In order for the student to be picked up early by someone other than the parent, their names must be listed on the student's enrollment or pick-up form. If they are not, we will try to call the numbers listed for permission. They will also need to show our staff a driver's license. Excessive early pickups will be recorded and may result in truancy charges. **Early pick-up stops at 2:30 for K-1st and at 3:30 for 2nd-8th grade students.**

UNIFORM POLICY

BRK8 Uniform Dress Policy

BRK8 students will wear appropriate uniform attire to school each day. The uniform requirement is designed to:

- present a positive image and promote school unity
- support safety by allowing outsiders to be easily identified
- reduce distraction related to clothing choices

There are uniform checks throughout the day.

- Students shall wear the prescribed uniform. Students may not change clothes prior to school dismissal or on the school bus.
- Only white under-shirts are allowed to be worn under uniform shirts.
- Uniforms must be neat and clean each day. Buttons should be appropriately sewn on.

School Uniform Policy (consequences)

- Each uniform violation will result in a loss of a DOJO point.

Physical Education Uniform Policy

- T-shirt/Blue shorts with socks and tennis shoes. **Every student is required to have a physical education uniform. If unable to purchase, please email grobayo@houstonisd.org.**

Daily School Attire - Student ID is required at all times as part of your child's daily school attire.

	Kinder-5th	6th-8th
Shirts (all shirts must be tucked into bottoms)	Yellow Collared (Polo style) (Reagan Logo shirts available for purchase)	6th Grade - White 7th Grade - Royal Blue 8th Grade - Gray (Reagan Logo shirts available for purchase)
Bottoms (all bottoms must sit at waist or be secured with a belt. Belt buckles must be no larger than 3 inches)	Navy Blue (knee-length shorts allowed) Uniform style only	Khaki or Navy Blue (No shorts, Joggers, skinny pants, leggings or skirts allowed) Uniform Style Pants Only
Jackets	Solid colors only (no writing) Must zip or button down the front. No pull-over hoodies. (Reagan Logo jackets available for purchase)	
Shoes	All shoes must have closed toe and back (No flip flops or sandals or crocs allowed)	
Backpacks	Transparent or Mesh Only (Grades 6-8) NO ROLLING BACKPACKS!	

- **Jewelry:** Necklaces must be worn inside shirt/blouse. Small earrings (no larger than a nickel). Simplicity is the expectation. No oral jewelry (i.e., mouth grills, etc.) allowed on campus.
- **Hair:** Must be neatly combed at all times. Hair must be of natural color as determined by administration (no bright red, orange, pink, green, purple, or any other hair colors deemed unnatural). Bandanas, fabric headbands, caps, beanies, and scarves are not permitted at any time.
- Tattoos, facial jewelry, piercings (other than ears), drawings/writing on self are not allowed.
- Students may not have graffiti on backpacks, shoes, or other items.
- No Blankets.
- No hats or hoodies worn (on head) in the building.

***The administration has the final word regarding the dress code. If in doubt, do not wear it.**

ACADEMICS AND GRADING POLICIES

Dual-Language

Houston ISD's goal is for every student to be bilingual, biliterate, and bicultural in the next 10 years. In order to make this goal attainable, select campuses offer dual-language immersion instruction. Students begin dual-language instruction in kindergarten and follow the program through fifth grade.

Character Education

This course is offered in an age-appropriate format to students in every grade level (K-8). The purpose of this course is to equip our students with the knowledge and social skills to become global citizens who are consciously aware of their surroundings and the impacts that their decisions have on others. Students will develop positive character traits as well as respect for themselves and others.

Gifted and Talented (G/T) Placement

Students may be nominated for screening by parents, teachers, deans, and other campus staff. Screening takes place over several months and is in accordance with board policy. Parents who wish to learn more about the process should contact the school GT Coordinator. All of the BRK8 teachers are G/T trained.

Textbooks, Library Books, and Other Educational Materials

Parents and students are responsible for textbooks issued to the students. Textbooks are to be kept clean and handled carefully. Please make sure your name, grade, and teacher's name are written on the book label. A replacement fee will be charged for lost, stolen, or damaged books.

Absence of a Teacher

BRK8 students are expected to demonstrate positive leadership when a teacher must be absent and a guest/substitute teacher is in the class. Students shall treat the substitute with the utmost respect and follow all policies and procedures as though the classroom teacher is present. Failure to adhere to classroom rules and routines will result in disciplinary action by an administrator.

Grading Policy

Teacher Assignment (LSAE Assignment if applicable): 27%: assignments completed in independent practice fall in this category. These may include LSAE work (3rd thru 8th grade), classwork, homework, projects, etc.

Unit Assessments: 18%. There is only one Unit assessment during the 6-week period. The teacher may separate the grade into two grades to give credit for the work done to solve the problems and answer the questions.

DOL Weekly Summary: 55% This grade is taken weekly. It demonstrates weekly mastery of TEKS by average of daily DOLs or highest DOL by the end of the week.

Re-Test Policy

Students will only be allowed one retake for an exam (Ex: chapter tests, unit tests). Students cannot retake quizzes, or Semester/Final exams. The retake must be requested **by the student** within five days of receiving the grade, and the re-test must be completed within three weeks of the original exam. The maximum grade earned on a re-test will be an 80. The exam will be an alternate form of the original; students will not retake the same exam.

Make-up Work Policy

In the case of **excused absences**, students will have the number of days equal to that of their absence to turn in make-up work without penalty. (Ex: student is absent 2 days, he/she has 2 days from the return to campus to submit work.)

Missing Work/ Late Work

When returning from an absence, it is the **student's responsibility** to ask for your missing work upon return to class. All students are expected to submit work by the assigned due dates. Late work may be submitted within three days with a 10-point deduction for each day late.

ATTENDANCE POLICIES AND PROCEDURES

Attendance Policy

Perfect attendance (100%) is our goal! Your presence is very important at BRK8 every day. State law and district policy require students to be in attendance for at least 90% of the instructional days.

Texas Education Code 25.085

A child who is required to attend school under this section shall attend school each day for the entire period the program of instruction is provided. (b) Unless specifically exempted by section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. (c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

Texas Education Code 25.092

A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.

Texas Education Code 25.094

a) An individual commits an offense if the individual: (1) is required to attend school under Section 25.085; and (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on 3 or more days or parts of days within a four-week period. An offense under this section may be prosecuted.

After three unexcused absences within a four-week period, you will receive the first truancy warning letter. If your child receives another unexcused absence during this four-week period, she will receive a citation for offense under **TEC 25.094**.

Sometimes an absence is unavoidable. In these cases, please follow procedures listed below:

- Have a parent or guardian notify the school by phone at (713) 556-9575 or fax (713) 556-9576 or email by 9:00 a.m. on the day of the absence.
- **When you return to school, you will need to bring a note that is dated and signed by your parent/guardian for any absence.** The note should clearly detail the reason for the absence. Serious illness or family emergency are considered excused absences. If the absence was due to a doctor's visit, a doctor's note is required. The note must be presented to the attendance clerk. **Students will have 3 calendar days to present a note for excused absences.**
- Any other absence is considered unexcused. On the third unexcused absence within a 4 weeks period, the truancy process will begin with the first warning letter. If unexcused absenteeism continues, officers of the law, such as a Constable or the Sheriff, may visit your home and investigate the reason for the absence. After the tenth (10) unexcused absence, we must file truancy charges with the Harris County Justice of the Peace against both parent and student. The consequences will be time and money.

Attendance Appeals

When a student is denied credit for a course, he/she must come with a parent or guardian to speak in front of the attendance committee. The Registrars' office will contact the parent/guardian to schedule the attendance committee hearing. The committee will discuss the reasons for the excessive unexcused absences and discuss a plan to improve attendance moving forward.

The committee will decide if the student will be able to make up hours. If the committee grants approval, the student must make up all hours by attending tutorials or completing approved community service at the school by the due date. Successful completion of and documentation of these hours in a mandatory documentation log must be provided to the registrar in order to receive your passing grade and credit. Failure to complete the required tutoring and/or community service hours within the allotted time frame will result in denial of the credit. In this case, the course must be retaken in order to recover the credit.

Late Arrivals/ Tardies

Students are considered tardy after 8:05 a.m. When your child is late, he/she must report to the school office before going to class. Being tardy not only prevents your child from receiving critical instruction, but it also interrupts the learning process of other children who are here on time. For this reason, repeated tardiness will necessitate detention and a conference with school personnel. If this becomes a chronic issue, the result in truancy charges and/or investigation into zone/residency status. Students K-8 will be monitored for tard.

- 8:05 am – 8:35 am, late students will be directed to check in at the late arrival station before going to their classroom.
- Students will be issued a tardy slip to enter their classroom (students cannot enter class without a tardy slip).
- Any student arriving after 8:35 am will report to the front office. Front office staff will complete the student tardy form and give the student a tardy slip to get into class. (3 tardies = 1 day of detention which repeats for the entire 6 weeks cycle)
- The counselor will contact parents to inform them that their child has been issued detention due to excessive tardies and see if they can assist in any way to improve the current situation.
- Students that do not serve detention detention then turns into 1 day of ISS.
- Detention will take place M-W from 4:15 – 5:15 in Rm 1025.

All students are expected to report to their classes by the beginning of each period. If a student was detained/delayed by a teacher, he/she must have a pass from that teacher.

Attendance Accounting (excerpt from the HISD School Guidelines)

A student must be in attendance at least **35 minutes during a 45-minute class period** and **60 minutes in a 90-minute class period** in order to be counted present. A student who arrives in class after the first 1/3 of the instructional period is to be counted absent for that class period. If a student arrives to class late, but within the first 1/3 of the instructional period, he/she is to be counted tardy. During the significant period (ADA), **a student not present at the time ADA attendance is taken is to be counted "Absent."** ADA time at BRK8 is 10:00 am. each day.

FIELD LESSONS

Field Lessons Policy

Incorporating field-based exploration into its mission, BRK8 affords students the opportunity to participate in a number of educational and extra-curricular trips. Because these trips are a privilege, students must meet certain guidelines in order to participate. These guidelines are used in determining whether a student may participate in the activity or trips. Students must submit learning trip materials, such as fees, transportation waivers, medical forms, parent permission slip, etc. before the day of the outing.

Requirements and Guidelines

1. For extra-curricular trips, students must meet eligibility requirements set by the sponsoring group.
2. Approval may be denied on the basis of inappropriate behavior or academic deficiencies. If a student is failing one or more classes, she may not be able to participate in the field trip.
3. **For planning purposes, NO PERMISSION SLIPS will be accepted the morning/ day of a field trip. Permission slips must be returned prior to the day of the trip.** Telephone permission is not acceptable.
4. **Students must be in good academic standing, passing all classes, and have good behavior at the time that field lesson permission slips are distributed.**

All field trips will be curriculum-based to increase student achievement. Participation on Field Trips is a privilege. If a student is not meeting classroom behavior expectations on a regular basis, the student will NOT participate on the field trip. Approval may be denied based on inappropriate conduct.

Parent Chaperones

No parent can chaperone a field trip unless they are cleared through the VIPS system. The number of chaperones is limited and will be coordinated through the teacher.

Trip Expenses

When a student has paid for a trip but is unable to attend, refunds will not be given. Some trips must be paid for months in advance and it may not be possible to get a refund from the company/vendor involved.

CAMPUS VISITATION

Visitors

Visitors are welcome at our school. **To ensure a safe and orderly environment, we must require all visitors to check in at the front entrance counter to receive a visitor's pass before proceeding to their destination.** We encourage parent/guardian visitation, but because instructional time is valued as sacred, we will not allow others to visit the campus (unless formally arranged in advance). Moreover, our classes are open to parents/guardians with permission from an administrator. If a parent would like to observe his or her student's class, the parent should contact their child's grade level administrator to schedule the classroom visit/observation.

Volunteers In Public Schools [VIPS]

We have many different opportunities for our parents to volunteer, and we welcome any parent who can spend valuable time assisting our students. Volunteers are always needed to assist in our library, workroom, during classroom parties, on field trips, and during school events. If you wish to volunteer in any capacity (including chaperoning field trips), you must be registered and cleared as a VIPS volunteer. To sign up, stop by the school front office or you can also sign up for VIPS online: <https://www.houstonisdpsd.org/dmol/VIPS/index.html#/>

We strongly encourage our families to volunteer at the campus. All parent volunteers must complete a criminal background check at the beginning of the year. We expect volunteers to wear a badge at all times and follow sign-in and sign-out procedures. Please contact the main office if you have questions about volunteering at our campus.

Visitors/Classroom Visits

We welcome all opportunities to greet you and appreciate your cooperation when visiting Reagan. All visitors are required to sign in at the front office and present their driver's license/id each time; no exceptions. **All campus visitors must be cleared through our (VIPS) system to help ensure the safety and security of all students and staff members.** Classroom visits must be approved by the principal and scheduled with the teacher.

Protocol for Classroom Observations

- Parent/Guardian shall request permission from teacher and administration at least 24 hours in advance and may only observe a teacher of record.
- Parent/Guardian should get the class location information from their child before the class visit (room number, location).
- Parents must check-in at the main office upon their arrival to campus.
- Parents shall not disrupt the learning environment at any time.
- Parents shall not talk to their child, teacher or other students at any point during the observation.
- Parents shall not videotape or record the observation without the teacher's prior consent.

MEDICAL RECORDS

Immunization

- All students **must** maintain **current** immunizations in order to attend public school.
- Texas law does allow for exemptions if (a) the immunization would be medically harmful or injurious to the health and well-being of the child or household member, and/or (b) parents/guardians choose an exemption from immunization requirements for reason of conscience, including a religious belief.
- The law **does not** allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete, or it is inconvenient to get to a physician or clinic to correct the problem).
- A copy of the student's **up-to-date** immunization record that has been verified and signed by a physician **is required** for continued enrollment. If students do not have the proper immunizations, they may be sent home.
- Immunization requirements and the recommended immunization schedule are on the TDSHS website.
- To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible.
- The school nurse shall review the immunization status every 30 days. If, at the end of the 30-day period, a student has not received a required or subsequent dose of vaccine, the student is not in compliance and shall exclude the student from school attendance until the required dose is administered.

Medication at School

- Medications may be administered at school during the school day when (a) they are necessary to enable the student to remain at school, and/or (b) they can't be administered under any other circumstances.
- If/when possible, all medication should be given outside of school hours.
- If medication is required during the school day, the following must be in place:
 - Current Request for Medication Administration Form or written order completed and signed by the parent/guardian and appropriate healthcare provider for **each** medication to be administered at school. No medication can be given without this documentation.
 - The original properly labeled prescription container. Over the counter medication (i.e., Tylenol, Advil, etc.) must also be prescribed and accompanied by a medication consent form and have a prescription label affixed to the original container.
- Students are **not allowed** to carry medications on their person without (a) a medication consent form on file with the nurse and (b) a properly labeled original container.

Nurse's Office

- The nurse's office is located in the main office suite.
- If a student should need to see the nurse, that student should obtain a written pass from the teacher or have the teacher call and speak directly to the nurse.
- Students **should not** self-refer to the nurse during the change of classes.
- If after a student is assessed it is deemed necessary for him/her to go home, the nurse will notify the emergency contact(s) on file and arrange for the student's release home.
- While awaiting pick-up, the student must stay in the clinic where he/she can remain under nurse's observation.
- Students may only be released to an adult with proper identification who is listed as an emergency contact in PowerSchool. Parent authorization is required before a student may be released to a non-parent/guardian.
- **Students are not allowed to walk home if leaving school due to illness.**

Health Services – Clinic

If you have questions or concerns about your child's medical state, you are encouraged to contact our campus Nurse for support. We also offer Hazel Health services remotely on campus. Make sure to complete the consent form at the beginning of the year if you are interested in this service.

Illness And Absences:

Students are too sick to come to school when they are contagious, and/or their symptoms are serious enough to prevent them from focusing on the tasks they need to do at school. Use this checklist to determine whether to keep your child home from school:

- Does your child have a fever of 100° or higher?
- Has your child vomited and/or had diarrhea two or more times in a 24-hour period?
- Are your child's eyes crusty, bright red, and/or discharging yellow or green fluid (pink eye)?
- If your child complains of a sore throat, is it accompanied by fever, headache, stomach-ache, or swollen glands?
- If your child complains of a stomachache, is it accompanied by fever, vomiting, diarrhea, lethargy, sharp pain, and/or hard belly?
- Does your child have a persistent, phlegmy cough?
- Does your child have lice (white, translucent eggs the size of a pinpoint on the hair or insects on the scalp)?

If you answered yes to any of these questions, please keep your child home from school and consider seeking medical attention. Keep your child home until he or she has been symptom and fever free for **at least 24 hours without use of fever reducing medicine**. If children have a rash, it could be contagious. Please seek medical advice before allowing your child to come to school.

PARENT ENGAGEMENT

Parent/Guardian Expectations

Home and family support is critical for our students' success.

We expect BRK8 parents to:

- Establish and maintain a positive attitude toward education and school personnel.
- Take an active interest in the overall school program.
- Strive to prepare their child emotionally and socially to be receptive to instruction and discipline.
- Require and lead their child to develop proper study habits at home.
- Assist their child in being properly attired for school according to the standards of the dress code.
- Send their child daily to school as required by law and promptly notify the school to explain absences and tardiness.
- Attend school conferences; respond to the teachers' initial contact.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.

Family & Community Engagement

At the Billy Reagan K-8 Educational Center, we honor the commitment that families have made to enroll their children in our program. There are many opportunities for parents to volunteer and provide their support to the campus through PTO/PAC, parent volunteerism, and conferencing with teachers.

Weather Conditions

Please discuss with your child and teacher in advance about the procedure they should follow in getting to and from school in inclement weather. In the event of severe weather conditions, listen to the radio or television for information about school closings.

Parent Communication

We have many ways we communicate with parents: Class Dojo, monthly calendars, notes home, school-wide phone calls, text messages, our school website, and social media (Facebook, Instagram, and Twitter). Additionally, all teachers have conference periods where they are available to meet with parents. Teachers are available for conferences in person or by phone. If you call during the day, the teacher may not have a break until after school is out. Therefore, teachers make every effort to return phone calls within 24 to 48 hours. School forms/flyers will be posted on our school's website www.houstonisd.org/billyreagan. Parents are encouraged to initiate communication with the teacher & regularly reach out to their child's teacher(s) with any updates, request, questions, or concerns.

Protocol for Concerns

- Parent/Guardian should first discuss their concerns with the teacher. Teachers may be contacted via email or you may leave a message at (713) 556-9575.
- If a parent brings a concern to an administrator before consulting with the teacher, the administrator will ask the parent to first confer with the teacher.
- If the teacher and the parent/guardian are unable to resolve the concern, then contact the assigned grade level AP.
- If the matter is not resolved after discussing the concern with the above mentioned, then contact the Principal.

Title I Parent Involvement: Parent Engagement Meetings

As a Title I campus, we want to ensure that our parents feel welcome at our school and are involved in the decision-making that governs policies on our campus. The whole emphasis of Title I is for parents and the school to work together to increase student academic achievement. We will hold our PAC (Title I) parent meetings as part of our PTO meetings. Parents will also receive ongoing communication regarding Title I implementation and programs. Together, we will review the school compact and the Parent Involvement Policy. Teachers will serve on the PAC committee to offer valuable feedback regarding programs such as the Canas and digital resources that you can use to help your children be more successful with homework. We will meet several times throughout the year on the last Wednesday of the month in September, November, January, and March. This is a time to get information on the school/district calendar, learn about school events, and ask any questions you may have to Mrs. Freitag. We will also use it to provide training and information that may be useful for families in our community.

Shared Decision-Making Committee - SDMC

This team, composed of elected staff members, parents, and community volunteers, functions as a school management tool providing leadership to the staff and administration in the areas of budget, school organization, planning staff development, staffing, and curriculum, as each impacts student achievement. The team meets 3-4 times a year to review student performance data and to formulate the School Improvement Plan. After the approval by the Board of Trustees, the plan is presented to all interested stakeholders in the school, the staff, parents, and community members via our website.

Literacy

We know effective reading and writing skills are key components to academic success! At Reagan, we always look for opportunities for students to read and write across content areas. Research shows that families that promote literacy at home will grow up to be better readers and do better in school. We encourage every Reagan student to read daily. The best way for students to get better at reading is to read more! If you would like more ways to promote literacy in your home, please contact the school.

PTO – Parent Group

If you are interested in joining our PTO Parent Group, please let the front office know! Our PTO helps coordinate events throughout the year and support our campus and our families!

STUDENT CONDUCT

Standards of Student Conduct

Exercise self-control

- Use courteous language, resolve conflict in a mature manner, be appropriately dressed and groomed each day

Demonstrate a positive attitude

- Take a leadership role, be polite, be cooperative

Respect the rights and feelings of others

- Behave in a manner that does not disrupt others, treat others with courtesy and respect

Take responsibility for school property

- Respect the building, grounds, and property; keep the campus free from trash and graffiti

Support the learning process

- Attend all classes daily and on time, be prepared for class, listen carefully to instructions, participate in class activities

Progressive Steps of Discipline

- Verbal warning and/or positive interventions
- Student - Teacher Conference
- Parent Notification
- Parent - Teacher Conference
- Principal Referral

Depending on the infraction, one or more of the following may apply:

Loss of DOJO points, lunch detention, loss of school privileges. Referrals will be used for violations in the student code of conduct at level II or above: cheating, misuse of technology, bullying, inappropriate language, disruption of learning, truancy, excessive tardiness (+4), repeated disobedience, fighting.

Conduct

Maintaining excellent student conduct is necessary in achieving our goals of providing a safe school environment and ensuring the highest in student achievement. Therefore, we spend an adequate amount of time discussing expectations at Reagan K-8. Our school rules are focused on our core values. The consequences will also be discussed with the students. Please look for behavior and academic communication from your child's teacher via DOJO. We ask that you regularly address negative behaviors and celebrate positive behaviors with your child. Students must adhere to both the Reagan K-8 Student Code of Conduct and the HISD (Houston Independent School District) [Houston Independent School District's Unified Student Handbook](#). Hard copies are available in the office.

BRK8 DOJO Points System

BRK8 students are held to a high standard of academics, ethics, and discipline; however, there are consequences when poor choices are made. The DOJO behavior tracker will be used as a behavior management tracker for all students in grades K through 8. **Individuals that choose not to exhibit appropriate respect and responsibility traits will lose DOJO points on their Tracker.** These "demerits" will be used to determine adequate consequences for students. The students who are capable of moving throughout the day without losing points on the tracker will receive rewards throughout the school year.

Possible Respect Marks	Possible Responsibility Marks
A. Talking at inappropriate times	1. Off task
B. Throwing objects	2. Not following dress code
C. Horseplaying	3. Tardy
D. Eating/chewing gum	4. No restroom cone
E. Loud, disruptive behavior	5. No parent signature when required
F. Inappropriate language	6. Missing supplies
G. Head down	7. Missing/incomplete homework/assignments
H. Not following directions	8. Not ready for learning
	9. Disorganized

Rewards Throughout the school year students will receive a chance to DOJO points. These will be given to students that exhibit school values in an exceptional manner. Any staff member can DOJO points based on behaviors they see. DOJO trackers will also be reviewed every 5 weeks to determine if students can earn rewards such as jean days, college days, etc. More specific information will be provided throughout the school year.

Consequences The HISD Student Code of Conduct will be referenced for all disciplinary actions. However, the DOJO tracker will be used to review ongoing student conduct. Consequences can include, but are not limited to, loss of school privileges, lunch detention, after-school detention, in school suspension, out of school suspension, or recommendation to an alternative placement. Bolded items can only be assigned by an administrator.

Items Prohibited From School

Please see the Code of Student Conduct for a full list of prohibited items. In addition to these items listed in the handbook, children are not allowed to bring weapons, live animals, gum, candy, or toys to school. Students are also not allowed to wear shoes with wheels or shoes that light up. Electronic devices, mp3, and video games are not allowed at school. These items will be temporarily confiscated, and parents may obtain the release of these devices for a fee from the front office. Please review the Updated Reagan K8 Cell Phone Policy below.

ACADEMIC INTEGRITY

Academic Integrity

The material you learn in school builds the foundation that will carry you into your future academic endeavors. Therefore, it is of the utmost importance that students do their own work, give credit to those whose work they have used in a paper or project, and study for tests and quizzes so that they are prepared. Students who are dishonest can expect a consequence.

Plagiarism

Taking credit for another person's work or ideas and passing them off as your own is plagiarism. A common infraction is cutting and pasting text from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal and dishonest.

Cheating/Copying

Getting answers from another student or giving answers to another student is unethical and is considered cheating. A common infraction is borrowing or lending homework assignments for one to copy answers. Both students are considered cheating in this situation. Another example is using any type of electronic device to get answers (including websites or text messages).

Consequences

Students found plagiarizing and/or cheating, will receive a zero for the assignment. There will be no opportunity to make up or redo the assignment. If this occurs on a test, the re-test policy does not apply and the zero will stand. If a teacher documents the cheating incident on a referral, this will be logged into the discipline system as a level II offense and students will not be allowed entrance into the National Junior Honor Society.

STUDENT RECORDS

Student Records:

A student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters HISD until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Parents or guardians requesting student records must complete the "Records Request Form." Please expect a 72-hour turnaround for all records requests. Please request these documents up to two weeks prior to your deadline, if possible.

Change of Name, Address, Phone Number

Students must report changes in their name, address and/or telephone number(s) as soon as possible so that school records can be kept up-to-date. This updated information is especially valuable in the case of an emergency.

Emergency/Enrollment Cards

Emergency telephone numbers are vitally important. An emergency card must be completed for all students. Current cell, work and home phone numbers for parents, guardians or other adults who are authorized to pick up your student, must be listed. Changes in cell, work or home phone numbers are to be sent immediately to the school so that contact information is always current.

Progress Reports

Progress Reports are given out to each student after the third week of each nine weeks grading period. All students must sign upon receipt of the progress report to document that they did indeed receive it. Contact the individual teacher if questions arise.

Report Cards

Report cards are distributed to students at the end of each nine weeks grading period except when there is Parent Involvement Day after Early Dismissal. In such case, report cards will be issued to parents during Parent Involvement Day. All students must sign upon receipt of the report card to document that they did indeed receive it. Contact the individual teacher if questions arise.

Schedule Changes

Students without signed schedule change request forms (including parent signature) will not be granted any schedule changes. The schedule change form may be completed and submitted to the elementary or middle school registrar depending on grade level. Due to staffing restrictions, it may not be possible to honor all schedule change requests. **No schedule changes will be allowed beyond the 3rd week of school.**

Front Office

The front office is the business center for the school. All student records requests, schedule changes, and other student data/information are handled by grade level administrators and registrars.

Student Withdrawals/Transfers

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school. If you are found to be out of zone, you will be notified, and your student(s) will be withdrawn. Should your family move out of the Reagan zone, please follow the steps below to make for an easier withdrawal process:

(1) Notify the school at least two days prior to your child's last day at school.

(2) Return all library and textbooks and pay any fines or loans. On your child's last day, pick up the withdrawal form from the school's front office.

TECHNOLOGY POLICIES

Cell Phone Policy

It is against district policy for any student to use a cell phone or other electronic device on school grounds from the time they arrive until the 4:00 p.m. Once students are inside our gates, phones and other electronic devices must be off and out of sight!!!

- Phones/devices are to be turned off at all times on campus and to be kept out of sight, **not in pockets or on students.**
- Devices are not to be used for audio or video recording.
- Devices are not to be used in the restrooms.
- If it is used, displayed or heard during school hours, the device will be confiscated and sent to the office. No exceptions!
- **A student will lose DOJO points for each cell phone violation.**
- To retrieve a confiscated device, a parent/guardian must come to school, provide proof of ownership, a photo ID, and complete a request form. This must be done during posted school hours on regular school days.
- The first time a student has a mobile phone taken to the office, the parent/guardian may pick up the cell phone from the front office after school without paying a fee.
- If a student violates this rule a second time, the cell phone will be returned to a parent or guardian after paying a fee of \$15.
- Wristwatches with cell phone capabilities must follow the same guidelines as cell phones.
- **Repeat offenders will be subject to additional disciplinary measures. After the third violation, parents will not be able to pick up the phone until the end of the school year.**
- For non-repeaters, cell phones not claimed after 30 days will be forwarded to HISD.

Students are completely responsible for the phone or device at all times. We will not investigate lost or stolen cell phones.

Other Electronics

MP3s, IPODs, cameras, electronic games, other electronics or toys that interfere with the learning environment are not to be brought to school.

Administrators will not investigate theft/loss of any electronic devices.

Computers Responsible Use Policy

Use of HISD electronic devices is a privilege. Damages caused by a student to a desktop, laptop or iPad will be the parent/guardian's responsibility.

RESPONSIBLE USE OF LAPTOPS AND PROPER ONLINE BEHAVIOR

Students are expected to follow the same code of conduct on the Internet as they do in the classroom.

- » Follow copyright laws
- » Use appropriate language online
- » Students will make available all messages or files upon parent, administrator or teacher request
- » Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational advancement
- » Administrators have the capability to remotely view student computers

WHAT IS PROHIBITED?

Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- » Bypassing the filter
- » Using another student's username or password
- » Sharing passwords (other than with parents)
- » Downloading or installing software that has not been approved
- » Tampering with hardware
- » Using chat rooms, IM, social networking; hosting non-school-approved web pages
- » Accessing inappropriate material that is unacceptable in a school setting

5 COMMON SENSE RULES FOR PARENTS

1

Model good behavior

2

Pay attention

3

Share your values

4

Establish limits

5

Make kids accountable

SAFETY DON'TS FOR STUDENTS AND PARENTS

NEVER
give out
personal
information

NEVER
share
passwords
with anyone

NEVER
arrange a
face-to-face
meeting with
someone you
met online

**DO NOT
OPEN**
an email if
you do not
know who
sent it

**DO NOT
CLICK**
on banner
ads or pop
up ads on
websites

**NEVER
USE**
bad language
or send
threatening
emails

SOCIAL MEDIA

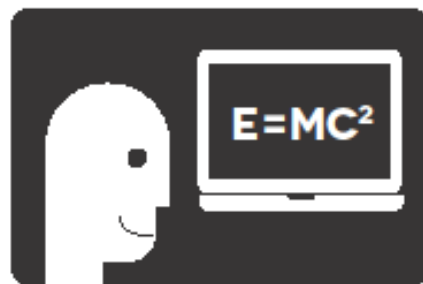
Although social media programs are blocked on all HISD student computers, parents should:

MONITOR
all social
media use

BE AWARE
of which social
media sites your
child is using

**TALK WITH
YOUR CHILD**
about their digital
footprint, which is any
and all information
about a person on the
Internet

**LOOK OUT FOR
CYBER-BULLYING**
and notify the school
immediately if you find
evidence of it



Visit www.HoustonISD.org/CyberSafety for more advice and tips for parents.

Keeping Students Safe in a Digital World

DO YOU KNOW ...

1. How many hours per day does the average child between the ages of 8 and 18 spend with media and technology? (This includes TV, computers, tablets, video games and cell phones)

- A. 2 hours B. 4 hours C. 6 hours D. 7 hours

2. What percentage of 13- to 17-year-olds have used some form of social media?

- A. 60% B. 70% C. 80% D. 90%

Making sure our students are cybersmart and good digital citizens takes everyone's help: principals, teachers, parents, and the community. HISD has created a new website to help students understand how the digital world works and to help parents and educators ensure that our children create good digital footprints.

1. The answer is D. Children spend on average 7 hours and 38 minutes per day watching TV, using the Internet, and using apps and social media. Source: Common Sense Media
2. The answer is D. 90% of teenagers have used some source of social media. Source: Common Sense Media



LEARN MORE ABOUT TODAY'S MEDIA AND TECHNOLOGY LANDSCAPE:

HoustonISD.org/Cybersafety

Videos

Tips sheets

Educator resources

Student activities

Family media agreements

Parent guides

Social media 101



HOUSTON INDEPENDENT SCHOOL DISTRICT

Hattie Mae White Educational Support Center | 4400 West 18th Street | Houston, Texas 77092-8501
www.HoustonISD.org | www.facebook.com/HoustonISD | www.twitter.com/HoustonISD

ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

The Houston Independent School District (HISD) strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. The District believes that the benefits to students from electronic services 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, the District supports and respects each family's right to deny electronic services to their student by submitting an "opt-out" form to the school's principal [see below].

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. The use of HISD electronic services is to assist students in completing educational activities and should be used in a manner that enhances educational experiences and complies with HISD policies. All student users must adhere to the provisions of this Acceptable Use Policy as a condition for continued use of the HISD network. This policy must be followed anytime there is a connection to the District's wired or wireless network via any electronic device. HISD reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their use of HISD property, including the network, Internet access, files, text, chat room conversations, and e-mail.

Internet Safety: In compliance with the Children's Internet Protection Act ("CIPA"), the Houston Independent School District is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, and social networking as required by the Broadband Data Improvement Act.

1. HISD has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials.
2. The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the HISD network.
3. Students will not reveal personal information, including name, home address, telephone number, photos, and the like on the Internet. Students are advised to never access, keep, or send anything that they would not want the general public to see.
4. Students will not meet in person with anyone they have met only online via the Internet.
5. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
6. Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related HISD security policies.

Handbook Acknowledgement

My signature below indicates that I have received and read the Student Handbook in its entirety. I understand that I will be held accountable for following the rules and procedures in this handbook and in accordance with the HISD student code of conduct. I also understand that I **am responsible for keeping up with this handbook and taking it to each class every day**, and that I will have to pay a \$5 replacement fee for a new planner if I lose this one.

First Period Teacher: _____

Student's Name (print): _____

Student's Signature: _____

Date: _____

Grade: _____

Parent's Signature: _____

PLEASE SHOW THIS SIGNED PAGE TO YOUR HOMEROOM/FIRST PERIOD TEACHER.