

# The Kolter Way

## Student Handbook

2023-2024

**Kolter Elementary School, HISD**

**Principal - Julie Dickinson**

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PTO website: [www.kolterpto.org](http://www.kolterpto.org)

*It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.*

WELCOME TO KOLTER, an exemplary school of languages and cultures. We are dedicated to nurturing the unique academic and personal potential of each student by partnering with teachers, parents, and the community.

This handbook has been designed for you and your child. It is well documented that parental involvement in school activities fosters academic success in children.

While the HISD Code of Conduct outlines district policies, **The Kolter Way** provides in depth information concerning the culture, routines, and policies specific to our campus.

With a collaborative effort between parents and teachers, our students will be prepared for a global future.

Best,

Julie Dickinson, Principal

## **The Story of Jennie Katherine Kolter**

In 1959, Jennie Katharine Kolter was a teacher at Poe Elementary. On September 15, a father had attempted to enroll his son in second grade at Poe Elementary but was denied since he lacked birth and health certificates. He returned soon after and approached the playground with a briefcase in hand. Sensing something ominous, Jennie Kolter approached and began to usher children and teachers back into the building. The disgruntled man ignored demands by the principal and others to leave the school grounds and ultimately detonated the briefcase containing dynamite, claiming the lives of six people, including Jennie Kolter.

As a result of their courage and bravery, Jennie Kolter and others are credited for saving the lives of many. The following year, two new campuses were opened in HISD. One was named in honor of Jennie Katherine Kolter and the other for James Arlie Montgomery, a Poe Elementary custodian who also lost his life.

At Kolter, we find everyday opportunities to teach our children about the traits of heroism including courage, bravery, integrity, generosity, and kindness. In 2010, Mayor Bill White declared September 15<sup>th</sup> as Jennie K. Kolter Day in Houston, Texas. Our school also celebrates Jennie Kolter Day by hosting an assembly with a focus on character and service in the community. A special Jennie Kolter ribbon is worn by all teachers and staff on Jennie Kolter Day!

When we talk to children about Jennie Kolter, we do not discuss the details of the tragic events that occurred. The discussion centers on how Jennie Kolter's actions helped save countless lives. Excellent connections are made with children in regards to courage, bravery, integrity, kindness, commitment, and appreciation. The message is that such character traits are in all of us, specifically our children, and we all have the power to make a difference in the lives of others.

THE KOLTER WAY  
**Kolter Elementary School**  
**Student/Parent Handbook**

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## **SECTION I: POLICIES AND PROCEDURES**

### **DAILY SCHEDULE**

A.M. DROP OFF:	7:10-7:30 A.M.
BREAKFAST:	7:10-7:30 A.M.
FIRST BELL:	7:30 A.M.
STUDENTS REPORT TO CLASS:	7:25 A.M.
TARDY:	7:35 A.M.
CLASS BEGINS AND ENDS:	7:30 A.M.-3:00 P.M.

Important: No student should be dropped off at school prior to 7:10 A.M. This is a negligent act by the parent as there is NO SUPERVISION for students before 7:10 A.M. and after dismissal at 3:00 P.M. If your child participates in Extended Day, please refer to policies and procedures provided to you by the Extended Day coordinator.

### **KEY KOLTER EVENTS BY MONTH**

The table below includes a generic list of events and/or acknowledgements which are traditions at Kolter. Acknowledgement might range from classroom lessons, guest speakers, or a school-wide assembly. Check your newsletter for more updated information!

## YEARLY DATES 2023-2024

### AUGUST

- 7: New Teacher Training at Kolter
- 7: New Teacher PTO HH
- 14: Teachers First Day
- 19: Kinder Orientation & Playdate
- 21: New Family Coffee-8:00AM
- 22: Welcome Emails & Class Assignments Go Out
- 24: Meet The Teacher & Ice Cream Social-5:00PM
- 28: First Day of School/Parent Coffee-8:15AM
- 29: PTO Board Meeting-8:15AM

### SEPTEMBER

- \*Spanish Heritage Month\*
- 4: Labor Day (no school)
- 5: Spirit Night (no homework)
- 12: Parent Open House (9:15-11:30) 6:00PM
- 13: Parent Open House (3-5) 6:00PM
- 15: Jennie Koshorn Kolter Day
- 18: SPMC Meeting-3:30PM
- 19: PTO Meeting-6:00PM
- 22: Spanish Heritage Assembly
- 25: Fall Holiday (no school)
- 26: PTO Board Meeting-8:15AM
- 28: Summer Reading Celebration
- 29: Moon Festival

### OCTOBER

- \*National Principal Month\*
- 2: Custodian Appreciation Day
- 2: I Heart Kolter Begins (Oct. 2-Nov. 1)
- 3: Spirit Night (no homework)
- 9: Indigenous People's Day
- 10: Cycle 1 Report Cards Go Home
- 13: No School: Staff PD
- 14: Kolter Campout
- 20: Fall Picture Day
- 23-27: Red Ribbon Week
- 24: PTO Board Meeting
- 27: Healthy Hip Hop Assembly
- 31: Book Character Parade & Pumpkin Decorating Contest

### NOVEMBER

- 7: Election Day
- 8: 50th Day of School
- 10: No School - Staff PD
- 11: Veteran's Day
- 13: World Kindness Day
- 15-17: Book Fair Week
- 16: Family Dinner Night
- 17: No Extended Day
- 17: Cycle 2 Report Cards Go Home
- 17: I Heart Kolter Ends
- 20-24: Thanksgiving Break (no school)
- 27: Dress Up Day/Begin
- 28: Giving Tuesday
- 28: PTO Meeting-6:00PM
- 29: PTO Board Meeting-8:15AM

### DECEMBER

- 5: Spirit Night (no homework)
- 7: SPMC Meeting-3:30PM
- 15: Fall Picture Retakes & Class Photos
- 16: PTO Board Meeting-8:15AM
- 20: Assembly
- 21: Ugly Sweater Parade & Winter Celebrations
- 21: No Extended Day
- 12/21 - 1/5: Winter Break

### JANUARY

- 5: Teacher Prep Day (no school for students)
- 8: First Day Back From Winter Break
- 9: Spirit Night (no homework)
- 10: Martin Luther King, Jr. Day (no school)
- 16: Cycle 3 Report Cards Go Home
- 23: PTO Board Meeting-8:15AM
- 27: Kolter Gala

### FEBRUARY

- \*Black History Month\*
- 2: Black History Month Assembly
- 5-9: School Counselor Week
- 6: Spirit Night (no homework)
- 9: 100th Day of School
- 10: Family Dance
- 12: Lion Dancers (wear red)
- 13: Fat Tuesday-Mardi Gras Parade (wear gold, green, purple)
- 14: Valentine's Day (PJ day)
- 16: Spring Picture Day
- 19: President's Day & Teacher PD Day (no school for students)
- 23: Go Tervan Day
- 26: SPMC Meeting-3:30PM
- 27: PTO Board Meeting-8:15AM

### MARCH

- 1: Boosterthon Kick off
- 5: Spirit Night (no homework)
- 5: Cycle 4 Report Cards Go Home
- 4-8: Boosterthon Week
- 7: Weapground Specialist Day
- 8: Boosterthon Day
- 8: No Extended Day
- 11-15: Spring Break (no school)
- 19: PTO Meeting-6:00PM
- 22: Down Syndrome Day (wear mix-matched socks)
- 22: National Speech Pathologists Day
- 25: Chavez-Huerta Day (no school)
- 26: PTO Board Meeting-8:15AM
- 28: Assembly
- 28: Kolter Gala Kickstart Game
- 29: Spring Holiday (no school)

### APRIL

- 1-5: National Leadership Week
- 2: Autism Awareness Day (wear red)
- 2: Spirit Night (no homework)
- 3: Paraprofessionals Day
- 4: School Librarian Day
- 5: 5th Grade Lock-in
- 10: Spring Holiday (no school)
- 12: Spring Picture Retakes
- 19: Earth Day Assembly
- 23: PTO Board Meeting-8:15AM
- 26: National Admin Assistants Day
- 26: Kindergarten Sound Up
- 30: Cycle 5 Report Cards Go Home

### MAY

- \*National Asian American/Pacific Islander Month\*
- 1: National Principal's Day
- 3: Lunch Hero Day
- 5: Cinco de Mayo
- 7: Spirit Night (no homework)
- 8: National School Nurse's Day
- 9-10: Teacher Appreciation Week
- 13: SPMC Meeting-3:30PM
- 14: PTO Meeting-6:00PM
- 14: PTO Board Meeting-8:15AM
- 17: Field Day
- 17: No Extended Day
- 24: Assembly
- 27: Memorial Day (no school)

### JUNE

- 3-5: Volunteer Appreciation Week
- 4: 5th Grade Promotion
- 5: Last Day of School
- 5: No Extended Day
- 6: Teacher Work Day (last day)

## **ATTENDANCE POLICIES**

### **Student Absences**

Students must bring a note from a parent/guardian to the homeroom teacher explaining the absence. You have 3 days to bring in the note upon returning to school. The note needs to include the student's first and last name, grade, date(s) of absence, and reason for absence. The note must also be dated with a parent/guardian signature and a phone number for verification. Students are given five days to make up work once returning to school. Students who miss more than 10% of school days, will be retained per Texas Education Agency regulations, regardless if they are excused or unexcused.

### **Absences for Vacation or Travel**

Such absences are unexcused and a student's academic progress can be negatively affected. Magnet students or transfer students who accumulate excessive absences are subject to being exited from the magnet program.

### **Excused Absences**

Absences are excused for personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, juvenile court proceeding documented by a probation officer, approved college visitation, religious holy days, and doctor or therapy appointment (a doctor's note is required). Please note that any absence for personal illness for 3 or more days requires a doctor's note to be considered excused. All other absences are unexcused.

### **Leaving School Early**

If students have an appointment, a note must be submitted to the teacher or main office in advance. The note needs to include the student's first and last name, grade, date of the early dismissal request, time the student is to be released and reason. The note must also include a parent/guardian signature and phone number. All students must sign out in the Main Office and receive a permit prior to leaving campus. After 2:30, students are unable to be signed out until our dismissal.

### **CHILD CUSTODY**

Usually, when a divorce occurs, both parents have equal rights under the law. If this is not the case, you must notify the office and bring in a certified legal document of custody; otherwise, under the law, we must provide equal rights to both parents. We are not able to take directives from one parent in regards to the other unless said directive is outlined in a legally binding custody document.

## ARRIVAL AND DISMISSAL PROCEDURES

### Important Reminders:

- ◆ Carpool pick up tags are required for all student releases in the afternoon. A valid driver's license or other form of ID is required in the absence of a carpool pick up tag.
- ◆ Use the crosswalk; you are the role model for your child and others!
- ◆ When you park on side streets please do not block driveways, crosswalks, or park on the end of the street.
- ◆ Please have a dismissal plan in place for the dates that we will not have extended day.
- ◆ Sisters and brothers will report to the **younger** sibling's pick up area at dismissal time.
- ◆ Parents are responsible for communicating any type of carpool pick up change by 10:30 am in an email to the teacher and the main office (i.e., going home with friend or relative)
- ◆ Frequent and last minute changes to the method in which your child gets home each day creates anxiety and confusion for your child and Kolter staff who are responsible for his/her safety.

### A.M. Drop Off:

#### Arrival Procedures

Morning drop off begins at 7:10 am. Students are able to either attend morning recess after they eat breakfast, or eat breakfast in the cafeteria until they are released to classrooms. Students will be dismissed from morning recess or the cafeteria at 7:25 am. Morning recess will include all grade levels and is monitored by teachers. Play areas are open to all grade levels.

Pre-K through 3<sup>rd</sup> grade car riders will be dropped off in the circle drive by the cafeteria. 4<sup>th</sup> and 5<sup>th</sup> graders will be dropped off at the Dumfries carpool line by the Grassroom. Older siblings will be dropped off at their younger siblings designated drop off area. Students dropped off at the front door require special permission.

- ◆ **Pre-K** parents will receive instructions regarding drop off and pick up from Ms. Lyons.



## **P.M. Pick Up: Carpool Student Pick Up Tags are mandatory!**

### **Dismissal Procedures**

Pre-K through 2<sup>nd</sup> grade car riders will be dismissed from the circle drive by the cafeteria. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade car riders will be dismissed from the Dumfries carpool line by the Grassroom. Older siblings will be dismissed from their younger siblings designated pick up area.

Independent walkers will exit the building from the covered blacktop. Students will wait in line under the covered blacktop until they are dismissed by a teacher.

Walk-up students will meet in the building by the rear door. They will line up by grade level. A teacher will collect the tags from the parents and call students' names. Students will pick up their tag and walk up the ramp into the teacher parking lot. They will meet their parent/guardian in the lot.

Bikers will be released from the front of school. Teachers will release the bikers from the gate in the front of school. Pre-K independent walkers will be released with bikers.

### **Extended Day Program:**

- ♦ Students enrolled in the Extended Day Program will report directly to the designated Extended Day teacher for each grade level at dismissal time (3:00PM)
- ♦ For additional questions, email Nellie Gonzales or Gisela Bravo.
- ♦ Extended Day Coordinators:
  - o [NGONZALI@houstonisd.org](mailto:NGONZALI@houstonisd.org)
  - o [GBRAVO@houstonisd.org](mailto:GBRAVO@houstonisd.org)

## **DISCIPLINARY FRAMEWORK**

### **Code of Student Conduct**

Developed by HISD and distributed to all parents and students, this booklet describes disciplinary offenses and how the district handles them. Parents are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school. While the Code of Conduct is a comprehensive handbook, below is a brief synopsis of how misconduct is categorized.

- Level I: Violation of classroom rules; generally notes on a conduct sheet and corrected by the teacher or parent contact. (Examples: talking out of turn, chewing gum, off task behavior)
- Level II: Administrative/teacher intervention; generally more serious in nature or a repeated violation under Level I. (Example: teasing another student, rough horseplay, discourteous remark)
- Level III: Misconduct that disrupts the instructional process in class, at school, or school-related activities; repeated violation of Level I and II offenses; considered to be a serious offense. (Examples: refusing to comply with school personnel, fighting, profanity, bullying, harassment, possession of small pocket knife)
- Level IV: Criminal offenses; any felony, whether school-related or not, are included here unless it is categorized as a Level V. Such an offense requires removal of the student to a *Disciplinary Alternative Educational Program (DAEP)*.
- Level V: Acts of misconduct that may result in expulsion include, but are not limited to, assault, and possession of weapons, drug distribution, and other criminal offenses.

### **Student Conduct**

The quality of student behavior and the level of engagement in the building depend upon the teaching and supervision contributed by each teacher. Every teacher must help his/her students to establish standards for behavior and to adhere to those standards. Teachers should plan instructional activities to provide involvement, variety, and interest. Students are less likely to be disruptive when they are challenged and involved. Use a variety of learning activities to keep up interest.

Kolter Elementary School seeks to create a learning community where we work together to create a safe, respectful, responsible and committed environment. Students and teachers will participate in following our "Fantastic 4 Values" system:



## Disciplinary Interventions

Disciplinary consequences are designed to deter the student from making errors in judgment or engaging in misconduct that interferes with the student's (or other students') ability to be academically successful. Typically, behaviors are resolved through one of the following strategies:

- ◆ Verbal Warning
- ◆ Redirect student behavior
- ◆ One on one conference with student
- ◆ Written communication sent home or phone call to parent
- ◆ Conference with parent
- ◆ Student referred to office

Should the behavior issue be more serious in nature or if it is not resolved through these means, additional staff members, such as the principal, will be utilized.

## **Positive Behavior Reinforcement**

While we must uphold the disciplinary framework mentioned previously, it is the philosophy at Kolter that positive behavior reinforcement strategies are a crucial tool to reinforce good behavior and eliminate bad behavior. Teachers and staff recognize the importance of building self-esteem and inspiring confidence in children.

Typically when a student exhibits a pattern of poor behavior, staff will collaborate with parents to create a positive reinforcement strategy that is individual and appropriate for the child (ren) involved.

## **Electronic Devices Policy**

The Texas legislature allows for electronic devices on school campuses for the purpose of emergencies. The Kolter cell phone policy is designed with this philosophy in mind. These devices have created a plethora of classroom disruptions, not to mention instances of name-calling, bullying, and cheating. Since these devices are typically very expensive we strongly encourage that they be left at home. Should you allow your child to bring a cell phone device or smart watch to school, they must adhere to the policy below:

- Cell phones, iPODS, smart watches, gaming devices or any other electronics will be turned off and kept in the student's backpack while the student is on any part of the Kolter campus.
- Should the student feel an urgent need to use the phone before or after school hours, a call can always be made from a landline phone at school. When a special circumstance arises after school hours, the student must obtain adult permission prior to accessing their cell phone.
- A phone that can't be seen or heard cannot be confiscated. Students are not allowed to have their cell phone in their pants pocket, in the desk, or anywhere else.
- When parents have an urgent reason to talk to their child, the main office should be contacted immediately. Attempting to contact your child via cell phone will result in the same consequence should the phone be confiscated.

**Note: Kolter Elementary is not responsible for lost or stolen electronic devices.**

## **Disciplinary Consequences**

All instances relating to misconduct concerning electronic devices will be recorded on a discipline referral. The confiscated device will be stored in the

school safe. If the phone is confiscated during standardized testing, the test will be considered an irregularity and will be voided.

- First Offense: Cell phone will be turned over to administration. Parent will need to retrieve the phone in person from administration, or administration will communicate with parent the method for retrieval.
- Second Offense: \$15.00 fine will be assessed in accordance with HISD's code of conduct, and the phone will be kept in the safe until the following Friday of the offense.
- Third Offense: \$15.00 fine will be assessed and the phone will be confiscated for 30-90 days as determined by the administrator.

Additional consequences may result if it is determined the electronic device violated other school policies (classroom disturbance, name-calling, cheating, etc...).

### **Tardy Policy**

It is essential that every child arrive at school by 7:30 AM, when the first bell rings. An important part of the student's day is from 7:30 AM-7:50 AM. These minutes are for walking to class, unpacking, having Morning Meeting, going to a first station (or seat), developing socialization skills and preparing to begin work. On the contrary, children arriving late miss important beginning of the day class instruction, disrupt the learning environment of other children, and divert the teacher's attention from the class to the tardy student.

Furthermore, punctuality is an important life skill for children and a character trait which engenders respect for teachers, fellow students, and our school. Again, excessive tardiness has the opposite effect. By setting a clear and reasonable expectation for all, we hope not to administer consequences.

### **DRESS CODE**

- Head accessories such as hats and caps may not be worn in the classroom unless approved by the teacher for a special occasion.
- Shorts, skirts, skorts and dresses worn above the knee must pass the fingertip test (this means the skirt, shorts, or skorts must be below the student's fingertip when the student's hands are relaxed by their side).
- Shorts or leggings must be worn under skirts and dresses.
- Leggings are permissible but tops/shirts must pass the fingertip test (this means the shirt must be below the student's fingertip when the student's hands are relaxed by their side).

- All clothing and accessories must be free of profane, suggestive or provocative language and/or symbols.
- All clothing must cover the entire midriff area, chest, back and top of shoulder area. Shirts must fall at or below the waistline.
- Spaghetti straps, off-the-shoulder, or halter tops are not permitted.
- Pants must be worn at the waist.
- All clothing must be free of rips or tears
- Students must not wear pants that create a safety hazard by design or by the way they are worn.
- Suspenders or overall straps must be worn on the shoulders.
- Accessories/clothing which is considered a safety hazard to self and/or others is unacceptable.
- Shoes must be appropriate footwear for P.E. Flip-flops, Crocs, and Heelys are not allowed.

## **BACKPACKS**

The following Backpack Policy is a Shared Decision Making Committee (SDMC) judgment:

- The use of standard double-strap backpacks is encouraged.
- To avoid back strain, ALWAYS use both straps and carry the pack high between the shoulders.
- Rolling backpacks are NOT permitted in Kindergarten, First, or Second grade.
- Rolling SUITCASES are not permitted.
- Rolling backpacks are permitted in grades 3, 4, and 5, if the parent feels they cannot manage without one.
- It must be soft-sided, have two straps, and a collapsible handle.
- It must be 22" or smaller.
- It must be able to sit upright without disrupting the classroom environment.

## **HEALTH AND NURSE INFORMATION**

### **Nurse Information**

Our school nurse is Ms. Cathy Crisp, R.N. She consistently goes above and beyond the call of duty to ensure the proper care and safety of all persons at Kolter Elementary. Her email is [ccrisp@houstonisd.org](mailto:ccrisp@houstonisd.org) if you need to get a hold of her.

## **Office Hours and Location**

The nurse's office is open from 7:30 a.m. until 3:00 p.m. during regularly scheduled school days. The office is located inside the main office, and is also accessible from the main hallway.

## **Illness at Home**

Students are advised to stay home if suffering from active illness in order to protect other students and staff from possible virus/disease transmission. Students should remain at home until their illness has resolved. If a student is absent for three consecutive days, it is mandatory that he/she presents a physician's note indicating that the student has been seen and is safe to return to school. This will allow the student to take the absences as excused and more importantly, reassure the school community that we are making every effort to minimize the transmission of treatable contagious diseases. Parents must document all absences by writing a note and sending it with the child. Parents are requested to report all confirmed or suspect contagious diseases to the school nurse. In addition, if your child has a fever please keep them at home until they are fever free for 24 hours.

## **Illness or Injury at School**

When a student becomes ill or injured during class, a pass to the Nurse's Office **must** be obtained from the current teacher if the student is not escorted. The nurse will call the parent and discuss the best response to the situation. Students should report any injuries sustained during a school-related event as soon as possible to the Nurse's Office. It should be noted that the student's family health insurance plan is the primary coverage for school-related illness and injuries.

## **Vision and Hearing Tests**

Vision and hearing tests are typically conducted throughout the school year, according to district policy. Additional testing may be requested at any time by the student's parent or teacher. Parents will be notified if test results indicate that additional follow-up care is necessary by your primary care physician.

## **Doctor Appointments**

It is recommended that doctor appointments be scheduled outside of school hours. If a student must see a doctor during school hours, a parent must notify

the Attendance Office in advance with exact appointment times, anticipated period of absence, and time of return to school. Students must bring a note from the doctor's office documenting the doctor's appointment for attendance purposes. Keep in mind that attendance is taken at 9:40AM daily and a student is considered absent if they arrive after that time without a doctor's note. The parent must sign the child out of school and sign the child back in upon return.

### **Pre-Existing Medical Conditions**

Students having medical conditions that need monitoring (e.g., allergies, diabetes mellitus, epilepsy, seizure disorder, etc.) need to have that information clearly defined on their Health Inventory Sheet with instructions and contact numbers in case of an emergency. Information regarding health concerns can also be shared confidentially with Ms. Crisp. You will complete a medical information card for your child at the beginning of the year. Please remember to update us throughout the year if your child's medical conditions change or new conditions develop.

### **Medications**

All medications, including over-the-counter (OTC) medication, prescribed drugs, and/or inhalers **must** be kept in the Nurse's Office at all times. In addition, only the parent can deliver the medication to and from school. Students are not allowed to carry or store medications of any kind.

Students requiring any daily or long-term medications that need to be taken during school hours **must** have the appropriate medication authorization requesting and granting permission for administration by the nurse. Medications must be sent to the school in the original container with dosage instructions (written by a doctor or pharmacist) and they will be stored in a locked cabinet in the health office. All medications must be kept with the nurse; special exceptions are made on an individual basis. For instance, students diagnosed with asthma and requiring inhaler treatment may be allowed to carry their inhaler. Special permission for this is granted when the parent and physician complete the appropriate supplemental form, which will be maintained on file in the Nurse's Office. Permission forms for this purpose may be requested from the Nurse's Office.



## **Immunization Requirements**

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

## **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

## **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **PROGRESS REPORTS / REPORT CARDS**

Student progress reports will be sent the 3rd week of every 6 week cycle. The report cards will be sent home by the teacher to the guardians of all students for that grading period. These notices are to be signed and returned to your child's teacher.

## **Parent Student Connect (PSC)**

The district's Student Information System (SIS), HISD Connect by PowerSchool, includes student contact, enrollment, and demographic information, as well as grades and online resources.

Parents are given a unique code, or access ID, for each of their students and are able to use those codes to set up an account to access their students' profiles through the parent portal. Parents who haven't received their student's access ID should contact their school.

Please click the link below to access videos regarding how to enroll and use PowerSchool. <https://www.houstonisd.org/PSC>. Click [here](#) to register.

This site will allow you to have access to daily grades, assignments, and progress reports both in English and Spanish. You are also able to set notifications to be alerted to drops in grades. In order to access this site the following information is needed: Parent First and Last Name

- Student ID (HISD)
- Student First and Last Name
- Student Address
- Student date of birth
- Last 5 digits of student's Social Security number if on file with HISD. If not on file, use the last 5 digits of the "S-Number" provided to your child by HISD. Please call the school if you do not know this number.

## **Grade Promotion Standards**

Students may be promoted only on the basis of academic achievement and attendance. HISD's promotion standards can be [found at this link](#). Our Grade Placement Committee (GPC) will make decisions to ensure proper placement when a student does not have the skills to succeed at the next level. In order to have sufficient attendance for promotions, a student's total number of unexcused absences cannot exceed 10% of class meetings including excused and unexcused absences. Students who do not meet one or more of the district's passing standards will be recommended for Summer School.

## **Filling Your Bucket**

Children quickly understand that they can fill buckets when they are considerate and helpful to others. This year Kolter Elementary will focus on helping kids "fill"

their buckets in a positive manner. This approach will be found in all classrooms PK-5 and will encourage children to display good character traits as a way to fill someone up positively. For more information on this program, visit [www.bucketfillers101.com](http://www.bucketfillers101.com).

## **REGISTRATION REQUIREMENTS**

For a child to be registered for school, it is necessary to have the following items:

- ◆ Proof of residence, such as a paid utility bill or rent receipt, with the correct name and address
- ◆ A certified copy of birth certificate or birth registration card
- ◆ Immunization record for the student
- ◆ A report card from the last school attended (1st-5th grade)
- ◆ Social Security Card, if available
- ◆ Copy of the parent's Driver's License/ID
- ◆ If enrolled during the current school year, a withdrawal sheet from the previous school
- ◆ Guardianship papers if the student is residing with someone other than the parent; subject to verification

## **Age Requirements**

Kindergarten children must be five years of age on or before September 1 of the current school year for enrollment. First grade children must be six years of age on or before September 1 of the current year for enrollment.

## **SAFETY AND SECURITY PROCEDURES**

Safety is the primary concern of our administration. All of our exterior campus doors remain locked at all times and should never be propped open. Visitors must all report to the office and receive a visitor's badge. See below for more information.

### **Safety Drills**

TEA and HISD require us to practice for emergencies throughout the year. The table below explains each drill and their frequency.

Type of Drill	Explanation	Frequency
Fire	Students, staff, and visitors evacuate the building to safe locations.	Monthly
Shelter in Place: Inclement Weather	Students, staff, and visitors move to assigned locations downstairs away from glass and open spaces. Students assume the "duck and tuck" position.	Once per year
Shelter in Place: Hazardous Materials	This would be used in case of hazardous materials outside of the building, like a chemical leak. No one is allowed out of the building. The HVAC is shut off.	Once per year
Lockdown	This would be implemented in case of danger on campus. No one will be allowed out of their sheltering locations or allowed in the building.	Once in the fall and once in the spring semesters
Evacuation	Students, staff, and visitors evacuate the building to one single location.	Once per year
Secure	This would be implemented if there was a danger in the surrounding neighborhood. No one would be allowed outside the building.	Once per year

**RAINY DAY DISMISSAL** – decision made on a situational basis

In the event that we're experiencing heavy rain during our normal dismissal time, we will begin our regular dismissal procedures 10 -15 minutes early, depending on current conditions.

## **Visitor Policy and Procedures**

Kolter Elementary welcomes visitors to our building. Our goal is to have an inviting campus while preserving the safety and educational process of all students. Types of visitors we generally expect are:

- Parents of currently enrolled students
- Prospective parents for future enrollment
- Education professionals conducting site visits for training purposes
- International visitors or school district personnel from outside HISD
- Teacher interns and/or student teachers
- Media (Newspaper, Television, HISD Press Office, etc.)

### **Visitor/Parent/Volunteer Sign-In (Mandatory)**

In an effort to safeguard our children, Kolter utilizes a security device called, "RAPTOR." Visitors will be asked to provide an official state approved driver's license or picture I.D. The I.D. is scanned and the system checks to see if there is a predator record on file. Upon clearance, the system will then produce a name tag which must be worn and clearly visible (near chest area) at all times during the visit. This name tag is required for all visitors, regardless of the purpose of the visit. Visitors will be redirected should they not be in compliance with our safety policy.

Any visitor who refuses to comply with Kolter's visitor policy will be immediately reported to the police. Visitor privileges may be reduced or eliminated as a result of non-compliance.

### **Important Reminder to Parents/Volunteers**

Parents can enter the school at the main entrance located on Runnymede. Parents will need to buzz in and report directly to the main office. All volunteers must be VIPS approved. Register at [www.houstonisd.org/VIPS](http://www.houstonisd.org/VIPS).

We understand there are many valid reasons a parent may want to briefly speak with a teacher, such as informing a teacher of an urgent family matter or illness, dropping off miscellaneous volunteer related items or materials, or notifying a teacher of a concern involving their child. Our promise to you is that we will facilitate your needs in a timely and courteous manner if the teacher is not readily available.

## **Special Events**

Kolter Elementary conducts several evening events such as Campout, Cultural Heritage Programs, parent meetings, Family Dance and Open House.

## **Kolter Tours**

Every fall, parents are invited to tour our campus to familiarize themselves with our Magnet Program for Foreign Language and Cultures. Parents will be asked to check-in at the reception desk and receive a visitor's badge. The parents will be escorted by parent volunteers around the campus to get a close look at the many special features of the Kolter facility and grounds. We ask that parents contact the Kolter office to schedule your tour date and time.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment will not be tolerated at Kolter Elementary from any individual. We adhere to the Houston Independent School District Policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when made by a member of the school staff or a member of the Governing Board to a student or to another staff member, or when made by a student to another student.

## **TEXTBOOKS**

Every student will receive a set of textbooks for his/her grade level. Each student is personally and financially responsible for the care of said books. Both the school district and Texas state law hold the student responsible for any excessive damage or loss to the books.

## **SECTION II: PARENT/STUDENT INVOLVEMENT**

### **PARENT OPPORTUNITIES**

#### **Kolter PTO**

The Kolter PTO ([www.kolterpto.com](http://www.kolterpto.com)) is an organization committed to promoting the welfare, comfort, and safety of our children in home, school, and community. Furthermore, it is the PTO's goal to provide the teachers and school

with the tools and environment to facilitate the academic and nurturing growth of our children.

There are many opportunities in volunteering by finding your niche based on your needs, talents, interests, and/or time constraints. See where your interest lies and join us today! For more information on various committees, please visit our website.

### **Volunteers in Public Schools (VIPS)**

All volunteers must be VIPS approved. Register at [www.houstonisd.org/VIPS](http://www.houstonisd.org/VIPS). When you come to the school to volunteer, please check in at the Main Office and wear an ID badge. If you would like to volunteer in your child's classroom or on a field trip as a chaperone, you must be VIPS approved.

### **Site Based Decision Making Committee (SDMC)**

The purpose of the Site Based Decision Making Committee (SDMC) is to advise the principal on school issues, including budget, instructional programming, and staff development. It is composed of 3 administrators, PTO president, business representative, educational consultant, community member, and 3 teachers. The meeting minutes from SDMC are posted on the Kolter website.

Meetings are held 4 times a year and are open to the public; however, only committee members may vote on formal decisions. If you would like an item added to the agenda, please call the school secretary at least 24 hours prior to the meeting.

## **STUDENT ACTIVITIES**

### **Kolter Student Ambassadors**

The Kolter Elementary Student Ambassadors offers students from grades 3-5 the opportunity to build upon their leadership skills and service to the community. While serving as ambassadors for the school, these students are held to very high expectations of character, citizenship, and honor as well as the Kolter Values.

## **Clubs and Organizations**

We have a variety of clubs and afterschool enrichment opportunities available to students. Please watch for communication every semester to sign your child up.

## **Extended Day Program**

Kolter offers an Extended Day Program: Afternoon care from 3:00 PM - 5:30 PM for Pre-K-5<sup>th</sup> grade students. Students in the Extended Day Program have an opportunity to complete homework assignments, receive academic assistance and participate in supervised indoor/outdoor activities. Tuition is \$200 a month, which is due on the first of every month. Registration for spaces are offered to students already enrolled in the program during the month of May for the following school year. Any remaining spaces are offered to new Extended Day students on a first come, first served basis on a special registration day that is announced via email. Please contact the main office to obtain additional information.

## **SECTION III: COMMUNICATION**

Timely and relevant communication is a priority at Kolter to ensure high levels of student achievement and relationship building with our parent and staff community. In addition to email and in person conferences, we use many vehicles of communication to involve and inform the Kolter community. Our goal is to provide a quality education in a safe environment and the welfare of your child is of primary importance. We value parental involvement and ask for your assistance in an attempt to improve communication between home and school. You can help by using this handbook and/or our website to answer your general questions; this will minimize the phone calls and email and improve our response time.

Main phone number:	713-726-3630
Fax number	713-726-3663
Mailing Address:	9710 Runnymede Dr, Houston, Texas 77096

### **Announcements (PA system)**

Daily announcements occur at the beginning of the day. The announcements are led by students. The announcements include the following:

- ◆ Pledge of Allegiance
- ◆ Texas Pledge



- ◆ Bucket Filling Pledge
- ◆ Important dates/events
- ◆ Celebrations

## **Email Communication**

Email communication is widely used and encouraged. It can be an efficient way to obtain clarification, ask questions, provide comments, and inform. All Kolter staff and faculty are expected to return parent emails within 24-48 hours. The teacher's primary responsibility during school hours is to their students' learning and they may not be able to answer a phone call or email message during this time. For these reasons, we encourage parents to contact the main office if a matter is particularly urgent.

It goes without saying that email communication should be written in a respectful and professional manner that will net productive and positive outcomes. A concern or school related issue can easily escalate unnecessarily if email communication is the sole source of correspondence. Both teachers and parents are encouraged to pick up the phone and schedule a conference if an issue becomes too difficult to resolve through email alone.

## **Parent/Teacher Conferences**

Parent/teacher conferences are an effective means of discussing student academic and behavioral progress. Teachers are limited to a 45 minute planning period per day. For this reason, parent conferences are limited to 20-30 minutes. Often, the teacher will have a group of students waiting for the conference to conclude. Should you need to schedule a conference which is lengthier, please notify the main office so that special arrangements can be made.

## **Parent Concerns**

Addressing parent concerns is an important aspect of improving our school and deepening the relationships between home and school. If you have a school related concern involving your child, we ask that you bring your concern to the appropriate classroom teacher first. If your concern is not resolved satisfactorily with the teacher or staff member, you are encouraged to contact the principal or another member of the school leadership team.

Sometimes, the general guideline of addressing a concern mentioned above

may not meet the parent's need or the situation is unique and requires intervention from administration. We anticipate that our parents will use good judgment in this regard. Please do not hesitate to contact the principal or school leadership should you feel an important issue needs to be resolved.

### **Tuesday Home Communication**

Tuesday is folder day at Kolter Elementary! The Tuesday Home Communication Folder typically includes the following:

- Graded Student Work (every week)
- Message to Parent from Teacher
- Important Forms Requiring Parent Signature
- PTO and Kolter Event Information
- Fundraising and Volunteer Information

### **Useful Websites**

#### **Kolter Elementary Website**

The Official Kolter Elementary website contains an enormous amount of information geared towards Staff, Parents, Students, and the Community. Be sure to add this bookmark to your computer: [www.houstonisd.org/kolter](http://www.houstonisd.org/kolter).

#### **Clever**

Students can use their district "S" number or a QR code to login to Clever. Clever has a variety of apps used in school that can also be used at home. Additionally, it has OnTrack. OnTrack is where you can find your child's state & district test data. 3rd - 5th grade students may also take online assessments on OnTrack and that data is also found there. Log in via: [www.clever.com/in/hisd](http://www.clever.com/in/hisd).

#### **Kolter PTO Website**

The Kolter PTO website provides parents will comprehensive information about its volunteer organization. Be sure to bookmark this link: [Jennie Katharine Kolter PTO - Home Page](#)

## **SECTION IV: ACADEMICS**

### **KOLTER HONOR CODE**

The Kolter Elementary community believes that integrity is the foundation of all learning. Academic honesty positively affects student character, as well as family and community pride. It is the right, privilege, and responsibility of all members in the community to contribute to and work in an environment of trust. Faculty, students, and parents are expected to take steps to stop any and all violations of the honor code. Excellence exists only if learning takes place within a climate of trust, respect, responsibility, and honesty.

#### **Cheating is...**

Participating in a dishonest act or using the works, words, or ideas of another, and claiming them as your own. Examples include (but are not limited to):

- Using any form of a "cheat-sheet"
- Viewing unauthorized notes on a test or quiz
- Looking at another student's test or paper
- Accepting credit for group or lab work in which you did not contribute
- Taking a picture or making a copy of a test or answer sheet
- Passing test or quiz information from one class to another
- Sharing or stealing test answers
- Having your parents or friends complete your assignments
- Using a previous student's work as your own
- Using AI to complete an assignment
- Buying a paper or project
- Changing or reporting a false grade for yourself or another student
- Allowing someone to use your answers as their own

#### **Plagiarism is...**

Using someone else's ideas or words as your own without proper acknowledgement

Examples include:

- Copying documents or images from books, magazines, the Internet or other sources without proper documentation
- Submitting a paper or other work as your own when it was created by another
- Paraphrasing or restating another's work without proper citations
- Making up a citation or attributing a work to a non-existent source

- “Fudging” data for an assignment
- Forging a signature

### **Fraud is...**

A deception deliberately practiced in order to secure unfair or unlawful gain

Examples include but are not limited to:

- Attempting to pass off someone else’s work, imagery or technology as your own, purchasing or selling an assignment from another person or technological resource
- Falsifying scientific or other data submitted for academic credit
- Forgery of signatures or tampering with official records

### **Disciplinary Consequences for Violating the Kolter Elementary Honor Code:**

- A student “shall receive a ‘0’ for the school work.
- In cases where theft of material (teacher’s test) or use of a computer has been used in the cheating incident, a disciplinary hearing will be held to determine if an alternative educational placement is warranted.
- Conduct grades will be affected as follows:
  - First Offense: Weekly conduct grade of “U”
  - Second Offense: Conduct grade will be lowered one level on grading cycle (For example: E to S; S to P; P to U)
  - Third Offense: Conduct grade for grading cycle will be an automatic “U”.

### **Disciplinary Procedures for Kolter Honor Code Violations:**

- Teacher will clearly state facts regarding the violation on the referral.
- Teacher will notify parents about the incident.
- Administrator will immediately assign penalties based on established guidelines.
- Administrator will inform teacher of disciplinary action.

### **Student Responsibilities:**

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fraud, or plagiarism.

- To understand the school wide Honor Code policy and individual teacher assignment guidelines
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
- To ensure that students do not make inappropriate use of their work
- Ask in advance if it's appropriate to use a tool for a particular assignment, quiz, test, or project

## **GRADES**

### **Pre-K and Kindergarten**

The format of Pre-K and Kindergarten report cards are significantly different than the format used in other grade levels. A numeric grade is not used on the report card; however, parents are given detailed information on the child's individual progress toward a set of learning objectives according to HISD's early childhood curriculum and each Pre-K guideline or Kindergarten objective will receive a rating of a 1,2, or 3.

### **Grading Policy**

HISD Board Policy EIA (LOCAL) provides that "the Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents."

Grades become part of a child's permanent record. Tangible evidence to support grading is essential. All teachers are expected to follow this grading policy. Some items that our teachers may take grades on can include:

#### **Classwork**

- Interactive journals
- Independent practice
- Workstation products
- Graphic organizers
- Writing assignment or sample

#### **Tests and Projects**

- Spelling test
- Weekly math test

- Unit test
- Weekly ELA/Reading test
- Project Product (Written Component)

#### **Quizzes and Exit Tickets**

- Math operation quiz
- Demonstration of Learning (DOL)
- Comprehension skill assessment
- Language arts skill assessment

#### **The expectation is that each teacher will input the following EACH week:**

- Reading/ELA – 2 grades (any combination)
- Math – 2 grades
- Science OR Social Studies – 1 grade
- Retakes are provided for tests ONLY. The highest a student can receive after a retake is a 70%.

#### **Grade Reporting**

Students will receive report cards at the end of each 6-week grading cycle. Report cards must be signed by the parents and returned. If a student receives a grade below a "70" or an "N," "P," or "U" in any subject on the report card, the parents will be notified of the need for a conference with the teacher who issued the failing grade. All conferences must be documented by the teacher.

1. At the end of the first 3 weeks of a grading period, the teachers will send progress reports home to every child in 1<sup>st</sup> through 5<sup>th</sup> grade.
2. A classroom teacher shall be required to assign a grade that reflects the student's mastery of an assignment which is linked to a learning objective as defined by the TEKS.
3. A classroom teacher shall not be required to assign a minimum grade for an assignment without regard to the student's quality of work.
4. Summative assessments receiving a failing grade must be retaken.
5. If a student's grade drops to a failing overall average between the cycle's progress report date and report card date, parents will be notified.
6. The teacher will keep an accurate gradebook each 6-week grading period on Power School.
7. Teachers will post grades on Power School each week. All grades must be posted as soon as practical, but no later than 1 calendar week from the date of the assignment. All grades for the grading period will be posted before the cycle ends.

## Grading System

### Criteria for Grading Academic Subjects (Grades 1-5)

Excellent	90-100 (A)
Good	80-89 (B)
Satisfactory	75-79 (C)
Passing	70-74 (D)
Failing	50-69 (F)

The lowest numerical score that will be reported on a report card or in the grade book will be a "50."

### Criteria for Grading Conduct

E	Excellent quality of behavior
S	Satisfactory quality of behavior
P	Poor quality of behavior
U	Unsatisfactory quality of behavior

Before a student can receive a "U" on the report card, a detailed discipline report must be submitted for administrative review. This report must be signed by the principal and the teacher, stating specific incidents, dates, and documentation of parent contact.

### Work Habits/Citizenship

If a student's work habits are satisfactory, no marks will be given to a student. However, if a student "needs improvement" in any of the citizenship areas, an "N" will be given to indicate there is a need for improvement. Each student's work habits are evaluated in the following areas as the end of each grading cycle:

<ul style="list-style-type: none"><li>• Effective use of time/material</li><li>• Follows classroom directions</li><li>• Class participation</li><li>• Completes homework</li></ul>	<ul style="list-style-type: none"><li>• Completes classwork</li><li>• Is courteous</li><li>• Works and plays well with others</li><li>• Follows classroom rules</li></ul>
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Although a student's Work Habits/Citizenship and Conduct are related, grades issued in the eight work habits/citizenship areas are not averaged to determine a student's conduct grade.

**Criteria for Grading of Ancillary and Magnet Courses** (Physical Education, Art, Spanish, French, Chinese)

E	Excellent quality of performance
S	Satisfactory quality of performance
P	Poor quality of performance
U	Unsatisfactory quality of performance

**Make-up work due to an absence**

Students with absences will be allowed to make-up all work within a reasonable time following their return to school. Students will not be given a "0" for missing assignments or be penalized for late work as a result of an absence. Teachers may choose to excuse a child from non-essential work.

**1<sup>st</sup> – 5<sup>th</sup> grade**

**Subject: Reading/ English Language Arts**

Grading: Approximately 2 grades should be taken each week with 12 grades collected each grading period. Grades should come from the following:

<ul style="list-style-type: none"> <li>• Literature response</li> <li>• Reading/writing connection</li> <li>• Comprehension, accuracy, fluency, and vocabulary</li> </ul>		<ul style="list-style-type: none"> <li>• Characteristics of literature/genre</li> <li>• Use of reading strategies</li> <li>• Other TEKS-based concepts</li> </ul>
<ul style="list-style-type: none"> <li>• Spelling tests</li> <li>• Spelling activities</li> <li>• Oral presentations</li> <li>• Listening comprehension</li> </ul>	<ul style="list-style-type: none"> <li>• Organization</li> <li>• Development of ideas</li> <li>• Focus and coherence</li> <li>• Conventions</li> </ul>	<ul style="list-style-type: none"> <li>• Voice</li> <li>• Revision and editing</li> <li>• Other TEKS-based concepts</li> </ul>



**Subject: Mathematics**

Grading: Approximately 2 grades should be taken each week with 12 grades collected each grading period. Grades should come from the following:

<ul style="list-style-type: none"><li>• Pages from adopted series</li><li>• Resource books</li></ul>	<ul style="list-style-type: none"><li>• Teacher-made test and activities</li><li>• Individual and group problem solving</li><li>• Other TEKS-based concepts</li></ul>
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**Subject: Science**

Grading: Approximately 1 grade should be taken each week with a minimum of 6 grades per grading period. Grades should come from the following:

<ul style="list-style-type: none"><li>• Hands-on activities (lab)</li><li>• Vocabulary</li><li>• Individual/group projects</li><li>• Illustrative drawings</li></ul>	<ul style="list-style-type: none"><li>• Performance tasks</li><li>• Learning centers</li><li>• Activity sheets</li><li>• Lab notebooks, reflections</li></ul>	<ul style="list-style-type: none"><li>• Teacher-made test</li><li>• Process skills</li><li>• Other TEKS-based concepts</li></ul>
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**Subject: Social Studies**

Grading: A minimum of one social studies grade should be taken weekly with a minimum of 6 grades per grading period. Grades should come from the following:

<ul style="list-style-type: none"><li>• Hands-on activities</li><li>• Vocabulary</li><li>• Individual/group projects</li><li>• Illustrative drawings</li><li>• Performance tasks</li></ul>	<ul style="list-style-type: none"><li>• Learning centers</li><li>• Activity sheets</li><li>• Lab notebooks, reflections</li><li>• Teacher-made test</li><li>• Other TEKS-based concepts</li></ul>
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**Late Work Policy**

Students with excused absences will not be penalized for work turned in after the initial submission date provided it is within three days of the student returning to

school. Teachers reserve discretion to make allowances in special circumstances, such as hospitalization, severe illness, etc.

Students who consistently fail to turn work in on time will receive a notation on their weekly conduct sheet and possibly a lowered conduct mark for the grading cycle. If the problem persists, students will be referred for counseling and/or intervention assistance. The parent will be required to be involved in this process.

## **EXPECTATIONS FOR CONDUCT**

### **Behavior**

Kolter children will adhere to the following behavioral expectations:

- Follow HISD Code of Conduct and The Kolter Way
- Walk at all times
- Gum, candy, and toys are left at home.
- Demonstrate self-control and self-discipline
- Learn from mistakes and take responsibility for them
- Respect property rights
- Respond promptly and willingly
- Be courteous
- Work and play well with others

### **Work Habits**

- Listen and follow directions
- Use time and materials effectively
- Complete assignments/homework
- Put forth your best effort with neat and orderly work

### **Homework**

- Homework will be assigned by the classroom teacher **when it is deemed necessary to provide extra practice, maintenance of skills, or review of skills.**
- Class work should not be considered homework.
- Homework is NOT graded.
- 30 minutes of independent reading should occur every night, in addition to any specified homework.

## **ACADEMIC INTERVENTIONS AND SUPPORT**

### **Special Programs**

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations.

### **Gifted and Talented (GT) Program**

Approximately, 45% of the students at Kotler are classified Gifted and Talented. Children are grouped in a heterogeneous setting. All Kotler teachers are GT certified. Students can be tested one time per year for GT. All students will be tested in second grade, unless they are already identified as gifted in all content areas.

### **Special Education**

Special Education is specifically designed to meet the unique needs of a student with a disability. Services, as determined by the Admission, Review and Dismissal (ARD) Committee, are available in many different instructional arrangements ranging from speech therapy and/or modifications in general education classes to classes with specially trained teachers who can provide alternative curriculum, support, and/or structure. Parents access the program through a referral process set up at each school. Questions regarding the program should be directed to the campus administration, campus assessment specialist, or the district special education director.

### **Options and Requirements for Students in Need of Special Education Services**

Every 6 - 8 weeks, the faculty meets to discuss students facing challenges in grades, conduct, or showing any other need in what we call an RTI PLC. All evaluation requests for 504 or Special Education begin with the Intervention Assistance Team (IAT). After meeting with teachers, specialists, and parents, the committee will decide whether to move forward with an evaluation. An IAT may be started by a concern voiced by a faculty member during an RTI PLC or from a parent. Once a parent requests an evaluation, the IAT will meet within 15 school days. If an evaluation is agreed upon, the parent will sign Informed Consent. From there, the district has 45 school days to assess the student and, then, 30 more days to meet to discuss the evaluation in an ARD (Admission, Review,

Dismissal) Committee. The ARD committee would determine if the student is eligible to receive services and what they might be. The parents are a primary component of the ARD committee.

If a child is experiencing learning difficulties, the parent may contact the school to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on IAT/Response to Intervention (RtI) process. The implementation of IAT/RtI has the potential to have a positive impact in meeting the needs of all struggling students.

### **Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act:**

Students with a physical or mental disability can be eligible to receive accommodations to ensure equal access to FAPE (Free Appropriate Public Education).

### **Dyslexia Support**

Mastering the ability to read, spell, and write is fundamental to achieving academic success. Students with dyslexia struggle with those skills despite receiving the same classroom instruction that benefits most students and having adequate intelligence.

The Houston Independent School District is committed to providing students identified with dyslexia with instruction that is individualized, intensive, and includes phonetic methods and a variety of writing and spelling components as outlined in the Texas Education Agency's [Dyslexia Handbook \(2021\)](#).

Per House Bill 3928 of the Texas Legislature, Dyslexia services will now be offered only through the umbrella of Special Education. Students receiving services through 504 will have until June 2025 to be re-evaluated for special education. Please see the [HB3928 FAQ](#) for more information.

## Counselor

Our counselor regularly works with classes and small groups of students discussing topics such as kindness, making friends, experiencing divorce, grief, and expressing emotions in appropriate ways. If you would like for your student to meet with our counselor, she must receive written permission. Please feel free to reach out to our counselor, Ms. Grodner with any questions at [Jodi.Grodner@houstonisd.org](mailto:Jodi.Grodner@houstonisd.org).

## Wrap Around Services

### ¿Necesitas Ayuda? Someta un SAF



Escanéame

Puede enviar un Formulario de Asistencia Estudiantil (SAF) para informar a las consejeras escolar sobre una necesidad no educativa que su hijo tiene.

Los SAFs se pueden someter para cualquier estudiante que este necesitando recursos o servicios como:

- Salud Mental
- Vivienda
- Suministros
- Alimentos
- Transporte
- Y más

Someta un SAF escaneando el código QR en su teléfono o escribiendo [www.HoustonISDsaf.com](http://www.HoustonISDsaf.com)





## HISD WRAPAROUND SERVICES

Supporting Students. Uplifting Communities.

Student Assistance Forms (SAFs) can be submitted by scanning the QR code, or by visiting the link below. SAFs can be submitted for any student enrolled at a campus with a wraparound program. If you know of a student or family in need of resources, please submit a SAF.

[www.tinyurl.com/hisdsaf](http://www.tinyurl.com/hisdsaf)

### Submit a SAF



SCAN ME

**Wraparound Service Address:**

- Food Insecurities
- Clothing needs (every day and Uniforms)
- Rental assistance
- Dental services
- Adult educational and vocational support
- Extracurricular activities
- Legal aid support
- Medical and mental health assistance
- School supplies
- A listening ear and motivational support

**SECTION V: PRIMARY CONTACTS****Kolter Leadership Team**

Principal	Julie Dickinson
Assistant Principal	Kathleen Crossett
Teacher Specialist	Benne Jones
Teacher Specialist	Pam Morris

**Other Important Contacts**

School Secretary	Gisela Bravo
School Nurse	Cathy Crisp
Registrar	Lynda Rosales
Special Education	Kati Davis
Section 504/ IAT	Pam Morris
English Language Learners	Benne Jones
Gifted and Talented	Benne Jones
Magnet	Kathleen Crossett
Technology	Jeff Silk
Extended Day	Gisela Bravo/Nellie Gonzales
Cafeteria Manager	Mary Jo James
Textbooks	Nellie Gonzales
Website Calendar	Pam Morris
Bus Transportation	Kathleen Crossett, Cathy Crisp

**2023 - 2024 Kolter PTO Board Members**

<b>Email</b>	<b>Position</b>	<b>2023-24 Chair</b>
president@kolterpto.com	President	Currie Heidt
communications@kolterpto.com	VP Communications	Simret Matthewos
development@kolterpto.com	VP Development	Anita Bormaster
volunteer@kolterpto.com	VP Volunteers	Megan Ellis
campusrelations@kolterpto.com	VP Community Relations	Emily Dolina
secretary@kolterpto.com	Secretary	Daniell Davis
treasurer@kolterpto.com	Treasurer	Erin Troff & Andrea Kahle
advisor@kolterpto.com	Advisor	Rebecca Franz