

# **S.C. Red Elementary STEM Magnet School**

**Parent/Student Handbook**

**2024/2025**





## **Samuel Clark Red Elementary School (1865-1940)**

S.C. Red Elementary School is named for Dr. Samuel Clark Red, a physician in the early days of Houston's beginning. Dr. Red was the first person to receive a BA degree from the University of Texas – the year was 1885.

After he received his medical degree from Jefferson Medical College in Philadelphia, Dr. Red returned to Houston and helped establish the Harris County Medical Society. Dr. Red and his uncle, Dr. David F. Stuart, established the first hospital in Houston. Dr. Red also served on the Board of Education of the Houston Independent School District.

### **Mission**

Our mission is to empower students to seek and execute innovative solutions, enabling them to become changemakers in their community and the world.

### **Vision**

The vision of Red STEM Magnet is to prepare students to be leaders that can influence the ever-evolving landscape of the world using STEM principles for the 21st century and beyond.

**S.C. RED ELEMENTARY SCHOOL  
4520 TONAWANDA  
HOUSTON, TEXAS 77035**

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It is the policy of the Houston Independent School District (HISD) not to discriminate based on 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.

Dear Students and Parents,

Our school is dedicated to effective teaching and learning for all students. Together we strive to ensure that our students are academically successful. This handbook is created to encourage a positive school culture and safe environment.

The Red School Community has a common goal, to do what is best for all students. Our goal can only be achieved with your parental involvement. Please take time to read and discuss this helpful information with your child.

# Contents

2024 – 2025 .....	
ANNOUNCEMENTS .....	7
ASSEMBLY PROGRAMS .....	7
ATTENDANCE .....	7
BACKPACKS .....	9
BICYCLE SAFETY .....	9
BREAKFAST .....	9
CAFETERIA AND LUNCH PERIOD .....	10
COMMUNICATING WITH PARENTS .....	10
COMMUNICATION FOLDERS .....	11
CURRICULUM .....	11
DISMISSAL PROCEDURES .....	11
FIELD TRIPS .....	11
FIELD TRIP CHAPERONES .....	12
FIGHTING/BULLYING/TEASING .....	12
GRADING .....	12
HALL REGULATIONS .....	13
HEALTH NEWS .....	13
HOMEWORK .....	14
HONOR ROLL .....	14
HOURS .....	14
ILLNESS AND INJURIES .....	15
INTERNET .....	15
ITEMS NOT ALLOWED AT SCHOOL .....	15
LIBRARY BOOKS .....	16
LOST AND FOUND .....	16
MAGNET .....	16
MESSAGES FOR STUDENTS .....	17
PARENT ORGANIZATIONS .....	17
PARTIES AND CELEBRATIONS .....	17

PHYSICAL EDUCATION .....	17
PROGRESS NOTES .....	18
RELEASING OF STUDENTS BEFORE REGULAR DISMISSAL.....	18
SCHOOL PICTURES .....	18
SCHOOL STORE .....	18
SCHOOL-WIDE RULES.....	19
SECURITY .....	19
SHARED DECISION-MAKING COMMITTEE (SDMC) .....	19
SPECIAL EVENTS .....	19
STUDENT SERVICE CLUBS.....	20
TARDIES.....	20
TELEPHONE .....	20
TEXTBOOKS .....	20
Traffic .....	20
TRANSFERS.....	22
TRANSPORTATION .....	22
TRANSPORTATION - BUS BEHAVIOR.....	22
TUTORIALS .....	23
UNIFORMS .....	23
VALUABLES.....	24
VANGUARD NEIGHBORHOOD GIFTED AND TALENTED PROGRAM.....	24
VISITORS.....	25
Waterbottles.....	25

## PARENT/STUDENT INFORMATION

## **ANNOUNCEMENTS**

The pledges to the American and Texas flags are recited each morning by students at 7:40 a.m. A moment of silence will be observed during this time. Other announcements are made as needed during morning and afternoon announcements.

## **ASSEMBLY PROGRAMS**

1. Various auditorium activities will be presented throughout the year for the benefit of students, parents, and teachers.
2. Students will be expected to show courtesy to speakers and program participants by being attentive and quiet.
3. Appreciation may be shown by applause; no whistling, yelling out or any other noise is permitted.
4. Upon entering the auditorium, students will be directed where to sit.
5. Evening/School Events – Children should always be accompanied/supervised by a parent/guardian.

## **ATTENDANCE**

Compulsory School Attendance Laws

Texas Education Code 25.085

Texas requires 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 his/her 19th birthday to attend school for the entire period the program is offered unless exempt by TEC 25.086. While students are not required to enroll in pre-kindergarten or kindergarten, once enrolled the students are required to attend school. TEC 25.085 and Board Policy FEA (LEGAL)

The parent/guardian commits an offense of criminal negligence under TEC 25.093 if, after having received the above warning in writing, a child has unexcused, voluntary absences for ten or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period from school. An offense under this section is a misdemeanor punishable by a fine not to exceed \$500. TEC 25.093, Family Code 51.03(b)(2), and Penal Code 12.233

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call explaining the reason for the absence is required prior to or when the student returns to school. If a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence will automatically be considered unexcused.

*It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences*

Absences will be either excused or unexcused and will be closely monitored by teachers and school administrators. Acceptable excuses for absences are personal illness, catastrophic illness or death in the family, medical or dental appointments, quarantine, weather or road conditions making travel dangerous, and emergencies or unusual circumstances recognized by the principal. **To clarify, excused/unexcused absences are counted as official absences for the record.**

1. Students who have been absent must bring a **written** excuse from the parent/guardian within **three school days** after the date of the absence. Parents **MUST** include the following information on notes regarding absences:
  - a. Name of student
  - b. Teacher name
  - c. Date of absence
  - d. Acceptable excuse (see #1)
  - e. Parent signature
2. Attendance funding provides the school with funds for personnel staffing, student resources and materials, field lessons, enrichment, tutorials, clubs, and other school related items. **Student absences impact campus funding.**
3. School attendance goal: 98%. We will continue with student incentives and parental updates throughout the school year.
4. If a student does not bring a written excuse for an absence, it is considered an unexcused absence and work from unexcused absences may not be made up. The student receives a "zero" for the daily assignments.
5. The school will attempt to notify the parent/guardian when a student has three (3) absences.



6. Parents are requested to call the attendance clerk if the child will be absent for 3 or more consecutive days.
7. Parents will receive a computer-generated phone call informing them that their child was marked absent. There is no need to call the school unless the student was marked absent by mistake so that a correction can be made immediately.
8. Attendance is taken at 9:30 a.m. daily. **Students are who not present at attendance time due to medical and/or dental appointments will not be counted as absent if the student brings a note from the appointment and is present at least 4 hours of the school day.** Please inform your child's teacher prior to medical appointments whenever possible.

## BACKPACKS

Backpacks are allowed in grades K – 5<sup>th</sup>. Rolling backpacks are not allowed.

## BICYCLE SAFETY

1. The Houston Police Department recommends that all bikes be identified with a parent's driver license number.
2. Students riding bicycles will observe safety laws, the same as automobile drivers, stopping at stop signs, watching for pedestrians, and riding single file on the right side of the street.
3. Bicycle riders will **walk bikes on school grounds**, and secure them to the bike rack in the west parking lot. Bikes **must be locked** for safe keeping.
4. Students will wear safety helmets while riding bicycles. (Scooters/skateboards/hoverboards are not allowed at school due to lack of storage space.) Red is not responsible for any bike stolen from the property.

## BREAKFAST

HISD has implemented breakfast in the classrooms. Breakfast will be daily in the classrooms from 7:15-7:45 a.m.

## CAFETERIA AND LUNCH PERIOD

At Red ES we prioritize healthy eating to support our students' focus and well-being throughout the day. To help maintain a nutritious environment, we kindly ask that parents and guardians avoid packing soda or sugary beverages in their child's lunch. Instead, we encourage water, milk, or 100% fruit juice as healthier alternatives that align with our school's wellness policy.

1. Students will line up, single file, to go through the serving line.
2. **Students will only be allowed to go through the lunch line once.** They need to make sure they get everything they need – food items, condiments, utensils, napkins, snacks, etc.
3. All students will receive free lunch and are required to have a lunch card. The lunch card serves as identification for students.
4. Classrooms will be assigned lunchroom tables. Students will sit at their assigned tables.
5. The teacher, the duty person in the lunchroom, administration team or the principal, will give guidelines for proper etiquette and behavior.
6. Children may speak in a “level 1” voice to their peers at their table.
7. Children are to clean up their own area and dispose of their trays appropriately.
8. No lunch drop-off or delivery for students - **this practice is too disruptive to instructional time.**
9. **No food may be taken out of the cafeteria unless it is in a sealed or in an unopened package.** If students attempt to remove opened food from the cafeteria, they may be asked to dispose of it.

## COMMUNICATING WITH PARENTS

The school sends out communications to parents in the following forms: notes, Class DOJO, e-mails, and via website. In some instances, parents will also receive phone calls through our phone messaging system. It is highly recommended that you ask your child

regularly about any communications they may have from school. **Please read all correspondence sent home to stay informed.**

*ClassDojo* – This is a mobile app that facilitates home/school communication. See your child's teacher for information on how to join.

*E-mail* – Teachers will provide parents with an e-mail address. Please provide classroom teachers with a current email address and update as needed. This allows teachers to maintain open communication.

*Events*- All events will be available via ClassDojo. This will serve as a reminder of all school activities for the month.

## COMMUNICATION FOLDERS

**Tuesday is communication day.** The office and teachers will send home written communication such as flyers, graded papers, conduct information, etc. Please take time to review this important information. Sign any needed items and return to your child's teacher on Wednesday.

## CURRICULUM

Teachers at Red follow the curriculum outlined by the Texas Education Agency (TEA) and Houston Independent School District (HISD). Information on curriculum can be found on the HISD website [www.houstonisd.org](http://www.houstonisd.org) under the Curriculum Department.

## DISMISSAL PROCEDURES

Students are dismissed in the afternoon through the carpool lane. **Please do not walk-up to the car pool area to pick-up your child.** This makes it difficult for our staff to safely dismiss students. Staff members are on duty to assist and direct students into cars. Practice entering and exiting the vehicle with your child to facilitate the arrival and dismissal process. **Students are not to be picked up for early release after 2:00 p.m.**

## FIELD TRIPS

1. Each grade level is encouraged to take a minimum of two field trips per year. The grade level coordinates field trip logistics with the approval of the principal.
2. Some field trips may require students to pay a fee. A parent **must sign** a permission slip for his/her child to go on the trip. The school will provide an HISD approved permission slip. **NEITHER HANDWRITTEN NOTES NOR TELEPHONE CALLS**

**ARE ACCEPTED. PERMISSION SLIPS AND MONEY MUST BE RETURNED BY THE DEADLINE DATE ON THE FORM.**

3. Students with a “P” average in conduct three weeks prior to the field trip **will require that a parent accompany the child on the field trip. Students with a “U” in conduct are not eligible to attend field trips.**

## **FIELD TRIP CHAPERONES**

Parents are frequently asked to be chaperones on field trips.

1. Due to liability considerations, **children not enrolled at Red Elementary are NOT allowed on these trips.**
2. Parents must also be registered as a Volunteer in Public Schools **each school year** to be able chaperone a trip. VIPS registration **requires a background check.** Parents who do not have a criminal background check will not be allowed to participate in extracurricular school events. We urge parents to submit a criminal background application at the beginning of the school year via the HISD website. It takes HISD approximately 4 – 6 weeks to process applications.

## **FIGHTING/BULLYING/TEASING**

**Fighting, bullying, and teasing will not be permitted and are strictly forbidden.** If a child hits, bullies, or teases another child, the incident needs to be reported to the teacher immediately. The teacher will inform the school administration. Penalties for fighting will be administered according to HISD Code of Student Conduct.

## **GRADING**

Students will receive report cards at the end of each 6-week grading period. The academic grades will reflect the classwork, homework, projects, and tests grades for that period.

In grades K-5, grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

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

Pre-K students will receive number grades.

- 1 Discovery – First Steps
- 2 Exploring – Showing Progress
- 3 Connecting – Ready to Apply

Conduct will be marked with one of four letter grades to be interpreted as follows:

- E Excellent quality of behavior - totally self-disciplined.
- S Satisfactory quality of behavior - cooperates readily.
- P Poor quality of behavior - below average.
- U Unsatisfactory quality of behavior - needs drastic improvement

## HALL REGULATIONS

1. Students must have a pass to leave the classroom during the school day.
2. Any teacher, assistant principal, principal or members of the office staff may request to see the hall pass of any student not in the classroom during school time.
3. Because of the safety factor, everyone **should walk** in the halls. Any teacher or staff member may make this request of students.
4. To avoid congestion in the hallways, everyone will keep to the right when moving through the halls.

## HEALTH NEWS

- All immunizations must be current. HISD policy will not allow students to attend class unless all immunizations are current and complete. Please check with your child's doctor to ensure immunizations are up to date.
- State legislation now requires all schools to provide information about bacterial meningitis to its community. This information was received from the Health and Medical Services Department.

## HOMework

Homework is assigned to reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom. In addition, homework provides an opportunity for family involvement in your child's education.

Your child's teacher will send home a letter at the beginning of the school year explaining homework expectations. Home assignments should be clearly understood by the students. Homework may be given each day based on teacher discretion and student needs.

### Suggested Minimum Time:

Pre-K and Kindergarten	10 – 15 minutes
1st & 2nd grades	30 - 45 minutes
3rd & 4th grades	45 minutes - 1 hour
5th grade	1 hour - 1 hour 15 minutes

We encourage parents to read **with their child at least twenty minutes a day**.

To minimize disruption of instructional time parents are not permitted to drop-off homework.

## HONOR ROLL

All A's with an E or S conduct average each grading cycle.

Students who've earned Honor Roll for all grading cycles will earn recognition at the end of the year awards program.

## HOURS

### Regular School Day

Student hours are 7:30 a.m. to 3:00 p.m. It is important that students are in their classrooms ready for instruction at 7:30 a.m. Staff is on duty to supervise students from 7:15 a.m. to 3:15 p.m.

### Tutorials/Afterschool Clubs

Students should be picked up by 4:15 pm. Staff is on duty to supervise from 3:15 p.m. to 4:15 p.m. **Siblings should be picked up at regular dismissal time if not attending tutorials/afterschool clubs.**

For your child's safety, please observe these supervised times. If students are not picked up in a timely manner at the end of the school day, Children's Protective Services (CPS) will be notified and student will be released to HISD Police. **Students are not to be dropped off at Red prior to 7:15 a.m. Staff will begin supervising and welcoming**

students at 7:15 a.m. All students should be picked up by 3:15 p.m. If an emergency occurs, please call the school to inform staff that your child will be picked up late and by whom. These individuals should be noted on the Dismissal Information Form to ensure student's safety.

## ILLNESS AND INJURIES

1. Any illness or injury should be reported to the classroom teacher who will then have the student report to the nurse. The nurse will contact parents.
2. Students who are running a fever must be fever free for 24 hours (without fever aids, i.e. Tylenol, Motrin, Advil, etc.) before returning to school.
3. Emergency phone numbers on enrollment cards are important in case parents cannot be contacted at home or on the job. **Please keep this information up-to-date.**
4. **Medications administered at school** - The policy of the Board of Education does not authorize HISD school personnel to give medication of any kind, which includes aspirin, or over the counter medications, or any other drugs without a physician's written directive. The doctor's statement must be accompanied by written permission of at least one parent. The physician's form is available in the clinic or in the office.
5. **Please update medical information for your child as needed.**

## INTERNET

Red Elementary has technology for all students. All students will use technology systems for school business purposes only and using school computers and related equipment appropriately. This also includes a prohibition on altering the imaging or software configuration on any District-provided computing device. Students must report all observed or suspected technology security problems immediately to a teacher. **Students who enter non-approved Internet sites may lose Internet privileges the remainder of that school year.** See the Code of Conduct for more details. It is mandated by the district to provide all students cyber bullying and internet safety which will receive during technology instructional class time.

## ITEMS NOT ALLOWED AT SCHOOL

1. Toys, cards, hand-held games, stuffed animals, laser pointers, permanent markers, or other distracting objects are **NOT** allowed at school.

2. If any of the above items are brought to school, the teacher or staff member will confiscate them, and the item will be sent to the office. A parent must claim all allowable confiscated items within 10 days; they will **not be** returned to students.
3. **NO GUM** is allowed. Candy may be included in lunches, if parents desire, but it must be **eaten at the lunch table**.
4. **No** glass-bottled drinks are allowed.
5. **No weapons of any kind are permitted.**

## LIBRARY BOOKS

1. Students in grades PK-5 may check out books weekly. Students may take home books at the teacher's discretion.
2. Students will be required to pay for lost or damaged library books. If a student has an overdue book, he/she is not allowed to check out another until that one is paid for or returned.

## LOST AND FOUND

1. Found glasses should be turned into the office.
2. The Lost and Found for clothing is in the cafeteria. (Any unclaimed items are donated or disposed of every week.) **Please write your child's name in or on lunch kits, backpacks and inner clothing tags such as jackets, sweaters, and coats.**

## MAGNET

Red is a Science, Technology, Engineering and Math (STEM) Magnet School. Students have the opportunity for in-depth, process-oriented study of math, science, engineering and technology in conjunction with a strong academic program. In class studies develop critical-thinking and problem-solving skills with lab work that emphasizes "hands-on" activities. Red's magnet program utilizes a project and product-based learning approach with a new engineering theme being introduced each month in the three labs. Engineering is a component of all three labs. Students not zoned to Red must apply through the magnet application process.

*Students participating in a Magnet program who do not meet the standards of the Magnet Program Entrance Agreement, will be placed on a Magnet Program Growth Plan for a minimum of one grading cycle. A growth plan may also be used for parents who do not comply with program expectations.*



## MESSAGES FOR STUDENTS

Parents are encouraged to make transportation and after-school plans before students arrive at school. Only **EMERGENCY** messages can be relayed to students. Parents should not text/call their child during the school day.

## PARENT ORGANIZATIONS

PTO – The purpose of the PTO is to enhance and support educational experiences at Red, develop a closer connection between school and home by encouraging parental involvement, increase volunteers in the school, and financial support.

Red PTO is open to all parents. The membership fee is \$20.00 (subject to PTO board approval) per family and all parents are encouraged to join and be a partner in the school.

General and board meetings are held throughout the year and **ALL** parents are invited to attend.

**VIPS** - (Volunteers in Public Schools) - Parents are encouraged and welcomed to volunteer. Criminal background checks will be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours. All volunteers must participate in a Volunteer Criminal Background check by completing the Volunteer Access to Police Records application via the HISD website. The background check is conducted by HISD Human Resources Department and takes 4 – 6 weeks to process. **Criminal background checks are required every school year.**

## PARTIES AND CELEBRATIONS

Parties - Parties will not be held during instructional time.

Celebrations - Parents may allow their child to bring purchased cookies or cupcakes for special occasions (**no birthday cakes or homemade products**). Please be sure to include enough of the same treats for all members of the class.

**No balloons, flowers, etc. may be delivered to students** in classrooms on special occasions. Such deliveries are very disruptive to the learning environment.

**Invitations to off-campus parties are not to be distributed at school.**

## PHYSICAL EDUCATION

1. All students are required to take physical education, P.E.

2. A doctor's written statement is required for excusing anyone from physical education on a permanent basis. The parent may request through the principal that the student be excused on a temporary basis.
3. Students should wear clothing that allows effective participation in P.E. classes. Shorts are permitted and students **must wear tennis shoes – close toed/close backed.**

## PROGRESS REPORTS

Progress Reports will be sent to parents during the third (3rd) week of the grading period. The parent must sign and return the form to acknowledge receipt of report.

## RELEASING OF STUDENTS BEFORE REGULAR DISMISSAL

Procedures are established for students that need to leave school early. Early releases should be infrequent and reserved for doctor appointments. **Only the parent who has signed the enrollment card or someone with written authorization from that person will be allowed to take the child from school during regular school hours.** The office staff signs the child out. The student will then be called to the office. Teachers may only release students when called by the office. Parent should notify the classroom teacher 24 hours in advance to let them know that the child will be picked up early from school, so that plans can be made accordingly. If a parent is out of the city and has left his/her child with another adult, a note should be written to the school authorizing the child's release to this person. **Early release of students will not be allowed after 2:00 p.m.**

## SCHOOL PICTURES

Individual student pictures are taken in the fall and group pictures are taken in the spring. Fifth graders will have a panoramic picture taken in the spring. All pictures are on a prepaid program from photography company. Information will be sent home regarding picture packets. The school cannot make change for pictures. On-line pay is the only accepted form of payment.

## SCHOOL STORE

The Red School Store is open Fridays from 7:15 – 7:30 a.m. It is located next to the office. Students may buy all necessary school supplies and t-shirts from the store.

## **SCHOOL-WIDE RULES (The Red Elementary BEEattitudes)**

- *Bee Safe*
- *Bee Respectful*
- *Bee Prepared*
- *Bee Cooperative*

## **SECURITY**

To maintain a safe learning environment for students, the only entry to the campus will be through the front doors. All visitors are required to register through the Raptor System and show picture identification. A photo identification i.e. state issued driver license or passport is required each time the school is visited. **The school cannot accept pictures of identification.**

## **SHARED DECISION-MAKING COMMITTEE (SDMC)**

As part of the Site-Based Management Model mandated by the state and HISD, Red developed an SDMC. The committee is composed of the principal, assistant principal, magnet coordinator and:

- 6 - Classroom teachers nominated and elected by classroom teachers
- 3 - School-based professional staff members nominated and elected by classroom teachers and school-based professional staff
- 1 - Paraprofessional staff member nominated and elected by paraprofessional staff
- 2 - Parents (PTO President and parent selected by PTO President)
- 2 - Community representatives selected by the principal
- 1 - Business representative selected by the principal

Red's SDMC meets throughout the school year at 3:15 p.m. All meetings are open to the public. See monthly calendar for scheduled meetings.

## **SPECIAL EVENTS**

- Awards Day - Awards are presented to students for: Honor Roll, Accelerated Reader (AR), Citizenship, and for other special acknowledgements.
- Field Day – Field day is held in the Spring, weather permitting. Students compete on their grade level in activities such as sack races, balloon races, relays, and other competitive sports.

- Grade level park outings at the end of May/June.

## STUDENT COUNCIL

The Student Council is composed of elected representatives from each fifth-grade class. These students help the school with special projects and offer leadership to their class by providing information from meetings.

- a. Flag Patrol
- b. Recycling Assistants
- c. Library Assistants
- d. Office Assistants

## TARDIES

A student is tardy after the 7:45 a.m. bell rings. When students are tardy, they miss important instructional time needed to begin the school day.

A parent/guardian must accompany student into front office and sign them in. Students will be issued a tardy pass and go to class.

## TELEPHONE

1. Students may use the school telephone **ONLY** for emergencies.
2. The classroom teacher and/or office staff will determine what constitutes an emergency.

### Cell Phones:

All cell phones must remain in the off position (unable to receive signals or commands) while on the school campus and they must remain in backpacks. Students may not have cell phones in their pockets or on their person.

Unauthorized usage of these devices will result in confiscation. A parent will contact the office to pick up confiscated cell phones and may be subject to a fee. Neither **Red Elementary** nor **HISD** is not responsible for lost or stolen cell phones.

## Traffic

Crowded traffic conditions during peak times – 7:15 a.m. arrival and 2:55 p.m. dismissal – jeopardize the safety of our children. Congestion will never be prevented completely, as

approximately 600 children arrive and depart each day, but safety can be achieved by courteously adhering to the following guidelines.

#### **East Lot: One Line/One Way/Parent Parking**

- This is the visitor parking lot and the only parking area for parents on campus. Traffic is **ONE WAY** entering from Tonawanda and exiting on Hazelton.
- **NO DOUBLE PARKING PLEASE.** Traffic forms **ONE LANE** for parking and walking your child into school.
- When the spaces are full, please park on the street and walk back to the school. Parents should not at any time park in the fire zone lanes or no parking areas.
- Do not park in the circle drive – buses arrive and depart in the morning and afternoon and require additional space to maneuver. In addition, the circle drive is a designated fire zone lane.

#### **Circle Drive: One Line/One Way/NO PARKING IN FIRE LANES**

- Adults are on duty to receive children, **so drivers do not need to leave their vehicle.**
- Traffic forms one line as it enters one way from the east, and leaves from the west exit on Tonawanda.
- Vehicles exiting the circle drive can only turn right.
- Children should be let out onto the school sidewalk only. Please have them ready and organized to exit your vehicle quickly. Students are responsible for opening and closing the vehicle door.
- Wait until the car is motioned to begin the afternoon pick-up to indicate buses have departed from the campus. **Please make sure you have student sign visible on the rear-view mirror and leave it until your child is loaded.**

#### **West Lot**

- This is for staff and special education transportation buses **ONLY.**
- To avoid gridlock situations on Tonawanda, all Red staff and families are asked to **voluntarily drive westbound ONLY (toward Cliffwood)** from 7:00 – 7:45 a.m. and

2:15 –3:15 p.m. This will allow traffic to pull either into the circle drive or the east parking lot without traffic from west blocking the entrance.

## TRANSFERS

If you know you are going to move, please call the registrar (713) 726-3638 and notify the campus of the move at least 24 – 48 hours in advance of the anticipated withdrawal day. The person(s) who signed the enrollment card should be the person(s) who signs the withdrawal form.

## TRANSPORTATION

1. Magnet students who live outside the Red attendance zone are eligible for HISD bus transportation if they live more than two miles from Red. The bus will pick-up students at a neighborhood school or HUB locations.
2. Students with disabilities are eligible for HISD bus transportation upon recommendation of the ARD Committee. Requests will be facilitated by the special education chair.
3. Only assigned and approved students are allowed to ride HISD busses.
4. Identified bus riders are required to ride their bus **unless the school is notified in writing that the student is not to ride the bus. Notification of transportation changes must be made to the teacher via DOJO and the transportation coordinator via email before noon.**
5. Parents need to know the route number of the bus their child rides.
6. For any inquiries or comments about bus routes, lost items, etc., parents should call Customer Care at 713-556-9400.

## TRANSPORTATION - BUS BEHAVIOR

1. Students must always remain seated, waiting for the bus driver to dismiss them from their seats. They should **never** stand while the bus is in motion.
2. Students must refrain from talking loudly. Each student should speak in a soft tone for the driver to transport them safely.
3. Students must not eat or drink anything while on the bus.
4. Students must not hang their head or arms out bus windows.

5. Students should board and depart the bus at designated spots quietly.
6. Students should use appropriate language.

Those students not willing to conform to the necessary safety rules will be reported by the driver on an HISD Incident Report. Students must understand that their parents will be notified and that he/she (the student) will receive a “U” in conduct for that day. Each offense has a consequence. They are:

- |                 |   |
|-----------------|---|
| First Offense-  | Give student adequate warning. Avoid repeating this warning without meaning. Inform the parents in writing or by telephone that their child is not cooperating. |
| Second Offense- | A two- to three-day suspension from riding the bus.   |
| Third Offense-  | A five- to seven-day suspension from riding the bus.  |
| Fourth Offense- | Exclusion from riding the bus for the semester.   |

Parents must provide transportation to students that are suspended from the bus. School attendance is expected during the time of suspension. The school believes that all our students can comply with these safety requirements. The school will support bus drivers and provide a safe bus ride to and from school.

## TUTORIALS

Tutorial classes will be provided according to guidelines mandated by HISD. Transportation is not provided. Parents must plan to pick up their child from tutorials on time.

## UNIFORMS

**ALL** students in grades Pre-K-5 are required to wear school uniforms. Students not in school uniform will be required to wear a school issued uniform or the parent will be required to bring a change of clothes. School issued uniforms must be returned to the school. Repeated violations will require a parent/administrator conference. The following is the uniform description:

- Navy blue or blue jean bottoms, which include shorts, skirts, skorts, or jumpers. **Leggings may only be worn under shorts, skirts, skorts, or jumpers (not as bottoms).**
- Red or white, short or long sleeve, polo, oxford or Peter Pan style shirts only.

- Uniforms will be worn Monday—Thursday. On Friday any S. C. Red Elementary School t-shirt or college t-shirts may be worn.
- **Closed-toe shoes must be worn.** No clogs/crocs, flip-flops, sandals, or any shoes without backs will be permitted for safety reasons. Students are to wear sneakers or other closed-toe shoes. Socks or stockings need to be worn with shoes at all times.
- Any haircut or hair color deemed disruptive by a teacher or administrator will not be allowed. The HISD Student Code of Conduct will be followed.

Students will be expected to keep themselves well-groomed and neatly dressed at all times.

There will be several “NO UNIFORM DRESS DAYS” throughout the year. Students should dress appropriately for school on these days.

## VALUABLES

Students should refrain from bringing large amounts of money and expensive valuables to school. **The school will not be responsible for any lost valuables including money.**

## NEIGHBORHOOD GIFTED AND TALENTED PROGRAM

The Neighborhood Gifted and Talented program is designed for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. The Neighborhood program is designed to meet the needs of G/T students in grades K-12 at their neighborhood (zoned) schools. The program provides a differentiated curriculum by modifying the depth, complexity, and pacing of the general school program.

HISD conducts district-wide testing each fall for students in second grade not previously identified as Gifted and Talented. Parents of students in other grade levels can request testing during the window provided by the district. Ability and achievement tests are given to the students, which makes up the criteria used to determine if a child will qualify for the GT program.

Students who qualify for the G/T program receive additional instruction beyond the regular prescribed curriculum in reading, math, science, and social studies (Grades K-5). Placement in the program for grades 1-4 is by special testing which occurs on dates provided by the school district. The G/T program Admission Committee using student grades, teacher observation form, and testing information will determine placement.

G/T Program information may be accessed at <https://www.houstonisd.org/Page/31858> .

## VISITORS

1. All parents and visitors are required to sign in and get a visitor's badge. Visitor badges are issued by scanning IDs through the Raptor System. **A valid picture ID**



**is required each time a visit is made to the school. Pictures of IDs will not be accepted.**

2. Parents requesting conferences with teachers can make an appointment by sending a DOJO message or emailing the teacher. Please allow 24 – 48 hours for a response.
3. Classroom observations are allowed by appointment and are subject to administrator approval. Observations are limited to 30 minutes. Teachers are not able to conduct conferences with parents during instructional time.

## **WWATER BOTTLES**

Students are welcome to bring water bottles to school if they are not made of glass and if they can close to be watertight. Please note, Stanley Cups are not bottles and will not close to be watertight.