

S.C. RED ELEMENTARY

STEM Magnet School

Science ♦ Technology ♦ Engineering ♦ Math



PARENT / STUDENT HANDBOOK

2022-2023

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.

Grove of Seven Pine Trees

On January 28, 1986 America was shocked by the destruction of the space shuttle Challenger, and the death of its seven crew members.

The crew members represented a cross-section of the American population including the first teacher to fly into space. In memory of those seven, the student council and student body planted seven small pine saplings which have grown into stately trees which you see as you enter the circle drive at the front of S.C. Red School.



**S.C. RED ELEMENTARY SCHOOL
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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.

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PARENT/STUDENT INFORMATION

ANNOUNCEMENTS

The pledges to the American and Texas flags are recited each morning at 7:45 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 an adult.

ATTENDANCE

Compulsory School Attendance Laws

To Parents or to Persons Standing in Parental Relation to Children:

Senate Bill 1432, passed by the Texas Legislature effective September 1, 2001, states that if ***a student is absent from school (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts (tardiest/early departures) of days in a six-month period:***

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
- The student is subject to prosecution under Texas Education Code 25.094

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. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

1. 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. Family trips/engagements/vacations are not considered excused. For clarification purposes, excused/unexcused absences are counted as official absences for the record. **Review the HISD school academic calendar and plan accordingly so that trips are not scheduled while classes are in session.**

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. Date of absence
 - c. Acceptable excuse (see #1)
 - d. Parent signature
 - e. Teacher name
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 affect funding.
3. School attendance goal: 95.5%. Last school year's Average Daily Attendance (ADA) rating was 92.2%. 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 make-up classwork from unexcused absences will be up to the teacher's discretion. Teachers will collaborate with parents on make-up assignments.
5. The attendance clerk will notify the parent/guardian when a student has three consecutive (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. Excessive absences (5 per semester) will be investigated by school administration. Mandatory conferences will follow. Students total number of unexcused absences cannot exceed 10% of class meetings. Student who do not meet this requirement will be at risk of retention.
9. Attendance is taken at 9:25 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 PK – 5th. Rolling backpacks are only allowed in grades 3rd – 5th.

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 served daily in the classrooms in grades PK – 1st at 7:25 a.m. Students in 2nd – 5th grade will eat in the cafeteria.

CAFETERIA AND LUNCH PERIOD

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.
4. Classrooms will be assigned lunchroom 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 six-inch voice to the people 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. If students forget their lunch from home, they will get a lunch from the cafeteria.**
9. Lunch visits are postponed at this time.
10. No food may be taken out of the cafeteria unless it is in a sealed or in an unopened package.

COMMUNICATING WITH PARENTS

The school sends out communications to parents in the following forms: notes, memos, calendars, newsletters, e-mails, ClassDojo and via website. In some instances, parents will also receive phone calls and/or text 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.**

E-mail – Teachers will provide parents with an e-mail address.

Newsletter – **RED SCHOOL NEWSLETTER** will be distributed and sent home. The newsletter contains a monthly calendar of events. It will feature news and information of interest to Red School students and parents.

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. Most of the information for parents will be posted on the school website for parents to view. **You may want to get into the habit of asking your child for the Tuesday folder and checking the website weekly for information.**

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 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 load students into cars and to direct traffic. **Students are not to be picked up for early release after 2:00 p.m. Only students who have been pre-approved will be allowed to be walkers.**

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 two weeks prior to the field trip **will require that a parent (MUST BE VIPS APPROVED) 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. There is a limit on the number of chaperones per field trip. Contact your child's teacher to make arrangements to chaperone. Due to liability considerations, **children not enrolled at Red School are NOT allowed on these trips.** 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.

Numerical averages will be used grades 1-5. 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 and Kindergarten students will receive number grades.

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

Conduct and ancillary classes 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

GROOMING AND APPEARANCE – SEE UNIFORM SECTION

HALL REGULATIONS

1. Students must have a hall 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. In consideration of safety, 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

- Frequent handwashing is encouraged.
- All mandatory 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. The school nurse will monitor student immunizations and send notices when updates are due.
- 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 inform you at the beginning of the school year of 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 – 5 th grades	45 minutes - 1 hour

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

To eliminate disruptions of instructional time parents are not permitted to drop-off homework or projects.

HONOR ROLL

All A's with an E or S conduct average each grading cycle, **OR**

All A's and 1 B and E or S conduct average for each grading cycle.

Students who've earned Honor Roll for all grading cycles will earn the Honor Roll trophy at the end of the year awards program. Students with all A's for the entire school year will receive the Honor Roll trophy and medallion at the end of the year awards program.

HOURS

Student hours are 7:30 a.m. to 3:00 p.m. is important that students are in their classrooms ready for instruction at 7:30 a.m. Staff is on duty to supervise students from 7:10 a.m. to 3:15 p.m. 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 7:10 a.m. Staff will begin supervising and welcoming students at 7:10 a.m. Parents should be in line to pick up students no later than 3:15 p.m. If an emergency occurs please call the school to inform staff that your child will be picked up late.**

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 medication 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 always updated.**
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 *Authorization to Administer Medication* form is available in the clinic or in the office.
5. **Please update medical information for your child as needed.**

INTERNET

Red Elementary offers students access to a computer network for electronic mail and the Internet. Students who enter non-approved Internet sites will lose Internet privileges. 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, pocket-knives, hand-held games, iPods, liquid paper, 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 student 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 and not shared with other students.**
4. **No** glass-bottled drinks are allowed.

LIBRARY BOOKS

1. Students in grades K-5 will 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. Non-clothing items found will be turned in to the office.
2. The lost and found for clothing is in the cafeteria. *(Any unclaimed items are donated to a homeless shelter at various times during the year.)* **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 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.

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.

NEIGHBORHOOD GIFTED AND TALENTED PROGRAM

The Neighborhood Gifted and Talented program is designed to meet the needs of gifted students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. 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 Kindergarten and Fifth grade not previously identified as Gifted and Talented. An ability and achievement test 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 Neighborhood 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. Information about testing dates and applications

deadlines will be published during the year via school newsletter. The Neighborhood G/T program Admission Committee using student grades, teacher observation form, and testing information will determine placement.

To request testing for the G/T program contact the school's testing coordinator.

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. Membership is free. You can make an optional donation to support the work of the PTO. All parents are encouraged to join PTO and be a partner in the school. For more information on PTO go to:

https://redelementarypto.membershiptoolkit.com/Our_PTO

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 at school. **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 - There can be only two parties per year, per class - one in the fall semester and one in the spring. Maximum time allowed for parties is 45 minutes.

Celebrations - Parents may bring purchased cookies or cupcakes for special occasions (**no birthday cakes or homemade products**). These treats **may not** be served in the cafeteria at lunchtime or served in the classroom prior to 2:15 pm. Please be sure to include enough of the same treats for all members of the class. Coordinate celebrations with your child's teacher.

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**.
4. No P.E. classes (or outside activities) will be conducted during air pollution alerts. P.E. can be taught by the P.E. teacher or classroom teacher.

PROBLEMS/CONCERNS

If you have a problem/concern regarding your child and school, please contact his/her teacher. If the problem is not resolved, please request assistance from any administrative team member. Please allow **24 - 48** hours for a response from all school personnel. In the event your problem remains unresolved, you may contact the HISD Parent and Community Assistance Office at (713) 556-7121.

PROGRESS NOTES

Notice of Progress 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.

PROMOTION

The following promotion standards may be in place for the 2021-22 school year pending TEA/HISD School Board approval:

- A passing score on the High Frequency Evaluation for grades 1 and 2.
- An overall average of 70 (including 70 or better in reading, language arts, math and either science or social studies) in grades 1-5.
- All attendance requirements included in the Attendance Policy approved by the HISD Board of Education.
- STAAR Test (Reading and Math) 3rd - 5th grade.

If a student fails to meet these performance measures, teachers or other specialists will immediately intervene. At the end of the school year, if the student does not meet

standards, he or she will be retained and will need to attend summer school. Promotion will be determined by student performance at the end of summer school by the Grade Placement Committee (GPC) or the Accelerated Learning Committee (ALC).

RAINY DAY PLAN

Parents are requested to have a plan of action with their children in case inclement weather or other emergency occurs during the school day. School staff need to know how students are to get home. **Rainy Day Plans** will be sent home with enrollment cards at the beginning of the school year.

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 parent must present a valid picture ID which will be scanned and loaded into the Raptor system. The student will then be called to the office. Teachers may only release students when called by the office. Parent must email the classroom teacher **at least 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. A doctor's note will be required for students that are picked-up early for appointments. 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.**

ROOM PARENTS

It is suggested that each classroom have one Room Parent and two Room Parent Assistants. The room parent is to help with class parties, secure helpers for class events, and generally assist the classroom teacher as needed. Teachers will be requesting room parent volunteers during the first few weeks of school. Room parents must be VIPS approved.

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 a photography company. Information will be sent home regarding picture packets. School cannot make change for pictures. Exact amounts will need to be sent in picture money envelopes. **Online pay is highly encouraged.**

SCHOOL STORE

The Red School Store is open Monday, Wednesday, and Friday from 7:10 – 7:45 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

- Be Safe
- Be Respectful
- Be Prepared
- Be Leaders

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 valid picture identification. A photo identification i.e., state issued driver license, passport, etc. is required **each** time the school is visited. **The school cannot accept pictures of identification on phones.**

The law requires county and municipal authorities to notify school districts when certain known sex offenders intend to reside within the school district.

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 3:20 p.m. All meetings are open to the public. See monthly calendar or school website 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 Picnics at the end of May.

STUDENT SERVICE CLUB

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

TARDIES

A student is tardy after the 7:40 a.m. bell rings. When students are tardy they miss important instructional time needed to begin the school day. It is understandable that occasionally traffic, weather, or oversleeping may cause a student to be tardy, but parents should strive to have students at school on time.

A student with excessive tardies will receive a letter requesting a parent/teacher conference which will be placed in the student's cumulative folder.

TELEPHONE

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

For example, calls requesting permission to go to a friend's house after school, forgetting homework, projects, lunch or lunch money are not considered emergencies.

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 wear cell phones on belt clips or have them in their pockets.

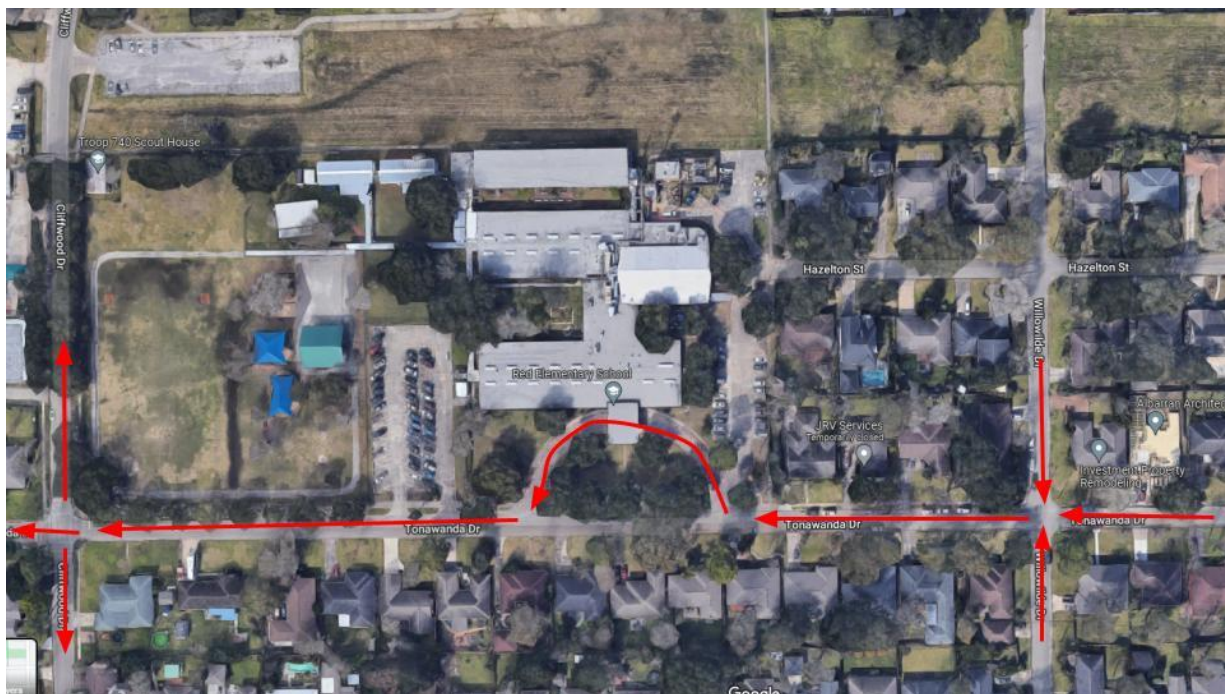
Unauthorized usage of these devices will result in confiscation. Parent will contact the office to pick up confiscated cell phones. The first time the phone is collected there will be no fee. Recurring confiscation will incur a fee of \$25 per confiscation. **Neither Red Elementary nor HISD is not responsible for lost or stolen cell phones.**

TEXTBOOKS

1. Textbooks are loaned to students for their use during the school year.
2. Textbooks should be handled **carefully**.
3. Students will be required to pay for lost or damaged textbooks. (The cost of new textbooks is extremely high. Taking good care of your books will be beneficial for everyone.)

Traffic

Crowded traffic conditions during peak times – 7:15 a.m. drop off and 2:50 p.m. pickup – 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/Visitor 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.
- Do not park on streets that have NO PARKING SIGNS. Willow Park is an option for additional parking.
- 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.
- 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/Staff Parking Lot

- This is for staff and special 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.
- **DO NOT PARK** on Tonawanda at any time to drop-off students. This is a dangerous practice. Tonawanda is clearly marked as a NO PARKING ZONE.

TRANSPORTATION

1. Only 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. Disabled students are eligible for HISD bus transportation upon recommendation of the ARD Committee.
3. Only assigned students are permitted to ride HISD buses.

4. Identified bus riders are required to ride their bus unless the school is notified in writing **24 hours in advance** that the student is not to ride the bus.
5. Parents may call the Customer Care Line, 713-556-9400, for questions regarding bus routes or transportation concerns.

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. Siblings not participating in tutorials must be picked-up at dismissal.

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 should 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.
- Only white undershirts may be worn under uniforms.
- 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, 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.
- Blue or red outerwear is preferable.
- 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 (no pajamas, short shorts, costumes, etc.).

VALUABLES

Students should refrain from bringing large amounts of money and expensive valuables to school. If necessary, money or valuables should be checked in with the teacher until needed. **The school will not be responsible for any lost valuables including money.**

WITHDRAWALS FROM SCHOOL

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

VISITORS

1. All parents and visitors are required to sign in and get a visitor's badge. Visitor badges are issued by scanning ID's through the Raptor System. **A valid picture ID is required each time a visit is made to the school. Copies of ID's on phones cannot be accepted.**
2. Parents requesting conferences with teachers can make an appointment by emailing the teacher, writing a note to the teacher, or calling the school to leave a message for the teacher. Please allow 24 – 48 hours for a response.
3. Classroom observations are allowed. Parents who want to observe their child in the classroom should come by the office to sign in and obtain a visitor's pass. Observations are limited to 30 minutes per day. Advance notice for observations is required. Teachers are not able to conduct conferences with parents during instructional time.