

THE RICE SCHOOL 2022-2023

ESTABLISHED: 1994
School Colors: Blue/Gray

Mascot: Falcon
Newsletter: Falcon Flyer

WELCOME

The Rice School/La Escuela Rice is a Magnet School for Science, Technology, Engineering, and Math serving grades K-8. Teachers, parents, students, staff, and administrators work collaboratively to create a College Bound and Career Ready Culture. We challenge our students to set personal goals to reach advanced levels of academic achievement.

As Principal of the Rice School, I am proud of our many accomplishments. Most recently, we have achieved an “A” rating by the Texas Education Agency (TEA). We earned 5 distinctions in Student Achievement, School Progress, and for Closing the Gaps in learning. Our highly qualified teachers are committed to the academic growth, progress, and achievement of all students. We look forward to an exciting school year and appreciate your support to The Rice School.

We encourage participation from our parents, grandparents, guardians, and significant caregivers in our children’s lives. There will be several opportunities to be involved in school activities such as: joining the Parent Teacher Organization (PTO); Room parents (ongoing involvement); and be a member of Volunteers in Public Schools – VIPs program. Please make sure you register on-line (for VIPs) to receive your security clearance. All volunteers must re-register on-line for the 2022-2023 school year. Please see the front office staff for details.

Please read this student/parent handbook carefully and discuss it with your child. Knowing how the school operates will be key to a successful journey at The Rice School/La Escuela Rice.

On behalf of The Rice School Teachers and Staff, I welcome you to an exciting new school year!

Kimberly Hobbs, Principal
The Rice School/La Escuela Rice

LA ESCUELA RICE 2022-2023

ESTABLECIDO: 1994
Colores Escolares: Azul/Gris

Mascota: Falcon
Boletín Informativo: Falcon Flyer

BIENVENIDOS

La Escuela Rice es una escuela Magnet de Ciencia, Tecnología, Ingeniería y Matemáticas en los grados K-8. Los maestros, los padres, los estudiantes, el personal y los administradores trabajan en colaboración para crear una cultura de metas para llegar al nivel Universitario. Animamos a nuestros estudiantes a establecer metas personales para alcanzar los niveles más avanzados de logro académico.

Como directora de la Escuela Rice, estoy orgullosa de nuestros muchos logros. Más recientemente, hemos logrado una calificación "A" por parte de la Agencia de Educación de Texas (TEA). Obtuvimos 5 distinciones en Logro Estudiantil, Progreso Escolar y por Cerrar las Brechas en el aprendizaje. Nuestros maestros altamente calificados están comprometidos con el crecimiento académico, el progreso y los logros de todos los estudiantes. Esperamos un año escolar emocionante y apreciamos su apoyo en La Escuela Rice.

Alentamos la participación de nuestros padres, abuelos y tutores en las vidas de nuestros estudiantes. Habrá varias oportunidades de participar en las actividades escolares, tales como: Organización de Padres y Maestros (PTO); Líder de padres de la clase (la participación en curso); y ser un miembro de voluntarios en las Escuelas Públicas - programa VIPS. Por favor asegúrese de que usted se registre en línea (para VIPS) para recibir su acreditación de seguridad. Todos los voluntarios deben registrarse en línea para el 2022-2023 año escolar. Por favor consulte con el personal de la oficina para más detalles.

Este planificador contiene páginas con información importante en cuanto a los reglamentos y procedimientos de la escuela. Por favor lea esta información y discútala con su hijo(a). El conocimiento de cómo la escuela opera será la clave para un exitoso año en La Escuela Rice.

¡De parte de Los Maestros escolares de La Escuela Rice y Personal, le doy la bienvenida a un nuevo año escolar emocionante

Kimberly Hobbs, Directora
La Escuela Rice/The Rice School



THE RICE SCHOOL/LA ESCUELA RICE CORE BELIEFS

1. We believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should be given the opportunity to make decisions and live with the resulting consequences.
4. We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
6. We believe that there should be logical connections between misbehavior and resulting consequences.

THE RICE SCHOOL/LA ESCUELA RICE CREENCIAS FUNDAMENTALES

1. Creemos que se debe hacer todo lo posible para mantener la dignidad de ambos el adulto y el estudiante.
2. Creemos que los estudiantes deben ser guiados y esperamos que resuelvan los problemas que han creado sin causar problemas a nadie más.
3. Creemos que los estudiantes deben tener la oportunidad de hacer decisiones y vivir con los resultados de las consecuencias.
4. Creemos que los estudiantes deben tener la oportunidad de contar su versión de los hechos (audiencia de debido proceso) cuando las consecuencias parecen ser injustas.
5. Creemos que la mala conducta debe ser vista como una oportunidad para la resolución de problemas individuales y la preparación para el mundo real en lugar de un ataque personal contra la escuela o el personal.
6. Creemos que debe haber conexiones lógicas entre el mal comportamiento y los resultados de las consecuencias.



Houston Independent School District
STEM/ STEAM Magnet Thematic Entrance Agreement, 2022-2023

Student Name: _____

Student ID: _____

Expectations for the Student

Magnet Students should demonstrate commitment to the magnet theme by the completion of all assignments and course meetings as required. They will contribute to sustaining a school environment that promotes mutual respect and supports the success of others as outlined in the student code of conduct.

Expectations for the Family

Family engagement and partnership is required for the Magnet educational experience. Families are expected to be responsive to communication from the school regarding academic progress, attendance, and behavior.

Continuation Requirements

Students will participate in a thematic based elective (i.e., Engineering, robotics) and a minimum of two STEM related competitions per year
Students must pass all required core Math and Science courses as well as campus specific STEM electives to stay on track

High School Specific requirements (All of the above including):

All high school students must take a minimum of four years of Math and Science.

Students who do not meet program continuation requirements, are placed on an HISD Magnet Growth Plan for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parent(s) will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place and is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

Please Note:

Students cannot be placed in the regular educational program on the same campus where they have a Magnet transfer.

All students are limited to a single transfer each school year.

Should the child choose to leave the program voluntarily before the end of the school year, he or she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

We agree to adhere to the program expectations and policies as outlined in this agreement. All signatures are required for this agreement to be active. Student signature is only required for students in grades 6 and above.

Student/Parent Handbook of The Rice School Policies

ADMINISTRATIVE STAFF

Principal Kimberly Hobbs					
Administrator	Jacqueline Curtis	Grades K-2	Special Education Chair	Harry Babers	Grades K-8
Administrator	Rubye Gilbert	Grades 3-5	School Secretary	Janete Castro	Grades K-8
Administrator	Marilyn Callegari	Grades 6-8	Registrar	Chandra Ferguson	Grades K-8
ES Counselor		Grades K-5	Media Specialist	Jamie Wilkes	Grades K-8
MS Counselor	Shaniquwa Finley-Carter	Grades 6-8	School Nurse	Nicole Lowe	Grades K-8
Magnet Coordinator	Vickie Matson	Grades K-8	GT Coordinators	Vickie Matson	Grades K-8

ATTENDANCE

Instruction begins promptly at 8:30 AM and ends at 4:00 PM. When students are not in attendance within that time frame, they are missing important instructional time. Excessive Absences, Tardiness, and Early Pick Ups may result in the student being placed on Probation and a Growth Plan implemented based on the following policies:

ABSENCES – Students must not be absent more than 10 times during the course of the school year. After an absence, the student will give the Attendance Clerks written excuse from the parent stating the reason for the absence and a phone number for verification. Absences are excused for the student’s personal illness, illness or death of an immediate family member, participation in legitimate school activities with permission of the principal, or emergency/extenuating circumstances as recognized by the principal or principal’s designee. Absences for religious holidays are not counted against a student’s attendance record as long as parent notifies the school in writing prior to the student’s observance of a religious holiday. Any other planned absences must have prior approval of campus administrator. The parent must turn in the excuse within three days of the absence.

TARDINESS - Students may not be tardy more than 5 times in a grading cycle.

EARLY PICK-UPS- Students leaving early must be checked out from school no later than 3:00 PM. Students may not be picked up early more than 3 times in a grading cycle.

Attendance records of students placed on Probation and Growth Plan will be reviewed at the end of the school year before renewal of transfer for the following school year is approved.

ARRIVALS AND DEPARTURES

Students may arrive as early as 8:00 a.m. but not before that time. Parents are responsible for ensuring their child is dropped off between 8:00 and 8:30 AM. Students arriving after the tardy bell will be marked as tardy for the day. We encourage parents to pick their child up promptly when school is dismissed at 4:00 p.m. each day.

CAMPUS SUPERVISION

Assigned staff supervises the arrival and dismissal of students. Teachers have the authority and are directed by their administrator to correct any student at any time on The Rice School/La Escuela Rice campus. For the safety and security of The Rice School students, staff, and school property, strict regulations are enforced.

Student/Parent Handbook of The Rice School Policies

CAFETERIA LUNCHES

Students and parents can prepay for lunch in the cafeteria or online by setting up an account at <https://www.schoolcafe.com/HOUSTONISD>. The parent online cafeteria account can also be used to view student's purchases and to receive low positive balance alert email messages. Students who owe a cafeteria balance at the end of the school year will have their report card held until the balance is paid.

COMMUNICATION

Parents are strongly encouraged to communicate regularly with their child's teacher. Email, Phone, and conferences are the most effective methods of communication when it is not urgent that the parent communicate with the teacher on the same day. The best way to give your child's teacher same day information is through email.

CONFERENCES

Arrangements can be made for parent conferences with individual teachers, academic teams, counselors, and/or administrators. These meetings must be pre-arranged and cannot be guaranteed on a drop-in basis. All employees at The Rice School have e-mail access and some have voice-mail. All visitors to the building must report immediately to the main office for a visitor's pass.

CELL PHONES

Although students may bring cell phones to school, the use of cell phones is not permitted during the school day. Infractions against the cell phone policy will result in appropriate disciplinary action and confiscation of the cell phone (with a \$15 processing fee). Please keep in mind this policy is not intended to interfere with a safety plan you may have with your child. They will have their phones available to them prior to entering and after they leave the school building each day. Please remember, we work as a team and will only reach the expected level of success associated with this cellular phone policy if our parents support our efforts by reinforcing the message at home and expecting your child to follow this protocol.

COUNSELING SERVICES

Guidance services are available on an as-needed basis to assist the student in achieving success and coping with the challenges of school life. Please contact your grade level counselor for assistance.

CLASSROOM VISITS

VIPS approved parents may make prearrangements to visit their child's classroom. These visits must be prearranged through the child's grade level administrator. All visitors to the building must report immediately to the main office for a visitor's pass.

DISCIPLINE

The Houston ISD Code of Student Conduct is our framework for campus discipline and The Rice School Bus Rider's Agreement is our guideline for bus discipline. Parents and Students are encouraged to become familiar with the copy of The Houston ISD Code of Student Conduct and The Rice School Bus Rider's Agreement that is sent home at the beginning of the school year. Teachers are primarily responsible for setting and implementing discipline management procedures for the classroom and other common areas of the school. Students are responsible for learning the behavior expectations of the classroom, school, and bus and will be held accountable for their chosen behaviors. Parents will be informed of student's behavior in school through daily or weekly communication through the planner, emails, phone calls, or face-to-face conferences. Grade level administrators support teachers and other staff members in modeling, supervising, and correcting student behavior. At the teacher's discretion, level II offenses may be referred to an administrator. All level III and level IV offenses will be referred to an administrator. Students with a level III referral may receive a P or U in conduct on the progress report following the incident for which the student was referred. Administrators will contact parents when student is referred to the office by a teacher or staff member. Students with 3-level III offenses or conduct below S (For K students- a score of 1 in Social Development any time after Cycle 1) in a grading cycle will be placed on probation and considered for non-renewal of magnet transfer for the following school year. The Houston ISD Code of Student Conduct can also be found on the HISD portal.

FIELD TRIPS

Grade levels may attend curriculum related field trips. The teacher sponsor will obtain at least the minimum number of chaperones. All chaperones will be expected to register with Volunteers in Public Schools and participate in the volunteer criminal history background check. Volunteers must clear the background check before they can begin volunteer work. Only parents that are VIPS registered and approved for the school year may accompany their child as a chaperone on a grade level school field trip. Teachers, School Staff, VIPS approved parents, and grade level enrolled students may attend school field trips.

Student/Parent Handbook of The Rice School Policies

GIFTED AND TALENTED

All students in Kindergarten and Grade 5 are tested for GT identification in a Universal Testing conducted in the current school year. Students identified as GT in the universal testing qualify for placement in a Vanguard class for the following school year. Results of testing are sent out to parents in late spring of current school year. Students in grades 1 thru 4 and 6 thru 8 may test once in a calendar year. There are 3 testing windows for students in grades 1 thru 4 and 6 thru 8: September, January, and May (exact dates may be found on the school website and in the Falcon Flyer). Applications for GT testing are available in the main office and on the HISD portal under the Advanced Academics' department. No additional data is required with the application when applying at the current school of enrollment.

GRADING POLICIES

The Rice School follows HISD grading policies. Individual grade levels will provide students and parents with detailed information describing how grades are assigned. In grades K-5 students must maintain an average of 70 or higher in all core and magnet classes. In grades 6-8 students must maintain an average of 75 or higher in core classes and an 80 average or higher in magnet classes. Students must also meet promotion standards for their grade level. Students who do not meet these magnets and/or Rice School guidelines are at risk of being placed on probation and facing non-renewal at the end of the school year.

LUNCH/BIRTHDAY TREATS

If you are bringing a lunch to your child, please have it in the cafeteria by the beginning of your child's lunch time (see Daily Schedule Chart on next page). We welcome all parents to have lunch with their children on any day. Students are not allowed to have parties at lunch for any reason. Parents may make arrangements with their child's teacher to bring treats to celebrate their child's birthday in the classroom. Please sign in at attendance window when visiting your child for lunch time for a birthday celebration.

MANAGEMENT PLAN FOR CAFETERIA

Students may choose to purchase a lunch or bring a lunch and eat in the dining room. All other areas are off-limits during lunch. Students' assigned lunch period is an opportunity to enjoy being with their friends and enjoy a well-prepared lunch from the cafeteria, sack lunch from home or for middle school students, food from the snack bar. The following guidelines will assist all students in making lunchtime a more enjoyable experience.

- Arrive on time or early to lunch. (Being late to lunch without a permit is being tardy).
- Purchase all food items desired from line or snack bar before entering the seating area of the cafeteria.
- Go immediately to a chosen seat and once there, remain seated until lunch is completed. Students must request permission from one of the adults on duty if it is necessary to leave their seat.
- Upon completion of lunch, dispose of all trash in trash cans and place soda cans in recycling bin. Return to the same seat and remain there until dismissed from the cafeteria.
- At the five-minute signal clean their eating area (table and floor) while one volunteer wipes the table with a cloth.
- Remember to BE COURTEOUS. Keep the noise level at a whisper.
- Disruptive students will be referred to homeroom teacher for disciplinary action. Chronic disruption may result in discipline referral to administrator.

NURSE/CLINIC

Students who become ill at school are sent to the clinic with a pass from the teacher. The nurse is able to administer only medications for which parents have provided physician orders giving the nurse permission to administer. See the nurse to provide required documentation for medication that your child needs to take at school. Students with fever, vomiting, or a contagious condition will be sent home. Parents will always be notified in the case of serious illness or injury. For other circumstances, parents will receive notification of visit to the clinic in the form of a note from the nurse.

Student/Parent Handbook of The Rice School Policies

PERSONAL PROPERTY

Students are strongly encouraged to leave all personal property such as toys, balls, electronic devices, and large sums of money at home. The school is not responsible for lost or stolen personal property that is brought to school by a student. If personal property is brought to school, it must be kept in the student's backpack or locker for the entire instructional day. The classroom teacher or administrator will collect such items from a student who uses them in school.

TRANSPORTATION

Students should know how they are getting home before they get to school every day. Changes in Transportation must be communicated to the teacher 24 hours in advance through email, note, or planner. In the case of extenuating circumstances only, same day changes from bus, car, or extended day should only be made through the Main Office before 2:00 PM (713-349-1800). Excessive same day transportation changes for a student will result in parent/administrator conference to establish a more consistent method of transportation for the safety of the student. In the case of miscommunication regarding a student's mode of transportation for a given day, every effort will be made to contact the parent. When the school is not able to get in touch with a parent or guardian, the student will remain at school for the parent to pick up. It is important that contact information be kept up to date. Permanent changes from car to bus or change in route # must be made through the magnet coordinator at the school.

1. **Buses:** Students are expected to obey appropriate safety and conduct rules to remain eligible for transportation services. Bus rules can be found in The Rice School Bus Riders Agreement that is part of this planner. Other Helpful Bus information: Students should learn their route# and stop name. Students should have their route #, stop name, and parent/guardian contact information on a backpack tag or school planner in their backpack. Majority of the buses leave Rice by 4:05 PM. Once students have boarded, they must not get off the bus. Extenuating circumstances will be handled by the magnet coordinator or other administrator. When making inquiries to the school or motor pool about the status of a student's bus, be ready to provide the student's route # and stop name.

Contact: HISD Customer Care 713-556-9400

2. **Carpool:** Students can be dropped off or picked up in designated areas only. Cell phone use in the carpool lanes is prohibited.

AM Drop-Off: The car lanes in front of the cafeteria are the designated lanes for AM drop-off. Students can only be dropped off from the carpool lanes. Students can be dropped off no earlier than 8:00 am. **School hours are 8:30-4:00PM and instruction begins promptly at 8:30am.**

PM Pick-Up: The car lanes closer to the auditorium (Braeswood St.) are the designated lanes for PM pick-up. Students must be picked up from these lanes when they are being picked up in a vehicle. Parents are responsible for ensuring their child is picked up promptly at 4:00PM. The carpool lane stops at 4:20 PM on regular school day. Students not picked up at after 4:20PM will be taken inside the school. Parents must park and go inside the school to Attendance window to pick up their child. You will be required to provide proper identification. Please make the necessary arrangements to pick up your child on time.

Student/Parent Handbook of The Rice School Policies

Daily Schedules

Schedule for K-5 students consists of all academic subjects being taught daily. Students also receive daily ancillary instruction in one of the following areas: Computer, STEM, Physical Education, Music, Science, and any others made available during the course of the school year.

ELEMENTARY - REGULAR SCHEDULE					
ELEMENTARY DAILY SCHEDULE			TEACHER CONFERENCE TIMES BY APPOINTMENT ONLY (CONTACT TEACHER(S) FOR APPOINTMENT)		
GRADE	ANCILLARY	LUNCH	KINDERGARTEN		
KINDERGARTEN	9:15 – 10:05	10:45 – 11:15	FIRST	9:15 – 10:05	
FIRST	11:05 – 11:55	10:30 – 11:00	SECOND	11:05 – 11:55	
SECOND	10:10 – 11:00	11:45 – 12:15	THIRD	10:10 – 11:00	
THIRD	2:20 – 3:10	11:00 – 11:30	FOURTH	2:20 – 3:10	
FOURTH	1:25 – 2:15	11:15 – 11:45	FIFTH	1:25 – 2:15	
FIFTH	12:30 – 1:20	11:30 – 12:00	ANCILLARY	12:30 – 1:20	
FIFTH	12:30 – 1:20	11:30 – 12:00	ANCILLARY	3:10 – 3:50	
MIDDLE SCHOOL - REGULAR SCHEDULE					
MIDDLE SCHOOL FALCON DAY - EVERY MONDAY SCHEDULE		MIDDLE SCHOOL BLUE DAY/GRAY DAY SCHEDULE		TEACHER CONFERENCE TIMES BLUE/GRAY DAYS ONLY BY APPOINTMENT ONLY (CONTACT TEACHER(S) FOR APPOINTMENT)	
REPORT TO CLASS	8:25 – 8:30	TUESDAY	BLUE DAY	8TH GRADE	9:05 – 10:35
HOMEROOM	8:30 – 8:45	WEDNESDAY	GRAY DAY		
1ST PERIOD	8:50 – 9:30	THURSDAY	BLUE DAY	6TH GRADE	10:40 – 12:10
2ND PERIOD	9:35 – 10:15	FRIDAY	GRAY DAY		
3RD PERIOD	10:20 – 11:00	REPORT TO CLASS	8:25 – 8:30	7TH GRADE	2:20 – 3:50
4TH PERIOD	11:05 – 11:45	HOMEROOM	8:30 – 9:00		
5TH PERIOD	11:50 – 12:30	PERIODS 1/5	9:05 – 10:35	ELECTIVE TEACHERS	12:15 – 2:15
7TH PERIOD	12:35 – 2:20	PERIODS 2/6	10:40 – 12:10		
6TH PERIOD	2:25 – 3:05	PERIODS 3/7	12:15 – 2:15		
8TH PERIOD	3:10 – 3:50	PERIODS 4/8	2:20 – 3:50		
DAILY HUDDLE/ ADVOCACY	3:50 – 4:00	DAILY HUDDLE/ ADVOCACY	3:50 – 4:00		
LUNCH SCHEDULES		LUNCH SCHEDULES			
6TH GRADE	12:30 – 1:00	6TH GRADE	12:30 – 1:00		
7TH GRADE	1:00 – 1:30	7TH GRADE	1:00 – 1:30		
8TH GRADE	1:30 – 2:00	8TH GRADE	1:30 – 2:00		

Student/Parent Handbook of The Rice School Policies

Uniform and Apparel Policy 2022-2023

The purpose for The Rice School uniform is to promote an environment where students are Scholars focused on a culture of learning. The guidelines below cover the major aspects of our uniform policy. Students will be dressed in the official uniform every day. Students are expected to be neatly dressed and groomed at all times. Uniform Assistance is available through the counselor. For more information about Uniform Policy and Uniform Store information, please check the school's website <https://www.houstonisd.org/Page/163418> **The official uniform consists of the following components:**

SHIRTS

- Shirts must be purchased at: Houston.AcademicOutfitters.com The Rice School polo-style shirts are red, white or navy blue with The Rice School emblem. The Rice School emblem is copyright, therefore, there should be no altering to the uniform shirts.
- Students are allowed to wear solid-colored long sleeve shirts and or undershirts under their Rice School shirt. These shirts must match the uniform shirt, for example navy uniform shirt and navy long sleeve/undershirts.
- SPIRIT FRIDAYS - Students may wear a Rice Friday shirt or college T-shirt with khaki bottoms. Shirts must have sleeves. Team Jerseys are not allowed.

BACKPACKS

- **Backpacks must be either clear or mesh. Solid color and wheeled backpacks are not allowed,**

OUTERWEAR

- Uniform sweatshirts/ windbreakers/ sweaters without hoods or solid red, white or navy-blue sweatshirts/ windbreakers/ sweaters without hoods will be acceptable to wear in the building/classrooms. There should be no writing or designs on these garments.
- All other coats, jackets and sweaters may be worn into the building on cold days but must be placed in the student's locker or cubby upon arrival.

SHORTS, PANTS, SLACKS and SKIRTS

- The appropriate khaki brown color and style may be found in the uniform section at a variety of local stores.
- Pants must be proportioned to fit at the waist without having to use a belt.
- Pants should not have any embellishments on them.
- Cargo-style, excessively baggy or skinny khaki pants will not be permitted.
- Khaki skirts will be straight or pleated with the hemline falling just above the knee to mid-calf.
- Solid-color leggings, tights and knee-high socks are permitted to be worn under skirts, skorts, or shorts if they conform to the uniform colors.

SHOES

- Tennis shoes and loafers are acceptable shoes to wear and strongly recommended.
- Safety is a main concern when purchasing school shoes. The following shoes are not allowed and not considered safe: Heelys, crocs, high heels, sandals, flip-flops, house and open back and open toe shoes.

ACCESSORIES

Costume headbands are not allowed. All jewelry and hair accessories should be modest and not distract from learning. The teacher may choose to have them remove any pieces that become a distraction. Hats, bandanas, or jacket hoods are not to be worn inside the building.

CONSEQUENCES

Consequences for not complying with the uniform dress code are as follows:

First Time: Warning – Parents are contacted (phone call, email, or notes from the teacher).

Second Time: Parent Contact and detention and/or conduct change

Third Time: Discipline referral to grade level administrator

Student/Parent Handbook of The Rice School Policies

Guidelines for use of The Rice School Planner Students, Parents, Teachers 2022-2023

The planner is used by students in grades K-8 as a means of communicating with the parents. The student planner is the messenger in many ways, keeping the lines of communication open between parents and teachers. The planner provides information and should be checked daily. Please use the planner as a tool for learning. Each student from grade 1-8 is given a planner and expected to use it throughout the school year. Replacements may be purchased as needed.

It is the student's responsibility to:

1. Have the official School Planner in every class each day (except Physical Education).
2. Copy the homework assignment at the beginning of every class day. If there is no assignment, the student will write "none" in the space provided.
3. Request Hall Passes for personal emergency only. In middle school you must have your planner in order to request a Hall Pass.
4. Consider using the planner for personal planning as well – club meetings, sporting events, parties, family events, etc.
5. Be sure your parents see your planner every night. Please follow cluster expectations.

It is the parent's responsibility to:

1. Ask to see the planner daily.
2. Monitor conduct and homework assignment completion both through the planner, email and parent/teacher conference.
3. Sign the planner each day so the teacher knows you are up to date on your child's assignments, conduct and any notes the teacher has written.
4. Send notes regarding absences the day following the absence.
5. Include your child in planning family events and recording them in the student's planner.

It is the teacher's responsibility to:

1. Use the planner as a means of communication with the parents, expecting a response from the parent.
2. Have clear, concise homework assignments posted for students to record in their daily planner.
3. Have clear, concise expectations of special projects including checkpoint dates and final due dates.
4. Have a system in place for assuring that the planner is being used.

Student/Parent Handbook of The Rice School Policies
The Rice School Bus Riders Agreement
2022-2023

Houston Independent School District provides transportation services to eligible students to attend their assigned campuses. Transportation is a privilege, and students are required to obey appropriate safety and conduct rules to remain eligible for transportation services. **HISD Transportation Services may utilize cameras to record student activity.** Students are expected to know and follow bus rules in the following areas:

Before Boarding the Bus

- **Morning:** Arrive at your designated stop at least ten minutes prior to your scheduled pick-up time.
- **Afternoon:** Go directly to bus loading area immediately upon dismissal. HISD will not send a bus to pick you up if you miss your bus because you were late.
- Be careful in the loading area. Wait in an orderly line and avoid horseplay. Stay out of the street or bus drive while waiting for the bus to arrive.
- Approach the bus entrance only after the bus has come to a complete stop. Pushing or shoving while boarding the bus will not be tolerated.
- Once on the bus you may not exit unless it is an emergency determined by an administrator.

After Boarding the Bus

- Obey the bus operator's directions.
- Go to the closest available seat or to your assigned seat and stay seated until you arrive at your destination.
- Speak in a classroom voice. Rough-housing or horseplay on the bus will not be allowed.
- Keep the bus litter free. No food or drinks may be consumed on the bus.
- Buses are the property of HISD. If you cause any damage to or vandalize an HISD bus, you and your parent or guardian will be financially responsible, and you may permanently lose your transportation privileges.
- Never throw an object in or out of the bus.
- Keep all parts of your body inside the bus at all times.
- Observe the rules of good conduct. The use of profane language, rude gestures, or malicious behavior toward the bus operator, a fellow passenger, or another motorist will not be tolerated.
- For the safety of all passengers, aisles must be kept clear of all objects such as books, backpacks, musical instruments, packages, and coats.
- Items which are prohibited on school grounds may not be taken on an HISD school bus, such as alcohol, tobacco, drugs, or weapons.

All provisions of the **HISD Code of Student Conduct** and **The Rice School expectations** apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct and The Rice School expectations while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action.

- | | |
|-------------------------|--|
| *First Offense: | Give student a warning. Inform parents in writing or by telephone that their child is not cooperating. |
| *Second Offense: | 2 to 3 days suspension from riding the bus. |
| *Third Offense: | Placed on probation and Growth Plan plus a 5-to-7-day suspension from riding the bus. |
| *Fourth Offense: | Exclusion from riding the bus. |

I understand that in order to remain eligible for HISD transportation to and from The Rice School, I must learn and follow the provisions, rules, and expectations stated in this Bus Riders Agreement.

Student/Parent Handbook of The Rice School Policies
Acknowledgement of Parent-Student Handbook of Rice School Policies
(READ, SIGN, TEAR OUT, and RETURN this page to Homeroom Teacher)
2022-2023

Upon completion of reading and discussing the guidelines outlined in this handbook, please sign this form. Signatures of the parents and the student acknowledge receipt of a copy of The Rice School Student-Parent Handbook and certify that its contents have been read, discussed, and understood by both parents and student.

Student Signature

Date

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Grade _____

Teacher _____

Confirmación de Recibo del Manual de Normas de La Escuela Rice para Padres y Alumnos
(LEA, FIRME, CORTE, y DEVUELVA esta página a maestro(a))

Cuando terminen de leer y discutir la información del Manual de Padres y alumnos, firmen con sus hijos en el lugar designado. Sus firmas confirman que Padres y alumno han recibo una copia del manual y que ambos han leído y discutido su contenido.

Firma de Alumno

Fecha

Firma de los padres o tutores legales

Fecha

Firma de los padres o tutores legales

Fecha

Grado _____

Maestra/o _____