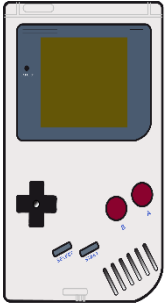


Parent & Student Handbook

J.R. Reynolds Elementary

2022-2023



Leveling Up!



The CHALLENGE is on!



Houston Independent School District

Renesiaha Carter, Principal

Jeanitra Proctor, Teacher Specialist

Erika Mahoney, Teacher Specialist

Lakisher Banks, Counselor

Amy Poerschke, School Support Officer

Yolanda Rodriguez, Assistant Superintendent

Myrna Guidry, Board Member

Mr. Millard House, Superintendent of Schools

Table of Contents

	<u>Page Number</u>
Message from Principal.....	3
Faculty Email Addresses.....	4
Daily Schedule/Arrival/Dismissal.....	6–8
Security and Visitors.....	8-9
Communication to Parents.....	9
Discipline Procedures/Forms.....	10-13
Cell Phone Policy & Dress Code.....	14-15
Homework & Report Cards	15-17
HISD Connect Parent Portal	17
Promotion Standards and Attendance Policy	18-19
Parent Teacher Conference	19
Classroom Visits.....	20
Nurse	20-21
Birthdays, Field Trips, Parent Volunteers.....	21-22
Student Council, Safety Patrol and Parent Organizations.....	22
Special Education and SDMC.....	23
School Programs & Initiatives.....	24
Parent/Student Signature Page*.....	26

**Must be acknowledged by August 26, 2022*

A MESSAGE FROM THE PRINCIPAL

Welcome to J.R. Reynolds Elementary for the 2022-2023 school year! Our overall goal is to instill the necessary academic and social skills in every child and cultivate lifelong learners and leaders. We want our students to be able to compete with their peers on their journey to graduation from both high school and college. We are developing leaders!

This handbook contains useful information for both parents and students regarding the daily operations of J.R. Reynolds Elementary. Please keep this handbook throughout the 2022-2023 school year. You are encouraged to review the contents of this handbook and share appropriate information with your child.

Each student will gain from school according to the effort he/she applies. We want our students to take the lead in their educational journey. We are being INTENTIONAL about being EXCELLENT! Our students will define their success, set goals throughout the school year, and monitor their own learning. Wow!

To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

Our Mission Statement

Reynolds Rangers pledge to foster a positive culture using consistent collaboration to promote life-long learners and leaders.

Our Vision Statement

Reynolds will become an A rated school!

Our School Motto

Excellence is Our Norm!

As a parent/guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement.

We understand that parents play a key role in their child's educational success. Therefore, we welcome, embrace, and empower our parents. We hope that parents will take time to meet with the staff, talk to us, volunteer your time and energy, and offer us feedback. Your involvement will show your child/children that you value their education and that we are working as a team. Let's travel the road together to make this a year of celebration, success, and INTENTIONAL EXCELLENCE for the students of J.R. Reynolds Elementary. Here's to an AMAZING year!

Sincerely,

Renesiaha Carter, Principal

**J.R. Reynolds Elementary
2022-2023 Faculty Email Address**

Pre-Kindergarten 4-	Roda Jackson	rtremble@houstonisd.org
Pre- Kindergarten 3-	Ashlee McClellan	
Pre- Kindergarten 4-	Janice Cambric	Janice.Cambric@houstonisd.org
Kindergarten-	Bertha Miles	bmiles@houstonisd.org
Kindergarten-	Leticia Beck	
1 st Grade-	Kennedi Caves	Kennedi.Caves@houstonisd.org
1 st Grade-	Kathy Colbert	Kathy.Colbert@houstonisd.org
2 nd Grade ELAR/SS-	Yanece Washington	
2 nd Grade Math -	Reagan Williams	reagan.williams@houstonisd.org
3 rd Grade Math/Science	Adrianne Session	Adrianne.Session@houstonisd.org
3 rd Grade ELAR/SS-	Briana White	
4 th Grade Math/Science -	Erin Walker	erin.walker@houstonisd.org
4 th Grade ELAR/SS-	Crystal St. Junious	CSTJUNIO@houstonisd.org
5 th Grade Science/SS-	Raven Evans	raven.evans@houstonisd.org
5 th Grade ELAR-	Tonya Houston	THOUSTON@houstonisd.org
5 th Grade Math-	Raichelle Lloyd	raichelle.lloyd@houstonisd.org
Music Teacher -	Neusell Bolton	neusell.bolton@houstonisd.org
PE Teacher-	Alicia Carter	
Media Specialist-	Brooke Morris	Brooke.Lewis@houstonisd.org
Cafeteria Manager-	Tabitha Grimes	tgrimes@houstonisd.org
SpEd Resource -	Aarica McCall	Aarica.mccall@houstonisd.org
SLL-	Ingrid Matthews	IMATTHEW@houstonisd.org
PSI -	LeMelle Frazier	LFRAZIE3@houstonisd.org
Nurse -	Emily Woodson	EWOODSON@houstonisd.org
Registrar-	Melina Deflores	JTURN14@houstonisd.org
Clerk-	Nechelle Joseph	Nechelle.Joseph@houstonisd.org
Counselor -	Lakisher Banks	lbanks@houstonisd.org
Wrap Around Specialist-	Paul Hypolite	Paul.Hypolite@houstonisd.org
Teacher Specialist, ELAR-	Erika Mahoney	EMAHONE1@houstonid.org
Teacher Specialist, Math-	Jeanitra Proctor	JPROCTO2@houstonisd.org
Principal-	Renesiaha Carter	RMARSHA1@houstonisd.org
Administrative Assistant-	Rhonda Johnson-Pickett	RJOHNSO1@houstonisd.org

Houston Independent School District

Houston ISD Superintendent:
School Board Trustee:
Assistant Superintendent:
School Support Officer:

Dr. Millard House
Myrna Guidry (District IX)
Yolanda Rodriguez
Amy Poerschke

Board Policy Link:

<http://www.tasb.org/policy/pol/private/101912/>

Contact:

Elementary School Office
HISD - HMW Building
4400 18th Street, 2nd Floor
Houston, Texas 77092-8501
Main Phone: 713-556-7100
Fax No.: 713-556-7497

Parent Community Assistance: 713-556-7120

Students and parents should be aware that the Houston Independent School District does not discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, or sexual orientation. This policy includes a prohibition on racial harassment and a hostile environment, as this type of harassment denies students the right to an education free of discrimination on the basis of race, color, or national origin. Students may utilize the district's complaint procedure to address any issues related to these areas without fear of retaliation. In addition, HISD will not tolerate sexual harassment at any level. Any complaint of discrimination of any type will be fully investigated, and the district will take appropriate action.

WELCOME TO J.R. Reynolds Elementary!

We are so happy to have you and your child join us at Reynolds Elementary this year. We know the success of your child's education is the result of a three-way partnership among you, your child, and the school. We will do everything we can to make this year successful. This handbook is intended to

serve as a guide to our school and some of the rules that help it run smoothly. It should be used in conjunction with the *HISD Code of Student Conduct* and the policies of both the Board of Education and the Texas Education Agency.

DAILY SCHEDULE

7: 15 a.m.	Campus opens and students are supervised- No students are allowed on campus before 7:15 a.m. There will be no staff supervision
7:30 a.m.	Instructional Day begins
7:45 a.m.	Tardy Bell! Parents must walk into the building to sign students in at the front office.
9:30 a.m.	Official Daily Attendance Taken (Students are marked absent after 9:30am)
3:00 p.m.	Dismissal

ARRIVAL

- The teachers and administration are not responsible for the supervision of students who arrive at school before 7:15 a.m.
- Students will remain in the multi-purpose room (1st-3rd grade) or library (4th-5th grade) until 7:30am, where they will be picked up by their teacher.
- Breakfast is served in the classrooms from 7:30am – 7:45am

Students are tardy after 7:45 am! Parents must come inside the building to sign their child in as “late arrival”.

- Students are counted as absent after 9:30am.

DISMISSAL

- School dismisses at 3:00 pm.
- We will use PikMyKid as a dismissal platform. All parents/guardians must download the app.
- **Students will not be released after 2:15 pm.** The school will be preparing for dismissal and this slows the process down of getting students home efficiently and safely.
- Please be proactive and ensure pick-up arrangements for your child @ 3:00 pm.
- We make every attempt to call parents and family members designated to pick up students for dismissal if a child has not been picked up by 4pm.
- **It is extremely important to keep the school informed of your most current contact information. Please communicate with the school by calling the front office if you will be running late to pick up your child for dismissal.**
- Emergencies happen and we understand. However, it is your responsibility to communicate with the school if you will be running late to pick up your child for dismissal.
- Child Protective Services will be notified if a parent chronically does not pick up their child after dismissal time without communicating with the school (verbal and written warnings will be given).

DISMISSAL (cont.)

Safety First: The safety of students is a major concern of parents and school staff alike. Reynolds has established rules for bus riders, walkers, and drivers to maintain an accident-free environment for all of our students. We feel that the safety of children cannot be overemphasized. We urge you to

caution your child about safety to and from school, to not talk to strangers, and to go directly home from school unless previous plans have been arranged.

Rules for Walkers: (Rosehaven)

- Walk at all times. Stay on the sidewalks. Do not run into the driveways or street.
- Cross streets with safety patrol or crossing guard.
- Cross streets at corner after making sure conditions are safe.
- Do not talk to strangers—do not accept rides with strangers.
- Always follow the planned, direct route to destination.

Rules for Drivers: (Car Riders)

- Please be patient and observant—young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.
- Please observe the fire zone/no parking area in the front of our building.
- Each afternoon, parents may park along any of the side streets to wait for their child. **Children are never permitted to walk out in the street and get into a car. Please refrain from using cell phones in the pickup/drop off areas.**

Rules for HISD Bus Riders:

- Respect the bus driver. Be courteous and polite at all times.
- Stay in seats and do not stand up in the aisle or in seats. Wear a seat belt when the bus is equipped with them. Keep all parts of the body inside the bus.
- Do not throw anything out of bus windows.
- Talk quietly when the bus is in motion and stop talking when the bus stops.
- Use appropriate language.
- Keep the bus clean. Eating or drinking on the bus is not permitted.

The bus driver is responsible for the safety of all students on the bus and cannot tolerate any misbehavior. Students who misbehave are to be reported to the Administrator or principal who will discipline students according to the following policies:

- *First offense*— Student is given adequate warning. Parent is informed in writing or by telephone that the child is not cooperating.
- *Second offense*—A two or three days suspension from riding the bus.
- *Third offense*—A five to seven days suspension from riding the bus.
- *Fourth offense*—Exclusion from riding the bus for the remainder of the semester.

Parents will be kept informed in writing and/or by telephone concerning each offense. Students suspended from the bus must provide their own transportation. Regular school attendance is expected. (State Law Section 37.126)

CAR RIDERS

Car Tags: In an effort to keep our students safe and provide an effective and efficient way of dismissing in the car rider lane, we will be utilizing the *Transportation Car Tags*. Please read the policies below very carefully. We need the cooperation of ALL parents and guardians beginning the first day of school. Help us to keep all Reynolds Elementary students safe!

All students will be provided a transportation car tag. Students who are walkers may be picked up via car one day and will need the transportation car tag for the windshield. Transportation tags will be used whenever a family member picks a student up from the school car riding lane.

How will a parent in a car use the tag?

Families who drive to pick their students up should enter the drive-way farthest south on Rosehaven and have their assigned transportation tag showing in the windshield. **DO NOT PARK IN THE CAR RIDERS LANE AND EXIT VEHICLE. STUDENTS WILL NOT BE RELEASED FROM THE CAR RIDERS AREA IF A PARENT IS NOT IN A VEHICLE.**

SECURITY

A Plan for Every Child for Every Day

Elementary school children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home. A message can be relayed to a child through the school office only if an *emergency* necessitates a change in plans. A predetermined plan should be made for rainy days. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone except in an emergency, parents should do all they can to help their children remember everything needed each day—homework, library books, lunch or lunch money, school books, instruments, change in dismissal plans, etc.

Dismissal for Inclement Weather and Other Emergencies

In the event of inclement weather conditions or other emergencies and there is a possibility that schools may be closed, parents, students, and staff members are asked to keep tuned to their radio, television, and social media definitive information. In the event school must be closed, this decision will be made by the Superintendent of Schools prior to 6:30 a.m., whenever possible.

If there is a need for an emergency dismissal, every attempt will be made to reach parents to pick-up their children.

It is important that parents notify the school and update enrollment cards with their correct home and office telephone numbers throughout the school year.

Visitors on Campus

According to District Policy, all visitors on campus, including parents, must sign in at the office and wear a visitor badge while on campus.

CRIMINAL CODE NOTIFICATION

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders. The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the office for public inspection of all offender notices received. The notice may include any information deemed necessary to protect the public including, name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

HOME COMMUNICATION

The office and classroom teachers will send written communications home every Wednesday in the students' **Wednesday Folder**. Items in the Wednesday Folder will include school flyers of upcoming events, conduct calendars, and any other communication from the teachers and administration. Please make sure you check your child's folder every Wednesday. Parents are required to review information in the Wednesday folder and return all signed items the following school day, Thursday. School information will also be posted via the school's:

Website (<http://www.houstonisd.org/Domain/8384>)

Twitter Account (@Reynolds_HISD)

School's Electronic Marquee

Call Outs and Flyers

Class Dojo: This communication tool will allow parents to get up-to-date reminders about upcoming campus events, activities, programs, and important information.

Monthly Calendars (sent home each month)

Classroom Newsletters (posted on ClassDojo)

DISTRICT DISCIPLINE CODE

Our goal is to create a warm and supportive, but firm and orderly classroom environment that promotes learning. Parents and students will receive the *Code of Student Conduct: Your Rights and Responsibilities*.

Code of Student Conduct

LEVEL 1 = Minor classroom infractions of classroom rules

LEVEL 2 = Repeated violation of classroom rules under Level 1; interferes with the orderly educational process of the classroom or in the school.

LEVEL 3 = Major infractions and chronic disciplinary infractions of Level 1 & 2

LEVEL 4 & 5 = Unlawful acts

The administrative staff is charged with maintaining adequate discipline in each school. The teacher is responsible for the care, discipline, and instruction of pupils in his/her charge and as assigned by the principal. The entire staff enforces all rules governing the conduct of pupils about the building and campus. Students are responsible for adhering to the school rules at all times throughout the day. Parents are responsible for reinforcing the school rules with their child and working with the school personnel to help create the best learning environment for their child.

Students will be dealt with reasonably, fairly and with patience, **but persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into difficulty which might lead to suspension, reassignment, or expulsion.** (State Law Section 37.000)

The school may prohibit any action which impairs, interferes with or obstructs the educational process or function of the school. Children will not be permitted to attend extra-curricular activities (field trips, assemblies, etc.) if their conduct (P or U) does not warrant participation.

SCHOOL-WIDE CULTURE BUILDING PLAN

Procedures for Level I or II Disciplinary Infractions

Determine the nature of the disciplinary action (refer to the Student Code of Conduct). If the disciplinary action is a Level I or II then conduct the following:

Step 1: Clear Verbal/Nonverbal Warning

Step 2: Peace Corner- The teacher may choose to place the student in the Peace Corner inside the classroom. Students will complete a *Refocus Document* where they must reflect on the 7 Habits and their behavior and commit to a different action in the future.

Step 3: Student Conference and Parent Contact – The teacher will complete the behavior form which will serve as evidence of the conference. Teacher may also use anecdotal notes, Class Dojo communications, and refocus documents as evidence of this occurrence as well.

Step 4: Documented Teacher/Student/Parent Conference – The teacher may request the presence of an administrator for the conference.

Step 5: Referral to Mrs. Mahoney (PK-2) or Mrs. Proctor (3-5) for an IAT Behavior Plan – The teacher will include all documentation from Step 3 and 4.

Step 6: Administrative Referral. The administration will intervene and conference with the parent to come to a resolution and discuss further options for the child's misconduct.

****ALL Level 3, 4, & 5 Infractions will be immediately addressed with administration intervention. (Please reference the Student Code of Conduct for Level 3, 4, & 5 consequences)**

Policy for Participation in Activities and Extracurricular Events

Any student who receives a discipline referral prior to any scheduled event/field trip or activity will not be allowed to participate in that activity. This includes and is not limited to any misbehavior in class, during ancillary, transitioning from on area of the school to another, during lunch, arrival/dismissal procedures. Students will also be held accountable to their bus behavior as it is an extension of the school. We are holding all students accountable for their behavior throughout the school day in effort to ensure the safety of all students.

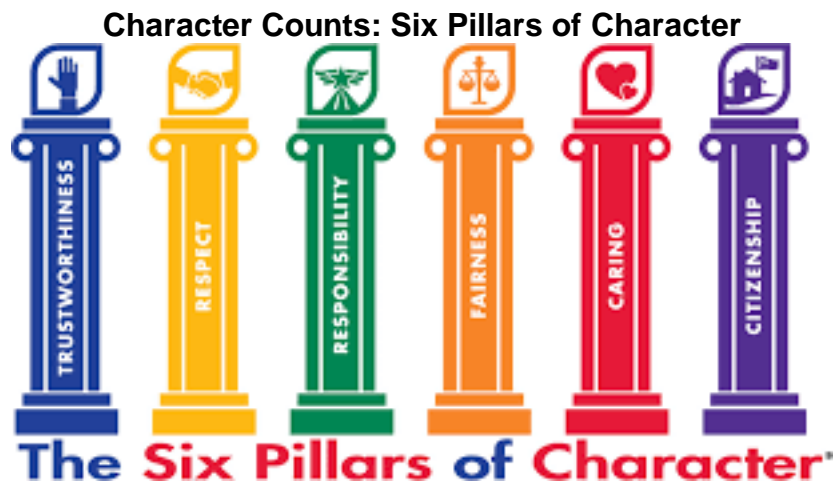
HISD Policy: Safety Above All Else!!!

The Leader in Me - 7 HABITS

Reynolds is a *Leader In Me* school. What does this mean? *The Leader in Me* is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. All staff and students have been taught the 7 Habits and have an understanding of what each Habit means and the behaviors that go along with each one. All staff members embed the 7 Habits of Happy Kids into the daily functions of the school (discipline procedures, cafeteria rules, physical education, academics, etc.). For more information, go to our school website, parent/community room, ask the administrative team, ask your child, or find more information at the following website:

<http://www.theleaderinme.org/>

1. Be Proactive
2. Begin with the End in Mind
3. Put first things first
4. Think Win-Win
5. Seek first to understand, Then to be understood
6. Synergize
7. Sharpen the Saw



At J. R. Reynolds Elementary good character truly counts. For the entire school year, our Reynolds Rangers will focus on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. As Reynolds Rangers, the Six Pillars of Character are our core values in which teaches us how to be productive citizens at all times.

DISCIPLINE FORMS:

PLEASE BE SURE TO SIGN AND RETURN FORMS THAT ARE SENT HOME WITH YOUR CHILD. IF YOU WOULD LIKE TO DISCUSS THE REPORT FURTHER, PLEASE MAKE AN APPOINTMENT TO SEE YOUR CHILD'S TEACHER(S).

***Refocus Form** – This is a classroom intervention strategy. Students complete this on their own when they have made poor choices in class in an attempt to think about their choices, and what they will do differently next time. Younger students will work with the teacher to complete. The teacher will conference with the student one on one. This form will be placed in the child's folder.

***What Happened Form** – This is a classroom behavior intervention strategy. The teacher and student will complete this form together. This form is completed if the behavior continues and provides documentation of communication with the parent. This form will be placed in the child's folder.

***Behavior Counting Form** – This is a classroom behavior intervention strategy. If the behavior continues, the teacher will set behavior goals with the student and discuss a replacement behavior. The teacher will track the behaviors and conference with the student daily/weekly to track progress of the behavior. This form will be placed in the child's folder.

Other Forms:

***Detention Letter**

***In-School Suspension**

***Out-of-School Suspension**

***Office Discipline Referral Form**

***Conduct Calendar**

***Behavior Contract**

USE OF CELLULAR PHONES (Habit #1 – Be Proactive)

All cellular phones, paging devices, and electronic communication systems (personal digital assistants, etc.) **must remain in the OFF position** (unable to receive signals and commands) while on the school campus or at school sponsored events off campus and must remain in the student's backpack and may not be worn on their person.

Students are not to call parents using their cell phone during the school day. Parents: please do not call your child on their cell phone during the school day as this will interfere with the instructional day.

In addition to disciplinary action, the unauthorized operation of these devices will result in confiscation.

DRESS CODE

The members of our school community set high standards for appropriate school attire. The purpose of our dress code is to ensure a safe learning environment and to promote a climate of effective discipline that does not distract from the educational process. The administration is the final arbitrator of what detracts from the educational process.

HOUSE COLLEGE SHIRTS

- Appropriately-sized long or short sleeve **solid** “polo” style shirts:
Pre-K/K - Red (University of Houston)
1st - Yellow (Tuskegee University)
2nd/3rd - Blue (Hampton University)
4th/5th - Purple (Prairie View University)
No designs, stripes, patterns, writing, pictures etc. are permitted.
- Shirts must be worn inside pants, skirt or jumpers. Shirts must be of sufficient length so that if arms are raised, no skin and/or undergarments will be visible.

KHAKI PANTS, SKIRTS, SHORTS, and DRESSES

- Pants, shorts, skirts and jumpers must be **solid**-colored khaki.
- Pants, shorts, skirts and jumpers with printing, embroidery, patterns, logos, designs, or stripes, sweat pant bottoms, nylon fleece, and “hip hugger” styles are NOT permitted.
- Skirts and shorts must be of traditional design and may not be more than 3 inches above the knee with no splits or slits.
- Pants that are oversized, baggy, undersized, torn, cut at the seam or frayed are NOT permitted.

SHOES and SOCKS

- Closed-toe shoes must be worn at all times.
- For safety reasons, **shoes with wheels**, platform shoes, spiked heels, combat boots, steel-toed boots, or any backless shoes including clogs, house shoes, flip flops, sandals, open-toed sandals, or water socks are NOT permitted.

ADDITIONAL DRESS AND GROOMING REGULATIONS

- **All clothing must fit appropriately** and be comfortable (not tight, nor revealing).
- Jewelry that distracts from the educational process is not allowed. This includes anything depicting gang membership, death, suicide, violence, drugs, sex, race, gender, obscenities, alcohol, items with double meanings or anything else deemed inappropriate.
- No body piercing is allowed, except earrings.
- Headwear (hats, caps, bandanas, etc.) are NOT permitted.
- Spandex is NOT allowed.
- Students will be permitted to bring backpacks to school. Backpacks are not required to be clear/mesh; however, **rolling backpacks are not allowed**.

FRIDAY DRESS

Each Friday, students have the option of wearing the following:

1. A college, middle school, or high school shirt along with jean bottoms. All jeans must fit properly and may contain no holes.
2. Reynolds Spirit Shirts
3. Regular school uniform (house college polo shirt and khaki bottoms)

DISCIPLINARY CONSEQUENCES FOR DRESS CODE VIOLATIONS

The administration has the right to discipline students according to the *Houston ISD Code of Student Conduct* for extreme cases.

Parents will be contacted to speak with an administrator if students are consistently out of uniform.

**If parents need assistance with uniforms please speak with Mr.Hypolite, Wrap Around Specialist.*

HOMEWORK

The purpose of homework is to practice previously taught skills. Each grade level will develop their own homework policy and will be communicated to parents. All students are required to read or be read to for 20 minutes each night.

Grade Level	Frequency of Assignments	Daily Reading
K Daily	(4 - 5 days a week)*	20 minutes every night
K Daily	(4 - 5 days a week)*	20 minutes every night
1 Daily	(4 - 5 days a week)*	20 minutes every night
2 Daily	(4- 5 days a week)*	20 minutes every night
3 Daily	(4 - 5 days a week)*	20 minutes every night
4 Daily	(4 - 5 days a week)*	20 minutes every night
5 Daily	(4 - 5 days a week)*	20 minutes every night

NOTICE OF PROGRESS

The *Notice of Progress* will be sent to parents of all students who are making unsatisfactory progress during the fourth week of the reporting period or as often as may be deemed necessary. **The parent must sign and return the form to indicate to the teacher that the parent has seen the report.**

Parents are then encouraged to schedule a conference with their child's teacher to work on strategies that will help the student be successful.

PROGRESS REPORT DATES

September 16, 2022

October 21, 2022

November 18, 2022

January 27, 2023

March 10, 2023

REPORT CARDS

A report card is issued to the parent or guardian at the close of each six-week grading period.

Grading Periods	Report Card Dates
Aug. 22-Sept. 30	October 7, 2022
Oct. 3- Nov. 4	November 11, 2022
Nov. 7-Dec. 21	January 13, 2023
Jan. 9-Feb. 24	March 3, 2023
Feb. 27-Apr. 14	April 20, 2023
Apr. 17-May 31	May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)

ACADEMIC SUBJECTS GRADES

90-100 (A) = Excellent

80-89 (B) = Good

75-79 (C) = Satisfactory

70-74 (D) = Passing

0-69 (F) = Failing

CONDUCT GRADES

E = Excellent

S=Satisfactory

P = Poor*

U= Unsatisfactory **

SUPPLEMENTAL COURSE GRADES

E – Excellent quality of performance

S – Satisfactory quality of performance

N – Needs improvement quality of performance

U – Unsatisfactory..... quality of performance

HONOR ROLL

Students who work hard to earn good grades will be recognized at the end of the six-week period as follows:

All A's = Principal's Honor Roll

All A's and no more than two B's = Honor Roll

(Students must also have an E or an S in conduct to qualify for all awards)

HISD Connect Parent Portal

The district's Student Information System (SIS), HISD Connect by PowerSchool, includes student contact, enrollment, and demographic information, as well as grades and online resources. Parents are given a unique code, or access ID, for each of their students and are able to use those codes to set up an account to access their students' profiles through the parent portal. Parents who haven't received their student's access ID should contact the school. **Access for the 2022-2023 school year will open August 22, 2022.**

To get started, log in at **www.houstonisd.org/psc**

The link above also contains video support for setting up an account and accessing your child's information.

Please note, parents will need to register each child separately. If you have difficulty registering, be sure that the information you are entering is the exact same data that is on file with your school. If you still have difficulty, contact the HISD Help Desk (713-892-7378; **pscsupport@houstonisd.org**). Help Desk hours of operation are 7:00 a.m.–5:00 p.m., Monday through Friday.

PROMOTION STANDARDS

Grades 1 - 2 Requirements:

- A. All students in grades 1 - 2 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including a 70 percent or better grade in reading, language arts, mathematics, and either science or social studies.
- B. Passing score on High Frequency Word Test.
- C. Sufficient attendance – a student's total number of unexcused absences cannot exceed 10 percent of class meetings (18 days)

Grades 3 – 5 Requirements:

- A. All students in grades 3 - 5 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including a 70 percent or better grade in reading, language arts, mathematics, and either science or social studies.

B. All students in 5th grade must earn a passing score on the reading and mathematics sections of the State of Texas Assessment of Academic Readiness (STAAR). Students in 5th grade will get three attempts to take the STAAR Assessment.

C. Sufficient attendance – a student's total number of unexcused absences cannot exceed 10 percent of class meetings (18 days)

Students who do not meet HISD Promotion Standards will be required to attend Title I Summer School. A Grade Placement Committee meeting will be held at the end of summer school to determine if the student will be retained or promoted based on data collected during summer school.

ATTENDANCE POLICY

Students are expected to be on time (7:30 a.m.) and in school every day. Our campus goal is to have at least 98% of our students on campus each day. This can only happen if your child is at school every day. Students who are not in school are not learning.

Research shows that chronic absences negatively affect student achievement.

The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within three days after the absence or tardy. Students with 18 or more absences will be required to attend summer school.

Phone calls and *Attendance Warning Letters* of students who have 3 or more absences will be made and sent home. *Truancy Letters* and a conference with the teachers/administration will be required with parents of students who have 8 or more absences, and home visits will be made. The student/parent will be placed on an attendance contract. The parent and school will work together to ensure the student misses little to no more days.

Senate Bill 1432, passed by the Texas Legislature effective September 1, 2001, states that if a student is absent from school three (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 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. Parents should routinely check PS Connect for absences and the absence reporting system will call parents as well.

SCHOOL-WIDE ATTENDANCE INCENTIVES

Each day we will track every classroom's attendance rate and post these rates on a bulletin board in the main hallway. Teachers and students will be able to track their attendance rate as well. The

classroom with the highest attendance rate at the end of each month will receive an ice cream party, pizza party, or other incentives. Teachers will be encouraging students to come to school each day. You can do the same! Please promote 100% attendance with your child and make sure they are here each day.

Students with perfect attendance will be given awards at the end of each six-weeks grading cycle!

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL

If a student needs to leave school during the day, certain procedures are followed. Only the parent who has signed the enrollment card and other authorized persons designated to pick up the student will be allowed to take a child from school during regular school hours. A valid ID will be required.

Students will not be released after 2:15pm!

REQUESTING A PARENT-TEACHER CONFERENCE

Parents may request a parent/teacher conference to discuss a variety of issues.

We ask that parents make appointments 24-48 hours (1 to 2 days) in advance and wait for teacher confirmation. Teachers will respond within 48 hours (2 days). Parents can make these requests by email, telephone, or Class Dojo. Reach out to the teacher to see which form of communication is the most effective.

*We will have student-led parent conferences in November and February

COMMUNICATION CONCERNS

We understand there will be times throughout the school year when you will need to communicate a concern or have a question about the school procedures, a staff member, or your child's teacher. We ask that you please follow the proper protocols:

1. Addressing a concern about your child's teacher – Set up a conference with your child's teacher **FIRST** to discuss the concern and come to a resolution. If a resolution cannot be resolved, then bring the concern to a member of the administration team. The administration will set up a conference with the parent, along with the teacher, in order to come to a resolution.
2. Addressing a concern about a procedure or policy of the school – Call the front office to speak with a member of the administration team. Someone will return your phone call, if they are not available to speak at the time of the call, within 24 hours.

CLASSROOM VISITATION

We encourage and welcome parents to visit their child in the instructional setting (classroom). To avoid a disruption of the educational process, visits shall be restricted to 30 minutes. **Arrangements must be made 24-48 hours in advance prior to your visit** with the classroom teacher to solidify a time and date.

- Visitations shall not be permitted when substitute teachers are assigned.

- Parents must sign in at the main office to secure a visitor's badge.
- Visitations are restricted to the class in which your child is a member.
- Due to media release restrictions video recording during visit is not permitted. NO EXCEPTIONS!
- Younger children are not permitted in the classroom during observations.

REGULATIONS CONCERNING ADMINISTRATION OF MEDICATIONS (SCHOOL BOARD POLICY)

It is not the function of public school personnel to administer medical treatment or medication, including over-the-counter drugs. HISD policy is based upon the following rationale expressed by the American Medical Association:

"Since treatment is not a function of school health programs, no drugs should be included in school first aid supplies. Even the simplest and safest drugs sometimes cause reactions. When they mask pain or other symptoms, they may be a factor in delaying correct diagnosis and treatment."

Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident. They should not diagnose illness nor administer medication of any sort except as provided below. First aid materials are not to be used for treatment of injury or illness or as a substitute for a physician's care.

Students who do not have a contagious disease who are on long-term medication, preventive medication, or medication for a prolonged period of time, which cannot be administered other than during school hours, may take medication in school under the following restrictions:

- a. A physician must state in writing that a student should have a certain medication during school hours. S/He should describe the type of preparation, color, quantity, and time of administration. Form # 40.3740 must be signed by the physician and be renewed at the beginning of each year.
- b. The signature of the parent giving consent must also appear on Form # 40.3740.
- c. Physician's orders may not be altered in any way by school personnel without written permission of the physician. Discontinuation of the medication is permissible upon verbal order of the doctor.
- d. The school principal will designate the person to administer medication; the assigned school nurse must train those persons as to the specific mode of administration and toxicity of the drug.
- e. A record of administration of each dose by school personnel must be documented and kept on file.

STUDENTS WHO BECOME ILL AT SCHOOL/VISITATIONS TO THE NURSE

The school nurse will contact parents to pick up all students who have an elevated temperature or who have vomited. Students will be permitted back in class after these symptoms have cleared for 24 hours.

If parents cannot be contacted, a relative or emergency contact person listed on the enrollment card will be called and asked to pick up the child. Parents are expected to keep their contact information current as well as inform the nurse of all medical conditions related to their child's health.

Teachers will refer children who appear ill or complain of sickness to the school nurse. **It is the nurse's professional decision to contact parents.**

FIELD TRIPS

- Field trips will be arranged by the teacher as an extension of the school curriculum and instruction.
- For every field trip, parent approval forms will be sent home by the teacher to be signed and returned by the parent.
- No students will be permitted to go on a trip without written permission on the appropriate form. Telephone, faxed or emailed confirmations will **not** be accepted.
- This signed permission slip and all monies due must be returned to the teacher **no later than two days prior to the scheduled trip.**
- We reserve the right to deny a child's participation in a field trip or co-curricular activities if his/her conduct (P or U) will disrupt the learning environment on the field trip or become a safety issue to himself/herself and others.

CHAPERONES FOR FIELD TRIPS

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all of our students.

- **All chaperones must ride school buses (if space is available).**
- Appropriate attire that matches the activity should be worn.
- **Chaperones attending the field-trip are required to be cleared by VIPS (background check).** Please visit the Main Office for more details several weeks before the field trip (VIPS processing takes about 4 weeks).
- Chaperones should expect to manage a group of students that may or may not include their own child.

BIRTHDAY CELEBRATIONS

Store bought cupcakes and cookies will not be allowed to be served to students until after 2:30pm. **Parents must communicate with their child's teacher before bringing items to confirm a date and to ensure testing is not being done.** Parents must sign in with the front office and be cleared by VIPS if they are going to the classroom to assist. Cupcakes and cookies brought before 2:30 will be housed in the front office. An office staff member will deliver the items to the classroom at 2:30. Balloons and/or flowers cannot be delivered to the school in an effort not to distract students from the learning environment.

STUDENT COUNCIL

Reynolds Student Council (5th grade boys and girls) gives students an opportunity to develop **leadership** by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

SAFETY PATROLS

The Safety Patrols are 4th and 5th grade boys and girls who can accept added responsibility and can assist the staff in providing a safe school environment for all students. These members will be required to assist with morning and dismissal car lane duties (opening doors and ensuring students get out of the car safely).

PARENT ORGANIZATIONS

The Parent Advisory Committee (PAC) invites you to become an active member. It means a great deal for your children to see their parents support their school and its activities in a positive manner, so please join us. *Volunteers In Public Schools (VIPS)* give regularly of their time and talents helping teachers. Their projects include assistance in the library, tutoring, field trip chaperone, school store and clerical duties. *Room Parents* assist the teachers with class parties, programs, beautification projects and communication. Parents interacting directly with students are required to be VIPS approved.

We will hold elections to determine our *Parent Teacher Organization (PTO)* members in September 2021. The purpose of this organization is to work with teachers to raise funds to support our students on campus.

SHARED DECISION-MAKING COMMITTEE

The Shared Decision-Making Committee is an advisory group composed of: 2 classroom teachers; 1 other professional staff member; one non-professional staff member; 1 parent; 1 community member; one business leader chosen by the Principal, and the Principal. The purpose of this committee is to set goals and objectives related to student achievement. Meetings are held throughout the year and minutes are available to all parents and interested community members (Community/Parent Room and on the School Website). An information notebook containing agendas, minutes and various committee reports is maintained in the main office and on the school's website.

SPECIAL EDUCATION

Special Education provides child-centered educational and supportive services in addition to those provided in the general school program. These services meet the needs of students who require individualized educational intervention. The Reynolds diagnostician screens students for possible learning disabilities, including dyslexia and speech impairments. Students with learning disabilities are those who demonstrate a significant discrepancy between academic achievement and intellectual abilities. Students with a speech impairment exhibit mis-articulations, omission, and/or distortions of speech sounds. A campus referral committee under the direction of the principal is established to review the data to determine the need to screen a student and to initiate the referral process. The committee is composed of the child's teacher, principal or designated representative, regular education support staff and other individuals at the discretion of the committee.

Reynolds offers five Special Education programs to service students:

- Life Skills Primary & Intermediate
- Resource in Reading, Math, and Language Arts
- Speech Therapy
- Dyslexia
- PSI

The Houston Food Bank: Backpack Buddy Program



One in four southeast Texas children are at-risk of hunger, which means they don't have consistent access to enough nutritious food. Many of these children rely on school meals to provide breakfast and lunch during the school year. During breaks, such as weekends and holidays, many of these children go home to little or no meals. The Houston Food Bank's Backpack Buddy program works to fill that gap by providing nutritious, child-friendly food for school children to take home over the weekend.

Through the Backpack Buddy program, the Houston Food Bank, works in partnership with participating schools, school district delivery sites, and other community partners, to ensure that the food sacks are distributed to children every Friday during the school year.

OTHER SCHOOL PROGRAMS AND INITIATIVES

- The Leader In Me
- 5th Student Council
- 4th- 5th Safety Patrol

- **In-school/After-School Interventions and Tutoring**
- **After-School Program**
- **3rd – 5th Grade Basketball Team**
- **Cheerleaders (3rd-5th)**
- **Gifted and Talented Projects**
- **Science Fair**
- **Character Counts: Six Pillars of Character**

*More information will be sent out throughout the school year about the programs and initiatives

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SIGNATURE PAGE FOR STUDENT/PARENT HANDBOOK

Thank you for taking the time to review the Reynolds Elementary Student/ Parent Handbook with your child. Please keep this handbook for your reference during the 2022-2023 school year as needed.

If you have any questions or concerns, please contact your child's teacher and/or the school administration. Please sign below and return to school with your child by August 26, 2022. Thank you.

I have read the J.R. Reynolds Elementary Student/ Parent Handbook and I have reviewed it with my child. I understand that as the parent, I am accountable for abiding by and reinforcing the school policies with my child. I understand the information provided is subject to change as needed.

X_____

