

Reynolds Elementary School Parent/Student Handbook 2024-2025



WORKING TOGETHER TO EDUCATE YOUR CHILDREN

Administration	
Principal	Alandra Brewington
Assistant Principal	Alan Patterson
Counselor	Jasmine Bocard
Office Personnel	
Office Manager	Beverly Batiste
Assistant Office Manager	Sade Davis
Copy Clerk	Patricia Lopez
Health Services	
Nurse	Emily Woodson
Custodial Staff	
Building Service Manager	Julieta Lopez
Custodians: Ms. Carr, Ms. Daisy, Ms. Marta, Mr. Andres	
Cafeteria Staff	
Cafeteria Manager	Tabitha Grimes
Cafeteria Staff: Ms. Rachel, Ms. Bertha, Ms. Charles	

August 2024

Dear Families,

Thank you for choosing J. R. Reynolds Elementary School! The school's leadership team, faculty, and staff are eager to begin the important work of preparing your student for college and a Year 2035 workplace. We have been busily preparing for the months ahead and look forward to developing a collaborative relationship between home and school. The journey will begin August 12th followed by 179 days of high expectations and strong academics.

The Parent and Student Handbook and *Code of Conduct* are designed to guide you and your student through this exciting time. We encourage you to read both sections of this booklet thoroughly and discuss them with your Reynolds Elementary students.

The Parent and Student Handbook includes contact information and specific school policies of Reynolds Elementary School. The *Code of Conduct* describes the behavior expectations that will be implemented on our campus to encourage appropriate conduct and ensure a positive learning environment.

Welcome to the 2024-2025 school year!

Sincerely,

Reynolds Elementary Administration, Faculty and Staff

For each and every child that walks through our doors, preparation for the year 2035 workplace is an expectation. From day one at Reynolds Elementary School, students receive a tailored education to make this possible. It's an education that fits individual needs. We've established innovative partnerships, like tutoring and our personalized learning model, to build the skills and knowledge to be successful in life and learning.

HISD Core Values

1. All students can learn and reach his/her potential
2. Effective teachers make the most difference in student performance
3. We must hold students and ourselves to high expectations
4. We value parent engagement and community support
5. We rely on clearly defined outcomes to guide our work and to which we hold ourselves accountable
6. We value equity and commit to reducing inequities inherent in the education system

The Mission

At J.R. Reynolds Elementary, we prepare future leaders for success by providing a nurturing environment and innovative education, empowering students to excel and positively impact their communities.

The Vision

To cultivate lifelong learners who are equipped with the skills needed to globally lead with resilience, compassion, confidence and excellence.

Our Core Beliefs

- o To build a culture of collaboration and dedication (win-win for everyone in the school).
- o To have highly effective teaching in every classroom to improve student learning outcomes (to close the achievement gap by having rigorous and relevant instruction).
- o To build a culture of high academic expectations with no excuses (to create leaders who can compete no matter where they chose to go).
- o To have a dedicated team aiming for unified campus goals (anything can be achieved).
- o To be models of integrity through our actions (building relationships, enforcing school rules, consistency in response and action).

Academic Goals

1. All students will be proficient in reading and math by third grade.
2. All students will demonstrate proficiency in the core subjects before advancing to the next level (if attendance meets expectations).
3. All students will leave our school prepared for middle school, high school, college, and a year 2035 workplace.

School Description

At Reynolds Elementary, we teach Pre-Kindergarten through 5th grade scholars. Our instructional model is tailored to meet each student's individual needs through our personalized learning model. This instructional program utilizes direct instruction, blended learning, and customized support through the use of learning coaches to meet the needs of all students.

We utilize successful teaching methods and technology in a completely renovated modern and student-friendly environment. This promotes learning tailored to each individual student. Using this approach, our students advance academically, socially, and personally, sometimes at a surprising pace.

The Reynolds Elementary School family will make no excuses for their student population and will dedicate themselves to ensure that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.

Social Promotion

Our goal is to grow student proficiency an average of 1.8 years in just one year and to set up our students for success at the next grade level.

At Reynolds Elementary School, "seat time" is not a measure of success. At our school, students will no longer be "socially promoted." Students who are pushed to the next grade even when they cannot read or do math at grade level usually fall further behind and are prime candidates for dropping out of school in high school.

Students in Kindergarten through 5th grade must demonstrate proficiency or near-proficiency before being promoted to the next grade. Students must show that they can read, write, and do math at grade level (or near grade level) on either the NWEA MAP tests or the state assessment (STAAR) taken in the spring.

We believe that with great instruction and parental support nearly all of our students will be successful and will be prepared to advance to the next grade.

School Schedule

Reynolds Elementary School's normal operating hours are Monday through Friday from 6:30 am to 5:00 pm. A detailed school calendar can be found for our school on our website at [Reynolds Elementary / Homepage \(houstonisd.org\)](https://reynolds.houstonisd.org) and/or houstonisd.org

Family Involvement

J. R. Reynolds Elementary School is a cooperative enterprise and inclusive school; our families, teachers, and staff share the responsibilities and rewards of operating and participating with our school. Parents play an essential role in and out of the classrooms. Our families experience firsthand the school environment, become advocates for their children, and enrich the school community with their ideas, interests, talents, and resources. Our goal is 100% participation from our administration, faculty and staff, students, parents, and greater community.

J. R. Reynolds Elementary encourages family involvement at all levels of education, and we realize that students are only successful when the team supports learning at every opportunity. J. R. Reynolds Elementary will hold three teacher/parent conferences over the course of the year, and these will be advertised in multiple formats. We make every effort to provide communication in English to ensure that our greater community has accurate and timely information. Our school is also open to students until 5:30 pm, Monday through Friday. During this time the students will engage in extra-curricular activities such as dance, cheer, athletics, and clubs.

Parents may also volunteer for a wide variety of roles, such as:

1. After school monitor
2. Support in cafeteria
3. Helper for after school activities
4. Classroom helper or monitor
5. Field trip helper
6. Front office helper
7. Event helper
8. Assembly coordinator
9. Organizer or support for monthly parent meetings
10. Translator
11. Lunch and/or recess supervision
12. School set up and care

Volunteers

At J. R. Reynolds Elementary School, we welcome volunteers as a source of special skills and the much-needed extra hand in the greater school environment. Volunteers are very much appreciated for the support they extend to teachers and staff. We encourage all volunteers to contact our front office at (713) 731-5590 to get more information and what is required to volunteer at Reynolds Elementary.

Bus Service

J. R. Reynolds Elementary does not currently provide transportation to and from school for students unless they are enrolled in Special Education program.

Private Bus Services Available

- Smart Academy
- Kids R People 2 Academy
- Pooh Bear'z
- Walker's Day Care
- Little Lamb
- Right Fit Day Care
- Drake Academy

Breakfast and Lunch

All students are eligible for free breakfast and lunch without having to pay or complete an application.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reactions. Students will practice etiquette and clean-up skills during mealtimes. Breakfast is served from 7:00 am – 7:45 am. Students will not be permitted to bring breakfast into class after 8:00am. Lunch deliveries are prohibited as well. School lunch times for grade levels are below:

- Pre-Kindergarten lunch is from 10:15 am – 10:45 am
- Kindergarten lunch is from 11:30 am – 12:00 pm
- 1st grade lunch is from 11:00 am - 11:30 am
- 2nd grade lunch is from 10:30 am - 11:00 am
- 3rd grade lunch is from 11:00 am – 11:30 am
- 4th grade lunch is from 11:30 am - 12:00 pm
- 5th grade lunch is from 12:00 pm - 12:30 pm

Emergency Information

Parents and guardians must complete an emergency card for each student upon enrolling. This information is used in conjunction with our Student Information System to ensure we always have the most accurate contact information for all students. Please notify the office when information changes so that we can update the card and our Student Information System.

Withdrawal or Transfer of Students

When a student leaves Reynolds Elementary, the original and complete cumulative education records will be sent as requested to the new school of attendance. To release these records, the office will need a withdrawal form filled out by the parent or guardian.

School Security

J. R. Reynolds Elementary School implements sensible measures to provide an enhanced level of security for our students, staff, and visitors in compliance with all state and Houston ISD policies. We will strive to meet the following:

1. Completed background checks through the district's VIPS system for all parent volunteers who either work directly with students or chaperone field trips.
2. Buzz-in system to access the building.
3. Enhanced visitor check-in procedures requiring all visitors to sign-in with the office and prominently display a visitor's badge. Training for staff on proper safety/security practices and procedures
4. Training drills for staff and students that meet state requirements.

Visitors

Parents are always welcome to visit the school. For all students' protection, all visitors must have valid photo I.D., sign in at the front office, and wear a visitor's badge before going to the classrooms. Parents must have a completed VIPS form and have an approved background check. Parents should contact the classroom teacher before visiting the classroom to ensure that special activities have not been planned for that day. Any unplanned interruption of the instructional day will not be permitted. Parents wishing to discuss a problem with a teacher should call the school, email, or write the teacher a note to set up an appointment. This prevents disturbing the classroom learning process. Classroom visits/observations will last no longer than 15 minutes. The principal reserves the right to deny visits that disrupt the educational process.irate parents will not be escorted to teacher's classrooms for any reason.

Quality Assurance – Handling Complaints

Experience has demonstrated that open communication between parents/guardians and the school's staff is the key to maintaining a stable business relationship.

What to do if you have a problem?

1. Discuss the problem with your child's teacher. Teachers will make themselves available to discuss parental concerns regarding your child.
2. Discuss the problem with school administration. Parental concerns or questions that cannot be resolved by the teacher should be redirected to the school's administration. The administration is fully qualified and possesses the requisite leadership and decision-making skills to solve most problems.
3. If the situation is not resolved, the parents may contact the principal after speaking with the teacher and a member of the administrative staff and a resolution is not in place.

Child Custody

In most cases, when parents are divorced, both continue to have equal rights concerning their child(ren) and their educational options. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please provide the office with a copy. Unless your court order is on file with us, we must provide equal rights to both parents.

School Dress Code Policy

The purpose of a dress/uniform code is to create a professional, safe, and respectful community where students can place their sole focus on learning. Students are required to follow the uniform code Monday through Friday. Students not in dress code will be required to call home and obtain uniform clothing. **Parents should ensure their children are attired correctly to avoid having to come and bring the correct uniform. *Dress code will be strictly enforced.* Students are not allowed to wear hoodies (inside the building) or Crocs. In addition, chains, unsafe jewelry, or any other kind of accessory that poses a safety hazard to the student or others will not be allowed.** With the purchase of a PTO shirt students are able to wear the PTO spirit shirt on Fridays only with jeans. No exceptions. **Students with three or more dress code violations will receive a consequence.**

On occasion, and as scheduled by the administration, the dress code will be modified such as on class picture day, spirit day, college shirt day, or as a reward for habits of success (HOS). The dress code at J. R. Reynolds Elementary is as follows:

1. Polo shirts:
 - Pre-K- Red
 - Kindergarten- Burgundy
 - 1st- Gold
 - 2nd- Navy Blue
 - 3rd- Royal Blue
 - 4th- Black
 - 5th- Purple
2. Pants (khaki, blue or black) and jeans on Fridays. Pants must have no holes or rips. No tights, joggers, sweatpants are allowed.
3. Shorts or Skirt (knee length). No cut-offs, gym shorts, or shorts made of see-through material are allowed.
4. All shoes must be closed-toed with a heel no higher than one inch. No backless sandals, "Heely's," flip-flops, crocs, light-up shoes, or slippers are permitted.
5. Hoodies (on head in building), hats, caps, du-rags, or beanies are not allowed in school.

J.R. REYNOLDS ELEMENTARY

DRESS CODE 2024-2025 SCHOOL YEAR



Tops: Students will wear collared shirts in the color shown for their grade level.



Pre-K: Red



**Kinder:
Burgundy**



1st: Gold



2nd: Navy Blue



3rd: Royal Blue



4th: Black



5th: Purple

Bottoms: Pants, jumpers, shorts, skirts, and skorts may be worn in the colors black, navy and khaki.



Footwear: Shoes must be closed at the toe and heel.



Uniforms must be worn daily.

**On Fridays, students may wear a college T-shirt with jeans.
Jeans must be free of rips, tears and holes.**

Parent and Staff Responsibilities

Parents have the responsibility to ensure that their children arrive at school in the proper uniform. Within the school, the uniform code will be enforced by the classroom teachers, other staff members, and J. R. Reynolds administrators who will make final decisions regarding uniform issues. Cheerful, consistent compliance with our dress code policy is expected by all.

Dress Code Wear Guidance

Students are expected to be dressed neatly, be well groomed and give a generally good appearance. Approved dress code clothing needs to be of appropriate size/fit, with no holes and in good repair and must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate. All students are expected to be in dress code Monday through Friday unless administration has announced otherwise.

Use of Mobile Phones Prohibited for Students

Students are not allowed to use mobile phones at J. R. Reynolds Elementary School unless specifically authorized and supervised by an adult for a specific purpose.

The prohibition against student use of cell phones applies at all times while a student is on school grounds, including before school and after school. Students may also use the office phones to call parents or to make arrangements for pick-up.

The administration and teachers will take mobile phones that they see on campus. Students may pick up the phone from one of the administrators after school.

Please help students understand this regulation and help keep all of our students safe from social media influences and distractions in a rigorous academic environment.

Progress Reports and Report Cards

Progress reports will be sent to parents during the school year to provide specific information about student progress in each subject. At the end of each six-week grading period, parents will receive report cards with cumulative data on their child(ren)'s performance and progress.

Attendance

Instruction at Reynolds Elementary School begins **promptly** at **8:00 a.m.** It is critical that all students be prepared to begin instruction on time. All students may enter the building beginning at 6:30 am. A student who is late will miss valuable instructional time.

All students must be signed in by a parent, guardian, or authorized adult into the front office if arriving late. The student will be considered tardy, and the incident will be recorded. In addition, no child will be dismissed after 2:00 pm, unless for special circumstances. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education.

Absences

School achievement begins with regular attendance. Parents/guardians must ensure that all school-age children in their care are in school on time daily. Additionally, school personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. The most effective strategy to prevent unlawful and excessive absence is proactivity, with the school, family, and community working together. To this end, school personnel report to administrators their concerns about student behaviors which may be precursors to attendance problems. Emerging and continuing attendance issues may be addressed through targeted programs, individual parent and student meetings, and other appropriate interventions and referrals.

Parents must contact the school office by phone whenever a child is going to be absent and send a written excuse to the teacher when the child returns to school.

In the event that extraordinary circumstances require that the student be absent from school, a Student Attendance Plan/Contract may be developed jointly by the teacher, an administrator, and the student's parent or legal guardian. The plan will define the length of the absence and the means by which the student will make up the work he or she will miss. The plan must be approved and signed by the principal and the parent/guardian prior to the student's absence.

If a note is not received within three school days of the absence, the absence will be regarded as unexcused.

All students, including students who have been suspended, are to be offered make-up work for the time during which they were lawfully absent.

Habitual Tardiness and Absences

Students who are habitually late and/or absent for part or all of the school day miss vital instructional time and will be held accountable. Reynolds Elementary will adhere to the following guidelines:

Number of Absences	Action by Reynolds Elementary School
5 or more absences (2 tardies/early check-out equivalent to 1 absence)	Conference with attendance committee to develop an intervention plan which includes mandatory attendance workshop
7 or more unexcused absences	Attendance contract w/attendance committee
10 or more unexcused absences	Possible referral to truancy court and/or denial of school choice placement the following school year (if applicable)

Student Retention/ Social Promotion

Moving struggling students along from grade to grade has not worked well, and waiting until a student reaches high school makes less sense than intervening early. Our model provides more time and additional effective instruction to the students who struggle the most with reading and math. We give them “the gift of time” and also ensure that they are assigned to highly effective teachers and receive differentiated instruction.

Retaining students at specific grades is another strategy that will help some students build confidence and academic proficiency. It will help them graduate and be prepared for the Year 2035 world and workplace. While past research is mixed on the subject of retention, there is strong research indicating that a well-designed process can significantly improve students’ reading ability and overall academic proficiency. Of course, we will implement our program in a way that makes sense for our community and in a way that is the most beneficial to students.

Primarily, candidates for retention fall in two categories: 1) students who have poor attendance and therefore disrupt their own learning and fail to learn, or 2) students who do not put in the effort to learn and fall further behind their peers.

For the 2023-2024 school year, Reynolds Elementary will follow these guidelines on promotion:

	NOT PROMOTED	MUST ATTEND SUMMER SCHOOL
POOR ATTENDANCE	<ul style="list-style-type: none"> • Less than 85% attendance rate (regardless of reason); absent 28 days or more • Some exceptions for unique medical situations 	<ul style="list-style-type: none"> • Less than 90% attendance rate (Regardless of reason); absent 19 days or more • Must have 90% attendance rate during the last 6th weeks of school
LOW ACADEMIC GROWTH	<ul style="list-style-type: none"> • Less than 0.7 years of academic growth in NWEA reading or math tests, excluding students who reach grade-level proficiency. 	<ul style="list-style-type: none"> • Less than 0.9 years of academic growth in NWEA reading or math tests, excluding students who reach grade-level proficiency.

Students who must attend summer school to be promoted must: 1) attend at least 90% of the days of summer school, and 2) earn a “proficient” grade in summer school reading and math classes.
All retention decisions will be made by the principal or his/her designee.

Students in Kindergarten through 5th grade must demonstrate proficiency or near-proficiency before being promoted to the next grade. Students must show that they can read, write, and do math at grade level (or near grade level) on either the NWEA MAP tests or the state assessments (STAAR) taken in the spring. Student attendance will also be taken into consideration when recommending retention or promotion. We believe that with great instruction and parental support nearly all of our students will be successful and will be prepared to advance to the next grade.

Health and Safety

The health and safety of our students, faculty, and staff is the school's foremost concern. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodation can be provided. The following information describes the precautions taken to protect the well-being of all students.

Medication

The school nurse and the student's teacher must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the office by a parent or authorized adult in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the Nurse is not present, a staff member trained by the Nurse will administer the medication.

Non-prescription medications: If, during the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must have a Medication Administration request form to be filled out by a physician. All over the counter medications must have a prescription label that matches the doctor's order. This can be done by taking the prescription to the pharmacy and requesting a prescription label be placed on the over-the-counter medication. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have.

Accidents

The principal, assistant principal, nurse, or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up to date.

Student Safety

To keep students safe, we ensure that students are accounted for while they are at the Reynolds Elementary campus and that they are properly released at the end of the school day. As our doors will be open to students from 6:30 a.m. until 5:00 p.m. every day that school is in session, parents and students are expected to abide by the following procedures:

Student Drop Off and Pick Up

At Reynolds Elementary School, student safety is of the highest priority. We ask that all parents, guardians, faculty, staff, and visitors follow the guidance below:

Drop-Off:

1. SLOW DOWN! Students can come out from between cars unexpectedly.
2. Please follow the instructions of any staff member on duty that is directing traffic.
3. Do not allow your students to cross over main streets outside of using the assigned crosswalks.
4. Stay in the crosswalk where there is support from a crosswalk guard.
5. Be prompt in picking up students after school if they are not staying for after school activities.

Before school (all students):

- Any enrolled student may be dropped off at Reynolds Elementary campus and enter the school starting at 6:30 a.m.
- Once a student enters the building, they must check in with the teacher or administrator on duty in the designated area.
- Students are not allowed to leave the building once they enter in the morning unless picked up by an authorized person.

During the school day – (all students):

- Students will only be released to an authorized parent, guardian, or other person designated on the student release form.

After school:

- Students will be released to an authorized parent, guardian, or other person designated on the student release form at their scheduled release time. Reynolds utilizes a staggered release system for all students. Students in grades Pre-kindergarten – 1st end their school day at 3:00 pm; and grades 2nd -5th end at 4:00 pm. (Please check with your child's teacher for your child's start and end times) Please follow all safety rules and directions given by staff during the pick-up process.
- Parents and guardians may grant permission to release the student to walk home or to a location allowed by the parent or guardian. This permission will be given in writing and at the time of registration or enrollment.
- Students may stay at school until 5:00 pm if they are a part of the after-school program.
- Students who stay after school will only be released to an authorized person unless the parent or guardian has given permission to the school to release the student to walk home. Parents must sign out their child.
- Students who have permission to walk home are **not allowed** to reenter the building once

they leave. Students must sign out before they leave.

- If a student **has not been picked up by 5:30 p.m.** administration will begin calling parents, guardians, and emergency contacts to come pick up the student immediately unless we have received prior notice of a late pick up. Students who are repeatedly picked up late may have their after-school privileges revoked as determined through a parent conference with administration.

Solicitation

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the principal is strictly prohibited.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home, especially cell phones and other technology. **The school assumes no responsibility for the loss or theft of such articles.**

Code of Conduct

The faculty and staff at Reynolds Elementary School provide students with skills necessary to reason, communicate, and live with dignity in a civil society. Central to this mission is the creation of a school community characterized by caring, discipline, order, and respect.

The school's *Code of Conduct* has been designed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce the primary mission of the school: rigorous academic learning. The code of conduct, which states clearly all school-wide rules governing student behavior as well as the consequences for breaking the rules, will serve as a contract among parents, students, and staff. Our school-wide rules and approach to behavior is based on 3 non-negotiable expectations and the Seven Habits of Success previously mentioned.

Non-negotiables:

- Respect all teachers and staff members at all times.
- Students will not take away from the education of other students.
- No Bullying

Establishing systems of positive behavior support, structures that promote character education and discipline is an ongoing process. Alone, this *Code of Conduct* will not ensure school discipline, nor will it develop an individual's character. However, as part of a comprehensive effort supported by all members of the school community, it will guide the process. Faculty and staff will work continuously to achieve as much consistency as possible regarding disciplinary matters, and they will be prepared to revise and adapt disciplinary procedures, as necessary.

Embracing the principles outlined herein is a first and vital step toward creating the type of environment in which all children can thrive. It will not only minimize physical harm and disruption among students, but it will also help establish among all members of the school community the habits that characterize a civil society. This is our code, a blueprint for living and learning.

Consequences for Minor Misbehavior

It is expected that most students at the school will strive to meet the expectations for responsibility and self-discipline outlined herein. It is also understood that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions will be designed for students who have not been motivated by the school-wide procedures. As teachers and faculty adapt disciplinary procedures to meet individual needs, the focus will remain positive, and an emphasis will be placed on the continuing need for calm and consistent consequences.

Students will learn that certain actions are unacceptable at school and misbehavior has consequences that are neither amusing nor pleasant. Students who engage in any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology, community, or school service; or fixing, replacing, and/or paying for damage caused. An administrator and/or teacher will determine the type of restitution required for a particular infraction. If possible, the restitution assignment will be communicated to the student's parents prior to his or her completion of the task. In all cases, parents will be informed of the child's inappropriate behavior and the restitution requirement.

Consequences for Severe Misbehavior

Most misbehavior will be handled with a conference or the use of mild consequences. However, severe misbehavior will be met swiftly with equally severe consequences. Such behavior is defined per our 3 non-negotiables:

- **Students will respect all teachers and staff members at all times.**
- **Students will not take away from the education of other students.**
- **No Bullying**

Insubordinate behavior is the direct refusal to comply with a reasonable staff instruction within a specified period of time. In such cases, the staff member involved will first explain to the student why his or her actions are inappropriate and will issue a mild consequence for the offense. If the student continues to disregard the staff member's instruction, he or she will be sent to the office and the incident will be reported to the appropriate staff member.

Insubordination is a breakdown in communication. When a student has been referred to the office for this offense, the principal or designee may arrange a conference between the student, the staff member involved, and possibly the student's parent or guardian. The purpose of the conference will be to establish a plan that will help the students communicate more responsibly in the future.

In cases of physically dangerous behavior—fighting, assault, verbal assault, physical intimidation, sexual intimidation—staff will firmly inform the students to stop the physical altercation. If the students do not respond, staff will use professional judgment to determine whether or not to intervene physically. Staff will not be required to take action that could be physically dangerous; in such cases, another student will be sent immediately for assistance. The principal or designee will notify parents and make all decisions regarding whether to contact the appropriate law enforcement authorities.

If a staff member is aware that a student has been or is engaged in illegal activity, the staff member will refer the case to the office. The principal or designee will notify the student's parent or guardian and make all decisions regarding whether to contact the appropriate law enforcement authorities. Any student who brings a weapon to school or who uses a dangerous item in a way that makes another person feel threatened is subject to immediate expulsion. All incidents involving weapons will be reported to the appropriate law enforcement agencies.

The following consequences may be applied in cases of severe misbehavior.

☐ *Office Referral*

Referrals to the office will be made only in response to severe or recurring behavior problems. Reserving office referrals for such cases will help combat the notion that being sent to the office is “no big deal.”

When making an office referral, the referring staff member will notify the administrator as soon as possible after the infraction. Administrators and office staff will keep records on all office referrals, and the records will be reviewed by the school's leadership team frequently. Using these records, the leadership team will determine whether it is necessary to revise school policies, or whether there is a need for further staff development to ensure the consistent implementation of current policies.

☐ *Exclusionary Timeout from Reinforcement*

Students may need a neutral environment to help manage their own behavior, or to cool down or reflect on inappropriate behavior. Such timeouts involve removing the student from the instructional setting to a supervised area, such as the back of a classroom or the

office. An exclusionary timeout from reinforcement may also be imposed as a consequence of misbehavior.

Faculty, staff, and school leaders will adhere to the following procedures when imposing an exclusionary timeout from reinforcement. No student shall ever be unsupervised during a timeout situation.

1. Upon the behavioral infraction, the student will be told in a firm, non-emotional voice, that he or she has made the choice to continue the inappropriate behavior, and that a timeout is the consequence.
2. The student will be required to complete a simple task to show that he or she is ready to transition back to the learning setting.

Records of the number of exclusionary timeouts from reinforcement imposed and the students involved will be maintained and reviewed by the leadership team frequently. These records will be used to make judgments about the efficacy of the school's timeout procedures for helping students learn to be responsible.

☐ *Suspension*

In response to cases of severe misbehavior in which a student violates school policies, rules or regulations, or otherwise interferes with the orderly operation of the school, the principal or a designee may suspend or temporarily remove the student from school. Suspension will be regarded as a serious consequence and students will be removed immediately. If there are extenuating circumstances preventing immediate removal from the school grounds, the principal or designee will assume full responsibility for the student until he or she is removed. The student's parents will be required to meet with the principal or designee and any staff members involved in the suspension prior to the student's return to the school. A suspended student must make up missed work and will not be allowed to be on the school grounds or to attend any school-related functions at any time during the suspension.

☐ *Expulsion*

Expulsion is defined as the removal of the right and obligation of a scholar to attend the school under the conditions set by HISD student code of conduct. A student can be recommended for expulsion if the student has had three or more suspensions for chronic disruption of the learning environment (as defined in the section on suspension). The principal or designee will make a recommendation to expel a student to HISD alternative school department.

An expelled student will not be permitted on school grounds or at any school-related functions for the duration of his or her expulsion. Procedures

Procedures are a set way of doing things (often related to a transition). By defining and utilizing procedures throughout the entire school, students know the expected behavior in most situations and can succeed at a higher rate than without the procedures in place and gain a deeper sense of safety and acceptance due to student expectation and an increase in the “climate of competence.” Additionally, teachers and staff are able to provide specific positive feedback to all members of the community when they have met the expectation.

The school’s common areas include the hallways, restrooms, and the multipurpose room. As students from every grade and class will be using these areas under the supervision of various faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among students rather than correcting misbehavior.

Staff will continuously encourage appropriate behavior in the school’s common areas through positive and friendly interactions with students. Verbal praise and Habits of Success tickets will be used to recognize students who exercise courtesy, safety, and respect in common areas.

Lunch room expectations:

1. Sit in your assigned area.
2. Follow directions.
3. Stay in your seat.
4. Use quiet voices.

School Celebrations/Incentives

Students will have the opportunity to earn privileges and rewards based on their progress in Habits of Success. Recognition of their progress will occur during assemblies at the end of each quarter. We also recognize growth in learning as measured by NWEA Map testing twice a year during an evening awards ceremony.

Parent/Guardian Agreement

I want my child to develop to his/her fullest potential. I will encourage him/her by doing the following:

1. Ensure that my child attends school on time and is prepared to learn.
2. Be aware of my child's progress and talk about school with him/her.
3. Communicate with teachers and school staff to support and challenge my child.
4. Read with, or provide independent reading opportunities for, my child for at least 20 minutes per day.
5. Encourage my child to complete their homework to the best of their abilities.
6. Expect the school to maintain proper discipline.
7. Participate in activities that support the school.
8. Be responsible for my child wearing their uniform.

Student Agreement

It is important that I do my best and I will try to always do the following:

1. Make sure that I arrive at school on time and ready to listen, learn and participate.
2. Finish my work and complete and return homework and other projects as assigned.
3. Be respectful to others at all times.
4. I will make good choices.
5. I will help others to learn in a positive manner.
6. I will tell the teachers and my parents when I have a problem at school.

Teacher Agreement

It is important that each student performs to his/her fullest academic potential. To ensure that this happens I will do the following:

1. Provide the academic instruction necessary for all students to excel with a student-focused attitude.
2. Provide a caring and safe environment that allows for positive and regular communication with students and parents.
3. Determine how each student learns best and use this methodology daily in a positive manner that focuses on student outcomes.
4. Provide meaningful homework assignments to students.
5. Hold myself accountable for my actions and strive to perform at the highest level at all times with student success my primary driving force.

Statement of Understanding and Acknowledgment

Attending Reynolds Elementary School indicates that each parent/guardian and student has read, understands, and agrees to abide by the policies set forth in this handbook.

We hereby acknowledge that we have received and read a copy of the Thompon Elementary School Student/Parent Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask a school administrator, teacher, or other staff member for further explanation.

We agree that we will be held accountable for the rules and regulations stated in this handbook.

* Policies and procedures are subject to change following the printing of this document.

Student Name:

Student Signature:

Parent Name:

Parent Signature:

Date