Roderick Paige Elementary School



"Home of the Eagles"

2012-2013 PARENT/STUDENT HANDBOOK

# RODERICK PAIGE ELEMENTARY SCHOOL

"Home of the Eagles"

"It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, sex, veteran status, or political affiliation in its educational or employment programs and activities."

# RODERICK PAIGE ELEMENTARY SCHOOL MISSION STATEMENT

The Mission of Roderick Paige Elementary School is to provide a quality educational experience by meeting the individual needs of every student (academic, social, and physical), placing an effective teacher in every classroom, and fostering a safe and caring environment.

#### **SCHOOL MOTTO:** "EXPECT EXCELLENCE"

MASCOT:

EAGLE

SCHOOL COLORS:

HUNTER GREEN, BLACK AND WHITE

STUDENT UNIFORMS: TOPS - HUNTER GREEN, BLACK, OR WHITE (School polo shirts and t-shirts may be purchased at the office)

BOTTOMS – BLACK OR KHAKI

(Jeans are <u>not</u> uniform and should <u>only</u> be worn on Fridays <u>with a</u> <u>uniform or school t-shirt</u>)

#### A Message From The Principal...

Welcome to the new face of Paige! We are excited about the 2012-2013 school year at Roderick Paige Elementary School. We have new staff, new ideas, and new opportunities to make sure that all students are academically successful. We believe that placing children in a purposeful learning environment with a strong curriculum is vital to success. Students, parents, and staff all have a responsibility in the educational process:

- Students must come to school with an "I Can" attitude and a willing mind students have the power to determine their own success!
- Parents must come to school with a collaborative attitude and open mind parents have the power to influence their child's success!
- Staff must come to school with a positive attitude and flexible mind staff have the power to motivate their student's for success!

These three partnerships will demonstrate the commitment of all stakeholders in helping our students reach their academic goals and develop the skills needed to become productive citizens.

Our two top priorities are to provide: (1) quality instruction and (2) a safe and caring learning environment. Therefore, this handbook is designed to give a brief overview of the minimal expectations at our campus. Please review this handbook with your child(ren) and become familiar with the building policies, regulations, and services.

I am confident that we will have a great school year. Thank you in advance for entrusting your child's future to us. Let's soar higher and ... Expect Excellence!

Sincerely, Dr. Lisa Williams, Principal

#### RODERICK PAIGE ELEMENTARY SCHOOL 2012-2013 SCHOOL CALENDAR

Wed., Aug. 22, 2012	Meet The Teacher $3:00 - 5:00$ p.m.
Mon., Aug. 27, 2012	First Day of School
Mon., Sept. 3, 2012	Labor Day – no school
Tues., Sept. 4, 2012	"Splash Into Reading" Day
Mon., Sept. 17, 2012	Fall Holiday – no school
Wed., Sept. 26, 2012	Open House and Carnival(12:00 – 3:30 p.m.) (early dismissal day – students leave at 12:30)
Fri., Oct. 12, 2012	Picture Day (students do not have to wear uniform)
Wed., Oct. 24, 2012	Early dismissal day – students leave at 12:30 p.m.
Wed. Oct. 24, 2012	Reading Night (5:00 – 6:30 p.m.)
Oct. 22 – 26, 2012	Red Ribbon Week
Wed., Nov. 14, 2012	Early dismissal day – students leave at 12:30 p.m.
Wed. Nov. 21 – 23	Thanksgiving Break – no school
Fri., Dec.14, 2012	Class Picture Day (no school uniforms) Holiday Program @ 1:30 p.m.
Dec. 24 – Jan. 4, 2013	Winter Break – no school
Tues., Jan. 8, 2013	Students Return to school – New Year's Party!!!
Fri., Jan. 11, 2013	Honors & Awards Program K thru 2 @ 8:30 a.m. 3 thru 5 @ 9:30 a.m.
Mon., Jan. 21, 2013	Martin Luther King Jr. Day – No School
Tue., Jan. 22, 2013	Career Day
Tues., Jan. 29, 2013	4 <sup>th</sup> grade take NAEP pilot exam

Wed., Jan. 30, 2013	Parent/Teacher Conferences (12:45 pm – 5:30 pm) *Early dismissal day – students leave at 12:30 pm
Wed., Feb. 20, 2013	Early dismissal day – students leave at 12:30 pm
Fri Feb. 22, 2013	Black History Program @ 1:30 p.m.
Wed., Mar. 6, 2013	Math Night (5:00 – 6:30 p.m.) – Math March Madness
Mar. 11 – 15, 2013	Spring Break – No School
Mon., Mar. 18, 2013	Paige March Madness Basketball Game (Teachers vs Students 1:30 – 2:30 pm)
Tues., Mar. 26, 2013	STAAR Math (5 <sup>th</sup> )
Tues., Mar. 26, 2013	STAAR Writing Part 1 (4 <sup>th</sup> )
Wed., Mar. 27, 2013	STAAR Reading (5 <sup>th</sup> )
Wed., Mar. 27, 2013	STAAR Writing Part 2 (4 <sup>th</sup> )
Thurso $M_{eff} = 29,2012$	
Thurs., Mar. 28, 2013	STARR Make-ups
Fri., Mar. 29, 2012	STARR Make-ups Spring Holiday – no school
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Fri., Mar. 29, 2012	Spring Holiday – no school
Fri., Mar. 29, 2012 Mon, Apr. 1, 2013	Spring Holiday – no school Easter Egg Hunt (during recess)
Fri., Mar. 29, 2012 Mon, Apr. 1, 2013 Wed., Apr. 10, 2013	Spring Holiday – no school Easter Egg Hunt (during recess) Science Fair (3:00 pm - 4:00 pm)
Fri., Mar. 29, 2012 Mon, Apr. 1, 2013 Wed., Apr. 10, 2013 Tues., Apr. 23, 2013	Spring Holiday – no school Easter Egg Hunt (during recess) Science Fair (3:00 pm - 4:00 pm) STAAR Math (3 <sup>rd</sup> and 4 <sup>th</sup> )
Fri., Mar. 29, 2012 Mon, Apr. 1, 2013 Wed., Apr. 10, 2013 Tues., Apr. 23, 2013 Wed., Apr. 24, 2013	Spring Holiday – no school Easter Egg Hunt (during recess) Science Fair (3:00 pm - 4:00 pm) STAAR Math (3 <sup>rd</sup> and 4 <sup>th</sup> ) STAAR Reading (3 <sup>rd</sup> and 4 <sup>th</sup> )
<ul> <li>Fri., Mar. 29, 2012</li> <li>Mon, Apr. 1, 2013</li> <li>Wed., Apr. 10, 2013</li> <li>Tues., Apr. 23, 2013</li> <li>Wed., Apr. 24, 2013</li> <li>Thurs., Apr. 25, 2013</li> </ul>	Spring Holiday – no school         Easter Egg Hunt (during recess)         Science Fair (3:00 pm - 4:00 pm)         STAAR Math (3 <sup>rd</sup> and 4 <sup>th</sup> )         STAAR Reading (3 <sup>rd</sup> and 4 <sup>th</sup> )         STAAR Science (5 <sup>th</sup> )         Volunteer Day (all class projects completed)
<ul> <li>Fri., Mar. 29, 2012</li> <li>Mon, Apr. 1, 2013</li> <li>Wed., Apr. 10, 2013</li> <li>Tues., Apr. 23, 2013</li> <li>Wed., Apr. 24, 2013</li> <li>Thurs., Apr. 25, 2013</li> <li>Fri. Apr. 26, 2013</li> </ul>	Spring Holiday – no schoolEaster Egg Hunt (during recess)Science Fair (3:00 pm - 4:00 pm)STAAR Math (3 <sup>rd</sup> and 4 <sup>th</sup> )STAAR Reading (3 <sup>rd</sup> and 4 <sup>th</sup> )STAAR Reading (3 <sup>rd</sup> and 4 <sup>th</sup> )STAAR Science (5 <sup>th</sup> )Volunteer Day (all class projects completed) Lemonade Day Kick Off assemblyCinco de Mayo and Lemonade Day celebration

Mon., May 27, 2013	Memorial Day – no school
May 28 - 31, 2013	Spirit Week
May 28	Sports Day (wear jerseys/athletic gear/hats)
May 29	Mismatched Day (wear things that don't match)
May 30	School Colors Day (wear green, black, white)
May 31	Vacation Day (wear vacation clothes/sunglasses)
Tues., May 28, 2013	Field Day
	PreK thru 2 (8:30 am – 10:30 am)
	$3^{rd}$ thru $5^{th}$ (12:30 pm – 2:30 pm)
Tues., June 4, 2013	Honors & Awards Program
	K thru 2 @ 1 p.m.
	3 thru 5 @ 2 p.m.
Thurs., June 6, 2013	5 <sup>th</sup> Grade Promotion @ 8:30 a.m.
	Last Day for students
	Class parties $1:30 - 2:30$ p.m.
Fri., June 7, 2013	Last Day for teachers

\*Dates and times are subject to change.\*

#### FACULTY & STAFF ROSTER 2012-2013 SCHOOL YEAR

#### **OFFICE PERSONNEL**

DR. LISA WILLIAMS, PRINCIPAL MS. BRISHAUN SUTTON, ASSISTANT PRINCIPAL ROSEMARY MOORE, SECRETARY DACHUNDRALYN PALMER, REGISTRAR STACEY HENSON, CLERK JESSICA RAMOS, CLERK

#### NURSE

RUBY DABNEY

PREKINDERGARTEN TEACHERS SUZAN BON, BILINGUAL QUIERSTON BAILEY, REGULAR TAMMY HOLMES, REGULAR

<u>KINDERGARTEN TEACHERS</u> SHALUNDA GAINES, REGULAR LAURA GONZALES, BILINGUAL

FIRST GRADE TEACHERS ANDREA RAMOS JOANN ROSS JEZICA ZARATE, BILINGUAL

<u>SECOND GRADE TEACHERS</u> TAMEKA WRIGHT ANTONIO LANDERO, BILINGUAL

THIRD GRADE TEACHERS ASHLEY ROSS SAMUEL PEREDO, BILINGUAL

FOURTH GRADE TEACHERS LONNIE BURGETT SHANTA FORNEY

FIFTH GRADE TEACHERS ALICIA DETAMORE ERICKA WILLIAMS

#### 2012-2013 FACULTY/STAFF ROSTER CONTINUED...

SPECIAL EDUCATION DEPT. LEESA GILES, SELF-CONTAINED NANCY HUTCHING, RESOURCE

ANCILLARY MICHAEL BARRETT, PHYSICAL EDUCATION CYNTHIA FULLER-SCOTT, MUSIC QUINCY HALE, TECHNOLOGIST ALICE NICHOLS, LIBRARIAN DELISA GOUDREAU, ART

TEACHING ASSISTANTS DORIS HILL

<u>CUSTODIAL STAFF</u> AUGUST BAILEY DINA HERNANDEZ CAMILIA PEREZ SANDRA SMITH, PLANT OPERATOR

CAFETERIA STAFF SHIRLEY DAVIS

# DAILY SCHOOL SCHEDULE

BREAKFAST IN THE CLASSROOM	7:15 a.m.
ARRIVAL TIME/INSTRUCTION BEGINS	
TARDY BELL	7:50 a.m.
DISMISSAL	3:00 p.m.
EARLY DISMISSAL	12:30 p.m.

#### Pre-K/Kindergarten/First Grade Entrance Requirements:

A child must have reached his/her fourth birthday by September 1, 2011 to enter Pre-K. A child must have reached his/her fifth birthday by September 1, 2011 to enter kindergarten. A child must have reached his/her sixth birthday by September 1, 2011 to enter first grade. A birth certificate and immunization record will be required when enrolling the child.

<u>Supervision</u> is not provided for students before 7:15 am. Do <u>not</u> leave your child outside of the school alone. <u>Wait</u> for the doors by the cafeteria to open at 7:15 a.m. \*These doors are closed at 7:45 am and all students must then enter through the front door.

**Tardiness:** Students should be in their classrooms by 7:45 am. Students who arrive later than 7:45 am must enter through the front door, and go to the office for a tardy slip before going to class.

**Dismissal**: All classes, grades pre-kindergarten through fifth, are dismissed at 3:00 pm. (exceptions are early dismissal days, which are listed on the school's calendar in this handbook).

Mode the student goes home: Students go home by a variety of transportation modes: bus, car, transportation service, or walk. Parents should place car rider cards in their front passenger window for quick and easy dismissal. Parents must report to the office to sign for students if they want the student to leave before dismissal, which is 3:00 pm. \*A picture ID is required to check out a student. Please make every effort to schedule appointments after 3:00 p.m. so that your child receives the full benefit of the school day.

# ATTENDANCE

Good attendance is very important in the school life of each child. Students are expected to be in school, except in cases of illness or emergency. If your child is absent, please phone the school before 9:00 a.m. to report the reason for absence. The first day when your child returns to school, send a written note to your child's teacher stating the reason and dates of absence.

Each day the student is absent, a phone call will be made from the front office to see why the child is not in school. After three days of absences, without notification to the school, the child's name will be given to the HISD Attendance Officer. The Attendance Officer will make contact with the parent, (usually at the residence), to find out why the student has been absent.

#### **UNEXCUSED:**

An absence that occurs when a student is absent from school or an individual class without obtaining either the approval or consent of the principal or the principal's designee. Students are required to have no more than 8 unexcused absences a year. Students with more than 8 unexcused absences are subject to grade failure.

#### EXCUSED:

The following are classified as excused absences:

- a. Illness or emergency
- b. Religious instruction commitments
- c. Juvenile of Criminal Justice Detentions
- d. Health Care and Social Service Appointment
- e. Death in the immediate family
- f. Other extenuating circumstances approved by the principal

Attendance is checked daily. Students must be present by 9:30 a.m. to be considered present for that school day. If you have any questions concerning this procedure, please feel free to call the school.

# MAKE THE GRADE!

The purpose of letter grades is to communicate to students and parents the achievement of the student. Letter grades are determined by the teacher in accordance with the definitions indicated below:

- A The student is doing superior work.
- B The student is doing above average work.
- C The student is doing average work.
- D The student is doing below average work, but meets acceptable minimal standards.
- F The student's work is failing and below acceptable minimal standards.

There are many cases when letter grades cannot be equated to percentage marks due to the nature of the material being graded. The general grading scale, however, which will be utilized to equate percentage grades to letter grades, is as follows:

- A 100% 90%
- B 89% 80%
- C 79% 75%
- D 74% 70%
- F 70% AND BELOW

Parents have access to check their child's academic progress online at anytime!

#### HOMEWORK

Homework assignments are given and the completion of such assignments is the student's responsibility. If a student misses school, it is also his/her responsibility to find out what work he/she must make up. Please do not call to get homework , unless your child is going to be out for 2 days or more. Students will be given the opportunity to make up work upon their return to school. (Check with individual teachers on this matter.)

# REPORT CARD DATES

# 2012 - 2013 SCHOOL YEAR

<u>KINDERGARTEN THRU 5<sup>тн</sup> GRADE</u> October 26, 2012

JANUARY 11, 2013

MARCH 28, 2013

JUNE 6, 2013

# PRE-K November 16, 2012

MARCH 1, 2013

JUNE 6, 2012

# DRESS CODE

The Dress Code Committee developed the following guidelines:

- 1. Metal hair rakes and knives are not permitted on campus.
- 2. Underwear, tee-shirts, muscles shirts, tank tops, and shirts having suggestive slogans including tobacco, alcohol, or drug related items are not to be worn.
- 3. Shoes appropriate for Physical Education should be worn with feet coverings (example socks, stockings). No shoes with wheels or high heels for girls. No flip flops or sandals.

4. Shorts may be worn if they are uniform shorts. Shorts should be kneelength. \*No cut-offs or clothing with holes, rips, etc. (including jeans).

5. Shirts and blouses must be tucked in and buttoned, unless designed to be worn outside. Belts must be worn in grades 2<sup>nd</sup> thru 5<sup>th</sup>.

6. Boys are not to wear earrings. Haircuts must not be disruptive to the learning environment (no explicit designs or pictures).

7. Students must be dressed in a manner that is clean and appropriate to the business of learning and appropriate to the weather.

8. Jackets or sweaters are permissible when needed and should be appropriate to the weather.

9. All backpacks must be clear or mesh.

10. Uniforms must be worn Monday thru Thursday. Jeans may be worn with a uniform shirt or school t-shirt on Fridays only.

#### **GENERAL POLICIES**

**<u>DISCIPLINE</u>**: Each teacher, at the beginning of the year, will send home the system for that classroom, (rules, consequences, etc.). This management system should be signed by the parent or guardian, and returned to the teacher promptly. Students who persist in disruptive behavior are referred to the principal's office. Behavioral problems will be dealt with according to the <u>Code of Student Conduct</u>.

<u>TEXTBOOKS/LIBRARY BOOKS</u>: Textbooks are required to be covered. The student is responsible for the textbooks which are in his/her care, as well as, any library books checked out by him/her. Students are liable for loss or damage to all books checked out to them.

**<u>BULLYING</u>**: Bullying is a type of aggression and part of a broad spectrum of violence. Bullying will not be allowed in any school in the Houston Independent School District. Children need to feel safe when in school. There will be zero tolerance for bullying on our campus.

**LOST AND FOUND:** Lost and found articles should be turned in to the office. You should check in the office for lost items. Items are discarded at the end of the school year.

**ITEMS NOT PERMITTED** Items such as footballs, baseballs, etc., should not be brought to school. Radios, iPods, compact disc players, electronic games, beepers, illegal weapons, or illegal reading materials should not be brought onto the school campus. Cell phones are not permitted.

<u>SCHOOL PARTIES</u>: Listed below are the school parties which are allowed this school year:

<u>CHRISTMAS</u>: A one hour party with refreshments can be held the last half of the school day on the last day of classes prior to the holidays. With teacher permission, students may exchange gifts not to exceed \$1.50.

**VALENTINE'S DAY:** Valentines may be exchanged by the students, and simple refreshments may be served.

**<u>BIRTHDAY PARTIES</u>**: Birthday parties for students or teachers are not permitted. Parents may bring treats to give to students to take home.

**END OF YEAR CELEBRATION:** A one hour party with refreshments can be held on the last day of school by teacher discretion.

#### RODERICK PAIGE ELEMENTARY SCHOOL RULES

- Students who eat breakfast at school must line up at the cafeteria door at 7:15 a.m. Teachers will pick up students and breakfast will be served in the classroom. This is not visitation time;
- All students should be on time for the beginning of class, which is 7:45 am;
- Be mindful of the fact that there is no loud talking in the cafeteria or hallways at any time;
- Refrain from leaving the campus before dismissal;
- Leave toys, weapons, chewing gum and candy at home;
- Run at Physical Education time, only;
- No hitting, fighting, bullying, cursing, threatening others;
- Keep textbooks covered at all times;
- Be silent during the drills;
- Leave campus at dismissal; re-enter only with permission from parents and principal; Playground is closed before and after school and on week-ends.
- Remember that bicycles, skates, and skateboards are not to be ridden at school; the school is not responsible for items left outside.

#### MISCELLANEOUS INFORMATION TELEPHONES

Only in rare cases will children be permitted to use the school telephones. The school's telephone is a business phone, and it is needed for that purpose. Students are responsible for seeing that they have their lunch, permission slips, library books, assignments, and all other materials needed for that day before they leave home. If a student plans to stay for an after school activity, the household should be reminded beforehand so that no calls will be necessary. <u>CELL PHONES ARE NOT PERMITTED</u>. **STUDENTS WILL NOT BE CALLED OUT OF CLASS TO ANSWER THE PHONE. IMPORTANT MESSAGES WILL BE DELIVERED TO THE STUDENT WHEN POSSIBLE.** 

#### **PARENT VISITATIONS**

Parents and legal guardians are welcome to visit classrooms at any time. A meeting with the principal or designee is required. In order to maximum your visit, below are some basic guidelines to follow:

- 1. The parent must meet with the principal or designee.
- 2. The parent and teacher should talk prior to the visit in order to limit conflicts such as scheduling.
- 3. All parents and guests must stop at the office for a pass. \*A picture ID is required.
- 4. Conferences with teachers should be scheduled at mutually arranged times before or after school, or during the teacher's planning period.
- 5. Visitations are limited to parents and legal guardians. Because learning is an ongoing process, it is important that our visitors are respectful of all students. Large groups of visitors tend to be disruptive to your child and others.
- 6. Visitations are limited to 30 minutes at a time.

#### **BUS RULES**

The Bus Driver is responsible for safety on the school bus. Misconduct is reported to the principal, who will take appropriate disciplinary action.

Students may be suspended from riding the bus for any of the following reasons:

- 1. Either directly or indirectly creating safety hazards on the bus.
- 2. Refusal to follow any reasonable instructions of the bus driver.
- 3. Rowdy and disorderly conduct.
- 4. Willful damage to the bus.
- 5. Acts which threaten the safety of students (at the bus stop or on the bus)

#### **\*\*AUTHORIZED SCHOOL DEPARTURES\*\***

#### "EARLY DISMISSAL OF CHILDREN DURING THE SCHOOL DAY" POLICY

1. Children will not be released from any classroom. They must be released from the main office.

2. Children will not be released to anyone other than the parent, guardian, or designee listed on the *Emergency Enrollment Card*. Only the person who enrolled the student can change the information on the emergency card.

3. Children will only be released to others designated by the parent on the enrollment card provided that parent has talked directly to the principal and obtained the principal's approval.

4. Children are not permitted to meet their parents or the designated person outside the school building. Students will not "wait" at the office – they will be called once the parent has arrived and signed the child out for the day.

5. A picture ID is required to be shown each time for early release of students to parent(s) or any other authorized person listed by the parent on the enrollment card.

**\*\***Because early release of students does affect the amount of time students are engaged in academic activities, parents are asked to refrain from picking up students early on a regular basis. Thank you for your cooperation in this crucial area.

#### TRANSPORTATION CHANGES

If you need to change your child's transportation arrangements, please notify the office in writing of the changes. In the case of an emergency, please call as soon as possible to allow the office adequate time for the delivery of your message; otherwise, your child (the student) will follow the regular transportation routine. The school cannot facilitate frequent changes in transportation arrangements. Please have a consistent plan for your child. EMERGENCY SCHOOL CLOSINGS

#### Occasionally, schools must be closed because of emergencies. Listen to the local radio station for reports of school closings. We all find out about emergency school closing information through the radio/television media. An emergency situation may be due to weather, or lack of water, heat, or electricity. Schools may be closed for the day, begin late, or dismiss early. If this is the case, bus transportation pick-up and drop-off times will also be modified, as well as the time that walkers will arrive and/or leave school. Dismissal will remain the same, unless announced otherwise by the media during the day. Your child needs to know where to go should you not be home, if an emergency school closing arises. Please discuss the emergency procedures with your child.

# **EMERGENCY CONTACT INFORMATION**

PARENTS MUST HAVE AT LEAST **TWO** CURRENT TELEPHONE CONTACTS ON FILE IN THE SCHOOL OFFICE. THE PHONE NUMBERS MAY BE HOME, WORK, A FAMILY MEMBER, OR NEIGHBOR. OCCASIONALLY, EMERGENCIES HAPPEN AT SCHOOL, SUCH AS ILLNESS OR ACCIDENT, AND CONTACT NEEDS TO BE MADE TO PICK UP THE CHILD. PLEASE BE CERTAIN THE SCHOOL HAS UPDATED INFORMATION NECESSARY TO CONTACT SOMEONE IN CASE AN EMERGENCY ARISES.

### **HEALTH RECORDS**

NO STUDENT WILL BE ADMITTED TO ANY PUBLIC SCHOOL IN THE STATE OF TEXAS WITHOUT HAVING HAD THE PROPER IMMUNIZATIONS. A CURRENT HEALTH RECORD CERTIFIED BY A PHYSICIAN OR PUBLIC HEALTH CLINIC MUST BE FILED WITH THE SCHOOL FOR EACH CHILD ENROLLED IN HISD.

### **ACCIDENTS OR ILLNESS**

IN CASE OF AN ACCIDENT THE PARENT WILL BE NOTIFIED, AND IT WILL BE DETERMINED IF THE CHILD SHOULD BE PICKED UP. THE PRINCIPAL'S OFFICE IS TO BE NOTIFIED IMMEDIATELY OF EVERY ACCIDENT. STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY ARE TO OBTAIN A PASS FROM THEIR CLASSROOM TEACHER BEFORE REPORTING TO THE NURSE'S OFFICE. IF THE STUDENT IS UNABLE TO RETURN TO CLASS, THE PARENTS WILL BE CALLED AND ARRANGEMENTS MADE TO PICK UP THE STUDENT FROM SCHOOL.

# **MEDICATION POLICIES**

THE SCHOOL MAY NOT GIVE MEDICATION TO THE STUDENTS. PARENTS MUST PICK UP A MEDICATION FORM FROM THE NURSE AND HAVE THE FORM FILLED OUT BY A PHYSICIAN FOR ALL MEDICATION. ALL MEDICATION IS TO BE TURNED IN TO THE SCHOOL'S NURSE, WHO WILL BE RESPONSIBLE FOR DISPENSING THE MEDICATION TO THE STUDENT. STUDENTS SHOULD NEVER HAVE MEDICATION IN THEIR POSSESSION. ALL MEDICATION MUST BE SENT TO SCHOOL IN THE ORIGINAL CONTAINER. PARENTS SHOULD PICK UP ANY UNUSED MEDICATION FROM THE NURSE ON THE LAST DAY OF SCHOOL.

# THE VIPS PROCESS (VOLUNTEERS IN PUBLIC SCHOOLS)

#### VIPS ARE VOLUNTEERS IN THE HOUSTON INDEPENDENT

**SCHOOL SYSTEM**. THEY ARE CARING ADULTS WHO TUTOR STUDENTS, ASSIST TEACHERS, AND PROVIDE ENRICHMENT OR HANDS ON EXPERIENCES FOR THE STUDENTS THROUGH A VARIETY OF WAYS. THEY ALSO MAY WORK IN THE SCHOOL'S LIBRARY, HEALTH CLINIC, ADMINISTRATIVE OFFICE, CAFETERIA AND OTHER SUPPORT AREAS.

ALL VIPS MUST REGISTER IN H.I.S.D.'S VISIT'S PROGRAM AND COMPLETE A BACKGROUND CHECK.

#### DISCLAIMER:

I UNDERSTAND THAT IN ACCORDANCE WITH H.I.S.D.'S BOARD POLICY, THE DISTRICT WILL OBTAIN A BACKGROUND CHECK FROM APPROPRIATE ENFORCEMENT AGENCIES PRIOR TO MY VOLUNTEER SERVICE. FURTHERMORE, I UNDERSTAND THAT I WILL PROVIDE PHOTO IDENTIFICATION TO THE SCHOOL'S MAIN OFFICE IN ORDER TO COMPLETE THIS REGISTRATION. FINALLY, I UNDERSTAND THAT THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE RELEASED TO ANY OTHER GOVERNMENTAL ENTITY.

### SIGNATURE PAIGE

I have read the Roderick Paige Elementary School's Parent/Student Handbook with my child. I understand the rules and policies that my child is expected to follow while he/she is enrolled at this school.

Student's Signature	Print Student's Name
Parent's Signature	Print Parent's Name
Phone Number	Date

(Please sign and return this sheet to your child's teacher immediately.)



Roderick Paige Elementary School "Home of the Eagles"