

Anna B. Kelso Elementary



Parent/Student Handbook 2023-2024

STUDENT PROCEDURES

Student Enrollment

All scholars at Kelso Elementary must go through the approved HISD enrollment process. An enrollment application must be completed and the following documents presented so that enrollment procedures can be completed:

Birth Certificate

Social Security Card

Parent Photo ID

Proof of Residence

Updated Immunization Records

Last Report Card if the student did not attend a HISD school during the 2022-2023 school year.

Provisional enrollment- A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age- appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically feasible and provide acceptable evidence of vaccination to the school.

The school nurse shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the 30- day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

ARRIVAL/DISMISSAL

Children may be dropped off at school any time after 7:15 a.m. Children will go directly to their designated areas:

PRE-K – 5

Arrival

Location	Grade Level
Cafeteria	All Kinder-5th Grade Scholars will report to the Cafeteria and sit in their grade level areas.
Pre-K Entrance	All Pre-K Scholars *Pre-K Scholars drop off time

	is 7:30 am
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Students will remain here until they are picked up by their teachers @7:25-7:30. Any student that arrives after 7:45 is deemed tardy and a PARENT must sign them in at the front office. Students will be given a tardy pass to class and a record of the tardy will be kept in Raptor for record keeping purposes. Students will be dismissed at 3:00 pm daily.

No student will be dismissed early after 2:00 p.m. This is transition time for our scholars and they are completing their instructional day.

LATE PARENT PICK-UP AFTER SCHOOL

Parents if you are running late picking up your scholar it is your responsibility to contact the front office immediately. Students left after-school without prior notification of late pick-up will remain in the front office the first 15 minutes, after that he/she will be placed in the After-School Program until the parent arrives. No office support staff is available to monitor scholars after-school after 4:00 p.m.

Late Pick Procedures/Consequences are as follows:

First Offense- Warning/Notification Letter to Parent

Second Offense- Parent Administrative Conference

Third Offense- Call to Notify Children Welfare Services of Repeated Offense of Child Neglect

Kelso School-Wide Rules

1. Disruptive behavior will not be tolerated!
2. Respect Everyone!
3. Absolutely No Bullying!!!

******These three rules will drive the work we do at Kelso! Parents, you are our partners in this work and we will not enforce these rules without your participation. You will be properly and immediately notified when either of these rules are violated. The expectation is that you respond immediately once notified. At Kelso bullies do not participate in***

extracurricular activities and will be held to the highest level of consequences, including and not limited to suspension.

DRESS CODE FOR STUDENTS

For the 2023-2024 school year, our student uniform has been revised. Students might wear blue jeans or khakis with any solid color polo. Jeans can not be torn or ripped.

Uniform	Boys	Girls
Tops	Yellow and Blue Kelso Polos,	Yellow and Blue Kelso Polos
Bottoms	Khaki, blue jeans or navy-blue bottoms (Appropriate length please)	Khaki, blue jeans or navy-blue bottoms (Appropriate length please)
Jackets	Scholars may wear any color outdoor jacket on cold weather days	Scholars may wear any color outdoor jacket on cold weather days
Sweatshirts	Scholars may wear crew neck sweatshirts. NO HOODIES will be allowed!!!	Scholars may wear crew neck sweatshirts. NO HOODIES will be allowed!!!
Shoes	NO Open toe shoes without straps on the heel. NO CROCS!!!	NO Open toe shoes without straps on the heel. NO CROCS!!!

The weekly dress code schedule is as follows:

Monday	Uniform Top/Jeans or Uniform Bottoms
Tuesday	Business/Professional Dress
Wednesday	College Day (Represent Your Favorite College)
Thursday	Uniform Top/Jeans or Uniform Bottom
Friday	Spirit Day! Kelso T-Shirts or Kelso Colors

Students may wear Jeans everyday, except on Business/Professional Day!!!

Things to Remember...

- Students will not be permitted to wear hats, caps, head coverings, or hoodies of any kind in the school building.
- Hairstyles should be reasonable, and hair should be clean and well groomed. Bangs must be kept short enough to allow for proper vision.
 - No make-up is to be worn or brought to school. No nail polish may be brought to school.
 - No GUM chewing is allowed!!
- The school uniform is to be worn every day unless otherwise specified. Please see the weekly dress code policy.
- Shoes must be worn always, and strings tied, or straps fastened. Crocs, clogs, open-toed shoes, thick-soled shoes, cowboy boots and shoes with cleats constitute a safety hazard and are not acceptable for daily wear. These shoes are only allowed on special event days and in their appropriate sport or activity.
- ***Belts must be worn if pants have belt loops. IF scholars do not have belts one can be provided for them. If belts are not available parents will be asked to bring a belt for the scholar.***

Cell Phone Usage

Cell Phones must be kept in the scholars backpacks at all times. If a cell phone is seen the following will occur:

1st Offense- Warning

2nd Offense- Parent Contacted

3rd Offense- Cell Phone will be confiscated and a \$15.00 fine will be assessed

STUDENT GRADES AND PORTFOLIOS

STUDENT PORTFOLIOS

Teachers are required to keep a folder with student graded assignments to verify grade distribution. These folders should be used to substantiate grades, assist students in checking their progress, and as a primary resource of information during parent conferences.

WRITING PORTFOLIOS

When Drop Everything and Write starts during face-to-face instruction, every homeroom teacher will keep a writing portfolio for scored writing samples.

CONDUCT GRADES

A student's conduct grade is based on the teacher's evaluation of the student's overall behavior during each of the grading cycles. Use the following grading scale when recording a student's conduct grade and grid one of the following bubbles on the grade sheet.

Marks in conduct are MANDATORY and the following guidelines are a recommendation:

E -- Excellent. Excellent conduct is expected from all Kelso students, especially those who wish to belong to various service organizations and who wish to be eligible for awards. Students consistently follow the rules.

S -- Good. The student's behavior is generally satisfactory but not of the highest rank and needs improvement. Students rarely deviate from the rules.

P -- Probationary/Poor. Conduct is not satisfactory and needs improvement. Students consistently break the rules.

U -- Unacceptable. Students have little or no regard for rules. **Before a student can receive a "U" on the report card, a detailed discipline report must be submitted for administrative review. This report must be signed by the principal and the teacher, stating specific incidents and dates.**

REPORT CARDS

Grade cards will be completed at the end of each grading period according to guidelines. Teachers are responsible for maintaining grade cards and submitting the appropriate reports.

PROMOTIONAL CRITERIA

Grade Level	Promotion Standards
1 and 2	<ul style="list-style-type: none">• Students must pass High Frequency Word Test – Recognizing and reading words that appear very often in written and spoken language.• State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading/language arts, mathematics, and science or social studies.• Students must have sufficient attendance*
3-5th	<ul style="list-style-type: none">• State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies.• Students must have sufficient attendance*• State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies.• Students must have sufficient attendance*

Please communicate promotional criteria with parents early in the year, and revisit these conversations often when appropriate (progress report periods, distributing report cards, after HFW or interim assessments). Failure to meet these criteria will result in students being required to attend summer school or repeat the grade level.

**The above criteria is applicable for the 2023-2024 school year.

PARENT/TEACHER CONFERENCES

Parents may request a parent/teacher conference to discuss a variety of issues. It is recommended that students be included for a portion of all conferences involving improved student achievement or discipline. Keep a written record of the conference by completing a Parent Conference Form and have each participant sign it before ending the conference.

SUBMITTING REPORTS

It is important for teachers to be prompt in submitting all reports, required data, or information to the office by the specified time or dates. These deadlines are set so that all reports can be tabulated and

forwarded to the proper departments. The tardiness of one teacher in filing a required report can delay the reports of the entire school.

GRADING / GRADE BOOKS

Teachers will use PowerSchool Pro to input students' grades. Please note that parents are also provided access to student information. Modifications for students with special needs and for LEP students should also be noted. ***(Please note: New teachers will be provided training at the beginning of the school year.)***

The teacher's grade book/documentation on PowerSchool is tangible evidence to support grading and an official record kept on file in the school. Grades recorded in the grade book for all subjects that are reported on the report card are documentation of the child's level of mastery of district objectives. Numerical grade recording, according to the HISD grading scale, will be used for grades 1-5. ***A minimum of two grades per week per subject*** must be taken and recorded for each student. Skills for all grades recorded are to be identified. HUB contains the HISD objectives and the Texas Essential Knowledge and Skills (TEKS). These are to be used in daily planning and grade recording. ***Documentation of instructional modifications recommended by the ARD committee must be shown as well as labeling of each grade.*** Grade books will be reviewed periodically by the principal and/or administrative team. Electronic grade books must include a method of backing up and printing paper copies on a regular basis. Grade books should be available upon request by the principal.

Teachers must document re-teaching if mastery is not met. ***(Documentation of re-teaching should be noted in PowerSchool and reflected in the lesson plans. Please note: This is a State requirement.)***

All grade changes must be initiated by the teacher assigning the grade and must be approved in writing by the school principal and the rationale for the change kept on file. A principal may not arbitrarily change a grade assigned by a teacher

Grading Scale

Kelso will follow HISD guidelines for issuing grades:

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = below 70

Kelso will adhere to a six-week cycle reporting period. Anytime a student is failing, parents need to be notified by the teacher via telephone, progress reports, etc.

Grading Distribution:

Daily Work 40%

Quizzes 30%

Tests 30%

*Homework is not included in the grading book. Homework is practice without penalty.

Items used for grading

- Independent practice assignments
- Independent workstation activities
- Ongoing projects
- Average of Do Nows or Exit Tickets
- Quizzes, tests

GUIDELINES FOR HOMEWORK

Homework is a valuable extension of learning beyond the classroom and an integral part of the instructional program. **Teachers are required to give homework at least three to four times per week.** Homework should:

- Build upon concepts and skills previously introduced in the classroom
- Require students to apply all kinds of thinking skills, including those at the higher level
- Encourage independent learning, responsibility and self-discipline

Depending upon the nature and purpose of an assignment, homework may range from ten or fifteen-minute reinforcement exercises to long-term projects extending over several weeks.

Suggested Time Frames for Homework per Content

4 th & 5 th Grade	1 hour
3 rd Grade	45 minutes
2 nd Grade	30 – 45 minutes
Pre-K-1 st Grade	15-30 minutes

In addition, each student should read at least 20 minutes each day. Primary parents are encouraged to read to their child daily. Reading Logs are highly suggested.

Every teacher should systematically assign homework, offer direction, and evaluate student work. Homework assignments should be reflected in lesson plans.

STUDENTS WITHOUT LUNCH

The cafeteria will provide a complete lunch for students who do not have lunch. If this becomes a recurring pattern, please contact the parent and then see the principal. The office does not keep lunch money for students. It is essential that every child eats lunch each day regardless of circumstances. If there is a student that needs assistance with paying for lunch, please reach out to the building principal and the cafeteria manager.

CAFETERIA RULES

The classroom teacher is responsible for his/her student's behavior and care of the cafeteria. EACH CLASSROOM WILL ASSIGN ONE MONITOR PER TABLE. Tables and floor must be cleaned as each group leaves. Cafeteria rules will be discussed with students on a regular basis. Classroom teachers will hold students accountable for cafeteria behavior. TEACHERS WILL ACCOMPANY STUDENTS TO THE CAFETERIA.

Cafeteria Rules

- Students will enter the cafeteria in a single file line.
- Students will respect our cafeteria workers and follow their directions.
- Students may only go through the lunch line once.
- Students will stay seated while eating.
- Students may only get out of their seats if they ask to do so.
- Students will empty their trays in an orderly fashion.
- No playing or throwing of food in the cafeteria.
- Students will pick up any trash they may have dropped on the floor after they finish eating.

(These will be displayed in the cafeteria.)



Discuss the following lunchroom rules with your class, emphasizing good manners.

- Speak softly.
- Once seated, remain seated.
- Students must buy the items they want the **first time through the line.**
- Students need to eat lunch first and then whisper!
- Talk only to your neighbors at the table.
- Follow lunchroom procedures

HOUSTON INDEPENDENT SCHOOL DISTRICT

TITLE I, PART A, PARENTAL INVOLVEMENT PROGRAM

Kelso Elementary School

5800 Southmont Street - Houston, TX 77031

Shanda Walker, Principal
(713) 845-7451

September 07, 2023

TO: Parents of Students at Kelso Elementary

SUBJECT: **School-Parent Compact**

The Kelso Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The school-parent compact is in effect during the school year 2023-2024:

Required School-Parent Compact Provisions

School Responsibilities

The Kelso Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - The school will ensure high-quality instruction on a daily basis through the administrative formal and informal observations of the teachers.
 - The school will provide professional development in CANVAS obtaining the Curriculum Guides for instructional TEKS and objectives for each content.
 - The school will provide support and effective learning by providing tutoring and intervention based on mastering the curriculum.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - The teachers will have parent-teacher conferences face to face or virtual based on mastery of curriculum for tutorial purposes.
 - Kelso Annual Open House face to face
 - Various grade-level Parent Information Meetings face to face or virtual
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - The teachers will send out progress reports every grading cycle.
 - The teachers will contact parents concerning tutorial schedules and scheduling based on mastery of the curriculum.
 - The teachers will send out notices of student behaviors in class.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - The staff will be available for conferences face to face or virtual during the teacher's planning periods.

- Phone call information when parents are not able to come (emergency,...)
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
- The parents can volunteer with assisting the ancillary teachers during special projects.
 - The parents can volunteer during field experiences.
 - The parents can volunteer with assisting clerical, decorating, and copying.
 - The parents can volunteer with participating in establishing a PTA (Parent Teacher Organization) that supports classroom learning, projects, and presentations.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's school.
- talk to my child about school and homework assignments daily
- help my child meet his/her responsibilities
- attend parent conferences face to face or virtual and student activities
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received

- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, joining and supporting the parent teacher organization.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Come to class on time everyday
- Be prepared to work
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Demonstrate my best efforts on my class assignments and projects
- Complete homework in a timely manner and to the best of my ability
- Respect the diversity, personal space and property of others

Additional Required School Responsibilities

The Kelso Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invited to this meeting all parents of children participating in Title I, Part A programs, and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

07 de septiembre de 2023

PARA: Padres de estudiantes en la escuela primaria Kelso

ASUNTO: Compacto Escuela-Padres

La Escuela Primaria Kelso y los padres de los estudiantes que participan en actividades, servicios y programas financiados por el Título I, Parte A de la Ley de Educación Primaria y Secundaria (ESEA) (niños participantes), acuerdan que este acuerdo describe cómo los padres, todo el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán una asociación que ayudará a los niños a alcanzar los altos estándares del Estado.

El pacto escuela-padres está vigente durante el año escolar 2023-2024.

Disposiciones requeridas para el acuerdo entre padres y escuela

La escuela primaria Kelso:

Responsabilidades de la escuela

1. Proporcionar currículo e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo que permita a los niños participantes cumplir con los estándares de rendimiento académico de los estudiantes del estado de la siguiente manera:

- La escuela garantizará una instrucción de alta calidad diariamente a través de las observaciones administrativas formales e informales de los maestros.
- La escuela proporcionará desarrollo profesional en CANVAS obteniendo las Guías Curriculares para TEKS instructivos y objetivos para cada contenido.
- La escuela proporcionará apoyo y aprendizaje efectivo al proporcionar tutoría e intervención basadas en el dominio del plan de estudios.

2. Organización de conferencias de padres y maestros (al menos una vez al año en las escuelas primarias) durante las cuales se discutirá este acuerdo en relación con el logro individual del niño. Específicamente, esas conferencias se llevarán a cabo:
 - Los maestros tendrán conferencias de padres y maestros basadas en el dominio del plan de estudios con fines de tutoría.
 - Kelso Open House anual
 - Varias reuniones de información para padres de nivel de grado
3. Proporcionar a los padres informes frecuentes sobre el progreso de sus hijos. Específicamente, la escuela proporcionará informes de la siguiente manera:
 - Los maestros enviarán informes de progreso en cada ciclo de calificaciones.
 - Los maestros se comunicarán con los padres con respecto a los horarios de tutoría y la programación basada en el dominio del plan de estudios.
 - Los maestros enviarán avisos de los comportamientos de los estudiantes en clase.
4. Proporcionar a los padres acceso razonable al personal. Específicamente, el personal estará disponible para consultar con los padres de la siguiente manera:
 - El personal estará disponible para conferencias durante los períodos de planificación del maestro.
 - Información a través de llamadas telefónicas (si padre no puede asistir a la junta con la maestra)
5. Brindar a las padres oportunidades para ser voluntarios y participar en la clase de sus hijos, y observar las actividades en el aula, de la siguiente manera:
 - Los padres pueden ofrecerse como voluntarios para ayudar a los maestros auxiliares durante proyectos especiales.
 - Los padres pueden ser voluntarios durante las experiencias de campo.
 - Los padres pueden ofrecerse como voluntarios para ayudar en la oficina, la decoración y la copia.
 - Los padres pueden ser voluntarios para participar en el establecimiento de una PTA (Organización de Padres y Maestros) que apoye el aprendizaje en el aula, proyectos y presentaciones.

Responsabilidades de los padres

Nosotros, como padres, apoyaremos el aprendizaje de nuestros hijos de las siguientes maneras:

- Monitoreo de asistencia.
- Asegurarse de que la tarea esté completa.
- hablar con mi hijo sobre las tareas escolares y de tarea diariamente
- Monitorear la cantidad de televisión que ven sus hijos.
- Voluntariado en la escuela de mi hijo.
- ayudar a mi hijo a cumplir con sus responsabilidades
- asistir a conferencias de padres y actividades estudiantiles
- Participar, según corresponda, en las decisiones relacionadas con la educación de mis hijos.
- Promover el uso positivo del tiempo extracurricular de mi hijo.
- Mantenerme informado sobre la educación de mi hijo y comunicarme con la escuela mediante la lectura de todos los avisos de la escuela o del distrito escolar
- Servir, en la medida de lo posible, en grupos asesores de políticas, como ser el representante de padres Título I, Parte A en el Equipo de Mejoramiento Escolar de la escuela, unirse y apoyar a la organización de padres y maestros.

Responsabilidades del alumno

Nosotros, como estudiantes, compartiremos la responsabilidad de mejorar nuestro rendimiento académico y alcanzar los altos estándares del estado. Específicamente, nuestra responsabilidad es:

- Venir a clase a tiempo todos los días
- Prepararme para trabajar en clase.
- Leer al menos 30 minutos todos los días fuera del horario escolar.

- Entregar a mis padres o al adulto responsable de mi bienestar, todos los avisos e información que recibo de mi escuela todos los días.
- Demostrar mis mejores esfuerzos en mis tareas y proyectos de clase.
- Completar la tarea de manera oportuna y lo mejor que pueda.
- Respetar la diversidad, el espacio personal y la propiedad de los demás.

Responsabilidades escolares adicionales requeridas

La escuela primaria Kelso:

1. Involucrar a los padres en la planificación, revisión y mejora de la política de participación de los padres de la escuela, de manera organizada, continua y oportuna.
2. Involucrar a los padres en el desarrollo conjunto de cualquier plan de programa a nivel escolar, de manera organizada, continua y oportuna.
3. Organizar una reunión anual para informar a los padres sobre la participación de la escuela en los programas del Título I, Parte A, y para explicar los requisitos del Título I, Parte A y el derecho de los padres a participar en los programas del Título I, Parte A. La escuela convocará la reunión en un momento conveniente para los padres y ofrecerá un número flexible de reuniones adicionales de participación de los padres, como por la mañana o por la noche, para que puedan asistir tanto padres como sea posible. La escuela invitará a esta reunión a todos los padres de niños que participan en los programas del Título I, Parte A, y los alentará a asistir.
4. Proporcionar información a los padres de los estudiantes participantes en un formato comprensible y uniforme, incluidos formatos alternativos a solicitud de los padres con discapacidades y, en la medida de lo posible, en un idioma que los padres puedan entender.
5. Proporcionar a los padres de los niños participantes información de manera oportuna sobre los programas del Título I, Parte A que incluye una descripción y explicación del plan de estudios de la escuela, las formas de evaluación académica utilizadas para medir el progreso de los niños y los niveles de competencia que se espera que los estudiantes reúnan.

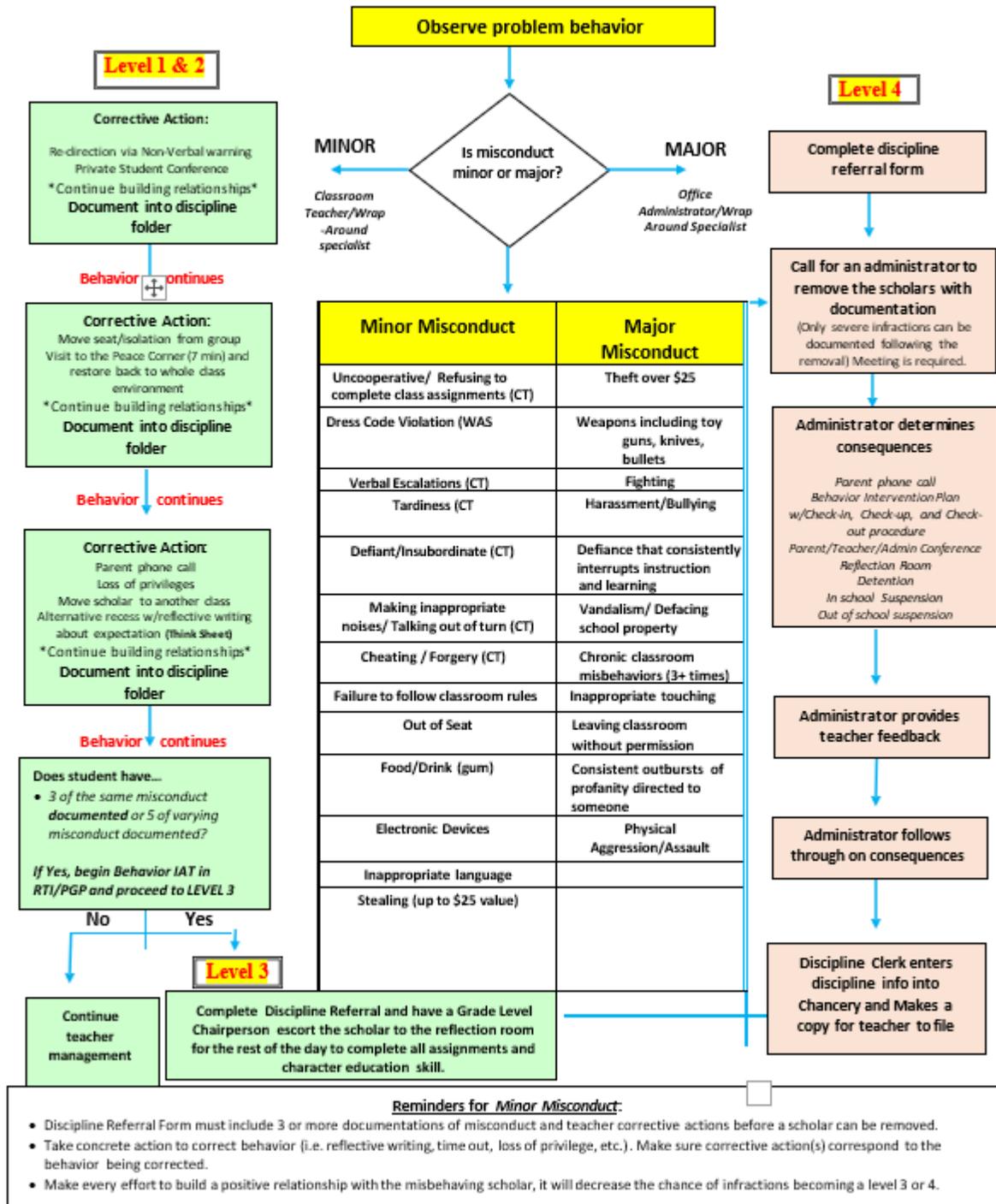
6. A solicitud de los padres, brindar oportunidades para reuniones periódicas para que los padres formulen sugerencias y participen, según corresponda, en las decisiones sobre la educación de sus hijos. La escuela responderá a cualquier sugerencia tan pronto como sea posible.

7. Proporcionar a cada padre un informe individual del estudiante sobre el desempeño de su hijo en la evaluación estatal en al menos matemáticas, artes del lenguaje y lectura.

Proporcionar a cada padre un aviso oportuno cuando su hijo haya sido asignado o haya sido enseñado durante cuatro (4) o más semanas consecutivas por un maestro que no esté altamente calificado dentro del significado del término en la sección 200.56 del Reglamento Final del Título I



Kelso Elementary Discipline Intervention Flow-Chart



Reminders for Minor Misconduct:

- Discipline Referral Form must include 3 or more documentations of misconduct and teacher corrective actions before a scholar can be removed.
- Take concrete action to correct behavior (i.e. reflective writing, time out, loss of privilege, etc.). Make sure corrective action(s) correspond to the behavior being corrected.
- Make every effort to build a positive relationship with the misbehaving scholar, it will decrease the chance of infractions becoming a level 3 or 4.

Anna B. Kelso Elementary School



Discipline Ladder

Level 1 – Common offenses
(Repeated level 1 offenses become level 2)
Teacher/Counselor

- Profanity
- Disrupting class
- Refusing to comply
- Dress code violation
- Sagging
- Hood on head
- Screaming or Yelling
- Not remaining seated
- Eating at unauthorized times

Level 2 – Common offenses
(Repeated level 2 offenses become level 3)
Teacher/Counselor

- Profanity directed towards a person
- Disrupting class (refusal to comply)
- Non-physical confrontation (Verbal)
- Disrespect towards adults
- Low level threat
- Intent to fight
- Inappropriate contact
- Dress code violation (refusal to comply)
- Videoing a fight (not posting)
- Sexual gestures
- Stealing (\$20 or less)
- Possession of staff resources
- Throwing objects
- Eloping(School grounds)
- Phone usage
- Student in unauthorized area
- Intentionally spitting on person (discretion)

Level 3 – Common offenses
(Repeated level 3 offenses become level 4)
Counselor/Administration

- Eloping (Off-School grounds)
- Physical Aggression/Assault
- Physical fighting
- Wearing gang paraphernalia
- Violating stay away contract
- Bullying/Harassment
- Pornography
- Cyber bullying
- Inappropriate pictures (if posted)
- Videoing a fight (if posted)
- Possession of contraband
- Stealing (\$750 or less)

Level 4 – Common offenses
(Repeated level 4 offenses become level 5)
Counselor/Administration

- Alcohol Possession
- Drug Possession
- Weapons Possession
- Contraband Possession (repeated)
- Cyber bullying (repeated)
- Stealing (\$750 or more)

DISCIPLINE FOLDERS

Please create a discipline folder for students that have behavior concerns. Before students can be referred to an administrator; there needs to be the following documentation in the discipline folder: (unless it is severe as coded in the Code of Student Conduct Book) Such as, but not limited to: Fighting, Using Profanity towards the teacher, bringing a weapon to school, Possession of alcohol or drugs, etc.

Teachers should take the following steps when disciplining a student:

1. Teacher Interventions (such as seating change, verbal warning, conduct cut, student conference, etc.)
2. Phone conference with parent- Complete log
3. Parent conference (in person)- Complete log
4. Referral to school discipline manager
5. Develop Contract with student with incentives and consequences

Be sure to record communication with parents using the parent contact log found in the handbook addendum.

FIGHTING

Fighting is a very difficult act to clarify. We firmly believe that there is a difference between mild physical conflict and actual fighting. If a student hits another and that student returns the hit and you intervene, please handle the problem. It is expected that staff members will prevent fights or intervene before actual fighting occurs. Hitting is not necessarily “a fight”. We will make final decisions on suspensions in accordance with the most recent HISD Code of Student Conduct. Students are permitted to make up work missed due to a suspension.

MANDATORY REPORTING OBLIGATION

Suspicion of Child Abuse/Neglect

- If you have a strong reason to believe a student may be in an abusive situation away from school it is your responsibility to report this to the appropriate agency (Child Protective Services). By law, you have 48 hours to report. You will be granted immunity.
- If you fail to report you will be held liable. This is considered a state violation.
- CPS
 - hcps.harriscountytexas.gov
 - https://www.dfps.state.tx.us/Child_Protection/
 - 1-800-252-5400
 - 713-394-4000

CAMPUS SAFETY

Safety is our number one priority! Students are NEVER to be left alone in a classroom, in the cafeteria, in the office, during after school programs, or outside!

PERSONAL SAFETY

- Early arrivals should exercise good judgment and caution when leaving their cars and walking to the building.
- Teachers who are working late should work with another teacher and inform the office staff/custodian that he/she is staying late. The school closes at 7pm each night.
- Do not leave valuables in sight inside your car. Keep car doors locked at all times.
- Secure personal belongings on campus.
- Each staff member must have an updated EMPLOYEE INFORMATION sheet on file with the school with accurate information for emergency purposes. (See Mrs. Valdez).

EMERGENCY NUMBERS FOR KELSO:

Emergency calls only – 911 (Do not call 911 unless you have authorization)

HISD Police - 713-892-7777

Southeast Houston Patrol Station - 713-731-5000

Houston Police - 713-884-3131

Houston Fire Department Non-Emergency - 713-222-7643

Houston Fire Department Emergency - 713-227-2323, or 713-222 3434 (EMS)

Animal Rescue League 713-238-9600