

Billy Reagan K-8

Educational Center

Parent Handbook

2021-2022



REAGAN'S MISSION STATEMENT

Our mission at Billy Reagan K-8 Educational Center is to provide a learner-centered environment and endeavors to produce global citizens who are bi-lingual, bi-literate, bi-cultural and leaders in science, technology, engineering, and math.

MESSAGE FROM THE PRINCIPAL

Welcome to Billy Reagan K-8 Educational Center! We are excited to have the opportunity to be part of your child's educational experience! The staff at Reagan K-8 is committed to *excellence*; we will continue to work diligently to prepare your child to meet and exceed grade level standards, so they become prepared for their futures! Please be sure to communicate with your child's teacher regularly with any questions or concerns you might have regarding classroom procedures or expectations.

SCHOOL HOURS

The school building will be open daily from 8:00am to 4:15pm. Student instructional hours are 8:30 a.m. to 4:00 p.m. Our doors open at 8:00 a.m. Our tardy bell rings at 8:30 a.m. Students are considered late if they arrive after 8:30 a.m.

We encourage all students to arrive by 8:15am.

ABSENCES/ATTENDANCE

Every effort should be made for students to be in school daily. Missing even one day of school can set a student behind and it is difficult to catch up. The official attendance time at Reagan K-8 is 10:45 a.m. In the case of an absence from school, parents need to send a written excuse letter on the day their child returns. Please make any doctor or dentist appointments in the afternoon if needed so students are not counted absent. In the event of an absence, excused absence letters should include the current date, date(s) of absences and the reason why the child was absent. The letter should also be signed by the parent/guardian. Truancy documentation can be filed after ten unexcused absences.

TARDINESS

Students are considered tardy after 8:30 a.m. When your child is late, he/she must report to the school office before going to class. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children who are here on time. For this reason, repeated tardiness will necessitate a telephone call and/or a conference with your child's teacher. If this becomes a chronic issue, the result in truancy charges and/or investigation into zone/residency status.

ARRIVAL

Students should arrive to campus by 8:30 each day and are considered tardy if they arrive after 8:30am. We highly recommend all students arrive by 8:15am to account for traffic. If the child arrives after the 8:30am tardy, the parent must walk their child to the front office to sign them in. For morning arrival, all car rider students are to be dropped off through the cafeteria side circle drive (located around the staff parking lot). Walkers and bus riders will arrive through the front doors and proceed to the cafeteria. After 8:30, the gates will be shut, and tardy students will need to enter through the front office drive. Students should *never* be dropped off on Anderson Rd.

DISMISSAL

Students are dismissed in **4 ways** at Reagan K8. They are car riders, bus riders, parent pick-up, and walkers (alone). All students will need a signed dismissal form on file to verify their dismissal choice.

- **Car riders** – your child is a **car rider** if you drive to Reagan to drop off/pick up your student. The line begins on Anderson Rd. and circles around the east side of the building. For pick up, all car-rider students will be given a Numbered Dismissal Tag; to pick up your child the tag *must* be displayed on the front windshield at all times during the dismissal car line. You will use the *same* side circle drive for dismissal, and your child will be waiting at a colored cone to load the car quickly. The front circle drive is reserved for busses and special education student pick-up *only*.
- **Bus riders** – your child is a **bus rider** if they ride a bus or daycare van to go home. It is important that buses are safe. Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. In addition, supervision needs to be provided for the children at the bus stops.
- **Parent Pick-Up** – your child is a **parent pick-up** if the parent/guardian will walk to the school to pick up their child. The parent/guardian who is picking up must have their child's Dismissal Number to present to the Reagan staff for dismissal. All parent pick-up walkers will be picked up from the front of the school. No parent will be allowed to park in the front and walk up to pick up their student.
- **Walk Alone** – your child **walk alone** if the child may leave campus to walk without a parent/guardian. We must have signed parent-dismissal form on file. Students who are walk alone will have a "walk-alone" tag that they will display to a campus staff member when leaving school.

DISMISSAL NUMBERS/TAG

Every family with students at Reagan K8 will receive a dismissal number. If parents are picking up their child(ren), they will need to present the number to the Reagan staff member. This number notifies the classroom teacher to dismiss the child to the correct location. This policy is in place for safety of students as well as to provide order around dismissal.

CHANGE OF TRANSPORTATION

Transportation arrangements should remain consistent so that students develop a solid routine. If transportation needs to be changed, written requests that are **signed** by the parent must be provided to the teacher and front office. If you have an emergency and need to telephone the office for a change of transportation, you must do so by or before 3:00 p.m.

After 3:00 p.m. changes of transportation cannot be accepted. If we have no communication from the parent/guardian, we will not change transportation arrangements.

EARLY PICK-UP

On occasion, it may be necessary for you to pick up your child for an appointment or an emergency. On such an occasion, please come to the school office with your driver's license/I.D. In order for the student to be picked up early by someone other than the parent, their names must be listed on the student's enrollment or pick-up form. If they are not, we will try to call the numbers listed for permission. They will also need to show our staff a driver's license. Excessive early pickups will be recorded and may result in truancy charges.

SAFETY & EMERGENCIES

Our number one priority on campus is safety. All staff members have been trained to implement safety and security measures at all times. Teachers will also teach safety measures to all students. If there is an emergency with your child, you will be contacted immediately. It is very important for parents to keep the school informed of changes in phone numbers, emergency contacts, and health issues.

CODE OF STUDENT CONDUCT (HISD)

Our school operates from the guidelines on student conduct found in the Houston Independent School District's Code of Student Conduct found at: <http://www.houstonisd.org/codeofconduct> Hard copies are available in the office.

CORE VALUES

Our school and staff work hard to make sure students are learning positive character choices to do well in school and become a respectable citizen. Our 4 core values at Reagan are: Honesty, Integrity, Teamwork, & Excellence. It is an expectation that students, families, staff, & community members all operate with these qualities in order to create & maintain a positive campus environment!

DRESS CODE

We have a dress code that is strictly enforced. Elementary students (K-5) will wear a yellow polo top with navy blue bottoms. All middle school students will wear khaki bottoms and a polo top (6th graders = white polo; 7th graders = royal blue polo; 8th graders = gray polo). Jeans are not permitted. Please see our school website for more information. ALL students must wear the school uniform.

CONDUCT

Maintaining **excellent** student conduct is necessary in achieving our goals of providing a safe school environment and ensuring the highest in student achievement. Therefore, we spend an adequate amount of time discussing expectations at Reagan K-8. Our school rules are focused on our core values. Consequences will also be discussed with the students. Please look for behavior and academic communication from your child's teacher. We ask that you regularly discuss negative behaviors and celebrate positive behaviors with your child. Students must adhere to the HISD Code of Conduct.

SAFETY CONCERNS/BULLYING

Our campus and district have a strict no bullying policy. Please notify your child's teacher, the office staff, or an administrator immediately if you have any safety concerns that may impact the well-being of our students. Remind your child(ren) to follow all safety rules. Please keep your emergency phone numbers updated with the office and the nurse and give the office a copy of any legal papers (custody, restraining orders, etc.) that could affect your child's safety. Additionally, if you suspect any incidences or bullying, please contact campus administration immediately so it can be investigated and addressed.

ITEMS PROHIBITED FROM SCHOOL

Please see the Code of Student Conduct for a full list of prohibited items. In addition to these items listed in the handbook, children are not allowed to bring weapons, live animals, gum, candy, or toys to school. Students are also not allowed to wear shoes with wheels or shoes that light up. Cell phones, electronic devices, mp3, and video games are **not** allowed at school. These items will be temporarily confiscated, and parents may obtain the release of these devices for a fee from the front office.

SOCIAL EMOTIONAL

In addition to academics, our campus is committed to providing emotional support to all students. We have various programs on campus that support student-growth. This year, we have two school counselors who will be working to support students with social, emotional, or academic needs. We believe in equipping all students with concrete skills to respect self and respect others.

ACADEMIC GRADE REPORTING

Report cards will be issued six times per year. Report cards reflect your child's academic progress, classroom conduct, and attendance. All report cards must be signed and returned as soon as possible. You can also sign up to be view your child's grades online. <https://www.houstonisd.org/psc>

TELEPHONES & EMERGENCIES

Students are not permitted to have cell phones on or in use while on campus. Students will

not be called out of class for personal phone calls. In an emergency, administrative permission must be secured. You will be contacted immediately if there is an emergency with your child. It is very important to keep the school informed of changes in phone numbers, emergency contacts, and health issues.

HEALTH SERVICES – CLINIC

In the event of illness or injury during the school day, clinic services are provided by the school nurse or office staff. If it is determined that a student is too ill to remain at school, the parent or emergency person designated on the "Releasing Students During School Hours Form" will be contacted to plan for the student to be picked up. You will be asked to show your ID before the student is released. If you have questions or concerns about your child's medical state, you are encouraged to contact our campus Nurse for support.

ILLNESS AND ABSENCES:

Students are too sick to come to school when they are contagious, and/or their symptoms are serious enough to prevent them from focusing on the tasks they need to do at school. Use this [checklist](#) to determine whether to keep your child home from school:

- Does your child have a fever of 100° or higher?
- Has your child vomited and/or had diarrhea two or more times in a 24-hour period?
- Are your child's eyes crusty, bright red, and/or discharging yellow or green fluid (pink eye)?
- If your child complains of a sore throat, is it accompanied by fever, headache, stomachache, or swollen glands?
- If your child complains of a stomachache, is it accompanied by fever, vomiting, diarrhea, lethargy, sharp pain, and/or hard belly?
- Does your child have a persistent, phlegmy cough?
- Does your child have lice (white, translucent eggs the size of a pinpoint on the hair or insects on the scalp)?

If you answered **yes** to any of these questions, please keep your child home from school and consider seeking medical attention. Keep your child home until he or she has been symptom and fever free for at least 24 hours without use of fever reducing medicine. If children have a rash, it could be contagious. Please seek medical advice before allowing your child to come to school.

IMMUNIZATIONS

Each student shall be fully immunized as a required by Education Code 38.001(a), (b) Immunization requirements and the recommended immunization schedule are on the TDSHS website. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible. The school nurse shall review the immunization status every 30 days. If, at the end of the 30-day period, a student has not received a required or subsequent dose of vaccine, the student is not in compliance and shall exclude the student from school attendance until the required dose is administered.

MEDICATION PROCEDURES

Students may not carry any medication of any kind or have medication in the classroom at any time. Medication administered to a student by the school nurse must be accompanied by instructions and signed by a physician. The prescribing physician completes the HISD form "Policies Governing Administering Medication During School Hours" and it is returned to the school office. This form is available from the nurse. The medication must be in the original container and appropriately labeled by the pharmacy or physician. No medication can be given without this documentation.

BIRTHDAY TREATS/CLASSROOM SNACKS

Students can bring birthday treats to share with members of their homeroom class on their birthday. However, the treats will not be shared with the class until after 3:40pm. This allows for a celebration but does not interrupt instructional time. The treat must be individual store-bought items that does not require cutting or preparing by the teacher. Please keep in mind the following: all food items **MUST** be store bought and a label must be present. If any food items do **NOT** have a label and they contain nuts or were manufactured in a facility that contains nuts, it will not be served in the classroom.

FOOD SERVICES – CAFETERIA

All students at Reagan eat breakfast and lunch for free. Breakfast is served in the classroom each morning at 8:30 a.m. and ends at 8:00 a.m. Lunch times vary by grade level.

WEATHER CONDITIONS

Please discuss with your child and teacher in advance about the procedure they should follow in getting to and from school in inclement weather. In the event of severe weather conditions, listen to the radio or television for information about school closings.

COFFEE WITH THE PRINCIPAL/ TITLE 1 PARENT MEETINGS

We will meet several times throughout the year on the last Wednesday of the month in September, October, November, January, and February. This is a time to get information on school/district calendar, learn about school events, and ask any questions you may have to Ms. Mailhot. We will also use to provide trainings and information that may be useful for families in our community.

VOLUNTEERS IN PUBLIC SCHOOLS [VIPS]

We have many different opportunities for our parents to volunteer, and we welcome any parent who can spend valuable time assisting our students. Volunteers are always needed to assist in our library, workroom, during classroom parties, on field trips, and during school events. If you wish to volunteer in any capacity (including chaperoning field trips), you must

be registered and cleared as a VIPS volunteer. To sign up, stop by the school front office or you can also sign up for VIPS online:

<https://www.houstonisdpsd.org/dmo/VIPS/index.html#/>

VISITORS FOR LUNCH

During non-Covid school years, we welcome our parents to come to school to eat lunch with their child(ren) on specified day(s) of the week. However, at this time, school visitors are still limited. If this does change, parents/guardians will be notified. Please note that anytime a parent comes to visit or assist in the school, we require them to be **VIPS approved**.

VISITORS/CLASSROOM VISITS

We welcome all opportunities to greet you and appreciate your cooperation when visiting Reagan. All visitors are required to sign in at the front office and present their driver's license/id each time; no exceptions. All campus visitors must be cleared through our (VIPS) system to help ensure the safety and security of all students and staff members. Classroom visits must be approved by the principal and scheduled with the teacher.

PARENT COMMUNICATION

We have many ways we communicate with parents: monthly calendars, notes home, school-wide phone calls, text messages, our school website, and social media (Facebook, Instagram, and Twitter). Additionally, all teachers have conference periods where they are available to meet with parents. Teachers are available for conferences either in person or by phone during this time. If you call during the day, the teacher may not have a break until after school is out. Therefore, teachers make every effort to return phone calls within 24 to 48 hours. School forms/flyers will be regularly posted on our school's website <https://www.houstonisd.org/domain/53819>

FIELD TRIPS

All field trips will be curriculum based to increase student achievement. Most teachers schedule one trip per year based on the curriculum and the grade level. District approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not acceptable. No parent can chaperone a field trip unless they are cleared through the VIPS system. The number of chaperones is limited and will be coordinated through the teacher, although priority may be given to parents who have accumulated the most school volunteer hours.

SHARED DECISION-MAKING COMMITTEE - SDMC

This team, composed of elected staff members, parents, and community volunteers, functions as a school management tool providing leadership to the staff and administration in the areas of budget, school organization, planning staff development, staffing, and curriculum as each impacts student achievement. The team meets 3-4 times a year to review student performance data and to formulate the School Improvement Plan. After the approval by the Board of Trustees, the plan is presented to all interested stakeholders in the school; the staff, parents and community members via our website.

STUDENT WITHDRAWALS/TRANSFERS

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school. If you are found to be out of zone, you will be notified and your student(s) will be withdrawn. Should your family move out of the Reagan zone, please follow the steps below to make for an easier withdrawal process:
(1) Notify the school at least two days prior to your child's last day at school.
(2) Return all library and textbooks and pay any fines or loans. On your child's last day, pick up the withdrawal form from the school's front office.

LITERACY

We know effective reading and writing skills are key components to academic success! At Reagan, we always look for opportunities for students to read and write across content areas. Research shows that families that promote literacy at home will grow up to be better readers and do better in school. We encourage every Reagan student to read daily. The best way for students to get better at reading is to read more! If you would like more ways to promote literacy in your home, please contact the school.

PTO – PARENT GROUP

If you are interested in joining our PTO Parent Group, please let the front office know! Our PTO help coordinate events throughout the year and support our campus and our families!

WRAPAROUND SUPPORT SERVICES

Wraparound Services provides students & families with the non-academic supports necessary to be successful in school, including: access to mental and physical health professionals, food, housing, and more. If your child or family may be in need of Wraparound Support, please contact the front office or <https://tinyurl.com/8568s7ww>

TAKE HOME FOLDERS

A Reagan take-home folder will be provided to each student by his/her teacher. This folder will come home every day. The folder will contain school communication, graded papers, and other items of importance. Please ask your child for this folder each night and bring the folder class every day.