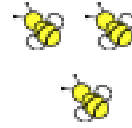


## PARENT/STUDENT INFORMATION



### ☆ANNOUNCEMENTS

The pledges to the American and Texas flags are made each morning by students at 8:00 a.m. A moment of silence will be observed during this time. Other announcements are made as needed at 2:45 p.m.

### ☆ASSEMBLY PROGRAMS

1. Various auditorium activities will be presented throughout the year for the benefit of students, parents, and teachers.
2. Students will be expected to show courtesy to those speaking or appearing on the program by being attentive and not talking.
3. Appreciation may be shown by applause; no whistling or any other noise is permitted.
4. Upon entering the auditorium, students will be directed where to sit.

### ☆ATTENDANCE

#### Compulsory School Attendance Laws

#### To Parents or to Persons Standing in Parental Relation to Children:

*Senate Bill 1432, passed by the Texas Legislature effective September 1, 2001, states that if a student is absent from school (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:*

- *The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093*
- *The student is subject to prosecution under Texas Education Code 25.094*

*It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.*

1. Absences will be either excused or unexcused. Acceptable excuses for absences and tardies are personal illness, catastrophic illness or death in the family, medical or dental appointments, quarantine, weather or road conditions making travel dangerous, and emergencies or unusual circumstances recognized by the principal.
2. Students who have been absent must bring a **written** excuse from the parent/guardian within **three school days** after the date of the absence. Parents **MUST** include the following information on notes regarding absences:
  - a. Name of student
  - b. Date of absence
  - c. Acceptable excuse (see #1)
  - d. Parent signature

3. If a student does not bring a written excuse for an absence, it is considered an unexcused absence and work from unexcused absences may not be made up. The student receives a "0" for the daily assignments.
4. The school shall attempt to notify the parent/guardian when a student has four (4) absences.
5. Parents are requested to contact the attendance clerk when a child is absent at 713-726-3638.
6. Any absence may be investigated by the attendance officer assigned to the school.
7. Attendance is taken each day at 9:55. Any student not present at 9:55 is considered absent for the entire day. **EXCEPTIONS:** Absences for medical and dental appointments will not be counted as absences if the student is present **any** time during the school day and brings a note from the doctor. Please inform your child's teacher **prior** to medical appointments whenever possible.

#### ☆**BACKPACKS**

Backpacks are allowed in grades K – 5. Rolling backpacks that fit in the students' closets are allowed in grades 3 – 5 only. Students in PK – 2 **are not** allowed to have rolling backpacks. No rolling suitcases are permitted due to space and safety considerations.

#### ☆**BICYCLE SAFETY**

1. The Houston Police Department recommends that all bikes be identified with a parent's driver license number.
2. Students riding bicycles will observe safety laws, the same as automobile drivers, stopping at stop signs, watching for pedestrians, and riding single file on the right side of the street.
3. Bicycle riders will **walk bikes on school grounds**, and secure them to the bike rack in the west parking lot. Bikes **must be locked** for safe keeping.
4. Students will wear safety helmets while riding bicycles. (Scooters are not allowed at school due to lack of storage space.)
5. Red is not responsible for any bike stolen from the property.

#### ☆**BUS BEHAVIOR**

1. Students must remain seated at all times, waiting for the bus driver to dismiss them from their seats. They should **never** stand while the bus is in motion.
2. Students must refrain from talking loudly. Each student should speak in a soft tone in order for the driver to transport them safely.
3. Students must not eat or drink anything while on the bus.
4. Students must not hang their head or arms out bus windows.

5. Students should board and depart the bus at designated spots quietly.
6. Students should use appropriate language.
7. Parents must send a note each day when their child will not ride the bus home. If a note is not sent, the student will be sent home on the bus.

Those students not willing to conform to the necessary safety rules will be reported by the driver on an HISD Incident Report. Students must understand that their parents will be notified and that he/she (the student) will receive a "U" in conduct for that day. Each offense has a consequence. They are:

- First Offense* - Give student adequate warning. Avoid repeating this warning without meaning. Inform the parents in writing or by telephone that their child is not cooperating.
- Second Offense* - A two- to three-day suspension from riding the bus.
- Third Offense* - A five- to seven-day suspension from riding the bus.
- Fourth Offense* - Exclusion from riding the bus for the semester.

Transportation must be provided to students that are suspended from the bus. School attendance is expected during the time of suspension. The school believes that all of our students are capable of complying with these safety requirements. The school **will support** bus drivers and provide a safe bus ride to and from school.

#### ☆CAFETERIA AND LUNCH PERIOD

1. Students will line up, single file, to go through the serving line.
2. Students will only be allowed to go through the lunch line once. They need to make sure they get everything they need – food items, condiments, utensils, napkins, snacks, etc.
3. Students are encouraged to buy lunch cards. This method makes it easier and quicker for the student and the cashier. Cards can be bought at 8:00 on Monday morning in the cafeteria.
4. Any student without lunch money will be provided lunch. The student should pay **the cashier the next school day**.
5. Classrooms will be assigned lunchroom seating.
6. The teacher, the duty person in the lunchroom, or the principal, will give guidelines for proper etiquette and behavior.
7. Children may speak in six-inch voices to the persons on either side of them and the person directly across from them.
8. Children are to clean up their own area and dispose their trays appropriately.
9. Forgotten lunches or lunch money should be brought to the office and have the student's name and room number on the lunch bag or lunchbox or on the envelope containing the money. These students should stop in the office on their way to lunch to pick up their lunch or money. Classes will not be interrupted to remind students; that practice has become too disruptive to the learning in individual classrooms.

10. No food may be taken from the cafeteria unless it is in a sealed, unopened package.

#### ★COMMUNICATING WITH PARENTS

The school sends numerous notes, memos, calendars, newsletters, e-mails, lunch menus, etc., home with students. It is recommended that you ask your child frequently about any communications they may have from school. This is the school's only way of getting information home. ***Please read all correspondence sent home so that you can stay informed.***

- **E-mail** – Teachers will provide parents with an e-mail address.
- **Calendar** - A monthly calendar will be published and sent home the last school day before the first day of the new month. This will serve as a reminder of all school activities for the month.
- **Newsletters** – **RED SCHOOL BUZZ** will be distributed on the first Tuesday of the month. It features news of Red School and information of interest to Red School students and parents. It is sent home with the monthly calendar.
- **Lunch Menu** - Lunch menus are printed and distributed to all schools by HISD's Food Services Department. They are sent home with the students the last school day before the beginning of the next month.

#### ★COMMUNICATION FOLDERS

Tuesday is communication day. The office and teachers will send home the majority of the written communication – flyers, graded papers, conduct information, etc. Please take time to review this important information. Sign any needed items and return to your child's teacher on Wednesday. You may want to get into the habit of asking, "Where is your Tuesday folder?"

#### ★CURRICULUM

Teachers at Red follow the curriculum outlined by the Texas Education Agency (TEA) and Houston Independent School District (HISD). The HISD curriculum is known as CLEAR. Information on curriculum can be found on the HISD website [www.houstonisd.org](http://www.houstonisd.org) under the Curriculum Department.

#### ★FIELD TRIPS

1. Field trips are encouraged. Each class is encouraged to take a minimum of two field trips a year. The teacher makes arrangements with the approval of the principal.
2. For some field trips, the pupils share bus costs. A parent **must sign** a permission slip for his child to go on the trip. The school will provide an HISD approved permission slip. **NEITHER HANDWRITTEN NOTES NOR TELEPHONE CALLS ARE ACCEPTABLE. PERMISSION SLIPS MUST BE RETURNED BY THE DEADLINE DATE ON THE FORM.**
3. Students with a **P** average in conduct three weeks prior to the field trip **may require that a parent accompany the child on the field trip. Students with a U in conduct are not eligible to attend field trips.**

## ☆FIELD TRIP CHAPERONES

Parents are frequently asked to be chaperones on field trips. Due to liability considerations, children not enrolled in Red School are **NOT** allowed on these trips. Parents must also be registered as a Volunteer in Public Schools in order to chaperone a trip. VIPS registration **requires a background check**. Parents who do not have a criminal background check **will not** be allowed to participate in extracurricular school events. We encourage parents to submit a criminal background application at the beginning of the school year via the HISD website. It takes HISD approximately 4 – 6 weeks to process applications.

## ☆FIGHTING/BULLYING/TEASING

**These will not be permitted.** They are strictly forbidden. If a child hits, bullies, or teases another child, it is to be reported to the teacher immediately. Penalties for fighting will be administered according to HISD Code of Student Conduct and dealt with severely.

## ☆FUND RAISING

The PTO sponsors fundraisers during the school year. Thanks to the school-wide parent support, the proceeds have allowed for the focus of the other functions sponsored by the PTO to be ones of community spirit and togetherness.

## ☆GRADING

Students will receive report cards at the end of each grading period. The academic grades will reflect the classwork, homework, projects, and tests done for that period.

In grades 1-5, grades will be numerical averages rather than letter grades. Kindergarten students will receive letter grades. Please use the following scale for interpretation of grades:

90-100	Excellent quality of work - thorough mastery of subject matter.
80- 90	Good quality of work - above average with consistent effort.
75-79	Satisfactory quality of work, average achievement.
70-74	Below quality of work expected - below average achievement.
Below 70	Unsatisfactory quality of work - poor work, failing.

Conduct will be marked with one of four letter grades to be interpreted as follows:

E	Excellent quality of behavior - totally self-disciplined.
S	Satisfactory quality of behavior - cooperates readily.
P	Poor quality of behavior - below average.
U	Unsatisfactory quality of behavior - needs drastic improvement

## ☆GROOMING AND APPEARANCE

1. Students will be expected to keep themselves well groomed and neatly dressed at all times. No form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance will be permitted.
2. ALL students in grades Pre-K-5 may wear knee-length shorts. **Biking shorts and short-shorts are NOT allowed.**

3. Halter tops, tube tops, tank tops, crop tops, mesh shirts, undershirts or other similar items of clothing **may not be worn**. Jerseys must be worn with a t-shirt underneath. All shirts and tops must be long enough to cover the stomach area at all times.
4. Overall straps must be securely fastened on the wearer's shoulders.
5. Shorts and pants are to be worn at the waist. Belts **must be worn** with shorts and pants that are designed for belts.
6. Due to their destructive nature, no metal cleats or taps will be permitted on boots or shoes.
7. Any clothing displaying profanity, alcohol, negativism, drugs, cigarettes or **holes** is not allowed.
8. No clogs, flip-flops, sandals, or **any** shoes without backs will be permitted for safety reasons. Students are to wear sneakers or other closed-toe shoes.
9. Socks or stockings should be worn with shoes at all times.

#### ☆HALL REGULATIONS

1. Students must have a pass to leave the classroom during the school day.
2. Any teacher, the principal or members of the office staff may request to see the pass key of any student not in the classroom during school time.
1. Because of the safety factor, everyone **will walk** (not run) in the halls. Any teacher or staff member may make this request of students.
2. To avoid congestion, everyone will keep to the right when moving through the halls.

#### ☆HEALTH NEWS

- All immunizations must be current. This year schools will not allow students to attend class unless all immunizations are current and complete. Please check with your child's doctor if you are not sure if your child's immunizations are complete.
- State legislation now requires all schools to provide information about bacterial meningitis to its community. The following information was received from the Health and Medical Services Department.

#### ☆HOMEWORK

Homework is assigned to reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom. In addition, homework provides an additional opportunity for family involvement in your child's education.

Your child's teacher will send home a letter at the beginning of the school year explaining what homework will be expected of your child. Home assignments should be clearly understood by the pupils. It should be possible to complete the assignment within a reasonable period of time. Assignments should be an outgrowth of the work done in the classroom. Homework may be given each day based on teacher discretion and student needs.

### Suggested Minimum Time

Pre-K and Kindergarten.....	10 – 15 minutes
1st & 2nd grades.....	30 - 45 minutes
3rd & 4th grades.....	45 minutes - 1 hour
5th grade.....	1 hour - 1 hour 15 minutes

Each family is asked by HISD to **read together at least twenty minutes a day**. This enjoyable time together is not considered homework and reaps wonderful rewards.

### ☆HONOR ROLL

Red School has two honor rolls:

- Principal's Honor Roll - all A's with E's or S's conduct average, and
- Regular Honor Roll - One B with the remainder of the grades A's with E's or S's conduct average.

Both honor rolls are recognized with an honor roll ribbon each reporting period.

Honorable Mention is granted to students who have two B's with the remainder of the grades A's and E's or S's.

Students who have all A's and B's and an E's or S' all year will receive a certificate at the end of year awards program.

### ☆HOURS

Student hours are 8:00 AM to 3:00 PM. It is important that students are in their seats ready for lessons at 8:00 AM through 3:00 PM. Staff is on duty to supervise students from 7:30 AM to 3:15 PM. For your child's safety, please observe these supervised times. If students are not picked up in a timely manner at the end of the school day, Children's Protective Services (CPS) will be notified and student will be released to HISD Police. Students are not to be dropped off at Red prior to 7:30 a.m. All students should be picked up by 3:15 p.m. If an emergency occurs please call the school to inform staff that your child will be picked up late.

### ☆ILLNESS AND INJURIES

1. Any illness or injury should be reported to the classroom teacher who will then have the student report to the nurse. The nurse will contact parents.
2. Students who are running a fever must be fever free for 24 hours before returning to school.
3. Emergency phone numbers on enrollment cards are important in case parents cannot be contacted at home or on the job. **Please keep this information up-to-date.**
4. **Medications administered at school** - The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind, which includes aspirin, similar preparations, or any other drugs without a physician written directive. The doctor's statement must be accompanied by written permission of at least one parent. The physician's form is available in the clinic or in the office.

5. **You completed a medical information sheet when you first enrolled your child in school. Please update this information if there are changes in your child's health.**

#### ☆INTERNET

Red School is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the school approved Internet sites, all students must obtain parental permission. If a parent prefers that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing. Students who enter non-approved Internet site will lose Internet privileges for at least the remainder of that school year. See the *Code of Conduct* for more details.

#### ☆ITEMS NOT ALLOWED AT SCHOOL

1. **NO** toys, pocketknives, radios, hand-held games, MP-3 players, liquid paper, laser pointers permanent markers, or other distracting objects are allowed at school.
2. If any of the above items are brought to school, the teacher will confiscate them or a staff member and the student and the item will be sent to the office. A parent must claim all allowable confiscated items within 10 days; they will **not be** returned to students. All other items will be submitted to the HISD police department.
3. Since dentists tell us that constant gum chewing and eating of candy hastens tooth decay, and because wrappers and gum on floors and furniture have presented a problem, we find it necessary to have a **NO GUM** regulation. Candy may be included in lunches, if parents desire, but it must be **eaten at the lunch table**.
4. **No** glass-bottled drinks are allowed.

#### ☆LIBRARY BOOKS

1. Students in grades K-5 may check out books weekly. Students may take home books at the teacher's discretion.
2. Students will be required to pay for lost or damaged library books. If a student has an overdue book, he/she is not allowed to check out another until that one is returned or paid for.

#### ☆LOST AND FOUND

1. Non-clothing items found should be turned in to the office.
2. The lost and found for clothing is located in the cafeteria on the benches. (Any items left are donated to the Braes Inter-Faith Ministries at various times during the year. Please mark your children's shoes and clothing with indelible markers.
3. Money found by a student it is kept in the office for a week.

#### ☆MAGNET

Red is a Magnet Program for Math, Science and Technology. Students have the opportunity for in-depth, process oriented study of math, science and technology in conjunction with a strong academic program. Studies develop critical-thinking and problem-solving skills, and lab work

emphasizes “hands-on” activities. Every student at Red is Magnet because we are an add-on program. Red’s magnet program utilizes a theme based approach with a new theme being introduced each month in the three labs. Students not zoned to Red must apply through the magnet application process. This process takes place in early November with Magnet Open House and Awareness Week.

#### ★MESSAGES FOR STUDENTS

Parents are encouraged to make transportation and after-school plans before students leave for school. Only **EMERGENCY** messages can be relayed to students. The office is unable to relay any messages to students between 2:45-3:00 PM as the intercom system is being used for important reminders and announcements.

#### ★NEW LAW

There is a new law requiring county and municipal authorities to notify school districts when certain known sex offenders intend to reside within the school district. When Red Elementary receives such a notice, it will be kept in the school office for one year. You may come by the office during regular school hours to review any notices. You may also review the school’s file of all notices, which are received and maintained by the school. The information contained in the notices is the **only** information about the sex offenders known by the Houston Independent School District. For further information, you may contact the law enforcement authorities named in the notice.

#### ★PARENT ORGANIZATIONS

**PTO** - The S. C. Red PTO is open to all parents. The membership fee is \$15.00 per family and all parents are encouraged to join and be a partner in the school. PTO members receive a directory of all students at school and special notices throughout the year. The PTO sponsors a contest for classes with the highest percentages.

- Regular meetings are held each year and **ALL** parents are invited to attend.
- **VIPS** - (Volunteers in Public Schools) - Parents are encouraged and welcomed to volunteer at school. Field trips, lunchroom, clinic, art and science centers, office, physical education, library and classroom are just some of the areas in need of volunteers. Criminal background checks will be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours. All volunteers must participate in a Volunteer Criminal Background check by completing the Volunteer Access to Police Records application via the HISD website. The background check is conducted by HISD Human Resources Department and takes 4 – 6 weeks to process. Criminal background checks are required every school year.

#### ★PARTIES AND CELEBRATIONS

- **Parties** - There can be only two parties per year, per class - one in the fall semester and one in the spring. Maximum time allowed for parties is 60 minutes.
- **Celebrations** - Parents may bring cookies or cupcakes for special occasions (**no birthday cakes**). These treats must be served in the cafeteria at lunchtime. Please be sure to include enough of the same treats for **all** members of the class.

- **No balloons, flowers, etc. may be delivered to students** in classrooms on special occasions. Such deliveries would be very disruptive to the learning environment.
- Invitations to off-campus parties are not to be distributed at school.

#### ☆PHYSICAL EDUCATION

1. All students are required to take physical education.
2. A doctor's written statement is required for excusing anyone from physical education on a permanent basis. The parent may request through the principal that the student be excused on a temporary basis.
3. Students should wear clothing that allows effective participation in physical education classes. Shorts are permitted and students **must wear tennis shoes**.
4. No physical education classes (or outside activities) will be conducted during air stagnation alerts. P.E. can be taught by the P.E. teacher or classroom teacher.

#### ☆PROBLEMS

If you have a problem concerning your child and school, please contact his/her teacher immediately. If the problem is not resolved, please request the principal's assistance.

#### ☆PROGRESS NOTES

Notice of Progress will be sent to parents of students who are making unsatisfactory progress during the fourth (4<sup>th</sup>) week of the grading period. The parent must sign and return the form to acknowledge receipt of report.

#### ☆PROMOTION

At the time of this printing, the following promotion standards had been approved by the HISD school board:

- A passing score on reading assessment instruments for grades 1 and 2, TAKS reading test for grade 3, and TAKS reading **and** math tests for grades 4 and 5.
- A score within one grade level of appropriate placement in reading on the Stanford 10 or Apenda tests in grades 1 – 3 and reading **and** math for grades 4 and 5.
- An overall average of 70 (including 70 or better in reading, language arts, math and either science or social studies) in grades 1-5.
- All attendance requirements included in the Attendance Policy approved by the HISD Board of Education.

If a student fails to meet these performance measures, teachers or other specialists will immediately intervene. At the end of the school year, if the student does not meet standards, he or she will be retained and have to attend summer school. Promotion will be determined by student performance at the end of summer school.

## ☆RAINY DAY PLAN

Parents are requested to make a plan of action with their children in case inclement weather occurs during the day. The children need to know how they are to get home, as it is impossible for all the children to call home for this information. **Rainy Day Plans** will be sent home with enrollment cards.

## ☆RELEASING OF STUDENTS BEFORE REGULAR DISMISSAL

Procedures are established for students that need to leave school early. Only the parent who has signed the enrollment card or someone with written authorization from that person will be allowed to take the child from school during regular school hours. The parent signs the child out in the school office and the student will then be called to the office. Teachers are not permitted to release students unless this procedure has been followed. When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time so that plans can be made accordingly. If a parent is out of the city and has left his child with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed. **Early release of students is allowed only with the permission of the principal or designee and will not be allowed after 2:30 p.m.**

## ☆ROOM PARENTS

It is suggested that each classroom have one Room Parent Chairman and two Room Parent Assistants. The room parents are expected to help with class parties, secure helpers for the class booth at the fall festival, provide cookies once a year for the PTO meeting, and generally assist the classroom teacher as needed. Teachers will be requesting room parent volunteers during the first few weeks of school.

## ☆SCHOOL PICTURES

Individual student pictures are taken in the fall and group pictures are taken in the spring. Fifth graders have a panoramic picture taken in the spring.

## ☆SCHOOL STORE

The Red School Store is open from 7:45 - 7:55 AM. It is located next to the office. Students may buy all necessary school supplies and t-shirts in the store.

## ☆SCHOOL-WIDE RULES

- Be Safe
- Be Respectful
- Be Prepared
- Be Cooperative

## ☆SECURITY

To maintain a safe learning environment for students the only entry to the campus will be through the front doors.

## ☆SHARED DECISION-MAKING COMMITTEE

As part of the Site-Based Management Model mandated by the state and HISD, Red developed an SDM Committee. The committee is composed of the principal and:

- 6 - classroom teachers nominated and elected by classroom teachers
- 3 - school-based professional staff members nominated and elected by classroom teachers and school-based professional staff
- 1 - paraprofessional staff member nominated and elected by paraprofessional staff
- 3 - parents elected by the parents
- 2 - community and/or business representatives selected by the principal

The SDMC model also provides for three (3) standing committees (Curriculum, Budget, and Planning). **Interested parents may volunteer for these committees.** The maximum number of committee members is 12 and the ratio of faculty to school/community volunteers is two-thirds faculty to one-third school/community. Red's SDM meets the third Wednesday of each month at 3:15 PM in the library. All meetings are open to the public.

## ☆SPECIAL EVENTS

- **Awards Day** - Awards are presented to students for: Scholarship, Perfect Attendance, Citizenship, Safety Patrol, Student Council, Library Club, and for other special services.
- **Birthdays** - Celebrate your birthday the *Red School Way* and support reading at the same time. For a \$15 donation, students may choose a book to be donated in their name to the library. The librarian will put a bookplate bearing the child's name in the book, take a picture of the child holding the book to post on the library bulletin board, and announce the child's name and book title over the P.A. system.
- **Field Day** - Each spring there has been a Field Day or similar event. Students compete on their grade level in activities such as sack races, balloon races, relays and other competitive sports.
- **Fifth Grade End-of-Year Day** - At the end of each school year, the PTO honors the fifth grade students with a pool party at Willow bend Pool.

## ☆STUDENT SERVICE CLUBS

- **Library Club** - This service club is for third, fourth, and fifth grade volunteers. Library Club members shelve books and/or read to younger students. Students volunteer before school from 7:30 to 7:55.
- **Safety Patrol** – The safety patrol is organized to assist with student safety around the school.

Requirements to participate in the Safety Patrol are:

- (1) be recommended by his homeroom teacher
- (2) be in the fifth grade
- (3) have excellent conduct
- (4) complete all assignments

- **Student Council** - The Student Council is composed of eight elected representatives from each fifth grade class. These students help the school with special projects and offer leadership to their class by bringing information to and from their class of the meetings.

#### ☆TAKE YOUR DAUGHTER TO WORK DAY

This is not a recognized event by HISD and is therefore an unexcused absence. While this event is valued, parents are encouraged to help their children explore career possibilities on a day other than an instructional day, such as a staff development day.

#### ☆TARDIES

A student is tardy **after the 8:00 bell**. When students are tardy they miss important instructional time needed to begin the school day. School personnel understands that occasionally traffic, weather, or oversleeping may cause a student to be tardy. However, persistent tardiness will not be allowed.

For the first two tardies in any nine-week period, the student will receive a warning (teacher records tardies on a classroom chart). With the third tardy, the teacher will send parents a letter.

- Letter must be returned signed by parent.
- Letter will be placed in student's folder.
- All students will report to the office for tardy/admit slip.

#### ☆TELEPHONE

1. Students shall use the main office phone **ONLY** in emergencies and must have a telephone pass from their teacher.
2. The classroom teacher and/or office staff will determine what constitutes an emergency. For example, calls requesting permission to go to a friend's house after school, forgetting lunch or lunch money are not considered emergencies.

#### **Cell Phones:**

All cell phones must remain in the off position (unable to receive signals or commands) while in the school campus and they must remain in backpacks. Students may not wear cell phones on belt clips or have them in their pockets.

Unauthorized usage of these devices will result in confiscation. This will require a mandatory conference with parents and principal. Neither Red Elementary nor HISD is responsible for lost or stolen cell phones.

#### ☆TEXTBOOKS

1. All basic texts and workbooks are loaned to students for their use during the school year.
2. Textbooks **must be kept covered** and handled carefully.

3. Students will be required to pay for lost or damaged textbooks. Report cards and school records will be withheld, by state ruling, until all textbook records are cleared. (Please keep in mind that the costs of new textbooks are extremely high. Taking good care of your books will be beneficial for everyone.) The cost is approximately \$250.00 per student for textbooks.

### ★TRAFFIC

Crowded traffic conditions during peak times – 8 AM drop offs and 3 PM pickups – jeopardize the safety of our children. *Congestion* will never be prevented completely, as more than 500 children arrive and depart each day, but safety can be achieved by *courteously* adhering to the following guidelines.

#### *East Lot: One Line/One Way/Parent Parking*

- This is the visitor parking lot and the only parking area for parents on campus.
- Traffic is **ONE WAY** entering from Tonawanda and exiting on Hazelton.
- **NO DOUBLE PARKING PLEASE.** Traffic forms **ONE LANE** for parking and walking your child into school.
- When the spaces are full, please park on the street and walk back to the school.
- The yellow, no-parking curbs mean just that. Parking along these curbs hinders maneuverability and endangers our little citizens who cannot be seen!
- A blue, plastic handicap tag dangling from a mirror does not entitle a car to park in the marked handicapped spaces! Either transporting a person who has limited mobility or a driver with limited mobility is what qualifies a vehicle to park in one of Red's four spaces. Thank you for your consideration.

#### *Circle Drive: One Line/One Way/NO PARKING*

- Wait until 7:35 a.m. Most of the buses are out of the circle drive by 7:35 a.m. and is comparatively less congested than that.
- Adults are on duty to receive children **so drivers do not need to leave their car.**
- Traffic forms one line as it enters one way from the east, and leaves from the west exit on Tonawanda.
- Children should be let out onto the school sidewalk only. Please have them ready and organized to exit your car quickly.
- Wait until the car is motioned to begin the afternoon pick-up to indicate buses have departed from the campus.

#### *West Lot*

- This is for staff and special transportation buses **ONLY.**
- To avoid gridlock situations on Tonawanda, all Red staff and families are asked to voluntarily drive westbound **ONLY** (toward Cliffwood) from 7:45 – 8:15 a.m. and 2:45 – 3:15 p.m. This will allow traffic to pull either into the circle drive or the east parking lot without traffic from west blocking the entrance.

### ★TRANSFERS

If you know you are going to move, please call the school office (713) 726-3638 and notify us of the move at least two days in advance of the anticipated checkout day.

- The person(s) who signed the enrollment card should be the person(s) who sign the checkout sheet.

## ★TRANSPORTATION

1. Magnet students who live outside the Red attendance zone are eligible for HISD bus transportation if they live more than two miles from Red. The bus will pick students up at a neighborhood school.
2. Disabled students are eligible for HISD bus transportation upon recommendation of the ARD Committee.
3. No other students are permitted to ride these HISD buses, e.g., students visiting bus students are not permitted to ride HISD buses.
4. Identified bus riders are required to ride their bus **unless the school is notified in writing that the student is not to ride the bus.**
5. Parents may call the appropriate motor pool to locate student's property left on a school bus. Parents need to know the route number of the bus their student rides.

Barnett Motor Pool - (713) 845-5022  
Butler Motor Pool - (713) 726-2100

Central Motor Pool - (713) 676-9295  
Delmar Motor Pool - (713) 957-7711

## ★TUTORIALS

Tutorial classes will be provided according to guidelines mandated by HISD. Transportation is not provided. Parents must make arrangements to pick up their child from tutorials on time.

## ★VALUABLES

Large amounts of money and other valuables should not be brought to school. If absolutely necessary, money or valuables should be checked in with the teacher until needed. The school will not be responsible for any lost valuables including money.

## ★VANGUARD NEIGHBORHOOD G/T PROGRAM

HISD provides two K-12 program options for Gifted and Talented students: Vanguard G/T and Neighborhood G/T. The Vanguard G/T magnet program is designed to meet the needs of G/T students in grades K-12 by providing a homogeneous environment for students to work with their cognitive peers. The Neighborhood G/T programs (formally known as SIGHTS) are designed to meet the needs of G/T students in grades K-12 at their neighborhood (zoned) schools. Both Vanguard G/T and Neighborhood G/T programs provide a differentiated curriculum by modifying the complexity, and pacing of the general school program.

HISD conducts district-wide testing each fall for students in Kindergarten – fifth grade. This test is one criteria used to determine if a child will qualify for the G/T program in the next school year. Students can be tested one time per year for qualification.

Students who qualify for the Vanguard Neighborhood G/T Program receive additional instruction beyond the regular prescribed curriculum in reading, math, science, and social studies (Grades 1-5). Placement in the program is partially determined by special testing which occurs on dates predetermined by the school district. Information about testing dates and application deadlines will be published in the Parent Newsletter and Red School Calendar. The Vanguard Neighborhood G/T Program Admissions Committee using student grades, teacher observation form, and testing information will determine placement.

Vanguard Neighborhood G/T Program applications may be obtained from the school office.

★VISITORS

1. All parents and visitors are required to report first to the office for a visitor's button and to sign a visitor sign-in sheet.
2. Parents requesting conferences with teachers may make an appointment by writing a note to the teacher or e-mailing the teacher. Please allow 24 hours for a response.
4. Visitors without appointments are welcomed to sign-in, get a badge, and observe in the classroom. Thanks for understanding that the teacher will continue with the lesson while you sit and observe your child and the class. Observations need to be limited to 30 minutes per day.
5. Teachers are not able to conduct conferences with parents after 8:00 a.m.

★WAITING FOR STUDENTS

Please do not plan to meet your child in the afternoons at his/her room **after** the first week of school. This makes it difficult for our students to move down the halls to meet buses and carpools. The safest way to pick your child up in the afternoon is the carpool line. Staff members are on duty to load students into cars and to direct traffic.