

James Randolph Elementary

CAMPUS PAGES

Arrival:

Children are expected to arrive at school on time and are expected to be **in their classroom** by 8:00 a.m. Any child entering the building after 8:00 a.m. will be considered tardy. **If your child reports to school after 8:00 a.m. tardy bell, he/she must report to the office before proceeding to class.**

Those students who are not on campus because of appointments with health care providers will have an excused partial day absence if they return to school on the same day **with a note from the medical professional.**

Children will be permitted to arrive on campus at 7:40 a.m. Children are not permitted into the school building until 7:40; staff members are not on duty until that time. It is unsafe to leave your child unattended. For this reason, we ask that you do not drop off your children for school before 7:40 a.m. Children are not allowed to play in the front area while they are waiting to enter the building.

Make sure you do not use your cellphone during arrival and dismissal. We want to ensure the safety of all of our students.

Backpacks:

We encourage students to use backpacks to organize and transport their materials. Backpacks are stored in the classroom during the day. Students should not use rolling backpacks as other children tend to trip over them as they are being rolled down the hallway.

Birthday Treats:

Parents may send a store bought treat for their child's birthday. Treats will be shared at recess. No balloons, flowers, or decorations will be delivered. All birthday treats must be delivered by 10:00 a.m. Please see district guidelines regarding birthday treats and party invitations in the district portion of this handbook.

Counselor:

Randolph Elementary utilizes the services of a full-time, certified counselor. The counselor has a variety of duties and responsibilities that are directly related to the parent and child.

Some of the major functions of the counselor are:

- Conferencing with teachers, principal, and parents regarding student progress in academic, social or behavioral areas;
- Leading group counseling sessions in the classroom/counselor's office;
- Conducting counseling sessions with individual children.
- Giving guidance lessons to all grade levels.
- Coordinating state testing for the school;
- Coordinating Credit By Exam
- Coordinating KEYS mentors and PALS

The counselor is prepared at all times to speak with concerned parents. Please call to schedule a conference if needed.

Clinic:

Students who become ill at school are sent to the clinic for evaluation by the campus nurse. The campus nurse will call the parent if a student needs to go home or needs to talk personally with the parent in regards to a situation. All ill students must leave through the campus nurse.

24 Hour Rule

Students who demonstrate signs and symptoms of illness or a possible communicable disease should be referred to the campus nurse for further evaluation. Those with a temperature of 100 degrees or above or those who vomit or have diarrhea must be isolated in the clinic and sent home. The student must be fever free before he/she can return to school without the use of fever reducing medication for 24 hours.

Those excluded due to vomiting or diarrhea must also be free of symptoms without the use of preventative medications before being allowed back in school. (Administrative Regulation FFAD)

The 24 hour period is used as a standard length of time to determine if indeed the symptoms have subsided.

When to Keep My Student Home

Keep your student home if he/she has a fever of 100 degrees or higher, or if he/she is actively vomiting or has diarrhea.

Your student may not return to school until all symptoms have resolved without the use of fever reducing medications or antidiarrheals.

Head Lice

We no longer complete classroom checks for this. We only check the students who are symptomatic. If a student is found to have live lice, they will be sent home to be treated. Once they are treated and have no live lice in their hair, they may return to school. If they have nits only, they do not have to be sent home, but parents will be notified so the student can be treated.

Vision and Hearing Screenings are done in the Fall of each year for Kindergarten, 1st, 3rd, and 5th grades.

Medicine at School

All medications (**prescription and nonprescription**) brought to the school must be taken to the school clinic immediately upon arrival. Students may transport prescription/nonprescription medication to and from school as long as the medication is not a controlled substance. Students may not be in possession of any prescription or nonprescription drug on school grounds during school hours unless officially authorized by the campus nurse for possession and self-administration of a prescription medication for asthma, anaphylaxis,

or diabetes. The following procedures are to be followed regarding medications:

1. All **prescription** drugs dispensed through a physician's office must be in their original pharmacy container or packing and labeled by the pharmacist or physician. The label must include:
 - The student's name
 - The physician's name
 - The name and strength of the drug
 - Amount of drug to be given
 - Frequency of administration
 - Date prescription was filled

All **nonprescription** drugs (**including cough drops**) must be in their original container. The written request for administration of these over-the-counter drugs, made by parent, guardian, or physician, must contain the following:

- Full name of student
- Name of drug
- Amount of drug to be given
- Scheduled hours when the drug is to be given
- Reason drug is to be given
- Date
- Appropriate signature

Natural and/or homeopathic-like products, not FDA approved, will not be dispensed in the school setting by school district personnel.

**There are no "stock" medications kept in the clinic. The only medications that are kept in the clinic are those which were brought in by the parent or student with appropriate paperwork.

Change of clothes

Please pack a change of clothes for ALL school aged children. Students need a change of clothes for various reasons throughout the day (food and beverage spills, mud at recess, bloody noses, rips, tears and toileting mishaps).

This prevents parents from having to be called during the day as

there is a minimal amount of clothing that is kept in the clinic.

Conferences:

At JRE, teachers are required to have one face-to-face conference with parents each year. If a child has behavioral or academic concerns, additional conferences may be scheduled.

We encourage parents to first speak with their child's teacher with any concerns or questions.

If you need to speak with an administrator after speaking with the teacher, please contact the administrator that supervises your child's grade level.

- 1st and 5th grade –Tia Thomas, Assistant Principal
- 2nd and 4th grade – Michelle Gaskamp, Principal
- K and 3rd grade – Shaunta Smith, Assistant Principal

Please make arrangements for your children during your scheduled conference time.

Communication:

Each week, a school newsletter will be sent out via the district's email system. In addition, quick reminders and emergency information will occasionally be sent through text messaging/Remind. In order for you to receive this important correspondence, the front office **must** have your correct email address on file and you **must** sign up to receive text messages on Remind by texting the following:

Enter this number

81010 

Text this message

@c4ea76b 

Discipline:

Acceptable behavior is important and required at Randolph Elementary. The expectations set forth by the district and school-wide discipline plan are to support the orderly operation of the school and provide all students the opportunity to the educational process.

At Randolph Elementary, we discuss and reinforce the importance of responsibility, self-discipline, respect and perseverance with all students. JRE students are expected to follow our community agreements. These agreements include:

- Attentive Listening
- Mutual Respect
- Show Appreciation/No Put Downs
- Do Your Personal Best

The school-wide discipline plan will correlate with the KISD report card. In the event that a child's individual points are deducted by a teacher for inappropriate behavior:

- 7-9 behavior concerns on the communication card in any of the areas may result in an "N" in one or more categories on the report card.
- 10 or more behavior entries communication card in any of the areas may result in a "U" in one or more categories on the report card.

Individual student points are not cumulative over the entire school year. Students begin each nine weeks with a "clean slate."

When disciplinary action is necessary, students will be disciplined according to school board policy. Please read carefully the "**KISD Discipline Management Plan and Student Code of Conduct.**"

Dismissal:

For safety and security reasons, we ask that all afternoon student checkouts be completed by 2:40 p.m. Your cooperation is appreciated. Our goal is to ensure that afternoon dismissal is prompt and safe for our students. It is important that all parents respect our campus procedures and adhere to dismissal guidelines. It is imperative that the homeroom teacher has written instructions regarding the plan for how your child will go home.

In the rare situation that your child's transportation needs to be changed, the change must be sent in writing with a parent signature with the child in the morning. It may also be emailed to jrechangeoftransportation@gmail.com or faxed by 2:40 p.m. to 281-644-1930. A photo ID of the parent/guardian must be included with the email or fax. Please do not call in a change of transportation. Emails and calls will not be accepted for safety reasons.

ID Badges/Lanyards

Students in grades K – 5 are required to wear school issued ID badges at all times during the school day. If the ID badge is misplaced or broken, a \$1.00 fee each will be charged. JRE lanyards are available for purchase for \$3.00 in the library. Plastic sleeves are also available for purchase for \$1.00 in the library.

Homework:

Homework may not be requested in advance of the absence. Class work will not be sent home.

Please encourage your children to think carefully before they leave school for the day so that they will have everything needed for homework and projects. **Students will not be permitted back into their classrooms after 3:35 p.m.**

Study Hall:

Students who consistently have difficulty completing class work or homework will be assigned to Study Hall. Parents and teachers will work together to ensure that student work habits are improved. Study Hall is held on Tuesdays and Thursdays from 3:20-4:10 p.m.

JRE Library:

The JRE Library's mission is to be an inviting, thriving, and innovative library that is the center of the learning community at JRE. Parents are welcome to visit and check out books for their JRE students.

Current information about library activities and events can be found in the JRE Weekly Wag enews. For more information:

- Follow us on Twitter @jrelibrary

- Like our Facebook page: JRE Library
- Check out our library blog at <http://jrelibrary.edublogs.org/>

The JRE library strives to develop a collection of books that meet the very wide range of needs for our students. Self-selection of books is encouraged and students have access to most materials in the library and the library staff will not restrict the child's choice of library materials. Please familiarize yourself with the materials your child borrows from the library. **It is the parents' responsibility to determine any restrictions limiting access to materials for their child and to discuss those restrictions with the child.** You can read our full *Freedom to Read Statement* on our library blog.

Please help your student take good care of his/her books. When you sign the parent handbook, you are accepting the responsibility for any material checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced.

The JRE Library staff looks forward to fostering your child's love for reading and learning.

Lost and Found:

PLEASE mark all items of clothing, lunch boxes, and supplies with your child's first and last name. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school lost and found located outside of the cafeteria. Students and parents are encouraged to periodically look through the lost and found for missing items. Jewelry, glasses, money, and any small items will be placed in the front office. Any items left at the end of each grading period will be donated to a local charity.

Lunch:

Every child will have a 30 minute lunch period each day. Parents are welcome to join their child for lunch; however, all KISD elementary campuses are considered to be "closed campuses;" therefore, a child may not be taken out of the building for lunch.

Parents are encouraged to have lunch with their children not more than once a week. During lunch, children work on developing independence and social skills. You will be required to show your photo identification and wear the printed Raptor I.D. badge prior to entering the building. Please **proceed to the cafeteria** table at your child's designated lunchtime. **Do not go to your child's classroom** as this will disrupt the learning process. If you arrive early for lunch, **you may wait outside the cafeteria doors or at our guest table** located in the cafeteria. When your child's class arrives, your **student may join you at the visitor table.**

If a student forgets his/her lunch, a lunch may be dropped off at the front office no later than 10:00 a.m.

Parents may not walk their children to recess or back to the classroom after lunch.

PTA:

Randolph Elementary has an active P.T.A. There will be a membership drive at the beginning of the school year. We encourage all parents to join! The P.T.A. is extremely supportive of our school, and this support benefits every Randolph Elementary student. There will be many opportunities for all parents to become active in P.T.A. functions throughout the year. If you are interested in becoming active in our P.T.A., please fill out the Volunteer Information Form on the JRE PTA website at <http://randolphelementary.my-pta.org>. You may also contact a committee chairperson.

Planners:

JRE sells school planners. We encourage all parents to purchase a planner for their children. Planners help children organize materials and record daily homework assignments. Students in 3rd– 5th grades are responsible for writing homework assignments in their planner.

Playground/Safety:

The JRE playground is open to the public after 3:40 p.m. daily. Playground safety rules are reviewed with the children in Physical Education classes and in homerooms. Each child has access to the playground during supervised recess daily for 20 minutes. Safety on the playground is vital. Please remind your child(ren) to play safely when at recess.

Children should wear shoes that allow for running and climbing. Shoes like flip flops are dangerous for these activities.

Students will adhere to all playground rules for their safety and the safety of others. Teachers will teach playground rules at the beginning of the year and visit them as needed.

Pictures:

School pictures (individual and group) will be taken during the school year. Pictures will be taken in both the 1st and 2nd semesters. Specific procedures for ordering and paying for pictures will be distributed as the information is received.

RETEACH/RETEST PROCEDURE

When a student earns a failing (<70%) grade on a summative assessment (to be determined collectively by grade level teams), the teacher will reteach the concepts or skills not mastered. The student is given the opportunity to redo the assignment or retest. This DOES NOT apply to district assessments, including word study/fact fluency.

The teacher will average the redo/retest grade and the original failing grade and record average as the final grade with a ceiling of 70%.

The student will have one opportunity for redo/retest.

Severe Weather Plan (Transportation):

We occasionally experience severe weather during the school day and dismissal time. Please instruct your child and provide your child's teacher with directions in writing during Meet the Teacher Night or the first week of school on how your child is to go home on a severe weather day. If there is a need to change your child's severe weather transportation plan, notify the teacher in writing of the change.

A severe weather dismissal will be determined by the administration by 2:45 p.m. If a severe weather dismissal is necessary, parents will be notified via Enews or a text message. (Note: we must have an accurate phone number and email information in our system in order for you to receive these emails and text messages!) Severe weather dismissal is called when there is lightning in the area, or it is determined dangerous to send walkers and bike riders home the regular way.

Safety Patrol:

The Safety Patrol is a trained group of fifth grade boys and girls organized to promote safety in and around the school. These students are recognized as leaders of Randolph Elementary. Children in every grade level are expected to obey our safety patrol students. The P.E. teachers will organize, instruct, and maintain the Safety Patrol. Students on the Safety Patrol must maintain satisfactory grades and demonstrate appropriate behavior and work habits.

Specialty Classes:

All students at JRE receive regular instruction in Art, Music, and Physical Education. This instruction is provided by certified Art, Music, and Physical Education teachers.

Technology:

JRE has a campus web page which can be located at <http://www.katyisd.org/campus/JRE/Pages/default.aspx>. Each grade level has a webpage which will be updated regularly.

In addition, grade levels will send text messages via Remind 101 and newsletters via email to communicate with parents.

Technology will be used regularly in the classroom as an instructional tool. Students in grades 1-5 may utilize personal e-readers such as Kindle and Nooks. Notices will be sent home by classroom teachers when students have permission to bring other personal electronic devices to school for specific projects. iPads are available for checkout through the JRE Library *if needed to complete assigned homework projects*. See the JRE Library blog for more information.

Telephone Numbers:

Randolph Elementary:	281-234-3800
Randolph Elementary Fax:	281-644-1930
KISD Administration:	281-396-6000

Transportation:

Car

The front of the school has been designated as the PARENT DRIVE for picking up students at 3:20 p.m.

A SINGLE car line will be formed. Staff members will direct cars to get into lanes once the dismissal process has started. **At dismissal, teachers work with safety and security in mind, while loading students into cars. To ensure that the correct person is picking up the children and for traffic safety, parents are asked to stay in their cars and go through the car pick up line with the school issued car tag posted on the rearview mirror to retrieve**

children.

Please DO NOT park in the parking lot or on the street and walk over to pick up your children. Again, the lines move quickly. Please stay in your car and move through the line.
PLEASE DO NOT PARK IN AREAS MARKED BY NO PARKING SIGNS! This is an offense for which KISD/Fulshear will issue tickets.

Parents will be given a car tag to use in order for teachers to quickly identify students in the car rider lines. Place this tag on the rearview mirror of your vehicle **each day** when you enter the car pick up line. This will assist us in expediting the process of our parent pickup system. Replacement cards may be obtained in the front office. If you do not have your tag, you will be asked to park and come inside to show identification. We do this for the safety of our children.

Bus

Bus schedules and routes are available throughout the year through the Katy ISD website at www.katyisd.org. Go to the website, go to “Parents”, “Transportation,” and then “Routes.” Enter your street address number and three or four letters of your street name, enter the grade level and click on “Go”. A list of streets will appear at the bottom of the screen – click on your street name. Click on the school code number for more route information.

The best way to determine when the bus will arrive at your child(ren)’s bus stop is to refer to the KISD bus schedule and watch for the bus the first few days.

Maps of all bus routes are located in the school office. Your help will be greatly appreciated in determining the bus your child(ren) should ride and the location of the bus stop.

A student must ride only his/her designated bus unless a note, signed by a parent/guardian, is sent to the teacher in advance with

specific instructions.

NO ONE IS TO REMOVE A CHILD FROM THE BUS LINE OR BUS.
PARENTS NEEDING TO TAKE THEIR CHILDREN FROM THE BUS
MUST CHECK THEM OUT WITH THE OFFICE PERSONNEL.

Day Care

Some children ride a day care bus to and from school daily. Please inform the day care to bring your children between 7:40 and 7:55 a.m. and to pick up your children promptly at dismissal time.

The daycare and the parents will be notified if children are dropped off too early or picked up after 3:35 p.m.

Please be sure your child's teacher knows what day care bus your child will be riding.

Be sure your child's teacher **HAS WRITTEN INSTRUCTIONS REGARDING THE DAILY PLAN OF HOW YOUR CHILD GOES HOME EACH DAY.**

*****Any change in these instructions must be submitted in writing!*****

If your child is absent or goes home ill from school during the day, PLEASE NOTIFY THE DAY CARE CENTER that your child will not be riding the day care van/bus.

Bikers/Walkers

If you plan for your children to walk or ride a bike to school, PLEASE WALK THEIR ROUTE WITH THEM SEVERAL TIMES BEFORE YOU PERMIT THEM TO WALK OR RIDE ALONE. Please teach your child safety procedures for walking or bike riding to and from school.

Parents are encouraged to provide alternate plans for getting home from school during severe weather dismissal. These plans must be in writing and on file with the child's teacher.

Bicycles should have locks which will properly secure them to the racks on the side of the school.

Kindergarten Drive

The kindergarten drive is reserved for certain buses as well as for parents of students that need transportation accommodations. Parents are given a different tag that allows them to pick up and drop off in this area.

Visitors at School:

Visitors to Randolph Elementary are welcome. Parents who wish to visit classrooms may do so by contacting a campus administrator 24 hours in advance. A time and date will be mutually decided upon that will not conflict with classroom instruction. **Visits should be limited to 50 minutes.** During your observation, please DO NOT visit with the students in the classroom or the teacher. If you need to confer with the teacher, you will need to MAKE AN APPOINTMENT for a later date and time when he/she does not have students. Please do not bring other children with you if you plan to visit the classroom.

FOR SAFETY AND SECURITY REASONS, ALL PARENTS AND VISITORS MUST REGISTER IN THE FRONT OFFICE AND OBTAIN A COMPUTER GENERATED BADGE. PARENTS AND VISITORS MAY NOT GO TO ANY OTHER AREA IN THE BUILDING OTHER THAN THE LOCATION THEY CHECKED IN TO GO TO.