



JRE Student Handbook Campus Pages 2023-2024

Welcome to the Retriever Family! This campus handbook is intended to compliment the [KISD Student Handbook](#) and provide helpful information for your family. Please review these campus pages and discuss the information with your child(ren).

ATTENDANCE

Attendance matters... for your child's confidence and learning, to your teacher(s), and to the campus and school district. Please make every effort to schedule appointments and travel during student holidays. If your child must be absent for an appointment, consider scheduling it so that he or she is present when attendance is taken at 9:30 a.m. This will help ensure that your child does not have excessive absences. It will also support the district's Average Daily Attendance (ADA) which is the basis for funding by the state of Texas.

Of course, when your child is sick, they will need to stay home. See the section on Health Information for more details.

BIRTHDAYS

All students will be recognized for their birthday on the morning announcements. Birthday treats at school are no longer allowed. Balloons, flowers, goodie bags or decorations should not be sent to school and will not be delivered. Please see the district guidelines regarding birthday treats and party invitations in the district portion of this handbook.

CLASSWORK & HOMEWORK

Graded work will be sent home within 5 days of completion. Any classwork or homework that is missed due to an absence can be made up after your student returns to school. Please refrain from requesting classwork or homework in advance of an absence.

Please help your child develop habits and systems for ensuring that they have everything needed for the school day such as homework and projects. Homework will not be delivered to students during the day in order to minimize interruptions to the classroom. Teachers will support students with these skills when packing up and leaving school for the day. **Students will not be permitted back into their classrooms after 3:25 p.m.**

Study Hall:

Parents and teachers will work together to ensure that students develop positive work habits.

Students who consistently have difficulty completing classwork or homework may be assigned Study Hall. The teacher will work with parents to find a mutually agreeable date and time as needed.

Reteach/Retest Procedure:

Teachers in grades 1-5 will provide a reasonable opportunity to reassess mastery of TEKS. This will occur when a student fails to master the content and receives a failing grade (below 70%) on **major** assignments (tests and in-class projects) in all courses that record numerical grades on the report card. The student is then given the opportunity to redo the assignment or retest. Minor grades are not subject to reteach/retest.

Reassessment methods include, but are not limited to: observation, oral questioning, additional assignments, demonstration, correcting tests under supervision of teacher, class discussion/review, cumulative tests, review questions on subsequent tests and retesting using a duplicate or alternate version of exam.

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

Specials Classes:

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

DRESS for SUCCESS

Please ensure that your child follows the districts guidelines for dress:



PARENT COMMUNICATION

Newsletters:

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 email. In order for you to receive this important correspondence, the school **must** have your correct email address on file. Be sure to keep your email address updated in the Home Access Center (HAC). Teachers also send out weekly grade level newsletters with important information.

Conferences:

All JRE teachers will have at least one conference (ex: Zoom, phone, or face to face) with parents each year. If a child has behavioral or academic concerns, additional conferences may be scheduled. Please make arrangements for your children during scheduled conference times.

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.

- K, 1st, and 4th – Amy Lagueux, Assistant Principal
- 2nd, 3rd and 5th - Deborah Swallers, Assistant Principal

Website:

JRE has a campus web page which can be located at www.katyisd.org/JRE.

SCHOOL 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, staff, administrators, 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;
- Assisting with 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 Christina Cravatt at 281-234-3855 to schedule a conference as needed.

HEALTH INFORMATION

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 if the nurse needs to talk personally with the parent in regard to a health situation. All ill students must leave through the campus nurse. Also see information in the District's Student Handbook regarding checking students out when ill.

24 Hour Rule:

Students who demonstrate signs and symptoms of an illness or possible communicable disease should be referred to the campus nurse for further evaluation. Those with a temperature of 100.0 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 without the use of fever reducing medication for 24 hours before he/she can return to school. The 24 hour period is used as a standard length of time to determine if the symptoms have subsided.

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

When to Keep My Student Home:

Keep your student home if he/she has a fever of 100.0 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 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, the parent or guardian needs to bring the child to the clinic where the student will be checked by the Nurse or Clinic Aide for live lice. If no live lice are found, the student may return to school.

Vision and Hearing Screenings:

Screenings are done in the Fall for all students in ECSE, PreK, Kindergarten, 1st, 3rd, and 5th grades. Any 2nd or 4th graders who are new to Katy ISD are also screened.

Medicine at School:

All medications (**prescription and nonprescription**) brought to the school must be taken to the school clinic immediately upon arrival. It is preferred that parents deliver medications to the clinic as there is documentation that must be signed for any medication brought to the clinic. 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:

All **prescription** drugs dispensed through a physician's office must be in their original pharmacy container or packaging and labeled by the pharmacist or physician. The label must include:

- o The student's name
- o The physician's name
- o The name and strength of the drug
- o Amount of drug to be given
- o Frequency of administration
- o Date prescription was filled

All **nonprescription** drugs (**including cough drops**) must be in their original container and must not be expired. To ensure that all of the necessary information is present on the parental medication consent form, it is recommended that parents use the KISD Administration of Medications at School for 15 Days or Less form which can be found on the [JRE website: Our Campus: Clinic tab](#).

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 have been 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 may need a change of clothes during the school day for various reasons (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.

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.

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.**

Lost/Damaged Books:

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.

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

- Follow us on Twitter @jrelibrary
- Like our Facebook page: JRE Library

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

LOST & 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 by the cafeteria. Students and parents are encouraged to periodically look through the lost and found for missing items. There is also a link of items in the weekly newsletter sent to parents. Jewelry, glasses, money, and any small items will be placed in the front office. Any items left at the end of each month will be donated to a local charity.

PBIS & DISCIPLINE

Randolph has implemented a community-based Positive Behavior Interventions and Supports (PBIS) Program. The PBIS committee works to ensure proper implementation of the program. This is a program endorsed by Katy ISD, and it is strongly recommended that all campuses implement this program.

What is PBIS?

“A decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.”

—*National Technical Assistance Center on Positive Behavioral*

Interventions and Supports, US Department of Education, Office of Special Education Programs

Mission Statement:

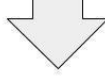
In order to help all students and staff succeed at our school, the PBIS committee provides clear expectations by changing the culture to create consistency using tools and instruction to meet each of the following community agreements:

- **Mutual Respect**
- **Attentive Listening**
- **Personal Best**
- **Show Appreciation**

Randolph Elementary Consequence Flowchart

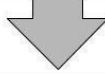
1

The teacher will use a variety of warnings including: visual, proximity, and verbal to remind the student of our campus **MAPS** behavior expectations. Then, the student will be offered "Think Time" to get back on track.



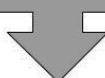
2

The student will be given one last chance by having a conference with the teacher on how to improve their behavior. If the behavior continues, the student will fill out a behavior reflection form.



3

If the student receives **two behavior reflection forms** in one week, the parents will be called to discuss the behavior with the teacher.



4

If the student receives **three** behavior reflection forms within one week, it will result in an office referral. An appropriate consequence will be given by the assistant principal.

Exceptions that result in an automatic office referral include:

- Physical contact with another student
- Creating a disruptive learning environment
- Vandalizing school property, or other Level 2 or 3 behaviors.

Conduct Grades per subject

PK-5th Grade Conduct Grade Guidelines	
M/S	0-3 behavior reflections for the 9 wks.
N	4-6 behavior reflections, or 1 referral for the 9 wks.
U	7+ behavior reflections or 2+ referrals for the 9 wks.

Students begin each nine weeks with a "clean slate" in terms of conduct grades. 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](#).

SCHOOL 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.

STUDENT SAFETY

Playground:

Each child has access to the playground during daily supervised recess for 30 minutes. Students will adhere to all playground rules for their safety and the safety of others. Playground safety rules are taught to students in Physical Education (PE) classes and in homerooms, and are reviewed as needed. 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.

The JRE playground is open to the public after 3:45 p.m. daily.

ID Badges/Lanyards:

Students are required to wear a school-issued ID badge during the school day. If the ID badge is misplaced or broken, a \$3.00 fee each will be charged to replace it. JRE lanyards and plastic sleeves are available for purchase for \$1.00 each in the library. Purchases can be made using Pay N Go - no cash is accepted. Please ensure that all lanyards are "breakaway lanyards" that come apart if caught on something.

Safety Patrol:

The Safety Patrol is a trained group of fifth grade students 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 PE. 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.

TECHNOLOGY

The District and campus believe that technology is a powerful tool that enhances learning and enables students to access a vast number of academic resources. The District provides a filtered, wireless network through which students will be able to connect to privately owned (personal) telecommunication devices. Students using personal telecommunication devices must follow the guidelines in the [KISD Student Handbook](#) while on school property, attending any school-sponsored activity, or using the Katy ISD network. Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as determined by the classroom teacher.

iPads and Chromebooks are available for checkout through the JRE Library *if needed to complete assigned homework or projects.*

TRANSPORTATION

Bikers/Walkers:

If you plan for your children to walk or ride a bike to/from 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.

(See section on Severe Weather Dismissal below)

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

Kinder and 1st grade walkers/bikers will only be dismissed to a parent or guardian. Parents must show their family car rider tag in order for students to be released to them. If parents want their kinder or 1st grade walker/biker to be dismissed with an older sibling, the request needs to be made to the classroom teacher in writing. **Please note that beginning in 2nd grade, walkers and bikers are released without a parent or guardian present.**

Buses:

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

Bus schedules and routes are also available throughout the year on the Katy ISD website. Go to www.katyisd.org, click on the bus icon on the red banner, enter your street address and 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 name of the school for detailed information. *For the most accurate times, please download the "Edulog Parent Portal" app on the **Apple App Store** or **Google Play**. District code is 82302818.*

A student may only ride his/her designated bus. Students are not allowed to ride home with friends even with parent permission. No one is to remove a child from the bus line or from the bus before their stop. Parents needing to take their child from the bus must check them out with front office personnel. Kinder and 1st graders will only be released from the bus to a parent or guardian.

SMART tag is the new RFID (radio frequency identification) system that every bus rider will utilize beginning at the start of the 2023-24 school year. SMART tag will require students to "badge in" to their assigned bus and will allow campuses and parents to track their students while on the bus. The current bus tracking system (Edulog Lite) and phone app will no longer be used. More information can be found on [the district website](#).

Day Care:

Some children ride a daycare van/bus to and from school daily. Please inform the daycare to drop your children off between 7:50 and 8:10 a.m. and to pick up your children promptly at 3:20 pm. The daycare and the parents will be notified if children are dropped off too early or picked up after 3:30 p.m. Please be sure your child's teacher knows what day care bus your child will be riding.

If your child is absent or goes home ill from school during the day, please notify the daycare center that your child will not be riding the daycare van/bus.

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.

Arrival:

Students can arrive on campus beginning at 7:50 a.m. They are not permitted into the school building until 7:50 when staff members are on duty. It is unsafe to leave your child unattended. For this reason, we ask that you do not drop off your children for school before 7:50 a.m. Cones are placed at the entrance to the drive and then removed once it is time for student drop off. There are cases in which teachers are scheduled to work with students before school; parents of those student will have a special tag that allows them to drop their child off prior to 7:50am. Children are not allowed to play in the front area while they are waiting to enter the building.

Children are expected to arrive at school on time and are expected to be in their classroom by 8:10 a.m. Any child entering the building after 8:10 a.m. will be considered tardy. **If your child reports to school after the 8:10 a.m. tardy bell, he/she must report to the office before proceeding to class.**

Students who are not on campus due to 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.**

Please refrain from using your cellphone during arrival and dismissal. We are all charged with ensuring the safety of all of our students.

Dismissal:

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. **For safety and security reasons, we ask that all student checkouts be completed before 2:45 p.m.** Your cooperation with this is appreciated.

Dismissal for Car Riders:

The front of the school has been designated as the parent drive for car rider pick up beginning at 3:20 p.m. 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 our parent pick up 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.

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.

Please do not park in the parking lot or on the street and walk over to pick up your children. 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 Police will issue tickets.

Transportation Changes:

It is imperative that the homeroom teacher has written instructions regarding how your child will go home. In the rare situation that your child's transportation needs to be changed for one or more days, 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 to 281-644-1930 by 2:45 p.m.. A photo ID of the parent/guardian must be included with the email or fax. **Please do not call in a change of transportation. Calls will not be accepted for safety reasons.**

Severe Weather:

We occasionally experience severe weather during the school day and at dismissal time. 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. A severe weather dismissal will be determined by the administration by 2:40 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 address in our system in order for you to receive these emails and text messages.

Please provide your child's teacher with written directions for how your child is to go home on a severe weather day. This information must be provided by Meet the Teacher. An email will be sent out by your child's teacher prior to school starting for you to fill out a form to indicate what your child's severe weather dismissal plan is. If there is a need to change your child's severe weather transportation plan during the school year, you will need to notify the teacher in writing of the change.

VISITORS & VOLUNTEERS

Visitors to Randolph Elementary are welcome. For safety and security reasons, all parents and visitors must show their ID or passport to the camera before entry into the building is granted. All parents and visitors will then stop at the front desk to 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.

Visiting the Classroom:

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 interrupt 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. Also, please do not bring other children with you.

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.

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.” For this reason, a child may not be taken out of the building for lunch.

If a student forgets his/her lunch, a lunch may be dropped in the vestibule of the front office by 10:00 a.m.

Parents are encouraged to have lunch with their children no more than once a week. During lunch, children work on developing independence and social skills with peers. When visiting for lunch, you will be required to show your photo identification and wear the printed Raptor I.D. badge prior upon entering the building. **Parents and volunteers are required to sit at the visitor cafeteria tables during your child’s designated lunchtime.** Please meet your child in the cafeteria. If you arrive early for lunch, you may wait outside the cafeteria doors or at our guest tables located in the cafeteria. When your child’s class arrives, your student may join you at the visitor table. **If bringing food for lunch, it may only be provided for your own child.**

To ensure safety, students should line up for dismissal from the cafeteria with their class. Parents may not walk their children back to the classroom after lunch.

PTA:

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

Volunteers & Raptor Registration:

Katy ISD implemented the District’s Raptor Volunteer Initiative last year. ***All volunteers serving on campus during the instructional day are required to register with the district*** through its Raptor security system.

Raptor ensures quick and easy volunteer registration allowing individual volunteers to create and manage a personal volunteer profile. In addition, the Raptor Volunteer Initiative will:

- 1) Provide an additional layer of protection for Katy ISD students, staff, volunteers, and visitors

- 2) Unite all district volunteers into one Katy ISD volunteer community
- 3) Measure and communicate the positive impact of Katy ISD volunteer organizations

Join our volunteer community and register today!

[Volunteer Application-English](#)

[Volunteer Application -Spanish](#)

TELEPHONE NUMBERS:

Randolph Elementary: 281-234-3800

Randolph Elementary Fax: 281-644-1930

KISD Administration: 281-396-6000