

# HAYES ELEMENTARY

## CAMPUS PAGES

### **Arrival:**

Children are permitted on campus and in the building at 7:30 a.m. Breakfast will be served at 7:30 a.m. All students arriving at 7:30 a.m. should walk straight to their classrooms. Children should not arrive on campus before 7:30 a.m. as there is no adult supervision until 7:30 a.m. This means that working parents will need to make arrangements for their children to be supervised before 7:30 a.m. Your cooperation in this matter is appreciated.

Children are expected to arrive at school on time and stay the entire day. It is recommended that your child arrive at school by 7:45 a.m. to get acclimated for the day. If your student arrives at school after 7:50 a.m., he/she must report to the office before entering his/her class for a tardy slip. If a student is tardy, the parent should come into the school to sign in the student and record the time of arrival.

### **Backpacks:**

We encourage students to use backpacks to organize and transport their materials. Backpacks are stored in the classroom during the day. The use of rolling backpacks is discouraged.

### **Behavior Expectations:**

In order to create the appropriate learning environment that every student needs and deserves, it is imperative that a school have an effective plan for discipline. At JHE, we set high expectations for student behavior. This creates a safe and orderly environment in which your child can learn. The following elements are included in the JHE School Wide Discipline Plan:

- Positive Behavior Interventions & Supports are implemented to teach, practice and encourage students to follow the Hawks behavior expectations.
- In the event of a serious disruption, the student will immediately be sent to the office.
- A discipline record will be kept in the office detailing each time a child is sent to the office.
- Depending on the severity of the offense, administration will choose from a district menu of options (see Discipline Management Plan and Student Code of Conduct).
- If you ever have any concerns about a discipline issue or JHE behavior expectations, please feel free to call the office and set up an appointment with your child's teacher, the counselor, the assistant principal, or the principal.

### **Birthdays:**

Per changes to district guidelines, no outside birthday treats (food, gift bags, etc.) can be brought in by students to be handed out to other students. Please do not send birthday treats to school with your student as they will not be handed out to other students. JHE will make your child's birthday special by recognizing them on our morning announcements and a birthday "surprise" from the administrators and your child's teacher.

### **Breakfast:**

See General District Information. Any non-bus riders wishing to eat breakfast need to arrive at school no later than 7:45 a.m.

### **Cafeteria:**

JHE has parent tables located in cafeteria. You and your child (no friends) are welcome to have lunch together at the designated "Parent Tables". For safety purposes, Katy ISD guidelines limit lunchroom visitors at the elementary level to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), or campus mentor. At the beginning of the school year, you will be asked to complete a form providing the names of the parents/grandparents who are allowed to have lunch with your child. If this form is not completed and returned, any visitors arriving on campus to have lunch with your child will

not be allowed to do so, unless they are accompanied by the parent. Please note, lunch visitors **do not** include aunts, uncles, friends, or neighbors. Please leave through the front office when your child exits the cafeteria. Please do not follow the line back to your child's classroom- goodbyes should be said in the cafeteria.

We ask that parents limit their number of lunch visits to no more than one time per week. Lunch time is a time for students to socialize with their classmates and continue to build peer social skills.

Videos and photos may not be taken during lunch as not all students at JHE are allowed to have photos taken.

If you have flexibility in your schedule, we ask that you pick a day other than Friday to come to lunch. Many parents have work schedules that permit Fridays off – this is the day that we seem to be the most crowded.

Due to the abbreviated day, we will not have lunch visitors on Early Dismissal Days. Lunch may still be dropped off in the office for delivery. Other days designated as “No Lunch Visitors” throughout the year, will be in E-News.

Please see “Cafeteria” section of the district portion of the handbook for additional information.

## **Cell Phones:**

Refer to [Discipline Management Plan and Student Code of Conduct](#).

## **Child Find Notice:**

It is Katy I.S.D.'s responsibility to identify and evaluate students who within the intent of Section 504 of the Rehabilitation Act of 1973 need special services or programs in order that such students may receive the required free appropriate education.

A student who may need specialized instruction or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disability Education Act.

Parents who believe that they have a child who may qualify for special services or programs under Section 504 should contact the 504 coordinators at Hayes Elementary, the Assistant Principals.

## **Classwork:**

It is our goal that all students complete their classwork in a timely manner and receive full credit. Teachers will set a developmentally appropriate deadline for work completion. Beyond that deadline, students will have up to three days to complete classwork.

Classwork not turned in on the first day will have 10 points deducted, second day 20 points deducted and third day 30 points deducted. On the third day, in-complete work will be turned in and graded “as is”.

## **Communications:**

We encourage informal conferences throughout the school year to discuss the needs of your child. At any time, a parent may request a conference. A note or an email should be sent to the teacher or a call should be placed to the office so a voice mail message can be left for the teacher. At least one conference per student is required each year. Teachers maintain contact with parents through notes, emails, phone calls, teacher webs and conferences.

Other conferences can be scheduled to discuss major behavioral infractions or academic matters. Teachers will not be able to confer on a “drop-in” basis, as they must maintain the class schedule and often have other responsibilities during their planning times. Teachers often have conferences and meetings during their planning period and after school. They may not be able to immediately respond to the messages they receive in a day. Please allow teachers 24-48 hours to respond to telephone messages, notes and emails.

A weekly newsletter is sent by each grade level on Tuesdays. A campus newsletter is sent via email on Wednesdays. These newsletters contain helpful information on campus and district events, dates, etc.

At Hayes Elementary, we strive to maintain good communication with parents. Please refer to our campus website at [katyisd.org/JHE](http://katyisd.org/JHE), our electronic marquee, Facebook, Twitter, and eNews (email communications) for up to date information.

## **Dismissal:**

For more information, see Transportation.

## **Dress Code:**

JHE students are expected to adhere to the Katy ISD dress code

*(please see: Discipline Management Plan and Student Code of Conduct)*. If the principal/assistant principal determines that a student's grooming or dress violates the District's dress code, the student shall be given the opportunity to correct the problem at school before calling home.

Make-up is not considered age-appropriate in elementary school. Hair should be groomed in a manner that is not distracting to the school setting, including unnatural colors and/ or glitter. Shoes with wheels are not to be worn at school.

## **Homework:**

Homework is an essential part of the academic program at Hayes Elementary. As such, homework will be assigned on a regular basis. Here is a list of our basic homework guidelines:

- Homework should not be long and difficult.
- Work that has been introduced and studied in class will be assigned for homework.
- Oral and written practice with math facts or sight words and reading at home are all activities that are beneficial to your child.
- Each grade level will have a homework policy; parents will be made aware of this policy so you will know what to expect.
- Homework is generally not given over the weekend or holidays.
- Completed homework will be checked and will not be counted more than ten percent of the total grade for grades 1-4. In fifth grade, homework counts as fifteen percent of a student's grade.
- Homework will not be sent home on the first day of a student's absence. Homework for students who are absent for MORE THAN ONE DAY should be requested before 10:00 a.m. The requested homework may be picked up after 3:00 p.m. at the front office or sent home with another student.

Please encourage your child to remember his/her papers, books, etc., at the end of the day. Students will not be allowed to return to their classrooms after dismissal.

## **KISD Mission Statement:**

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life...to create the future.

## **Library:**

The library (Library Media Center) houses all types of instructional materials and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for instruction and browsing. Children are also encouraged to participate in the reading incentive programs conducted by the librarian (Library Media Specialist). Students are personally responsible for books checked out of the library. Parents are responsible for damaged/lost book charges.

Katy ISD Library Media Center Material Usage Policy: Katy ISD is pleased that your child will be benefiting from the resources of the district's library media centers. It is the district's library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty, and community members. When you sign the Family Acknowledgement Form, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures.

The library media centers may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media centers, and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged. Please familiarize yourself with the materials your child borrows from the library media center.

It is the parent's responsibility to determine any restrictions limiting access to materials for his child and to discuss those restrictions with the child.

The Katy ISD Library Media Specialists look forward to fostering your child's academic achievement as materials are provided to meet the student's reading and informational needs.

### **Lost and Found:**

PLEASE mark all items of clothing, lunch boxes, and supplies with your child's first and last name and the name of his/her homeroom teacher. 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. 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. All other items are placed in a bin in the gym area. Items will periodically be displayed for student viewing. Materials in the lost and found will be donated to charity at the end of each semester.

### **Messages to Students:**

Please ask the office to give a message to your child only for an emergency. At Hayes, we prefer limited class interruptions. Children may not be called to the phone or text their parents while in class.

### **Moment of Silence:**

Each KISD school begins every day with a moment of silence for the students to reflect on their day's activities. Students are asked to remain seated and silent during this time.

### **Orientation:**

Parents and students are encouraged to attend "Meet Your Teacher Night" the week before school starts. Parents will also be sent information on curriculum and grade level procedures in early September.

### **PTA:**

At Hayes, we are very fortunate to have an active, supportive PTA. We would like to encourage you to become an active member of the PTA. There are numerous volunteer opportunities throughout the school year, and we are sure that you can find something that fits your time and talent. Please contact the volunteer coordinator for JHE PTA to find out about volunteer opportunities.

### **Parties:**

There are two school parties each year and are sponsored by PTA. Homeroom Parents are in charge of organizing the parties. One will be in November on the day before Thanksgiving Break and the other will be in February.

## **Playground Safety:**

Playground safety rules are reviewed with the children in homerooms. Each child has access to the playground during supervised recess. Safety on the playground is vital. Please remind your child(ren) to play safely when at recess. Parents are not permitted to attend recess with their child.

## **Multi-Tiered Systems of Support:**

Multi-Tiered Systems of Support (MTSS) is a multi-tiered proactive approach to meeting the academic and /or behavioral needs of struggling students. It relies on collaborative, interdisciplinary teams that work together to bring about improved academic performance for students who are achieving below expected levels based on aptitude, behavior, and /or District standards.

The goal of MTSS is to foster classrooms where teaching is directed toward the variable learning needs of a diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, consultation/collaboration, and differentiated instruction.

## **Retest/Reassess Procedure:**

All students in grades 1-5 who do not demonstrate mastery of the TEKS will be provided re-teaching opportunities. Appropriate documentation will be kept on each student to document re-teaching of TEKS. Students not demonstrating mastery with a minimum of 70% on major assignments will have the opportunity to retest or redo as described below:

Grades earned on a major assignment below a 70% will automatically qualify for reteaching and retesting. The teacher will reteach the skills and retest the student within five school days. The teacher will schedule the reteaching during small group instruction and will notify the student in advance of the date for the retest. They will then have the opportunity to take one retest of a different version of the original test or redo the assignment to specifications. This redo/retake procedure does not apply to daily assignments, word study assessment or on-demand writing.

The grade for a student who receives a retest/redo opportunity will be the higher of the two grades. If the retest/redo grade is lower than the original grade, the higher grade will stand. The highest passing grade on the reassessment entered in the grade book is a 70.

## **Safety and Security:**

For the safety and security of our students, during the school day, all visitors must enter and exit through the front doors, and wear their visitor's badge provided by the Raptor Identification System. Please be understanding if a staff member asks you to return to the front office or the area indicated on your Raptor badge. Doors should never be propped open.

## **Safety Patrol:**

The Safety Patrol is a trained group of fourth and fifth grade students organized to promote safety in and around the school. These students are recognized as leaders of Hayes Elementary. Children in every grade level are expected to follow the directions of our safety patrol students. They should arrive on time to report to their assigned station.

The 4<sup>th</sup> and 5<sup>th</sup> Grade 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.

## **School Song/Motto/Colors/Mascot:**

Every Friday morning students sing the school song, "Soaring at JHE", on the morning announcements.

The school motto is "SOAR" which stands for:

Succeed in life-long learning;  
Open doors to meet challenges;  
Achieve in academics;  
Respect ourselves and our world.

Hayes Elementary's colors are burgundy and gold.

Our mascot is the Hawk.

## **Selling Items at School:**

It is requested that children refrain from selling any cookies, candy, etc. at school for service organizations, groups, or clubs.

## **Snack Time:**

Healthy snacks have been proven to be "brain boosters" and foster alert and well-nourished students. Please send a healthy snack that can be eaten in a short amount of time, requires no preparation or clean up, and does not require any eating utensils. It is important that we set good eating habits by choosing our snacks wisely. Snacks are optional and will not be shared or provided.

\*\* Please do not bring a snack that contains peanuts, peanut oil, or coconut.

## **Social Media:**

JHE is on Social Media. Please like us on Facebook @JeanetteHayesElementary and follow us on Twitter @HayesHawks. Please use the hashtag (#HayesHawks) when posting about all the amazing learning and activities happening at JHE.

## **Spirit Days:**

On Fridays, students and faculty are encouraged to wear JHE shirts to promote school spirit.

## **Student Council:**

Student Council will give fourth and fifth grade students the opportunity to take on leadership positions on campus. Two representatives will be elected from each homeroom. Student Council Officers will be elected. Once elected, these students will meet throughout the year with their sponsors to organize various service projects for the students/campus.

### Requirements for Student Council Representatives:

- Student must maintain a "C" average or better academically.
- Student must maintain a conduct grade of "S" in all classes.
- Student is required to attend arranged Student Council meetings. Special meetings may be called as required.
- Student must provide his/her own transportation to all meetings.
- Representatives must be in fourth or fifth grade.

## **Telephones:**

We are most fortunate to have direct line IP telephones in all of our classrooms. These telephones are primarily for adult use. Incoming calls to our staff will be forwarded to their voice mailbox during instructional time. Calls will only be answered by staff members before and after school and during teacher's planning times. In the event of an emergency, notify the front office. Students will not be allowed to use classroom telephones. Emergency calls will be made from the front office.

## **Transportation:**

For the safety and security of your child, we strongly encourage you to establish a transportation routine and adhere to it.

**For safety purposes, all written transportation changes must be received by 2:30 p.m. All faxed transportation changes to 281-644-1541 must have a copy of the parent's driver's license attached. It is recommended that you call the office to make sure your fax has been received at 281-237-3200. Phone calls, messages on a teacher's voice mail, or email are not acceptable ways to notify the school of a child's transportation change. Staff members cannot permit a student to change his/her mode of transportation without written notification from a parent/guardian.**

**Bus Transportation:** All children residing past a ½ mile distance from school are permitted to ride the KISD bus. There is no charge for this service. **To determine bus numbers, routes and estimated time of pick up and arrival, please go to the Katy ISD website at [www.katyisd.org](http://www.katyisd.org).** Click on wording that states, "bus schedule" and you will find information regarding bus routes.

If you do not have access to a computer, any public library has computers available for your use. If necessary, the school registrar can access the web site for you. School bus route maps will be available in the front office.

More information regarding school bus transportation, parent/student responsibilities, safety rules and student conduct can be found on the Katy ISD website.

The bus will bring the children to school by 7:40 a.m. Buses leave at dismissal time for a prompt return of the children to their homes. When students are boarding the buses in the afternoon, no one is allowed to remove a child from the bus or bus lines. A student must ride only his/her designated bus unless a note signed by the parent/guardian is sent to the front office for approval.

**Bus Drive:** The driveway off of Park Timbers is designated as a bus area only. Students will be dropped off and picked up by the buses from this area. Do not deliver or pick up your child from this area. It is extremely dangerous for children and/or parents to maneuver around parked buses. It is illegal to pass a bus that is loading or unloading children.

**Day Care:** The car rider line (front drive off of Westgreen) is designated for day care drop off. Please inform the day care to bring your children between 7:30 - 7:50 a.m. and to pick up your children promptly at dismissal time of 3:00-3:20 p.m. Please be sure your child's teacher knows in writing what day care bus your child will be riding. Any change in day care transportation must be submitted in writing in advance. If your child is absent or goes home ill from school during the day, please notify the day care that your child will not be riding the bus in the afternoon.

**Car Rider:** Student drop off will begin at 7:30 a.m. in the front drive located off of Westgreen. Cars should line up in the parent drive and should never be left unattended. Cars entering the drop off/pick up line should not cut into the line. Each family will be provided a tag to be used for pick up. Please ensure this tag is visible in your car each day when you come to pick up your child. This will assist us in expediting the process of our parent pick up system. If your student identification tag gets lost or worn, replacements are available in the office.

Parents may wish to have multiple car rider tags for unexpected car or driver changes.

Please remain in your vehicle and pull up to one of the designated stations. Several cars are loaded at once. Please do not park on the street and walk across the pickup area to get your child (ren). This causes added congestion and delays and poses a safety hazard.

**A car without a car rider tag will be asked to park, come into the building, show identification, and sign out the student to insure each child is leaving only with those authorized to pick up the student.**

**Walkers or Bicycle Riders:** The help of every parent is needed to instruct their children on safety when walking or riding a bike to school. 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. It is most important that students walk on the sidewalks and cross the street to school by walking in the crosswalk.

When arriving at school, children need to walk bikes across the street at the crosswalk and continue walking them to the bike racks. Bicycles may not be ridden on school grounds. All bicycles must be locked securely when parked at school. JHE cannot be held responsible for lost or stolen bicycles. Students are not to share locks. When leaving school, students need to walk bikes until they are off school grounds and crosswalk. Student safety patrols will be

in these areas to assist the children. Your assistance in encouraging safety with your children is appreciated. JHE does not permit roller blades or skateboards to be brought to school.

PK-2<sup>nd</sup> grade students must be picked up by parent, designated adult or older sibling with campus assigned pick up tag.

**Walkers:** Who is a walker? Walkers are students who walk from JHE to their front door. If students are walking to a parked car, they are car riders and should be dismissed as a car rider and picked up in the car rider line.

**Front Walkers and Bike Riders:** Students will be escorted by the appropriate school staff to the corner of Park Timbers and Westgreen and crossed over Westgreen or Park Timbers by school staff. Parents will not be allowed to take students from this line.

**Back Walker and Bike Riders:** Dismissal will be reserved for students exiting to the west on Park Timbers. Parents who are walking with their students to their home in that subdivision may walk with their student. Please refrain from parking on Park Timbers. Please do not take your child from the back walker line and walk across the street to a parked car off of Park Timbers. This is a safety issue.

**Side Walkers and Bike Riders:** Students who walk down Westgreen will be escorted by school staff to the end of the JHE property on Westgreen. Parents may meet their students there to walk home along Westgreen. Parents may not park in the parking lot to retrieve their student from this dismissal location.

## **Tuesday Folders:**

Tuesday folders are sent home each Tuesday with all students. Please return the folder the following day. In order to keep you informed about academic and behavioral progress, student work and campus information are sent home via this folder. Please review the folder contents each week.

## **Severe Weather Conditions (Severe Weather Plan):**

Every year we have severe weather during the school day and sometimes at dismissal time. Our students who are walkers and bikers become concerned about how they are to get home. If your child is a walker or biker, the teacher needs to have your child's "Severe Weather Plan" in writing within the first week of school. All parents will complete a Dismissal Form. If your child is a walker or bike rider, you will also complete the "Severe Weather Plan". Children's directions cannot be changed by phone. This is for their protection.

If the weather is unsettled at 2:50 p.m., a decision is made as to whether it is safe or unsafe for the students who walk or ride their bikes. Walkers/bike riders are told to follow their "Severe Weather Plan" if at 2:50 p.m. the following weather conditions exists:

- Raining hard enough for your child to get thoroughly soaked
- Lightning/thunder in close proximity
- Tornado alert
- Sleet or icy conditions exist

If the rain is not a downpour or it is just wet or drizzly, routine dismissal procedures are likely.

## **Water Bottles:**

Students are allowed to bring a water bottle to school to allow for hydration during the day. Students should arrive with a filled bottle and are allowed a midday refill.

## **Yearbooks:**

The JHE PTA sells yearbooks each year. Please look for communications regarding picture submission directions and purchasing procedures.



**YMCA:**

Hayes Elementary is a site for before and after school daycare options through the YMCA program. Information on registration/fees is available through the YMCA office at 281-829-9929 or through our site coordinator who is located in the cafeteria daily from 3:00-6:30 p.m.

# Notes

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