

**Kendall Elementary Campus  
Information  
Supplement Handbook**

# Kendall Elementary School Supplement Handbook

## 2017-2018

**Arrival:** We ask that students do not arrive before 7:05 a.m. Students should be dropped off ONLY in the assigned area. After arriving at school, students go directly to their assigned location. Those students who eat breakfast at school should wait outside the cafeteria until it opens, eat breakfast, and go directly to their assigned area.

School starts at 7:30 a.m. Students will be counted tardy if they arrive after 7:35 a.m. and must report to the office to get a tardy pass. Teachers have been told not to admit students who are tardy without a tardy pass.

**Assemblies:** Students will attend various instructional, informational, and recognition assemblies throughout the year. We discourage students attending their sibling's awards ceremonies due to missing instruction and possible lack of space at the event. If the parent still chooses to take his/her child to the event, they must request advance permission from the teacher or administrator. Missed assignments and tests are the student's responsibility to make up with the teacher.

**Attendance:** One of the most important things that will help students have a successful school year is good attendance. We ask that a special effort be made to be at school except when students have a cold, a fever, or a communicable disease. A student must be fever free for 24 hours before returning to school. Students **MUST** bring a note to their homeroom teacher with date and reason for their absence within five days upon their return to school.

Students who are present at school at 10:00 a.m. will be counted present; otherwise, they are counted absent. Yearly Perfect Attendance awards will be given to those students who have not been absent and have no tardies for the school year.

**Bicycles:** Bicycles must be chained or locked, as the school is not responsible in the event of theft. Students should practice bicycle safety and make sure the serial numbers of bikes are recorded at home for identification purposes. Bikes should not be left on school property overnight.

**Birthdays:** Birthdays are announced daily. Weekend and summer birthdays will also be announced during the school year. Students are allowed to bring a classroom treat on their birthday for a celebration at the end of the day. Flower and balloon deliveries for students are highly discouraged and will be held until the end of the school day to preserve order in the classrooms.

**Bus Transportation:** All Kendall students are eligible to ride the bus. Bus drivers are in charge of students while on the bus and they must obey his/her instructions. If students misbehave, they will be warned the first time and may be suspended from the bus if behavior continues. If a student receives excessive notices, they may be removed from the bus for the remainder of the school year. Bus discipline reports are sent to school and will become part of a student's discipline record. Remember, **BUS RIDING IS A PRIVILEGE, NOT A RIGHT.**

**Cafeteria:** Breakfast and lunch are available for purchase in the cafeteria daily. Parents who wish to join their children for lunch are asked to enter through the front doors, sign in at the office, and wear a visitor tag. Please notify your child's teacher if you intend to purchase an adult lunch in advance. You may sit at any of the center tables and one friend may join your child. Students, parents, and staff may not bring food for other students to share at lunch as

outlined in the Texas Public School Nutrition Policy. For more information see [www.squaremeals.org](http://www.squaremeals.org).

Applications for Free and Reduced lunch are available at all times in the office. Those applying for Free and Reduced lunch must reapply each year. The form must be returned to the cafeteria within 2-3 weeks. Anyone may apply for Free and Reduced lunch at anytime during the year due to loss of job, etc.

Students allergic to milk or other foods must bring a note from their doctor and notify the nurse of their allergic reactions.

**Classroom Parties/Celebrations:** Elementary schools may have 3 parties each year. Parties in the classrooms will be limited to Run The Gauntlet Day, Christmas, and the end of school. Parental help is always welcome. To prevent distractions, students are asked not to wear Homecoming Mums to school.

**Discipline Management:** One of the most important requirements of a good learning environment is appropriate behavior of each student. We believe each child has the right to learn in an environment that is free from disruptions and/or threat of harm from other students. The emphasis is a POSITIVE one, with frequent rewards and/or privileges for students who display satisfactory citizenship. Expectations for students at Kendall Elementary fall into three major areas. The **first** area is student conduct in the classroom.

*Classroom Behavior:* Each teacher has a discipline plan for his/her classroom. **Students will receive a copy of that plan and are asked to become familiar with the rules and consequences.**

Students who misbehave in the classroom and other areas of the school can expect to be referred to the office after a certain number of offenses. Disruptive behaviors in the classroom, even if they are not serious, can keep a teacher from doing his/her job and keep students from learning. Teachers are asked to contact the student's parents before referring a student for consistent classroom behaviors.

The **second** area is offenses that will result in an automatic referral to the office. Students who consistently disrupt class or commit a more serious offense can expect to be sent to the office for discipline. Serious offenses include:

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|-------------------------------------|---------------------------------------|
| *fighting                           | *vandalism                            |
| *harm to another student            | *disruption of class for a substitute |
| *severe class disruption/disrespect | *cutting class/truancy                |

These are examples of offenses. This does not mean these are the only behaviors that will result in referrals to the office.

Consequences become more severe depending on the frequency and seriousness of the offense and the age of the student. Consequences include:

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|---|---|
| a. Conference with Asst. Principal or Principal | e. In-School suspension                           |
| b. Parent Conference                            | f. Suspension/assignment to alternative placement |
| c. Restitution plan                             | g. Expulsion from school                          |
| d. Behavior contract                            |   |

The **third** area involves behaviors that are very serious and break policies set by the Board of Education.

Serious infractions include such behaviors as possession of weapons or drugs, arson, alcohol and assault committed on a teacher or other school employee. These types of offenses may result in direct suspension from school without prior referrals.

School/Classroom Incentives:

*Self-Manager Program:* The Self-Manager Program is the school-wide behavior plan used to promote and reward positive behavior. The criteria for a student becoming a Self-Manager are met by modeling the core virtues. Students who become Self-Managers are recognized each week and will receive a Self-Manager badge.

*Badge of Honor tickets:* The purpose of Badge of Honor tickets is also to encourage positive behavior. Tickets are randomly given to students who exhibit behavior expected by Kendall students. Tickets are collected in the office for a weekly drawing.

*Page/ Squire/ Knight:* Knighting Ceremonies occur once each six week with the teacher selecting students based on their demonstration of the core virtues. Students are chosen by the classroom teachers and are knighted at a campus assembly and receive a medal for this award.

Additional classroom incentives are determined by grade level discipline plans.

**Dismissal:** Students are dismissed at 2:45 p.m. Students who are picked up should sit by grade levels in assigned area. Students who ride the bus are escorted by staff on duty. All parents waiting for children are asked to wait outside the building in the parent pick-up area.

**Dress Code:** When dressing for school, please remember the purpose of school is to learn. Any clothing, hair style, or other part of a student's appearance that, in the principal's judgment, disrupts classes and keeps other students from learning will result in action from the office. Clothes that are too revealing or too short (e.g. tank tops, midriff tops, mesh shirts), shirts which display inappropriate messages, and spray color in hair are examples of some dress code restrictions. Hats or caps will not be permitted. Extremely faddist attire is prohibited i.e. gang related, wallets with chains, baggy pants or pants worn below the waistline. No shoe skates allowed. Please see BISD student handbook for detailed dress code.

**Early Dismissal of Classes:** On certain days, (see calendar) school will be dismissed two hours early. Parents, please make arrangements to pick up students at 12:45 p.m. or expect them home early if they ride the bus.

**Electronic Devices and other prohibited items:** Students are not permitted to use such items as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, cell phones or other similar electronic devices during the school hours of 7:35-2:45 unless prior permission has been obtained from the principal's office or classroom teacher.

**Emergency Dismissal of Classes:** During the school year, it may become necessary to dismiss classes early if severe inclement weather is expected. Students should make plans with their parents as to what to do if such an emergency occurs, e.g., how to get into the house, where to go, who can pick the student up. Announcements will be made on major radio and TV stations at least one hour before classes are canceled.

**Honor Roll:** Students will be recognized in grades 2-5 for All "A" Honor Roll or All "A/B" Honor Roll each nine weeks.

**Lost and Found:** Parents/students are encouraged to label all supplies and personal belongings. Items found in classrooms will be returned promptly to the owner. Items for which the owner is unknown will be sent to the designated "Lost and Found" location in the building. Valuable items such as jewelry, purses or wallets will be sent to the office. All unclaimed items in the "Lost and Found" will be disposed of each 9 weeks.

**Make Up Work:** Students who are absent for an excused reason will be permitted to make up work missed in each class. It is the student's responsibility to make up work missed in each class, and arrange with teachers to make up tests or other assignments.

**Medicine:** The school nurse will give medicine if the medication is in the original bottle and a note from the physician is provided which explains the medication, the reason for the medication and the dosage. This applies to all prescribed and over the counter medication.

**Physical Education:** Students need to wear appropriate clothing on P.E. days. Tennis shoes are encouraged for safety. Students who are injured or have been ill and are not to participate in Physical Education activities are required to bring an excuse signed by their parents. The note should explain the reason and state how long the student is excused from the activity. If the student is to be excused for more than 5 days, a form from the doctor must be attached to the note.

**Pick-up and Drop-off:** Students whose parents pick them up and/or drop them off should use only the assigned area. Please do not drop off students in the parking lot unless they are escorted into the building. Only buses and authorized vehicles are permitted in the bus-loading zone from 7:00-7:25.

**Progress Reports and Report Cards:** Students will receive a progress report at the end of the third and sixth week of each grading period in grades 2-5. Students in grades K & 1 will receive progress reports at the 5<sup>th</sup> week of each grading period. This report should be shown to parents, signed, and returned to the teacher. Report cards are issued one week after the end of each grading period. They should be shown to parents, signed and returned to the homeroom teacher.

Parents wanting information on their student's progress may call the school office; ask for progress reports at any time, log into parent portal through BISD website, or schedule a conference with teachers.

**PTO:** Parents are encouraged to join and participate in our active Parent Teacher Organization. Students should encourage parents to participate since the many activities sponsored by the PTO help school improvement.

**Signing Students Out of School Early:** If a student must leave school early, the parent must sign him/her out at the office. Teachers are instructed never to release a student from class unless contacted by the office. Parents are asked NOT to go directly to the classroom to pick up a student.

### **Student Activities:**

Early Act First Knight Club: provides early experience in service and government activities in conjunction with the local Rotary Club.

KLEAN Team, an environmental club, sponsors recycling and other activities that promote an interest in protecting our environment.

Safety Patrol is open to students in grades 4-5 who want to assist teachers with hall duty and traffic control during morning arrivals and afternoon dismissal. Students apply and are chosen on the basis of appropriate behavior.

Destination Imagination teams will be formed contingent upon parent participation as needed.

Choir open to all 4<sup>th</sup> and 5<sup>th</sup> grade students. Students participating in this performing group learn about the creativity, skills, work ethic, discipline, fun and beauty of making choral music together in a community.

Robotics open to all 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students. Students tryout and go through interviews in the fall. Students participating dedicate themselves to the time and inventive spirit of exploration and discovery that this club hopes to embody. EV3 Lego Mindstorms robotics kits are used to accomplish challenges in practices and competition.

**Telephone:** Telephones are located in each classroom. Telephone calls home are limited to emergencies and students will not be allowed to accept phone calls during class time.

Parents- please do not leave emergency messages on teacher's voice mail. Call the office.

**Toys/Gadgets:** Toys may not be brought to school unless the teacher sends home a note. No one may bring a weapon or items associated with weapons for any reason. Prohibited items include fireworks, toy guns, caps, pocket knives, etc. Please see BISD Student Code of Conduct for further details.

**Testing:** Students in Grades 3-5 will be taking STAAR test at various times between March and May. These tests are very important. We ask that students get plenty of rest, eat a good breakfast, and make a special effort to be at school on time when testing is conducted.

Kendall Elementary will provide Credit by Examinations when needed. For more information about the testing schedules contact Linda Laymon, Counselor.

**Textbooks/Library Books:** Students are responsible for textbooks and library books issued to them during the school year. Textbooks must be covered at all times. If a book is lost, a new book may not be issued until the lost one is paid for. If it is found, a refund will be given. Fines may be collected during the school year for damaged textbooks. Monies collected will be used to replace books.

**Transportation Changes:** Please send a written note informing the teacher of a change in the mode of transportation. If parents need to change plans during the day for afternoon pick up, please call the office before 2:00 p.m. Secretaries are not able to deliver notes to students after 2:15 p.m.

**Visitors:** Parents are always welcome to visit the school providing it does not cause a classroom disruption. All visitors must sign in at the office upon entering the school for the safety of the students. Visitors to individual classrooms during *instructional time* are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Visitors are not allowed on playground during recess due to numbers of students. This is for your child's safety.

Students are asked not to invite friends who are out of school from other districts to visit with them during the school day.

**Withdrawal:** Parents, please notify the office at least three days before checking out, if moving. This gives the office time to get records and paperwork prepared.