



THE

KIPLING

S C H O O L

OUR PASSION. THEIR FUTURE.

**ELEMENTARY
STUDENT
HANDBOOK**

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Houston, Texas 77007
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ARRIVAL / DAILY SCHEDULE

All students arriving at school before 8:00 am should go to their designated area in the cafeteria.

- 8:00 am Instructional day begins
- 3:30 pm School Day Ends

Car riders should be dropped off in the front of the school between 7:30 and 7:50. Parents, for the safety of our students, please refrain from being on your cell phone in the car rider line or in our parking lot. Staff members will assist students during arrival. If you need to come inside the school, please park in a designated space. Do not block the driveway while waiting for or dropping off students.

ATTENDANCE

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within THREE days after the student is back in school, the absence will be unexcused.

Students will be considered absent when:

1. They are ill and their attendance would endanger their health or the health of others.
2. There is a death or serious illness in their immediate family.
3. There is a recognized religious holiday of their faith.
4. The student is suspended from school.
5. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

Student absences will be considered unexcused when:

1. They are absent from school without the knowledge of their parent or guardian.
2. They are absent without acceptable cause with the knowledge of their parent or guardian.

If the child misses 3 consecutive excused or 5 unexcused days, school officials are required to contact the parent for a conference to identify the reasons for the child's absences and complete an intervention plan to improve attendance. Letters will be mailed to the home after 3, 5, and 10 days of absences. Excessive tardies may result in an intervention plan.

The maximum number of days a student is allowed to miss is TEN per school year (excused or unexcused). When a student is absent more than 10 days, attendance will be one of the factors used in the promotion/retention decisions for grades K-5.

PERFECT ATTENDANCE

Perfect Attendance Certificates will be awarded to all students with no absences and no tardies.

TARDINESS

Students who come to school late lose valuable time, interrupt the classroom, and miss important explanations of the work to be done. Tardies are reported on the report card. Every student that enters after 8:00 am should report to the office before entering his/her classroom. **PARENTS MUST COME IN WITH THE CHILD AND SIGN HIM/HER IN AT THE FRONT OFFICE.** Excessive tardies may result in a student attendance intervention plan.

SCHOOL-WIDE EXPECTATIONS

To promote a positive school climate for students, parents, and staff at The Kipling School (TKS), we have a school-wide expectation plan. The purpose of the program is to teach children to make appropriate choices, accept responsibility for their behavior, and understand that all behaviors have consequences.

The TKS staff believes that positive behavior is promoted through positive reinforcement. Research supports this belief. In the following plan, you will find many reinforcements for positive behavior. However, in the unlikely event a negative consequence has to occur, you will also find consequences for discipline concerns.

Our school-wide expectation plan revolves around the character trait RESPECT. Therefore, we have established three expectations that will be taught to all students. Students will be EXPECTED to do the following:

- Respect Yourself
- Respect Others
- Respect Your School

The school rules, classroom rules, and cafeteria rules also reflect these expectations.

Respect Yourself

1. Being responsible for your own actions
2. Completing class work and homework
3. Following rules and directions

Respect Others

1. Treating others the way you want to be treated
2. Being kind and helpful to others
3. Coming to school ready to learn so that you don't interfere with the learning of others

Respect Your School

1. Keeping the school clean
2. Making school a nice place for everyone
3. Taking care of school property

School-wide Rules

The following rules will be adopted for all areas of the school outside of the classroom. All students and staff members will be aware of these rules.

1. Children will always walk to their destination.
2. Children will use whisper voices in hallways at appropriate times.
3. Children will use school materials, equipment, and facilities properly.
4. Children will clean up after themselves.
5. Children will always follow staff directions.

Cafeteria Rules

The purpose of special rules in the cafeteria is to ensure that the primary purpose of Lunch is executed. Children need the opportunity to eat their lunch so that they can perform for the rest of the day. In order to ensure this, the cafeteria process must be efficient, and the following rules will be implemented:

1. Enter the cafeteria quietly.
2. Use two hands to carry your tray.

3. Use appropriate table manners.
4. Use quiet voices when talking to your neighbor.
5. Keep the cafeteria clean.
6. Exit the cafeteria quietly.

Positive Incentives

As part of our program to enforce our school-wide expectation plan various positive incentives will be awarded. **HOMEWORK HOORAYS:** Homework Hooray's will be announced each day for classes who have 100% homework completion. At the end of each semester, the classroom with the most homework hoorays will receive a Pizza Party.

Consequences

It is important to have standardized consequence procedures so that students will clearly understand the effect of their negative behavior. The following are possible consequences.

1. Warning and Redirection
2. Student Reflection
3. Five minutes removed from recess
4. Silent Lunch
5. Parent contact and notification
6. Referral to office and documentation in file

Severe Behavior Clause:

If a student causes a severe disruption, it is staff's discretion to send the student directly to the Office. Severe disruptions may lead to possible suspension or additional negative consequences.

We believe all our students can behave appropriately in school. Establishing guidelines and consequences for student behavior reduces distractions/disruptions and assures there is quality instruction for all students in an environment conducive to learning. Our faculty will be using the Assertive Discipline system to manage student behavior.

This system is based upon the following principles:

- The students choose to follow or not to follow rules.
- All teachers will teach without interruptions.
- All children will have the opportunity to learn without interruptions.
- All children will respectfully engage in behavior that is in his/her best interest or the best interest of others.

At the beginning of the year or when a child enrolls, the teacher will send home a copy of his/her classroom management plan and expectations. Please read this plan carefully and discuss it with your child. Your signature indicates that your child and you understand positive rewards will be given for those who show self-control and behave correctly, and consequences will follow inappropriate behaviors.

Severe disruptions such as fighting, hitting, destroying property, having weapons, etc, or failure to follow rules may result in referrals to the office. The director or designee will administer one of the following actions:

1. Student conference with the director; phone call and/or note to parents.
2. Student conference with the director; phone call and/or note to parents; recovery room detention determined by the principal.
3. Student conference with the director; phone call and/or note to parents. The student can't return to school until his/her parent comes for a conference with the director and teacher.

4. Conference with the student. Student is suspended and a parent conference is held. Suspensions may be up to 10 days.

Having an orderly safe school is necessary. Therefore there are three behaviors which may result in removal from school and a parent conference.

1. Taking part in a fight
2. Assaulting a teacher
3. Bringing illegal drugs or weapons to school.

Our school takes the position that there are no real reasons for fighting. No matter what the differences are between two or more students, a better way than fighting exists to settle these differences. Whether or not your child hits first, he/she will be removed or suspended for being in a fight. A parent must come to the school for a conference if the child takes part in a fight. Don't Hit and Don't Hit Back.

DISMISSAL

The school day ends at 3:30 pm.

Do not block the driveway while waiting for or dropping off students. Only individuals authorized by the parent or guardian in writing will be allowed to pick up a student. If your child or children have not been picked up by 3:45 pm, you will need to come to the office, sign them out, and indicate the time the child was picked up.

No student will be permitted to leave the campus unless a parent or guardian comes to the office to sign the student out. Please settle all of these matters before the child leaves home. If you need to change your child's transportation after your child is already in school for the day, you must call us by 3:00 pm to ensure your child will receive the information about dismissal changes. Due to dismissal procedures, please do not come into the office for dismissal after 3:20 pm. There will be no early dismissal from the office unless there is a medical appointment or family emergency.

We value every minute of instructional time. Please do not call the office and request that we have your child waiting on you in the office when you arrive to pick them up. We ask that you plan ahead to get to scheduled appointments with as little loss of instructional time.

Students should be picked up on time when participating in after school programs/activities.

DRESS CODE

Those students whose personal appearance is disruptive to the educational process and orderly operation of the school may be barred from attendance. All clothing including appropriate shoes will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures and/or patches. Appropriate and comfortable shoes should be worn every day because of physical activity time; for example, flip-flops and shoes with high heels are not appropriate for school activities. Trousers must be worn at waist level. Underwear may not be visible above the waistband of the trousers. Belts must be worn if needed. Children may not wear shirts or other garments with messages that might, in the teacher's judgment, embarrass or offend others. Should this happen, your child will be asked to reverse the shirt or to call you for a change. Shorts should be at an appropriate length. All shorts that meet the child's longest fingertip in length may be worn by students in grades K-5. Head coverings, including kerchiefs, scarves, and bandanas, may not be worn inside the building. Shirts and blouses must cover the shoulders. Halter-tops, spaghetti straps, tank tops, or shirts with excessively large armholes are not permitted. Students should not wear jewelry that is distracting or valuable. Any clothing or hairstyle that tends to be so attention getting as to disrupt the educational process is prohibited. Students who fail to comply with the standards may be warned, sent home to change, provided an alternate article of clothing if available, or disciplined as determined appropriate by the director.

EMERGENCY DRILLS

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school. The school is one of the safest places students may be located during most crises or natural disasters.

The purpose of fire and tornado drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Fire drills are held on a monthly basis; tornado and lockdown are held periodically. Evacuation routes are posted in each room. During these drills, students should follow the directions of staff members.

You will be notified of crisis situations. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. By providing as many telephone numbers as possible the chances of our being able to contact you in the event of an emergency increases.

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware that staff and children will be prepared in case of an emergency.

CARE OF BOOKS

Students are responsible for all textbooks, literacy books, and library books issued to them during the school year. All lost or damaged books must be paid for. All money is recorded by the school bookkeeper and paid to the proper funds for replacement purposes. If a lost book is found, money paid will be refunded.

FINES

Fines will be charged for lost or damaged textbooks and library books. Failure to pay fines could result in loss of student privileges.

KIPLING AFTER SCHOOL EXPERIENCES (KASE)

Kipling After School Experiences – KASE – is an after-school enrichment program for students in Kindergarten through Fifth grade. It is our pleasure to offer these programs at our school. There may be additional charges for some of the after school programs.

DAILY SCHEDULE

Your child will be served a healthy snack each afternoon during activity time. You may provide a healthy snack for your child if you prefer. This structured homework and snack period will be daily from 3:30 p.m. to 4:30 p.m. Your child may enjoy sharing with you in the evening their completed homework for your approval or asking for additional help to complete a project. Following a healthy snack, KASE curriculum activities begin. These activities will end promptly at 6:00 p.m. each day.

HOURS

KASE operates from 3:30 p.m. until 6:00 p.m. each school day. The sign-out sheets will be located on the front table in the cafeteria. KASE ends each day at 6:00 p.m. A late fee of \$1.00 per minute will be charged for late pick-ups. The fee will be applied after 6:00 p.m. Following the third time, the charge is \$3.00 per minute after 6:00 p.m. Parents must notify the director within reason of a possible late pick-up.

CUSTODY-IMPORTANT NOTE

If you and your spouse are separated/divorced and you have legal/primary residential custody of your child(ren), we need to have a copy of your custody papers on file. If at any time you feel that a problem may occur, we need to have knowledge of this in the school office. This is the only way we can be of any help in preventing additional problems from happening at school.

ENTRANCE REQUIREMENTS

Students entering kindergarten must be 5 years old before midnight September 1. Students entering first grade must be 6 years old before midnight September 1. All students entering The Kipling School for the first time must have a valid birth certificate.

FOOD SERVICE PROGRAM

Lunch and one snack are provided daily by our chefs. An additional snack is provided for students enrolled in the KASE program. For safety and healthy eating, we ask you NOT to send drinks in glass bottles or carbonated beverages for lunch.

Parents are welcome to have lunch with their children at school. The cost for an adult lunch is \$4.00.

GRADING SYSTEM

Grades are assigned on the following basis.

Grades K, 1

1 = Exhibits skill/concept with direct guidance

2 = Exhibits skill/concept with minimal guidance

3 = Exhibits mastery of skill/concept

4 = Understandings go beyond grade level experiences

Grades 2, 3, 4, 5

A 90-100 B 80-90 C 75-79 D 70-74 F Below 70

Each student is evaluated with reference to his or her instructional level.

ACADEMIC ACHIEVEMENT RECOGNITION

Students in grades K through 5 are eligible for the Honor Roll based on scores in ELA, Math, Science, and Social Studies. Each quarter students with outstanding academic performance will be recognized.

Qualifications for recognition include:

Grades 2, 3, 4, 5

Director's Scholars All A's

A Honor Roll All A's with 1 B

B Honor Roll All A's and B's (must have at least 1 A in the core areas)

HOMEWORK

Homework is an essential part of the learning process in that it provides students with an opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills being taught. Usually one hour is the

maximum time a child should spend on homework each day. Those in grades K and 1 may require less time completing written work at home while those in upper grades may have a few assignments which require a little more time. Also in the lower grades, an adult's signature might be required to validate the night's reading assignment. Homework will generally be assigned Monday through Thursday. Generally, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/ or extensive make-up work. Students are encouraged to read for pleasure daily and may be asked to log such reading on the weekend.

Average Homework Times:

K-1st Grade 10 – 30 minutes daily

2nd Grade 25 – 45 minutes daily

3rd Grade 20 – 60minutes daily

4th Grade 30 – 60 minutes daily

5th Grade 40 – 60 minutes daily

ILLNESS, ACCIDENTS, EMERGENCIES AND MEDICAL CONDITIONS

If a student becomes ill during class, he/she should inform the teacher. A child will be considered too ill to remain at school if he/she has a temperature or is vomiting. If you wish to be contacted in the event of other symptoms, please let us know. As a general rule of thumb, students should be fever free for 24 hours before returning back to school.

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows: Authorized school personnel will administer first aid. If the accident or illness is considered serious, or if the child is uncomfortable, a parent will be called. If we are unable to reach a parent, the school will follow parents' directions on the enrollment card and consent forms to secure an individual to pick up the child, or to secure emergency medical treatment if needed.

Please make certain we are aware of medical and allergic conditions. Make sure a contact person can be reached at all times. When children have been sick the previous night, please check them carefully before sending them to school.

MEDICATION POLICY

If under exceptional circumstances a child is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, the teacher and/or administrators will administer the medication. The regulations for administering medication at school are as follows:

1. Written instructions signed by the parent and physician will be required and will include:
 - Child's name.
 - Name of medication.
 - Purpose of medication.
 - Time to be administered.
 - Dosage.
 - Possible side effects.
 - Termination date for administering the medication.
2. If your child is taking a prescribed liquid medication, please provide appropriate medication dispenser. NO spoons will be accepted.
3. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication. If there is a change in medication, the parent must come in the

office and fill out a new medical release form. Medication must be in the original prescription bottle from the drug store with the correct dosage on the bottle.

4. Children are not allowed to bring medications to school. Parents are to bring the medication to the office and have it checked in with the administrators.
5. The school retains the discretion to reject requests for administration of medicine.

LOST AND FOUND

Many items are carelessly left in the building or on the playground. All unclaimed articles are placed in the lost/found area in the building. These things may be reclaimed upon proper identification. Please properly label any of your child's possessions that might be misplaced at school. These items may include lunch boxes, coats and sweaters. All unclaimed items are given to charity in December and in May.

PAGING DEVICES

A paging device is defined as any telecommunications device, to include mobile telephones, that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A student may possess a paging device in school as long as the device remains off and is not visible during the school day. A student in possession of a paging device in conflict with this policy will have the device confiscated. First offense-the device will be confiscated and returned when a parent comes to the school to retrieve it between 3:30-4:15 pm on the day of the offense. Second offense-the device will be confiscated and returned when a parent comes to retrieve it, and it must be checked into and out of the office each day for the remainder of the school year. Any cell phone usage, picture taking or text messaging is prohibited at all times.

PARENT/TEACHER CONFERENCES

Communication is an essential part of the educational program. Only when a child feels there is understanding, appreciation and active cooperation between home and school can he/she do his/her best in school. Through conferences, parents and teachers gain a better insight into the needs, interests, potential and growth, as well as any particular difficulties a student may have.

Teachers, parents or the administrators may call for a conference when desired or necessary. Parents may call the school office (713.861.6743) to set up an appointment.

PARENT TEACHER ORGANIZATION

The Kipling School's KPO provides an excellent opportunity for establishing better communications between parents/teachers and to help in understanding the activities, opportunities, and programs for learning. This is one of the best ways for parents to learn about school life. We invite you to join our KPO.

PARENT/FAMILY VISITS

Parents and families are encouraged to visit the school. All families and guests are required to check in the office to sign in. You are asked to follow school regulations and not interrupt classroom instruction and school routines. If you have a paging device/cell phone, etc, please put it on silence. If you are called, please answer your call outside the school building.

PARTIES

Parties for students will be held on or near Halloween, Christmas, and Valentine's Day. The KPO will make arrangements with parents for these parties. Birthday parties for students or teachers are not permitted. Students

cannot give out party invitations unless every child in the class is invited. You may send cupcakes for lunch on your child's birthday; please arrange this in advance with your child's teacher. When flowers/gifts are delivered to students, the items will stay in the office until the end of the day. Flowers will need to be taken home by parents.

PROHIBITED ITEMS

Students should not bring rolling book bags. Students are not to bring radios, tape players, CD players, Ipods, electronic games, water guns, or other objects that result in disruption to school. Students should not bring large sums of money or other valuables to school. In the case of all of the above items, the school will not assume liability if these are lost, stolen, or broken. If any student brings a knife, fireworks, matches or other dangerous items to school, he/she may be suspended or expelled from school. Clothes, buttons, or magazines with obscene, suggestive, or inappropriate messages are never to be brought to school; neither are items promoting alcohol.

TIME OUT ROOM

This plan is based on our desire to provide a safe and optimum environment for learning. Students who choose to disrupt the learning environment may be sent to the Time Out Room for a period of time determined by the teacher/principal. While in time out, students will be provided with the appropriate instruction in behavior management. Students will learn skills allowing them to better control their behavior while still being held accountable for their actions. Parents will be notified in writing and/or by telephone if a child is sent to the Time Out Room.

The school standard at The Kipling School is that students are responsible for their actions at all times. It is our responsibility as educators, as it is your responsibility as parents, to teach and expect students to practice responsible actions. Please feel free to contact the school with any questions or concerns regarding our Time Out Room.

REPORTING TO PARENTS

Samples of your child's work and special notices will be sent home weekly to promote home/school communications. Please expect communications on of each week in the communication folder, review them, and return the requested papers to the school the next day. You will receive more specific information from your child's teacher.

The evaluation of student achievement is one of the important functions of the teacher. Progress reports/report cards are designed to inform you of your child's level of instruction, academic progress and growth in desirable habits and attitudes. The progress report/report card provides a means of communication between your child's teacher and you, which is very important to your child's success and happiness in school. Report cards are issued every nine weeks and progress reports are sent throughout the year as needed. We will be scheduling conferences during the year, and you are encouraged to request conferences.

SCHOOL CLOSING AND DELAYED OPENING DUE TO WEATHER

In the event of inclement weather or in other emergencies in which H.I.S.D. is closed, The Kipling School will also close. In the event that an evacuation becomes necessary, a notice of our whereabouts will be posted on the entrance doors and/or there will be a message on our answering machine. Fire drills are practiced monthly, and severe weather drills are practiced quarterly during the school year. H.I.S.D. reports on school closings etc. may be obtained by listening to the radio or local television stations.

STUDENT INFORMATION

During the first week of school, your child's teacher will be sending home an information form for you to complete. This information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date. Be sure each person listed for emergency contacts are people that are authorized to pick up your child.

STUDENT INTERROGATIONS AND SEARCHES

While students do not lose their constitutional rights upon entering school premises, a search may be conducted when administrators have a belief, reasonable under the circumstances, that a student committed a crime or a violation of a school rule and that such a search will reveal contraband or evidence of a violation of a school rule or a criminal law. Furthermore, any search must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction. Students are provided cubbies, and/or desks to use during the school year. However, the schools retain ownership of both, and school officials may conduct unannounced searches at any time to maintain health and safety standards.

SUSPENSIONS

Students who are sent to the office for serious infractions such as fighting, stealing, etc., will be served by our Time Out Room and may be suspended from school for a period of up to ten days or less depending on the severity of the situation. Parents will be required to have a conference with the principal to discuss the problem.

HARASSMENT, INTIMIDATION, BULLYING

The Kipling School prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, or for a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

TELEPHONE USAGE

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency.

THREATS TO SCHOOL PERSONNEL

It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or director of an elementary school any letter or paper, writing, print, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life of or inflict bodily harm upon the public official, teacher, director or members of their immediate families.

VISITORS AND VOLUNTEERS

Parents, guardians, grandparents, and community friends are encouraged to be volunteers at our school. Interested persons will need to contact the school office (713.861.6743) to offer their services. All volunteers must complete a volunteer screening application and be approved. Applications are available at the school. Volunteers are used in the reading programs, in classrooms as teacher helpers, to prepare materials for teachers, and with a KPO projects as well as other areas of need. We'd love to have you join us! Please sign in at the office upon your arrival and get a Volunteer badge to wear. Always record the amount of time you volunteer. This is an important part of The Kipling School's annual Report Card. Our goal is to have every parent and family involved in our school!

WEAPONS

Students are prohibited from carrying weapons or toy weapons on school grounds. Students using/having weapons while under the jurisdiction of the school will be subject to criminal charges, as well as expulsion from school. Mace and pepper sprays are considered weapons.

WITHDRAWAL OF STUDENTS

A written notice is required thirty days in advance if a child must be withdrawn from the program. Parents are financially responsible for all tuition and fees for the thirty days following the date of notice of withdrawal. Parents that have paid tuition in full and provided appropriate notice will be refunded only in the amount of installments not yet due, less the discount for paying in full. No refunds or credits will be made in the event that the thirty-day notice of intent to withdraw has not been provided. The final payment must meet all financial obligations to date.

Children may be administratively withdrawn due to the failure of parents to meet financial arrangements including late charges, late pick up fees, or failure to follow policies and procedures as stipulated in the parent handbook. Readmission after withdrawal will require the full payment of any outstanding account balances as well as the payment of all enrollment fees including registration fees.