

Robert F. Hunt Elementary West

Campus Information Guide

2017-2018



Eagle Nation

Inspiring to Dream

Working to Fulfill

Soaring to Success

Welcome to Robert F. Hunt Elementary

Welcome to the 2017-2018 school year at Robert F. Hunt Elementary! We are excited about learning and growing with your child this year. Education is a team effort, and we know that students, parents, teachers, and support staff all working together can make this a wonderfully successful year for our students.

This guide is a campus specific supplement to the District Student Handbook and is designed to provide a resource for some of the basic information that you and your child will need during the school year. Please look over the information contained here and discuss with your child.

RFH School Contacts

Teresa Beckham, Principal	tbeckham@ndisd.org	(903) 663-8004
Joseph Bowin, AP	jbowin@ndisd.org	(903) 663-8003
Linda Everett, Secretary	leverett@ndisd.org	(903) 663-8004 ext. 300
Dana Yount, Counselor	dyount@ndisd.org	(903) 663-8004
Jenny Starr, Nurse	jstarr@ndisd.org	(903) 663-8004
Vivian Smith, Attendance	vsmith@ndisd.org	(903) 663-8004
McKayla Morrison, Café Mgr.	mmorrison@ndisd.org	(903) 663-8004 ext. 309
Greg Pope, Public Relations & Buses	gepope@ndisd.org	(903) 663-8000 ext. 258

School Hours

- **Morning Drop-Off** 7:25—7:55am
- **Tardy Bell** 7:55am (Students in class prepared for instruction)
- **Afternoon Dismissal**
Pre-K—3rd 3:25pm
- **Breakfast**
Served 7:30am-7:55am
**We will stop serving breakfast at 7:55am. Please have your child at school no later than 7:50am if you wish for them to eat breakfast at school.
- **Lunch Schedule**

Pre-K	10:50am	Second	11:40am
Kinder	10:50am	Third	12:05pm
First	11:05am		

Before and After School

The doors open at 7:25am for students to enter the building. Staff will be on duty from 7:25 to 7:55 to assist students exiting cars. After 7:55am, parents will need to escort their child into the front office and sign them in. Students eating breakfast at school should report directly to the cafeteria before going to class. The morning drop off area for ALL students is at the front sidewalk. **Stopping in the parking lot and walking with or sending children across the lines of traffic is not permitted.** This is a safety issue and it slows down the traffic of those dropping off at the sidewalk.

Parents will be allowed to walk their children to class the first week of school only. After the first week, parents are asked to drop students off at the front sidewalk. Staff will be available to escort children to class if necessary.

Afternoon pick-up begins at 3:25pm for all students. Pick-up for Pre-K-First Grade students will be in the teacher parking lot by the blue awning, while Second and Third Graders will be picked up at the front sidewalk.

Transportation Changes

Transportation changes for dismissal need to be made in writing and include the date and a parent/guardian signature. If an emergency should arise, parents may call the front office at (903) 663-8004 ext. 300 **before 2:30pm** to request a change with principal approval. Please do not email or text your child's classroom teacher with a transportation change.

Visiting the Campus

We welcome parents to visit their child during lunch and special activities held throughout the year. For the safety of those within the school and to avoid disruption of instructional time, ALL visitors must first report to the front office to receive a visitor's badge before proceeding on campus. ALL visitors will be required to scan their driver's license against the National database of sexual offenders.

After the first week of school, we will not allow visitors in the instructional areas of the building during the school day without prior approval from the principal. Parents attending teacher conferences during the day or delivering items to classrooms before 7:55am must check in at the front office and receive a visitor's badge.

All visitors are expected to demonstrate the highest standard of courtesy and conduct; disruptive behavior will not be permitted.

Attendance

Regular school attendance is essential for a student to make the most of his or her education. Excessive absences can hinder a student's progress and the district's ability to provide for his/her educational needs. You can help your child's educational growth by making every effort to have your child in school every day on time and present for the entire day.

Two state laws—one dealing with compulsory attendance, the other with attendance for credit—are of special interest to students and parents. They are discussed below. (Refer to the NDISD Student Handbook for a detailed description.)

- **Compulsory Attendance**—The state of Texas requires that all children who are at least 6 years of age by Sept. 1 of the school year or who have attended first grade be enrolled in school. This law applies to all children in Texas who are under the age of 18. Once a child is placed in Pre-K or kindergarten, the truancy law is applicable. TEC 25.085 and TEC 25.086
- **Attendance for Credit**—In order to receive credit for a class in Texas a student must attend at least 90 percent of the days school is in session. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. (Refer to NDISD Student Handbook for district guidelines in determining extenuating circumstances.)

Documentation after an Absence

When a student is absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A phone call from the parent may be accepted, but the district reserves the right to require a written note. Please note, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence will be excused or unexcused.

Texas Truancy Laws

Section 25.085 of the Texas Education Code details the laws regarding truancy. Texas law require school districts to file truancy charges against a parent for "Parent Contributing to Non-attendance" if your child misses 3 or more days or parts of days in a 4 week period. Furthermore, if your child has unexcused absences for 10 or more days or parts of days in a 6-month period the school is required to file charges

What constitutes "parts of days"?

Arriving after your school's official start time (7:55am)

Leaving school before the end of the school day (3:25pm)

Leaving for any part of the school day without an official physician's excuse - including lunch.

Absences including full days or parts of days shall hereafter be referred to as "events"

In accordance with state laws, Robert F. Hunt Elementary School has set forth the following attendance policy:

3 events..... A warning notice is sent home explaining that the student is subject to truancy prevention measures.

5 events..... A phone call is made to the parent/guardian by the campus Truancy Prevention Officer.

6 events..... Face to face parent meeting with the Truancy Prevention Officer

7 events..... Referral to the campus attendance committee. They will discuss each event and determine if truancy charges should be filed. All subsequent events may also be reviewed by the attendance committee and are subject to referral to truancy court.

Cafeteria

Breakfast and lunch are served daily. Meals can be paid for in advance or on a daily basis. Children are allowed to purchase ala carte menu items for an additional charge after finishing their lunch. Parents may contact the cafeteria manager if you prefer your child not buy additional items.

Parents can check student balances and/or make payments to their child's lunch account by accessing their account through the Lunch Money Now Account on the District website. Parents may also send cash or check directly to the school.

Students will be allowed up to \$10 in charges before being provided an alternate lunch. We will make every effort to inform parents if their child's account has insufficient funds, but it remains the parent's responsibility to monitor their child's account and ensure it has sufficient funds.

Breakfast \$1.50 regular/\$0.30 reduced **Lunch** \$2.75 regular/\$0.40 reduced

Discipline Policy

The primary focus at Robert F. Hunt Elementary School is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self- image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

We believe school discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Robert F. Hunt Elementary School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this

occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. A copy of our Behavior Matrix which outlines our steps can be located on our campus website at www.ndisd.org (select Robert F. Hunt Elementary from the drop down menu located in the top left corner).

Dress and Grooming

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. **General**
 - a. Any clothing, jewelry or accessories with decorations, patches, lettering advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry or accessories having criminal street gang identifiers, accessories that may be used as weapons, and accessories having drug, sex, tobacco, or alcoholic beverage references or designs.
 - b. Form fitting garments such as Spandex may only be worn with another layer of clothing, which meets dress code requirements.
2. **Shirts and Blouses**
 - a. Crop tops, tube tops, halters and spaghetti straps are unacceptable. (Anything less than two inches is considered a spaghetti strap.) Strapless dresses without jackets are unacceptable.
 - b. The display of cleavage is unacceptable. Low cut blouses, tops, sweaters, etc., with plunging necklines are not allowed.
 - c. The length of an untucked shirt must be no longer than the tip of the longest finger with the student's hand fully extended down the side of his/her leg.
 - d. Transparent and/or see-through material is considered unacceptable.
 - e. Shirts/tops must touch the waist of pants/skirts at a times. (i.e., when in movement, when arms are extended or raised, and when in a seated position, etc.)
 - f. A boy's shirt should cover the entire crown of the shoulder.
3. **Pants**
 - a. Torn, cut/slashed or frayed material that reveals any area of skin or undergarment above the knee is considered inappropriate.
 - b. No holes, frays or tears. (Affective July 1. 2018)
 - c. No pajama bottoms, sleepwear or loungewear.
 - d. Students shall wear their trousers or overalls properly at the waist. No sagging.
4. **Accessories**
 - a. All students must wear shoes at all times. Students participating in physical education class shall wear athletic footwear to participate. House shoes and slippers are prohibited.
 - b. Any type of head covering is unacceptable; religious exceptions must be cleared by the principal.
 - c. Proper undergarments should be worn but not visible.
 - d. Chains or spiked jewelry are unacceptable.
 - e. Earlobes may be pierced (Boys may wear studs only). No facial or body piercing is allowed.
 - f. Permanent or temporary tattoos must be covered at all times.
5. **Hair**
 - a. Hair is of a natural color.
 - b. Hair should be kept neat, clean and reasonably styled.

Grading Guidelines

Robert F. Hunt Elementary follows the Texas Essential Knowledge and Skills (TEKS) and Pre-K Guidelines approved by the State Board of Education. Students are required to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas.

Grades are to reflect each student's individual growth and acquisition of the TEKS. Teachers will maintain students' grades on the District's Parent Portal, which can be accessed through www.ndisd.org. A copy of our Pre-K - 5 grading policy can be found on our campus website.

Homework

The purpose of homework is to promote high-quality student learning and achievement. Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. It is to target specific learning outcomes, reinforce TEKS taught in the classroom, and provide practice in specific skills. Homework is to be reviewed by teachers to assess students' skills and knowledge in order to inform instruction.

When assigning homework, teachers will ensure that students are provided with sufficient information and direction to complete the homework assignment independently, and that the assignment is not excessive for its intended purpose. In addition, homework is not to be assigned as a discipline consequence.

Homework for Kinder thru Second Grade should not exceed 30 minutes nightly, with 15 of the minutes being read to or reading independently. Homework for Third Grade should not exceed 45 minutes nightly to include 20 minutes of reading each school night. (Full version included within our grading policy located online)

Medicine at School

Only authorized employees, in accordance with policy FFAC, may administer prescription medication in the original, properly labeled container, provided by the parent, along with a written request. A form is provided for this purpose and should be filled out and left with the school nurse.

Personal Telecommunication Devices

For safety purposes, the District permits students to possess mobile telephones; however, these devices must remain turned off during the instructional day, including during testing, unless they are being used for approved purposes. This is to include Smartwatches. A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets, or other portable computers.

Failure to comply with these regulations will result in the following consequences:

- First Offense—Confiscation of the device until the end of the day. Parent will be notified.
- Second Offense—Confiscation of the device until parent retrieves from office and pays \$15 fine.
- Third Offense—Confiscation of the device for remainder of semester. Parent must retrieve and pay \$15 fine.

The District assumes no responsibility for damaged, lost or stolen devices once they have been confiscated. The \$15 fine may only be paid with cash or money order. (Refer to NDISD Student Handbook for more detailed information.)

Birthday Celebrations

In an effort to maximize instructional time, birthday celebrations will be limited to Fridays. If you would like to provide a special treat for your student's class, please send it the Friday before or after his or her birthday.

Party Invitations

Please make arrangements to deliver party invitations off campus unless you are inviting the entire class (restricted to the homeroom class).

Parent Opportunities

District Volunteer—Contact Cindy Hudgins @ (903) 663-8003

Homeroom Parent—Contact child's homeroom teacher

PTO—Contact:

- Ashley Orr @ (903) 926-6913 Ashleyorr2010@gmail.com
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