

# To the Parents and Students:

On behalf of the faculty, we would like to welcome you to Trafton Academy for the coming year. We are looking forward to helping you achieve your educational goals. Trafton has an excellent academic and extracurricular record. We hope you will take advantage of all the opportunities available here. We are here to help make your elementary and middle school years educationally challenging and to make your transition into high school a smooth one.

**Please download and read this handbook. The final page is a form acknowledging receipt of this document. This form will need to be turned in to the student's homeroom teacher on the first day of school.**

The philosophy of Trafton Academy since 1973 has been as follows:

*The school exists for the welfare of the child. Education is student-centered. Every effort is made to relate the curriculum to real-world needs and expectations, and to maintain a friendly and wholesome atmosphere that encourages creative expression and a desire for knowledge. The school establishes an atmosphere in which a student develops abilities to think originally and analytically, to draw logical conclusions, and to express these thoughts in written and spoken form. By instilling in the student a knowledge and appreciation of his or her heritage as a member of the traditional American community, as an American citizen, and as a member of a family, the school strives to make him or her aware of his or her responsibilities to himself and to others.*

**CALENDAR:** The official calendar for all school events is produced monthly by Janne Stone. Before any event is placed on the calendar or scheduled, it must be called to the principal's attention. It is the responsibility of the sponsor to notify the office of proposed events.

**CONTACT INFORMATION:** It is necessary that the school be notified when there is a change in home address, any phone numbers, and Email addresses. This

is EXTREMELY IMPORTANT so that we keep our emergency information cards up to date.

**CARE OF SCHOOL PROPERTY:** We appreciate the care that the majority of our students have always shown to our equipment and facility. A student shows respect for his or her education and other students by keeping the building, equipment, and grounds in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item. He or she will also face disciplinary action and remarks on the permanent record.

**CLOSING OF SCHOOL:** The local radio and TV stations will carry all school closing announcements due to inclement weather or other emergencies. We traditionally follow HISD's plans in these events. If HISD is closed, Trafton Academy is closed.

**ATTIRE AND GROOMING:** The school administration and teachers encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. The dress code is applicable to all grades (Pre-K through 8<sup>th</sup>) and should be maintained at all Trafton functions excluding the fall carnival, Camp Tejas, and field day. Acceptable clothing is as follows:

**Shirts:** T-shirts or polo shirts purchased from Trafton or our vendors (Lands' End and Buffalo Specialties) must have the Trafton logo. Other appropriate shirts include those ordered for spring trips or other special school events. Shirts must remain tucked in at all times for students in grades 1-8. *Pre-K and Kinder students may have their shirts untucked.*

Students in grades 3-8 are required to have a royal blue shirt for field trips. In addition, all 7th and 8th grade students are required to have the red and light blue (boys)/light pink (girls) shirts for the Texas History and Spring trips.

**Shorts:** Male and female students of all grades may wear the 8" khaki walking shorts. These may be purchased anywhere. These do not need the Trafton logo. Belts must be worn with any pants having belt loops.

*For Pre-K and Kinder students, the shorts may be of any appropriate length,*

*and a belt is not required to be worn. Elastic waist shorts are acceptable for both of these grades.*

**Pants:** Classic khaki pants and plain classic fit blue jeans (not hip huggers) are allowed for all boys and girls. The classic jeans should be the standard blue jean color. They may not have color changes or fading on the legs. Jeans may not have holes, and they may not be frayed.

**Skirts:** Khaki skirts may be worn by girls in all grades. The hem of these skirts should be no more than 2-1/2” beyond the extended fingertips. Shorts must always be worn under skirts. Parents should acknowledge that children grow, and their bodies change; therefore, a skirt that fit the year before may not fit this year. **If a skirt is deemed too short more than two times, a note will be sent home to the parents and the student may be required to wear jeans the next two weeks.** This should be enough time to purchase a skirt of the appropriate length. Ankle-length leggings may be worn under a skirt.

Additionally, the Land’s End dresses with the Trafton logo may be worn by girls through the end of the 3<sup>rd</sup> grade year.

*For Pre-K and Kinder girls, the fingertip rule may not be a good guide. Skirts should be of an appropriate length.*

**Sweatshirts & Jackets:** Must be purchased from one of our vendors and must contain the Trafton logo.

**Outerwear purchased from non-Trafton vendors may only be worn when the temperature is below 40°.**

**Shoes:** Appropriate school-style shoes with backs must be worn. Shoes that are appropriate for P.E. must be worn or brought to school on P.E. days.

**Hair:** Hair should be clean and neat in appearance and kept out of the eyes. Hair color is not to be changed in any way.

Boys: Traditional style only; no fad haircuts. Hair may not be cut shorter than a #2 blade. Facial hair is not allowed. The administration reserves the right to request a student to get a haircut should his hair be deemed too long.

Girls: Traditional hair styles only: no fad styles, or any hair style that the

administration deems inappropriate.

**Sports Team Attire:** As a member of a Trafton athletic team a student is allowed to wear the team uniform the day of a game or event. This would include uniform sweatpants as well. As with any other shirt, sports jerseys must be tucked in. Short-sleeved shirts need to be worn under any sleeveless sports jersey.

**The following are NOT ALLOWED:**

1. Oversized or too tight clothing. Pants, shorts, and skirts must fit the waist. Pants MUST NOT drag the ground.
2. Long-sleeved shirts are not to be worn under short-sleeved shirts.
3. Torn, ragged, cut, or split-up-the-side clothing.
4. Excessively soiled clothing.
5. Capri pants, coveralls, overalls, bibbed shorts, sweat pants, non-Trafton sports team tear-away pants, warm ups, athletic pants.
6. Sandals or other shoes without backs are not allowed at any time.
7. Excessive jewelry.
8. Earrings or makeup on boys.
9. Devices that play music are never allowed at school. Exception: cell phones which are turned in to the homeroom teacher.
10. Steel-toed shoes or army boots.

The administration reserves the right to review and reject any fashion statement (i.e., hair styles, jewelry, appropriate sizing, etc.).

Please note that a student may have his/her general conduct changed if he/she is not in compliance with the dress code. Dress code infractions may be recorded on the report card.

# General School Policies and Regulations

Regulations exist for the purpose of creating and maintaining an orderly atmosphere in which the ideals and aims of the school may be realized. Students are expected to adhere to all regulations for the good of the school community.

## I. COMMUNICATIONS WITH THE SCHOOL

Requests for information and inquiries should be directed as follows:

A. General matters pertaining to the school:

Mrs. Sylvia Bryan, Director

Mrs. Inez Hutchins, Principal

Mr. Pat Tatum, Assistant Principal and Athletic Director

Mr. Patrick Cone, Assistant Principal, Grades 6-8

Mrs. Connie Knight, Assistant Principal, Grades 4-5

Mrs. Nicki Hutchins, Assistant Principal, Grades Pre-K - 3

Mrs. Shawn Bear, Administrative Assistant, Main Campus

Mrs. Darlene Tatum, Administrative Assistant, Annex Campus

Mrs. Yvonne Cosgrove, Admissions

B. Business matters:

Mrs. Inez Hutchins, Principal

C. Attendance, Transcripts, School Records:

Mrs. Inez Hutchins, Principal

D. Academic work of students:

Callie Saper, Language Arts Coordinator

Subject Areas – The Faculty

Visit [www.renweb.com](http://www.renweb.com) and log in to view your child's daily assignments and grades and current conduct. Login information is provided to new families at the beginning of the school year. More general school information such as upcoming dates and important announcements may be found at [www.trafton.org](http://www.trafton.org).

E. The school office phone:

713-723-3732 (Main Campus; Grades Pre-K - 3, 7, 8)

713-723-3228 (Annex Campus; Grades 4, 5, 6)

713-723-2911 (Coaches' Office)

713-723-5888 (Admissions)

713-723-1844 (Fax)

832-776-5070 (Study Hall)

F. The school mailing address: PO Box 35321  
Houston, TX 77235-5321

The school street address: 4711 McDermed Drive  
Houston, TX 77035

## **II. THE PARENT – THE TEACHER – THE SCHOOL**

A. The school office is open at 8:00 A.M. and closes at 3:45 P.M.

B. Please do not drop in unannounced. Before and after school parent/teacher visits must be scheduled with the office.

C. For an appointment with a faculty member, either call the office or send the teacher a note requesting a phone call so that an appointment time can be arranged.

D. When a parent wishes to send a note to a teacher by a child, please be certain that the communication is sealed in an envelope. The communication is for the teacher, not the child.

E. If problems arise, feel free to discuss these with the particular teacher. If further assistance is necessary, please make an appointment with the principal and/or director. Be mindful not to undermine the teacher's authority and position with your child.

F. From time to time, certain materials will be sent to you from school that will require your prompt attention and signature. Please read, sign, and return these as requested. A homework folder is provided to facilitate the process.

G. From time to time, in-school field trips (during the regular school day) are planned. These are required activities and all students are expected to attend. **The cost of Camp Tejas (grades 3, 4, 5, 6, and the Texas History Trip (grades 7-8) is not included in the tuition, but both are REQUIRED field trips.** This is not a time for other family functions. Payment will be required for this trip regardless of attendance.

H. At various times money may need to be paid for lunch, trips, pictures, parties, etc. A check is the preferred form of payment but, if in cash, please place the correct change in a sealed envelope. The check and/or envelope should be labeled with the purpose of the money and the student's name.

**Please do not combine lunch money with tuition payments.**

I. All tuition should be mailed to the PO Box 35321, Houston 77235. Tuition is due on the 1st of each month. If received after the 10th the tuition is considered late and a \$25.00 late fee will be assessed.

- J. Parents should **never enter the teachers' parking lot** to pick up or drop off children. Exception: if directed by the coach for sporting events, *not for sports practice*.

### III. THE STUDENT

**Absences:** A written excuse from the parent to the office is necessary on the first day following an absence. In the case of a lengthy illness, a written doctor's release is necessary.

**After an absence, it is the student's responsibility to contact the teacher for make-up work and to schedule make-ups for any tests or quizzes missed.** For example, if a student is absent on a Tuesday, missed work is due by Thursday. **Upon returning to school, students have two days to meet with teachers and create a schedule to make-up missed tests and quizzes. Tests scheduled prior to an absence must be taken on their scheduled day if the student is present.** In the case of a lengthy illness, exceptions will be made. Jewish students are excused from school on Jewish religious days. No examinations will be given on those days; however, students are responsible for any material covered in class on those days.

A child's performance in school is directly related to attendance. In the event the pattern of attendance as evaluated by the director is irregular, a conference for clarification with the student and both parents will be required. If a child has more than 18 absences, excused or unexcused, during the school year, he/she may not receive credit (if applicable) in the eighth grade.

**Tardiness:** A tardy student should report directly to the office for a permit to enter classes. Every effort should be made to have a student to school on time. Please arrange carpools accordingly. If tardiness is due to a doctor/dentist appointment, then a written excuse is required. If tardiness



is habitual, a conference may be requested with parents or the carpool driver. Class time is precious! Six tardies equal one absence.

**Early Pickup:** If a parent needs to pick up a student during the day, a written note should be brought to school that morning. Unexpected departures cause class disruption.

**Snacks & Lunch:** If a student brings his/her lunch, be sure to label the container. A student wishing to order lunch should have money available in his/her lunch account. Lunch accounts are updated on a weekly basis and parents are informed if additional money is needed. Please try to keep a positive balance in the account.

**Candy and mints:** No candy or mints are allowed in class unless handed to you by your teacher, and they must be finished in the class in which they were received.

**Conduct:** Good behavior is expected. The basic in-class rule is simple: the student is expected to listen, learn, and be kind and courteous to peers and teachers. A student must refrain from doing anything that might inhibit his learning or the learning of others.

**Probation:** A student is placed on disciplinary probation for a serious breach of conduct or for persistent minor infractions. Disciplinary probation is a warning, and notification is given to parents by the administration. Any further breach of discipline is grounds for suspension or dismissal.

**Suspension:** A student may be suspended for repeated failure to follow any aspects of school policy. The third suspension calls for immediate expulsion. A student may also be suspended without previous offenses if the administration feels it is necessary.

### **Forbidden at Trafton**

- ***Weapons of any type:*** i.e., Water guns, BB guns, knives, etc.
- Substances such as narcotics, prescription and over-the-counter

medications, tobacco, etc. *This includes any form of electronic smoking device* (serious offense and constitutes grounds for dismissal)

- Fidget toys of any type
- Profanity and vulgarity in any form (written or spoken)
- Bullying (never tolerated)
- Fighting (serious offense and constitutes grounds for dismissal)
- Gum (never permitted on campus or at any Trafton function), and you will be sent home for the day if this happens

**Expulsion:** A student may be expelled without first being suspended if, in the judgment of the administration, the offense is extremely serious.

**Medication:** Parents must hand deliver, to the office, ALL medically authorized medication that their child is required to take during the school day. All such necessary medications must be kept by the school office which must have authorized instructions as to their use.

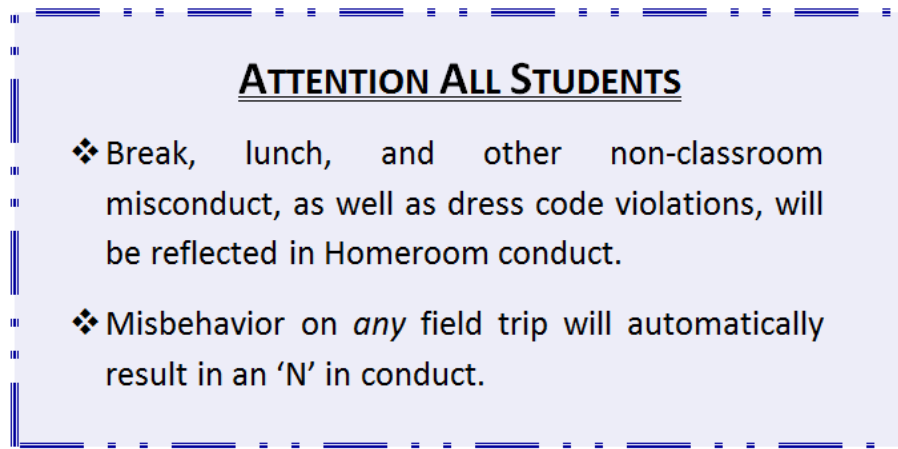
**Property:** Each student is expected to do his share in maintaining neat and attractive grounds, classrooms, and study materials. In order to reduce wear and tear, all textbooks must be covered. A student will be charged the cost of textbooks or workbooks that are lost or needlessly abused. In the event textbooks are uncovered, a charge of \$1 will be levied for each uncovered book.

**Telephone:** Students will not be allowed to make social/personal plans from the school phone. These plans need to be prearranged with parents at home. In the event of an in-school illness, the office will contact the parents.

**Cell Phones:** Upon arrival at school, cell phones must be turned off and in backpacks. Cell phones must be given to the homeroom teacher at the beginning of class and may be retrieved in afternoon homeroom. Phones may not be in the student's possession during the school day. At carpool, students may not use cell phones unless granted permission by the teacher/teachers on duty.

**Smart watches and similar devices:** Smart watches are **not permitted** at school. This follows the trend of several area high schools and exists because of the potential for misuse.

**Unauthorized use of a cell phone or other digital device may result in the confiscation of that device until a parent comes to the office to claim it.**

A light blue rectangular box with a dashed blue border. Inside the box, the text is centered and reads: 

**ATTENTION ALL STUDENTS**

- ❖ Break, lunch, and other non-classroom misconduct, as well as dress code violations, will be reflected in Homeroom conduct.
- ❖ Misbehavior on *any* field trip will automatically result in an 'N' in conduct.

### **Elective Subjects:**

**Band:** If a student chooses to participate in band, he or she must be aware that the class requires effort through practice and participation in band concerts. Written parental permission is required to withdraw from band, and it may be dropped within one week of the end of the first semester, but never before a band concert.

**Spanish** is a class for credit and must be taken seriously. All students are not ready for a foreign language; therefore, parents should think twice before signing up their children because it does require effort.

**Spanish may not be dropped after the fifth school week unless requested by the teacher.**

**Homework:** To many students 'Homework' implies work on assigned material, but one soon learns the need for extra reading, reviewing, and self-testing in order to gain mastery of any subject. It is the responsibility of the student to see to it that assignments are properly written down, properly completed, and completed on time. A student must learn to develop good study habits. Regular study hours at a regularly appointed place with the necessary materials at hand will condition a student to avoid distractions and to develop the power of concentration.

Parents, please check your child's assignment book and/or homework folder for notes from the teacher indicating any problems or late assignments. Homework which must be brought to the school by parents, nannies, etc. is considered late and will be counted as late.

For those assignments turned in late (not due to absences), penalties will be assessed accordingly: one day late, minus fifteen; two days late, minus thirty. Assignments will not be taken later than two days after the due date.

Assignments are also posted daily on RenWeb. Continued disregard of homework may result in a homework suspension or dismissal from the school.

The number of late assignments (grades three through six) may not equal more than a total of three assignments for all of the student's combined subjects per grading period. If subsequent late assignments occur, they will not be accepted, and a zero will be averaged into the final grade. When the next nine weeks starts, the procedure begins again. A student in grades seven or eight missing two assignments in any subject per grading period will not be allowed to make up the third missing assignment and will receive a zero for that assignment.

**Please note:**

- Eighth grade students will not be given an opportunity to make up delinquent assignments during the second semester.
- To receive credit for 8th grade Algebra, a student must maintain an overall grade average equaling 80 or above.

**Study Hall:** From 3:30 pm to 4:30 P.M. Monday through Thursday, study hall (located on the main campus) is open to Trafton students in grades 3-8. Students not picked up by 4:40 P.M. will be sent to the Extended Day program that is located in the same building. The price for study hall is \$5 per day.

Prior to the 4:30 P.M. end of study hall, students may be picked up at any time during the hour. The procedure for early pick up is to call the study hall cell phone at [832-776-5070](tel:832-776-5070); the student will be notified and sent out to the waiting car. Traffic for study hall should flow north up Willowgrove and east along McDermed Drive into the circular drive for student pick up. Students should never be picked up on the street.

The Extended Day program lengthens daily pick up time until 6:00 P.M. for those families who find it difficult to be at Trafton by 4:40 pm when the study hall carpool ends. For an additional \$5 per half hour, parents may pick up their children any time between 4:40 and 6:00 P.M. These fees allow us to cover personnel costs. Extended Day runs Monday through Friday while school is in session.

**The study hall and lunch expenses are combined into one account.** The minimum amount to start the year is \$150. This account is updated on a weekly basis, and parents are informed if additional money is needed. Please try to keep a positive balance in the account.

**Grading System:** Report cards are sent home on the dates specified in the school calendar. The cards should be signed and returned within one week **in the envelope provided.**

Grades can be checked any time on RenWeb.

<b>A</b>	<b>=</b>	<b>90 to 100</b>	<b>4.0</b>	<b>four grade points</b>
<b>B</b>	<b>=</b>	<b>83 to 89</b>	<b>3.0</b>	<b>three grade points</b>
<b>C</b>	<b>=</b>	<b>77 to 82</b>	<b>2.0</b>	<b>two grade points</b>
<b>D</b>	<b>=</b>	<b>70 to 76</b>	<b>1.0</b>	<b>one grade point</b>
<b>F</b>	<b>=</b>	<b>69 &amp; below 0</b>		<b>no grade point</b>

**Academic Honors:**

**Honor Roll** = 3.6 average in **academic classes** with no grade below a B (no conduct grade below “G”)

**Director’s List** = 4.0 average – All year (no conduct grade below “G”)

**National Junior Honor Society**

1. To be considered for membership in the National Junior Honor Society, a seventh or eighth grader must maintain at least a 3.6 average and have completed at least ten hours of community service.
2. In addition a student must have good conduct. Therefore, a student with an “N” in conduct will not be considered.
3. Invitations for membership will be mailed in January after the completion of the first semester.

**Conduct:** Conduct is recorded on the report card under *Citizenship*. To stay informed of a student's classroom behavior during a grading period, a separate 'Behavior or Conduct' category is setup in the RenWeb online grade book for each class. Conduct grades in this area are recorded as a number as described below.

**E – Excellent:** (labeled as a 5 on RenWeb)

Student's behavior and attitude are consistently excellent. Student is consistently a positive influence in class and shows respect for others.

**G – Good:** (labeled as a 4 on RenWeb)

Student's behavior and attitude are good in class. Student responds positively and promptly to correction. Student shows respect for others.

**N – Needs Improvement:** (labeled as a 3 on RenWeb)

Student's conduct or attitude needs improvement. Student has been corrected repeatedly.

**P – Poor:** (labeled as a 2 on RenWeb)

Student's conduct or attitude is poor. Student is disruptive and responds slowly to correction.

**U – Unsatisfactory:** (labeled as a 1 on RenWeb)

Student's conduct or attitude is unsatisfactory. Student does not conform to school and classroom rules.

Any student behavior,  
whether at a school function or elsewhere  
(in the real or digital world),  
which is deemed detrimental to Trafton Academy, is  
grounds for suspension or expulsion at the discretion of  
the school administration.

## **Student Code of Conduct**

The climate in our classrooms and the general atmosphere in our school buildings and on our playgrounds must be one of harmony and respect for all persons and property.

Rules and guidelines help define acceptable behavior. Trafton Academy has three rules: Respect Yourself, Respect Others, and Respect Property. With these three rules, we hope to help students: (1) assume responsibility for their actions; (2) act in a courteous manner; (3) cooperate with each other; (4) show interest and tolerance for others; and (5) adopt socially accepted goals. To these ends, Trafton Academy has set down the following guidelines.

**Guidelines for Student Conduct:** When a student shows respect for others, he or she is demonstrating respect for him or herself.

- A student is expected to treat others with kindness, respect, and courtesy by his/her words and deeds and strive to practice cooperation in day-to-day encounters. Proper behavior should be guided by a sense of fairness to others, as well as to one's self.
- Student is expected to respect the rights and property of others.
- Student is expected to accept responsibilities and perform his or her duties willingly.
- Student is expected to use acceptable language in all areas of school life.
- Student is expected to participate in all classroom activities and complete assignments to the best of his or her ability. Incomplete assignments are expected to be completed in a timely fashion.
- Student is expected to courteously follow the directions of teachers and other school personnel whether in or outside of class.
- Student should not lie, cheat, or steal, nor tolerate others who do.



- It is the responsibility of each student to help maintain scholastic integrity at Trafton Academy by refusing to participate in or tolerate scholastic dishonesty or cheating. This will result in, but not be limited to, an automatic zero on the assignment and disqualification for the honor roll.  
For example:
  - Copying homework from another student
  - Giving work to another student to be copied
  - Working together on a take-home test or homework when specifically prohibited by the teacher
  - Looking at notes when prohibited
  - Looking at another student's paper during a test/quiz
  - Giving another student answers to test/quiz questions during a test/quiz
  - After taking a test/quiz, informing another student of questions that appeared on the test/quiz
  - Giving or selling a term paper or classwork to another student
  - Quoting text or other works on a test/quiz, term paper, book report, or homework without citing the source
  - Handing in a paper received from another student or purchased from a term paper service or from the Internet

I acknowledge that I have received, read, and understand the parent student handbook.

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Parent name

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Parent signature

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Student name

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Student signature

Please turn in to homeroom teacher on the first day of school.