



TRAFTON ACADEMY

Educating Minds, Building Character for Life.

Parent/Student Handbook



To the Student:

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.

The philosophy of Trafton Academy since 1973 has been as:

The school exists for the welfare of the child. Education is student-centered and each child is recognized as a unique individual with unique interests, needs, and abilities.

Every effort is made to humanize and personalize the environment in which the student learns and to maintain a friendly and wholesome atmosphere that encourages creative expression and a desire for knowledge.

The emphasis of the total instructional program is aimed at meeting the individual needs of each student in order to allow each child to develop to his or her fullest potential.

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.

THE SCHOOL

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.

Requests for information and inquiries should be directed as follows:

General matters pertaining to the school:

Mrs. Inez Hutchins, Director
Mr. Pat Tatum, 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 Dobbs, Administrative Assistant, Main Campus
Mrs. Kris Nylund, Registrar
Mrs. Darlene Tatum, Administrative Assistant, Annex Campus
Ms. Olivia Jolet, Admissions Director
Ms. Janne Stone, Lunch/Study Hall account balances, jstone@trafton.org

Visit www.renweb.com and log in to view 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.

School office phones:

713-723-3732 (Main Campus; Grades Pre-K – 3, 7, 8)
713-723-3228 (Annex Campus; Grades 4, 5, 6)
713-723-1844 (Fax)
713-723-5888 (Admissions)
832-776-5070 (Study Hall)
713-303-5951 (Stay 'n Play)

The school office is open at 8:00 A.M. and closes at 3:30 P.M.

<p>Mailing Address: PO Box 35321 Houston, TX 77235-5321</p>

<p>Main Campus: 4711 McDermed Dr. Houston, TX 77035</p> <p>Annex Campus: 10500 Cliffwood Dr. Houston, TX 77035</p>

School Day:

Begins:

Kindergarten through Eighth 1st bell at 8:00 A.M.

..... Tardy bell at 8:05 A.M.

Pre-Kindergarten 8:30 A.M.

Regular Dismissal:

Pre-Kdismiss at 2:30 P.M.

K – 3rddismiss at 3:00 P.M.

4th – 8thdismiss at 3:20 P.M.

Early Dismissal: (half days)

Pre-K dismiss at 11:45 A.M.

K – 3rd dismiss at 12:00 P.M.

4th – 8th dismiss at 12:15 P.M.

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.

[Students in grades Pre-K through third will only be released to authorized adults listed on the student’s profile card. If a different adult is picking up, a note or call must be made to the front office.]

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 due to weather, Trafton Academy is closed, or we will release a statement to the contrary.

Calendar: The official calendar for all school events is produced monthly. Before any event is placed on the calendar or scheduled, it must be called to the Director’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.

THE PARENT — THE TEACHER

Parent/Teacher Visits: Please do not drop in unannounced. Before and after school parent/teacher visits **MUST BE SCHEDULED** with the office or the teacher. 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.

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

Notes to Teacher: 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.

Notes to Parent: 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.

Field Trips: 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) are 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.

Money: 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/study hall money with tuition payments.

All tuition should be mailed to the PO Box 35321, Houston 77235 or 4711 McDermed Drive, Houston, TX 77035. Tuition is due the 1st of each month. If received after the 10th the tuition is considered late and a \$25.00 late fee will be assessed.

Teachers' Parking Lot: Parents should **never enter the teachers' parking lot** to pick up or drop off children before or after school. Exception: if directed by the coach for **sporting events** or if purchased/won at a school auction.

THE STUDENT

Care of School Property: We appreciate the care that most 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 actions and remarks on the permanent record.

Study Materials: Each student is expected to do his or her share in maintaining 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 after the first week of school, this could affect his/her homeroom conduct grade.

Attire and Grooming: The School Administration and teachers expect all students (Pre-K through 8th) to dress in a fashion that reflects good taste and a style appropriate for a school day. The dress code should be maintained at all Trafton functions excluding the fall carnival, Camp Tejas, and field day. Any dress, grooming, or accessories that the administration deems unsafe, dangerous, or disruptive may be prohibited. Acceptable clothing is as follows:

Shirts: T-shirts or polo shirts purchased from our vendor (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 always remain tucked in 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: All students may wear 8" khaki walking shorts, which may be purchased anywhere. Belts must be worn with ANY pants or shorts 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 grades PK-3*

Pants: Classic khaki pants and plain classic fit blue jeans (not hip huggers) are allowed. The classic jeans should be the standard blue jean color. They may not have color changes, fading, rips or holes.

Skirts: Khaki skirts may be worn by girls in all grades. The hem of these skirts should be at least 2-1/2" beyond the 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 (shorter than the fingertips) the student will immediately be sent to the Office. The parent will be called to bring blue jeans or a longer skirt to school. The student will return to class when the issue is resolved. Ankle-length leggings may be worn under a skirt.

Dresses: May be worn by girls in grades Pre-K – 3 and are available in the Lands' End catalog.

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 HIGH temperature for the day will be below 40°.

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

[Pre-K/K: Wear socks and closed-toe shoes, rubber-soled shoes. Athletic shoes are best for running, climbing, pedaling, and playing.]

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 or trend haircuts, including, but not limited to undercuts. 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 or trend 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. Boys/girls in a sleeveless sports jersey need to wear a short sleeve shirt underneath to cover the armpits.

For the purposes of differentiation, the school will recognize the students' gender at birth.

Not Allowed at Trafton

- X** Oversized or too tight clothing. (Pants, shorts, and skirts must fit the waist. Pants MUST NOT drag the ground.)
- X** Long-sleeved shirts are not to be worn under short-sleeved shirts (except in cold weather).
- X** Rolled skirts or shorts.
- X** Torn, ragged, cut, or split-up-the-side clothing.
- X** Excessively soiled clothing.
- X** Capri pants, coveralls, overalls, bibbed shorts, sweatpants, non-Trafton sports team tear-away pants, warmups, athletic pants.
- X** Excessive jewelry.
- X** Earrings on boys.
- X** Devices that play music. Exception: cell phones that are turned in to the homeroom.
- X** Headphones or earpods (not allowed to be used upon arriving on campus.)
- X** Sandals or other shoes without backs, steel-toed shoes or army boots (not allowed at any time.)

The Administration reserves the right to review and reject any fashion statement (i.e., 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.

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 principal is irregular, a conference for clarification with the student and both parents will be required. If a child has more than 18, excused or unexcused, during the school year, he/she may not receive credit (if applicable) in the eighth grade.

Illness:

Fever: A student may not attend school with a temperature of **99.2 °F** or above. A student may not return to school until he/she has been fever-free, without medication, for 24 hours.

Vomiting/Diarrhea: A student who is vomiting or has diarrhea may not attend school. A student may not return to school until vomiting or diarrhea has ceased, without medication, for 24 hours.

Lice: A student with lice may not attend or return to school until the treatment has been given and all nits have been removed. A student must provide a signed note from a professional treatment center or doctor indicating they are lice and nit free.

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. No student may have medication in their possession.

Lunch & Snack bar: If a student brings snacks or lunch, be sure to label the containers. A student wishing to order lunch should have money available in his or her lunch account. Lunch accounts are updated on a bi-weekly basis and parents are informed if additional money is needed. Please keep a positive balance in the account. Snack bar purchases are on a cash only basis and cannot be paid with funds from the lunch/study hall account.

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! Three tardies equal one absence.

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 or her learning or the learning of others.

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. 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.

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 dismissal. A student may also be suspended without previous offenses if the administration deems necessary.

Expulsion: A student may be expelled without first being suspended, if necessary, in the judgment of the Administration the offense is extremely egregious.

Any action taken by a student in the physical world or the digital world, which the administration deems disruptive or embarrassing to the school, may result in an immediate suspension or an immediate expulsion.

Forbidden at Trafton

- X** Weapons of any type: i.e., Water guns, BB guns, knives, etc.
- X** 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)
- X** Alcohol
- X** Fidget spinners, putty or slime of any type
- X** Profanity and vulgarity in any form (written or spoken)
- X** Anything the Office considers lewd
- X** Bullying (never tolerated)
- X** Fighting (serious offense and constitutes grounds for dismissal)
- X** Gum (never permitted on campus or at any Trafton function), and you will be sent home for the day if this happens.

Study Hall:

Regular Hours:

3:30-4:30 P.M.
Monday—Friday
\$5 per day

Extended Day Hours:

4:30-5:30 P.M.
Monday—Friday
\$5 per half hour
After 5:30 P.M.....\$1 per minute

From 3:30 P.M. to 4:30 P.M. Monday through Friday, study hall is open, on a drop-in basis, to Trafton students in grades 2-8. Study hall is located on the Main campus (McDermed Drive). The price for this study hall is \$5 per day for the one hour. 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; the student will be notified and sent out to the waiting car. Traffic for study hall should flow east along McDermed Drive into the circular drive for student pick up. For safety students should never be picked up on the street. Students not picked up by 4:30 P.M. will be sent to the Extended Day program that is in the same location.

Extended Day lengthens daily pick-up time until 5:30 P.M. for those families who find it difficult to be at Trafton by 4:30 P.M. when study hall ends. Each half hour is an additional \$5 charge. The extended day pick-up procedure is to call the Study Hall cell phone at 832-776-5070; the student will be notified and sent out to the waiting car. Parents may pick up their children any time between 4:30 P.M. and 5:30 P.M. After 5:30 P.M. a \$1 per minute late fee is accessed.

Extended Day runs Monday through Friday while school is in session. There will be no study hall on days with early dismissal or days with after-hours school programs.

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. Similarly, parents are discouraged from contacting the student during school hours unless it is an emergency.

Cell Phones: **Upon arriving on campus all phones must be turned OFF.** Phones and smart devices may not be in the student's possession during the school day unless given permission by a teacher. Cell phones and smart devices will be returned in afternoon homeroom, but cell phones must be in the backpacks during carpool and not used unless granted permission by a teacher on duty.

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

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 time and 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.

Assignment Book: This spiral-bound book is broken down into months, weeks, days, and class periods. During daily classes, the student should write down the assignments and other information relating to that class. In afternoon homeroom, the student should review his/her notes and to take all necessary papers, books and binders home for evening study.

PLEASE NOTE: After 3:30 P.M., a student might not be able to pick up forgotten study materials (books, papers, etc.), due to the limited staff on hand.

Homework Folder: This is provided as a go between for the school and parent. The student should place notes to the parent, school handouts, and additional information needing to go home to the parent. Accordingly, the parent can place any forms, checks, and such in the homework folder to be taken to the school the next day.

Parents should check the child's assignment book and/or homework folder for handouts from the school and/or teacher notes indicating any problems or late assignments. Homework not turned in during class is considered late. Should delinquent homework be brought to school by parents, nannies, etc., it will still 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. After two days, the work must still be turned in, but the students receive a zero.

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 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.

Grading System: Report cards are sent home on the dates specified in the school calendar.

Grades can be checked any time on RenWeb.

- A ...90 to 100 4.0 four grade points
- B ...83 to 89 3.0 three grade points
- C ...77 to 82 2.0 two grade points
- D ...70 to 76 1.0 one grade point
- F...69 & below 0 no grade point

Honors:

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

Principal's List= 4.0 average – All year (no conduct grade below "G")

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 oneself.
- 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
 - 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