



**TRAFTON ACADEMY**

*Educating Minds Building Character for Life.*

**2025-2026**

**Parent/Student Handbook**



## To the Student:

On behalf of the faculty, we would like to welcome you to Trafton Academy for the coming school 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.

Since 1973 the philosophy of Trafton Academy has been:

*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 or herself and to others.*

## THE SCHOOL

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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:**

Mr. Pat Tatum, Director

Mrs. Nicki Hutchins, Principal

Mr. Patrick Cone, Assistant Principal, Grades 7–8

Mrs. Kathy Welch, Assistant Principal, Grades 4-6

Mrs. Vicky Chan, Assistant Principal, Grades Pre-K–3

Ms. Olivia Jolet, Development Director

Mrs. Libbie Hill, Admissions Director

Mr. Zach Finger, Athletic Director

Ms. Kristi Nowell, Registrar, Main Campus

Mrs. Shawn Dobbs, Administrative Assistant, Main Campus

Mrs. Darlene Tatum, Administrative Assistant, Annex Campus

**School office phones:**

713-723-3732 (Main Campus, 4711 McDermid Drive; Grades Pre-K – 3, 7, 8)

713-723-3228 (Annex Campus, 10500 Cliffwood Drive; Grades 4, 5, 6)

713-723-5888 (Admissions)

832-776-5070 (Study Hall) 3:30-5:30 P.M.

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

# THE SCHOOL DAY

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## Classes begin:

Pre-Kindergarten through Eighth .....1<sup>st</sup> bell at 8:00 A.M.

Tardy bell at 8:05 A.M.

### Regular Dismissal:

Pre-K– 3<sup>rd</sup> ..... dismiss at 3:00 P.M.

4<sup>th</sup> – 8<sup>th</sup> ..... dismiss at 3:20 P.M.

### Early Dismissal: (half days)

Pre-K – 3<sup>rd</sup> ..... dismiss at 12:00 P.M.

4<sup>th</sup> – 8<sup>th</sup> ..... dismiss at 12:15 P.M.

**Early Pickup:** If a parent needs to pick up a student during the day, please call the school to notify the Administrative Assistant.

*Students 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. Parents will receive email or text communication. We traditionally follow HISD's plans in these events. **If HISD is closed due to weather, Trafton Academy will be 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.

**Contact Information:** It is necessary that the school be notified when there is a change in home address, any phone numbers, and e-mail addresses. This is EXTREMELY IMPORTANT so that we keep our emergency information up to date.

# AFTER SCHOOL CHILDCARE

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**Study Hall: Grades 3–8**  
**Main Campus - 4711 McDermed Dr.**

**Study Hall Hours:**

3:30-4:30 P.M.

Monday - Friday

\$7 per day

**Extended Day Hours:**

4:30-5:30 P.M.

Monday—Friday

\$7 per half hour

After 5:30 P.M. the cost is \$1 per minute

**Available every full school day, excluding scheduled half days.**

**Please call (832) 776-5070 to pick up your child any time after 3:30 P.M.** The student will be sent to your car in the circular drive (no street pick-up).

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## THE PARENT COMMITMENT

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Visit [FACTSmgt.com](http://FACTSmgt.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. General school information such as upcoming dates and important announcements may be found at [www.trafton.org](http://www.trafton.org).

Trafton Academy reserves the right to terminate enrollment of any student(s) if it is determined by the school's administration that:

- ❖ A positive working relationship between the school and parent/guardian no longer exists or is irreparably damaged
- ❖ The parents/guardians have failed to provide the support and assistance to which each child is entitled

Furthermore, failure on the part of any student, parent, or guardian to abide by the rules, regulations, and policies as outlined in this handbook may result in termination of the student's enrollment from the school.

**Campus Visitors:** Please do not drop in unannounced. 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 can be arranged. All parents and visitors must report to the Main or Annex Office for a visitor's pass.

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

**Notes to Parent:** Information 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.

**Telephone:** Students may not use the school phone for personal plans; arrangements should be made at home in advance. If a student becomes ill, the Office will contact parents. For after-school plans, text your child directly—they can check phones during afternoon homeroom.

**Field Trips & School Trips:** 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 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.

**Camp Tejas & Spring Trip Notice:** Students in **4th through 6th grade** who receive a **suspension** at any point during the school year will **not be permitted to attend Camp Tejas**. Students in **7th and 8th grade** who are suspended during the school year will **not be eligible to attend the Spring Trip**. These trips are privileges and are reserved for students who demonstrate responsibility and respectful behavior throughout the year.

**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.

## STUDENT DRESS CODE

**Dress Code:** 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, field day, and R.A.M.P. Any dress, grooming, or accessories that the Administration deems unsafe, dangerous, or disruptive may be prohibited.

**Dress Code Violation:** Students who do not comply with the school's dress code will be sent to the Administrative Assistant's office to have their name recorded in the Dress Code Violation Binder. Upon the first and second violation, no disciplinary action will occur. On the third violation, the student will be assigned noon detention, and an email will also be sent to the student's parents or guardians. Receiving noon detention will result in a reduction of the student's homeroom conduct grade.

### Acceptable clothing is as follows:

**Shirts:** T-shirts or polo shirts purchased from our vendors (Lands' End, Buffalo Specialties and Squadlocker) **MUST** have the old or new 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 3-8.

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

*All **8<sup>th</sup> graders** are required to have the Trafton white long-sleeved dress shirt. Girls must wear either navy or khaki skirts, while boys are expected to wear either navy or khaki pants for high school tours.*

**Shorts:** All students may wear **8-inch** khaki or navy-blue walking shorts, which may be purchased anywhere. Belts must be worn with ANY shorts or 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 grades Pre-K-3.

**Pants:** Classic khaki 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 or navy-blue skirts may be worn by girls in all grades. The hem of these skirts must be longer than the fingertips. Shorts must always be worn under skirts. (Parents should acknowledge that children grow, and their bodies change; therefore, a skirt that fits the year before may not fit this year.)

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

**Sweatshirts, Jackets and Hoodies:** Must be purchased from one of our vendors and **MUST** contain the old or new Trafton logo. Sweatshirts are not allowed to be worn under a Trafton shirt.

**Outerwear purchased from non-Trafton vendors and sweatpants may only be worn when the HIGH temperature for the day will be below 40 degrees Fahrenheit.**

**Shoes:** Appropriate school-style shoes with backs must be worn. Shoes appropriate for running must be worn for P.E.

**Hair:** Hair should be clean and neat in appearance and kept out of the eyes. Hair color must appear natural.

**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 trendy 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 on the day of a game or event. 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 student's gender at birth.



### **Not Allowed at Trafton**

- ❖ Oversized or too tight clothing. (Pants, shorts, and skirts must fit the waist. Pants MUST NOT drag the ground.)
- ❖ Long-sleeved shirts are not to be worn under short-sleeved shirts except in cold weather- **(When the high temperature for the day is below 40 degrees Fahrenheit)**
- ❖ Rolled skirts or shorts.
- ❖ Torn, ragged, cut, or split-up-the-side clothing.
- ❖ Excessively soiled clothing.
- ❖ Capri pants, coveralls, overalls, bibbed shorts, sweatpants, tear-away pants, warmups, and athletic pants.
- ❖ Excessive jewelry.
- ❖ Earrings on boys.
- ❖ Devices that play music. Exception: cell phones that are turned in during homeroom.
- ❖ Headphones/Ear Pods (must be put away upon arriving on campus.)
- ❖ Apple watches or similar smart devices (must be turned in during homeroom)
- ❖ 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.).**

**Cell Phones:** Upon arriving on campus all phones **must be turned OFF**. Students are **not allowed to have phones or phone watches in their possession during the school day**. All cell phones will be returned during afternoon homeroom. Once returned, phones must remain in students' backpacks during carpool and may not be used unless a teacher on duty grants permission. **Unauthorized use of a cell phone may result in the confiscation of that phone until a parent comes to the Office to claim it.**

# STUDENT ATTENDANCE

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**Absences:** If a student is **absent or tardy** for more than **18 days**; whether the absences are **excused or unexcused**— during the academic year for a **school day** or a specific **subject class**, the student may receive **no grade** for the year or **no credit** for the class.

In the case of a lengthy illness, a written doctor's note 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, the 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.

**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. If tardiness is due to a doctor/dentist appointment, then a written excuse is required. Students are allowed up to three excused tardies per nine-week period. Any additional tardiness beyond the third will result in a noon detention. If tardiness is habitual, a conference may be requested with parents. Class time is precious!

## **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. For instance, a student who is sent home on Monday should be kept home and not return before Wednesday barring any further evidence of illness on the missed Tuesday.

**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. For instance, a student who is sent home on Monday should be kept home and not return before Wednesday barring any further evidence of illness on the missed Tuesday.

**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.

**Vaccinations:** A student must have and maintain current immunization status as a requirement for enrollment. We do not accept conscientious or medical exemptions.

# STUDENT CONDUCT

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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 this end, 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. 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.

**Conduct:** Conduct is recorded on the report card under *Citizenship*. 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. If a student uses derogatory language toward others or swears, the student will be sent to the office immediately. Consequences will vary depending on the severity.

## Conduct Grading:

- E – Excellent:** Student's behavior and attitude are consistently excellent. Student is consistently a positive influence in class and shows respect for others.
- G – Good:** Student's behavior and attitude are good in class. Student responds positively and promptly to correction. Student shows respect for others.
- S – Sufficient:** Student's conduct or attitude is adequate.
- N – Needs Improvement:** Student's conduct or attitude needs improvement. Student has been corrected repeatedly.
- P – Poor:** Student's conduct or attitude is poor. Student is disruptive and responds slowly to correction.

**Cheating:** If a student is caught cheating, the following consequences will apply: the student will receive a **zero on the assignment**, and an **email will be sent home** by the teacher. The student will also serve **lunch detention** and may face **dismissal from the National Junior Honor Society (NJHS)**, if applicable.

**Suspension:** A student may be suspended for failure to follow any aspects of school policy. Conduct will be lowered where appropriate. The third suspension calls for immediate dismissal. A student may also be suspended without previous offenses if the Administration deems it 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, contrary to the school's philosophy, or embarrassing to the school, may result in an immediate suspension or an immediate expulsion.*

**Student Search and Seizure Policy:** Trafton reserves the right to search/inspect lockers, desks, or any item brought to campus at any time. School administration may conduct searches at any time even when the student is not present with their belongings. Students may also be required to empty book bags, pockets, sports bags, or pencil bags. Personal belongings, including cell phones and digital devices on school property or at school events can be confiscated if they are deemed illegal, unsafe, or disruptive to classes or the operation of the school.

**Respect of School Property:** We appreciate the respect our students show for school property. Maintaining the building, equipment, and grounds demonstrates care for education and others. Students who damage property must repair or replace it and will face disciplinary action and a permanent record note.

## 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, or tobacco-free products that are used for or simulate the effect of smoking, vaping, and chewing. This includes any form of electronic smoking device (serious offense and constitutes grounds for dismissal).
- ❖ Alcohol
- ❖ Fidget spinners, putty, or slime of any type.
- ❖ Profanity and vulgarity in any form (written *or spoken*).
- ❖ *Anything the Office considers lewd.*
- ❖ Bullying or harassment – seriously or in jest, whether verbal, written or online
- ❖ 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.

## STUDENT ACADEMIC POLICY

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### Academic Dishonesty

Academic dishonesty includes, but is not limited to: copying homework from another student or allowing someone else to copy your work; using notes when not permitted; looking at another student's paper during a test, quiz, or assignment; sharing answers during assessments; discussing test or quiz content with students who have not yet completed the assignment; giving or selling classwork or term papers to others; using quoted material without proper citation; and submitting work created by someone else, purchased online, or generated by artificial intelligence as your own. The use of AI or any other source to complete assignments or generate papers submitted for a grade is considered academic dishonesty. Consequently, the student will receive a failing grade on the assignment.

**Study Materials:** Each student is expected to do his or her share in maintaining study materials. 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 may result in noon detention.

### Elective Subjects:

**Band:** This is an elective choice in grades 5-8. No prior experience is needed for students who begin band in grades 5 or 6. Students new to Trafton in 7th and 8th grade may audition with the director for band placement. Membership requires rental or purchase of an acceptable instrument along with all needed accessories. Beginner band students are screened by the director so that they are placed on the instrument that best fits them and meets the needs of the program.

**Spanish:** This is a credit-bearing course and must be taken seriously. While learning a foreign language can be highly rewarding, not all students may be ready for this challenge. Parents are encouraged to thoughtfully consider their child's readiness before enrolling, as the course requires consistent time and effort. Any new student enrolling after the first semester who wishes to take Spanish must pass an assessment test before being placed in the class.

**If a student wishes to drop Spanish or Band, it must be done before the fifth week of the first grading period or at the end of the semester.**

**Advanced Art:** This course, as an elective for students in 7<sup>th</sup> & 8<sup>th</sup> grade, will receive a numerical grade and a conduct grade.

### Homework Policy:

Homework includes not just assigned tasks, but also extra reading, reviewing, and self-testing to master a subject. Students are responsible for writing down, completing, and turning in all assignments on time. Developing strong study habits—such as setting regular study hours in a distraction-free space with necessary materials—is essential.

Parents are encouraged to regularly check their child's assignment book and/or homework folder for school handouts and notes from teachers. **Homework not turned in during class is considered late**, regardless of whether it is brought later in the day by parents, nannies, or others—it will still be marked late.

**All Grades:** If a student has **more than two late homework assignments** during the year, **any additional late work will result in loss of break time, noon detention, and loss of PE** until the assignment is completed.

### Late Work Policy

**Grade 3<sup>rd</sup>-5<sup>th</sup>:** If a student turns in an assignment late, a **10-point deduction will be applied for each day it is late**, until the assignment is submitted.

**Grades 6<sup>th</sup>-8<sup>th</sup>:** For assignments turned in late **not due to absences**, the following penalties will apply: Work submitted **one day late will receive a 15-point deduction** and work **two days late will receive a 30-point deduction**. After two days, the assignment must still be turned in, but the student will receive a **zero**.

### Please Note:

During the second semester, 8<sup>th</sup> grade students will **not** have the opportunity to make up missed or delinquent assignments. Any assignments submitted past the deadline will receive a zero.

**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 take all necessary papers, books, and binders home for evening study. Assignments are also posted on RenWeb.

**8th Grade Algebra Credit Requirement:** To receive credit for **8th grade Algebra**, a student must maintain an **overall average of 80 or higher** throughout the course.

**Note:** The high school may require a placement test before granting credit.

**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 (or 3.57) in **academic classes** with no grade below a B (no 'N' and no more than two 'S'). A/B Honor Roll can be no less than 4 A's and 2 B's in academic classes.

**Director's List** = 4.0 average – All year  
(no 'N's and no more than two 'S')

**Honors Classes:** Students must maintain an overall 3.0 GPA to remain in Honors classes.  
(This Is not meant as criteria for placement of applicants or new students)