

ELEMENTARY & MIDDLE SCHOOL
Parent/Student Handbook

2018 – 2019



A Nobel Learning Community

A WELCOME MESSAGE BY THE HEAD OF SCHOOL

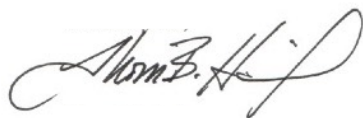
Greetings Honor Roll Parents and Families,

THRS is a unique school and community which works with an amazing and culturally diverse group of students. We provide rigorous and robust educational opportunities for students Toddlers/Pre-K through 8th grade. We are committed to providing an advanced curriculum that will prepare our students for all future endeavors. We strive to create a love for learning by offering equally challenging academic and extracurricular activities. We believe in teaching the whole child by providing unique experiences, character development and an international understanding for our diverse and advanced student body. We provide enriching experiences that will allow our students to experience a 21st century education for a global tomorrow.

This is going to be an outstanding 18-19 school year for all Honor Roll students. Our handbook represents a framework with our guiding principles and rules. Please make yourself and your child familiar with its contents. Though the handbook is detailed and thorough, we want our students to simply remember our guiding principles here at The Honor Roll School: Honor, Responsibility and Respect. These three principles will help pave the way for our students to excel at THRS.

Our dedicated faculty and staff will offer your child a chance to use their imaginations and unique gifts to become well-rounded leaders and outstanding citizens. Buckle up and get ready to take off for a truly amazing experience here at The Honor Roll School!

Respectfully,

A handwritten signature in black ink, appearing to read "Tom B. Heinly". The signature is fluid and cursive, with a large initial "T" and "H".

Tom Heinly

Head of School, THRS

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THRS MISSION, VISION & PHILOSOPHY

MISSION

THRS will cultivate a love of learning through a challenging educational program in a caring and nurturing environment.

VISION

THRS strives to create well-rounded, life-long learners, who will be equipped with the social, emotional and academic skills necessary to succeed in all future endeavors.

PHILOSOPHY

We at THRS believe that learning and achievement go hand in hand, whether inside or outside the classroom, so we've built programs that meet the highest academic and extracurricular standards. By providing an environment that challenges and nurtures each child's development, our students are able to discover their strengths and respect each other's differences through global and international awareness. They learn to work together, making the most of everyone's talents.

The international makeup of our student body lends itself to unique learning opportunities. Our style of teaching builds on proven traditional methods by also incorporating newer developments in child psychology, technology, and science. Central to this is the promotion of academic excellence, responsible citizenship and international understanding, whereby students become critical, compassionate thinkers, and active, informed, life-long learners.

Our pursuit of excellence as a school depends on each student's desire to pursue his or her talents in academics, athletics, the arts (fine and performing), leadership and service/citizenship. Likewise, we must do our part as a school community to provide the most opportunities possible for each child's growth. As educators, we believe that this is best accomplished when an administration with vision, a committed faculty, supportive parents, and focused students work together.

GOALS

The ideals defined in the School's vision and mission statement are achieved by:

- Maintaining an environment of honor, respect, and responsibility;
- Providing a range of academic courses preparing students for High School success;
- Providing structured athletics and a vibrant fine-arts program where appreciation, participation and skills development are accomplished;
- Providing opportunities for leadership and character development
- Promoting a community spirit and civic responsibility that stretches beyond the personal to include an international and global perspective and understanding;
- Providing a system of discipline that is positive and responsible, teaching the art of self-discipline;
- Establishing an effective system of communication with each of the school constituents;

ACCREDITATION

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school's effectiveness, it is far more than that. Accreditation examines the whole school—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

Accreditation is important because it is a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, The Honor Roll School's primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

The Honor Roll School has met the accreditation required standards of SACS/AdvancEd through 2019 with annual checks each year. The school has also met the standards for membership in the Council of International Schools (CIS).

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

Arrival

6:30-7:30	Special Extended Care hours (before school; fee for service)
7:30-7:45	Arrival for students not in extended care
7:45	Start of the school day

Dismissal

2:55	Kindergarten and 1 st grade
3:05	2 nd , 3 rd and 4 th
3:35	5 th through 8 th grade
3:05-6:30	Extended Care hours (after school; fee for service)

CAR PICK-UP

K-8th graders will be picked up in the Sweetwater Blvd. driveway. Students are to be picked up in a timely manner after dismissal. K-8th grade students are not to be picked up in the Alcorn Oaks side of the school due to ECP dismissal.

EARLY DISMISSAL DAYS

On days the school is dismissed for half-days, hot lunch will not be served to students in K-8th grades. ECP students will continue to receive hot lunch prior to dismissal during their regularly scheduled lunch times. Dismissal times are as follows:

11:30	K - 4 th grade
12:00	5 th - 8 th grade

On early dismissal days, all after school extracurricular activities will be cancelled.

Students who participate in extended care service will be provided care after early dismissal time. Parents may request extended care with 48-hours-notice. Children who are not registered for this service will incur a late fee beginning at 12:15 p.m.

FRONT DESK HOURS

Elementary and Middle School	7:30 a.m. - 3:30 p.m.
Elementary and Middle School Extended Day	3:00 p.m. - 6:30 p.m.
ECP	6:30 a.m. - 6:30 p.m.
Business Office (White House)	7:30 a.m. - 4:30 p.m.

TELEPHONE SWITCHBOARD

The school's telephone number is 281- 265- 7888.

The school's fax number is 281- 265- 7880.

VISITORS TO CAMPUS

All visitors must sign in and out at the ECP or Elementary Front Desk and wear a badge/name tag while in the buildings and on the school campus.

Any student leaving or returning to campus during the school day must be signed in and out at the Front Desk upon departure and arrival by an adult listed on the student's record.

LIBRARY

Students from 1st-8th grade will have the opportunity to check out library books on a weekly basis. Kindergarten students will be able to check out books on their own starting in the spring.

Prior to that, their parents may check them out for them. Students are responsible for the books checked out in their names. Students will receive weekly reminders of all over-due books. If a student loses a book signed out in his or her name that student is expected either to purchase a replacement book or to cover the cost of a replacement. **Failure to do so will result in the withholding of report cards and all school records.** For Middle School students, e-books will be available for check-out from their iPad or other devices at home.

LOST & FOUND

Labeling items of clothing and other personal items is mandatory. Found items are taken to the Elementary/Middle School front desk. Any item not claimed after that time may be donated to a charitable cause. Notice on the dates and times these donations will take place will be sent via email.

LUNCH

A menu is available to students and parents through The Healthy Lunch Box website, with a daily choice of lunch items, including a vegetarian option or students may bring lunch from home. A choice of milk or juice is available daily and must also be purchased through The Healthy Lunch Box. Parents should provide the meal if there are any other special dietary requirements. To purchase lunch, parents must establish in advance an on-line lunch account through **The Healthy Lunch Box**. All lunches must be ordered prior to the day the child is eating. There will be no on-site food preparation.

ITEMS FROM HOME

Items for students should be delivered to the Elementary/Middle School Reception Area. Students are responsible for picking up lunches and any items brought for the student.

USE OF TELEPHONES

Students are not allowed to use personal cellphones to make phone calls. Students have to ask for permission to use the Front Desk phone. Phone calls are to be kept to a minimum. We will not transfer calls to students except in an emergency. To minimize interruptions in the classroom, phone calls to teachers will be transferred to their voice mail. Please note that the easiest way to communicate with teachers during the school day is via email.

STUDENT CELLPHONES

Students who bring cellphones to school must keep their phone OFF and OUT OF SIGHT throughout the school day. If a parent must be contacted for any specific reason (i.e. cancelled after school practice), the student must ask permission to a teacher in order to use their phone. Failure to follow this policy will result in cellphones being taken up and kept at a secure location for the remainder of the day (See G. Personal Electronic Devices policy)

FIELD EXPERIENCES

Field experiences are an important element of a child's education and each grade will take a number each year. A field experience permission form must be signed online through the Student Information forms at the beginning of the school year or within the first week of the student enrolling at THRS.

Students must wear their assigned field experience uniform. The teacher will notify parents in advance regarding what dress is required.

Students must follow proper rules/laws for seat restraints in accordance with the type of vehicle being used.

ELL (English Language Learning)

THRS provides English language instruction if needed, for an extra fee, for those students entering the US from another country with limited English proficiency. Testing is provided by a certified ELL teacher to determine whether the student will be successful in this educational environment with help from the ELL teacher during the school year.

STUDENT GOVERNMENT

Student Council (STUCO):

Student Council is made up of class representatives from 5th through 8th grade. Students interested in participating will be required to fill out an application and campaign for the following positions:

President (8th grade only)

Vice-President (7th grade only)

Secretary (6th-8th)

Parliamentarian (6th-8th)

Historian (6th-8th)

Class Representatives (5th-8th)

Honor Societies

Membership in the local chapters of the National Junior Honor Society is an honor bestowed upon current 7th and 8th grade students. Membership in the National Elementary Honor Society is open to all qualified students in 4th through 6th grade. Selection for membership is by a Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

ACADEMIC REQUIREMENTS

PROGRAM REQUIREMENTS

Promotion Requirements

It is the aim of the School to meet the academic needs of each student, and it is necessary for each child to demonstrate a basic understanding of both the knowledge and skills component of the curriculum in order to qualify for the next academic year's course of study.

Minimum Requirements

In order to be promoted to the next grade level, or in order for an eighth grader to graduate, a student must earn an accumulated yearly average of at least 70% in each core subject area listed below:

Middle School	Elementary School
1. Mathematics	1. Mathematics
2. English Language Arts	2. Language Arts
3. History/Geography/Civics	3. Reading
4. Science	4. Science
	5. Social Studies

A student who receives two or more failing grades for the year in the core subject areas may, at the discretion of the Administration, be asked to repeat a grade or to withdraw from the Honor Roll School.

For students in 1st-8th Grade, all final grades of "F" (below 70) in core academic subjects must be made up in one or more of the following ways as agreed upon by the school principal:

1. By receiving tutoring in the subject with appropriate evidence of mastery;
2. By demonstrating proficiency in the course by means of an examination

High School Level Courses

High school courses offered in middle school are taught by a high school certified teacher in that subject and all textbooks must be in alignment with and follow high school curriculum standards in order to receive a high school credit. Once a student successfully passes the end of course exam, the transcript will reflect the credit.

It is **imperative** that parents and students understand that these high school courses are taught at the **same speed and rigor that they would be if taken in a high school setting thus allowing a middle school to grant the credit.** Offering these courses allows students who are advanced and prepared for the rigor and time put into the course of study to be successful.

Additionally, the grade earned while at THRS in the high school course **will** follow the student to his/her high school and **will** appear on the high school transcript that colleges will see when applying. (This applies to public school only. Private schools will require a placement test.)

ACADEMIC PROBATION

Students who receive the following grade(s) in a core subject area on a report card are considered on academic probation: one or more “F” grades (below 70) or two or more “D” grades (70-74).

Middle School students on Academic Probation are not allowed to participate in sports activities until their grades are sufficiently improved as evidenced by a report card grade or a note from their teacher.

HOMEWORK

It is important that everyone - students, parents and teachers understand that academic learning does not end arbitrarily at the end of the school day. Learning can take place in all environments and at all times. Furthermore, students need to gradually develop independent study habits. Recognizing these facts the Honor Roll School sets increasing amounts of homework starting in Kindergarten. The assignments given will reinforce classroom work accomplished, and will provide meaningful practice for mastery.

RETENTION

The decision to promote a student to the next grade or retain him/her in the present grade is based upon consideration of the overall welfare of the student. Therefore, the decision is made only after carefully weighing both academic and social factors. The Head of School’s decision is final.

ACADEMIC ASSESSMENTS

Educational Records Bureau (ERB) AABL/CTP IV/WrAP

Assessment is an integral part of instruction, as it determines whether or not goals are being met. Assessment inspires us to ask these hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?"

Each Spring all students in K – Grade 8 are required to take an assessment. The achievement and abilities assessments, along with the writing, evaluate each child’s annual progress toward meeting rigorous and essential content standards in English/language arts, mathematics, and writing. The results help teachers and administrators determine how well students are performing on essential skills and standards for their grade level.

GRADES AND REPORTING

Grading Scales

Kindergarten

E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement

1st-8th Grade

A 90-100%
B 80-89%
C 75-79%
D 70-74%
F 0-69%

Middle School Electives

P Pass 70-100%
F Fail 0-69%

Standards Based Grade Scale

- 1 Emerging Standard
- 2 Approaching Standard
- 3 Meeting Standard
- 4 Exceeding Standard

CLASS PLACEMENT FOR ELEMENTARY

The school believes in a balanced learning environment for all students. With this in mind and considering each child's own unique abilities, the school will consider the following factors when determining class placement:

- 1) Faculty recommendations
- 2) Academic balance
- 3) Gender
- 4) Class dynamics
- 5) Legacy

Finalized class lists will be posted in August at Back-to-School Orientation. Parent requests are not accepted. Legacy placement will only apply to students whose older sibling(s) are currently enrolled at THRS or whose sibling(s) graduated from our 8th grade program.

SCHOOL TEXTBOOKS

Once textbooks are provided to a student, the student is responsible for the textbooks' care. Textbooks must be treated with respect and students are expected to provide book covers for all his/her books. If a damaged textbook has been issued to a student, he/she needs to report the damage to the teacher immediately. Parents/Legal guardians will be financially responsible if books are lost or damaged. **All textbooks must be turned in or paid for in full before the last day of the school year or report cards and all testing records will be held.**

ATTENDANCE POLICIES

TARDIES

At THRS we believe in teaching and learning from bell to bell; therefore, students must be on time ready to begin the learning day. Daily attendance is taken at 8:00 am. **Students arriving after 8:00 am will be marked tardy.** The teachers will inform the Administration if a student is consistently tardy (2 to 3 times a week). The parents will then be notified so that a conference may be arranged. Chronic tardiness WILL affect attendance and /or possibly course credit. Five tardies count as one unexcused absence. If a student accumulates excessive tardies during a single quarter, the School reserves the right to take disciplinary action, which could lead to suspension.

ABSENCES

Parents are requested to inform the School as early as possible if a child has to be absent for whatever reason. Parents should take careful note of the minimum attendance policy below.

MAKE-UP WORK FOR ABSENCES

Students who are absent are permitted to make up all work missed given appropriate documentation

for the absence. Students are allowed to make up reports, assignments, tests, etc. missed during an absence in the same amount of time as the absence.

Make-up work is the responsibility of the student/parent and includes obtaining, completing, and returning assignments in the permitted time frame. Teachers have the right to extend the time limits if they deem it to be appropriate. Students who are on suspension are not permitted to make up work for credit.

MINIMUM ATTENDANCE

One of the cornerstones of successful academic performance is regular attendance at school. The THRS school year has 176 days and it is important that all parents note that the School reserves the right to withhold academic credit from a student who misses more than 15 days and who thus is in attendance for fewer than 161 days.

The School may consider special extenuating circumstances for waiving this rule, but any such request must be made in writing to the appropriate Principal well in advance of the end of the school year.

Students not meeting the minimum attendance requirement of 161 days may be requested to do one or more of the following in order to earn academic credit for the year:

- Demonstrate proficiency in the course by exam;
- Complete a specially arranged work study program;

The School will make the final determination as to whether the appropriate criteria has been met, but it should be understood that it is unlikely that the School will offer any of these options to students who have missed more than 15 days.

TRANSPORTATION POLICIES

DROP-OFF & PICK-UP

Since the safety of our students is paramount, we sincerely ask parents to cooperate with the School and the Fort Bend Constable by following the basic rules during car drop-off and pick-up.

In the interests of safety and smooth traffic flow, we have staff on duty to direct you and we also have police officers in attendance at certain times of the year. Please follow their instructions and remember that the police officers have the authority to issue tickets for parking in a Fire Lane or in a handicapped parking space without the appropriate sticker. While on school property, adhere to the 5 MPH speed limit, and refrain from using cell phones.

- The School reserves the right to take action against those drivers who consistently ignore these safety rules.
- The Sugar Land Police, at their own discretion, regularly visit the campus and do issue tickets to violators. The police also do ticket cars parked illegally in the handicapped spaces and fire lanes.

MORNING DROP-OFF

Guidelines for Morning Drop-off (7:45-7:55 am)

- (a) **There is no supervision of students before 7:45 am.** Students arriving earlier than this time can be dropped off for Extended Care (fees apply).
- (b) Ensure your children are ready to exit the vehicle in a quick and timely manner.
- (c) Safety Patrol students will assist students out of their cars.
- (d) All parents with students in Kindergarten-8th are encouraged to drop off their children in one of the carpool lines.
- (e) Cars should never be left unattended in the carpool line.
- (f) Only cars with a handicap permit are to park in the handicap spaces.
- (g) Cellphone use is prohibited during carpool for safety reasons.

AFTERNOON PICK-UP

Guidelines for Afternoon Pick-up (2:50-3:45pm)

- (a) **Elementary and Middle School carpool is on the Sweetwater Blvd. side ONLY.**
- (b) **Parents are asked to be on time for carpool.**
- (c) Car tags must be visible on front windshield.
- (d) Cars should never be left unattended in the carpool line.
- (e) Cellphone use is prohibited during carpool for safety reasons.

Teachers will remain on duty FIFTEEN (15) minutes after dismissal times. Students in grades K-8 not picked up within the next 15 minutes will be taken to extended care (fees apply).

COMMUNICATION

ALMA

This is a school web portal, which allows students, parents and teachers to access school information online. Grades, attendance, assignments, information and more will be posted online. **To receive emails from teachers and staff, accurate parent email addresses must be on file. To make changes to your contact information (email, phone numbers, address), please email Ana.Trackwell@nlcinc.com.**

PROGRESS REPORTS

At mid quarter, parents will be emailed a progress report, which will fully apprise them of student progress.

REPORT CARDS

Issued electronically via email for quarters 1, 2 and 3. The final report card is issued on official report card paper and sent home for K-4th grades, and mailed to 5th-8th grades.

GENERAL INQUIRIES & CONCERNS

The School believes communication with its parents to be of prime importance and pays great attention to it. As a general rule of thumb, it is best to begin with the person in closest contact to the question or concern. If further resolution is required an administrator should be involved. Please seek help from one of the division *Principals* should you otherwise be unable to resolve your concerns. *The Head of School* will become involved only when all other avenues have been exhausted.

Administrative Assistants are a great source of information and often will be able to either provide you with an answer immediately, or direct your queries.

For questions concerning financial matters, parents are to contact Ana.Trackwell@nlcinc.com.

Individual *Subject / Classroom Teachers* are the initial contacts when concerns arise over academic performance or interpersonal issues within the classroom. While we want to be as helpful as possible, we would ask you to respect teachers' time and not, for instance, interrupt a class to talk to them. It is **always** preferable to make an appointment with a teacher, thereby assuring you enough time to discuss your concerns. All employees are instructed to return letters, telephone calls, voicemail messages and e-mails within 24 hours.

SCHOOL WEBSITE

www.thehonorrollschool.com. Our [online staff directory](#) has links to each teacher's classroom website.

WEEKLY TEACHER NEWSLETTERS K – Grade 4

Elementary homeroom teachers send out weekly newsletters with classroom information via email. This information will also be found in the teacher's classroom website (see online staff directory above).

DOLPHIN DAYS

Every week, our families receive the online newsletter via email. Dolphin Days is an online newsletter that contains all events for the following week. Current email addresses must be on file with the Business Office in order to receive these notifications.

PARENT /TEACHER CONFERENCES

Once in the fall and again in the spring THRS sets aside a day specifically for parent/teacher conferences. Middle School conferences are scheduled by invitation only. Parents and teachers can request conferences outside of this time frame as well.

E-MAIL / VOICEMAIL

Please do not expect teachers to take phone calls while they are teaching a class. Parents may leave messages for teachers and administrators using voicemail or e-mail. All THRS faculty/staff have the same email pattern: `firstname.lastname@nlcinc.com`.

SECURITY AND SAFETY POLICIES

The safety and security of the students is our number one priority. All campus visitors must check in at one of the front desks and obtain a visitor's badge. We ask parents to understand the need for such measures and to cooperate fully with the School by using either of the two points of entry.

Unauthorized individuals will not be allowed to pick up students unless authorized by the parent. Parents can submit the name, Driver License and phone number of all authorized individuals when they fill out the Student Information Forms link. The School will ask for proof of identity. Students being picked up during school hours must have a parent or authorized individual sign the student out at the Elementary/Middle School front desk.

EMERGENCY SCHOOL CLOSINGS

In the event of severe weather conditions or other emergencies, THRS will either cancel or delay the opening of school. This decision will be made as early as possible. The school will make every effort to follow the emergency closure of the Fort Bend ISD School District in most instances. Parents will be notified via Alma text messages. The School must have updated phone numbers and the parents must opt-in themselves by logging into their Alma account settings.

FIRE, DISASTER and LOCK DOWN DRILLS

For safety purposes, the Honor Roll School regularly conducts emergency drills. In the event of an emergency, students will remain in a safe area at the School until the arrival of parents or guardian. *Parents and visitors at school during a drill must follow instructions and leave the buildings as directed.*

ACCESS to BUILDINGS

Key Pads

THRS staff members and students have an access code to the building doors. All parents and visitors must ring the doorbell to be let into the buildings and sign in to obtain a visitor pass.

Security Cameras

Security cameras have been placed around the campus for safety purposes. The campus has 24 hour surveillance.

Alarm System

A security system is in place for our building. After 6:30 PM, all doors are locked and the alarm is set.

STUDENT BEHAVIOR

NLC CHARACTER EDUCATION and LEADERSHIP DEVELOPMENT GUIDELINES

All staff members of Nobel Learning Communities (NLCI) believe that every student has unique talents and potential, and that the responsibility of the school staff is to nurture these gifts and actuate that potential. This Character Education and Leadership Development Guidelines is designed to specify acceptable behaviors that will guide elementary level students to develop habits of character that will make them ready to assume leadership roles in school and in life.

Every student and staff member is a special person who has inborn dignity and deserves respect. Students must develop a positive self-image, and look at other students expecting to see the best in them.

Every student has the right to be free from discrimination because of the color of their skin, their religion, where they were born, or whether they are a boy or girl. Bullying is a form of discrimination. Every student also has the right to be free from bullying because of the way they look, the scores they get on tests, or because they are different. Bullying can be face-to-face, like name-calling or pushing and shoving, or refusing to play with another student or ignoring or shunning them. Bullying can also be sending nasty or insulting text messages by cell phone, email,

or Instant Messaging. This is called “cyberbullying.” Some students also send cell phone photographs of themselves that may be inappropriate. Students who respect themselves do not take such photographs or look at them. The redistribution of this kind of material is also considered cyberbullying. Any student who feels that other students are bullying or cyberbullying them for any reason must immediately tell a teacher, principal, or staff member.

Students respect themselves and others by using appropriate language, whether speaking to friends or writing an assignment for school. Language also includes all other words spoken, and all messages written down on paper or written using computers or text messages on cell phones or other electronic devices. Language that insults or makes other students feel bad or worthless has no place in the school or at any activities related to school. Students who care for others never say or send messages saying they will harm others or destroy school property.

Any student who receives a message that upsets or worries him or her must immediately tell a teacher, principal, or staff member.

Students must know and understand the difference between good touch/bad touch. Gentle hugs are good touches. Touching another student in any way that makes them feel uncomfortable is not appropriate. Every student has a right to be free from unwanted touching. Any student who feels uncomfortable because of another’s touching must tell a teacher or staff member.

For our school to be a community of learners who work well together, every student first must attempt to resolve a conflict in a peaceful manner, without fighting or arguing, but paying attention to the different ways of thinking and different opinions of others. All students should listen to others before they speak. When any conflict arises that may cause an argument or a fight, the students who are upset must seek help from a teacher or staff member.

Every student has the right to be happy and to do their work in school to the best of their ability, while remembering that other students also have the same right. No student should ever wish harm to another or tell another that they will hurt them. Students make themselves happy by helping others around them to be happy.

Finally, every student realizes that actions have consequences. Students should think before they act, and keep the goal of developing good habits and becoming a leader in mind. In this way, they will finish each day, and each school year, with pride and a sense of accomplishment.

Definitions

Bullying – hurting or frightening a person who is smaller or weaker. Bullying is not simply teasing; a person usually stops teasing when asked.

Character – the total of things that a person does, feels, and thinks by which he is judged as being good or bad, a person’s distinguishing traits.

Dignity – the quality of being worthy of respect.

Discrimination – treating an individual differently, in a bad way, because of a particular characteristic or characteristics.

Leader – one who guides others or sets an example for others.

Respect –to think highly of or to look up to.

Shunning – keeping away from, avoiding.

Guidelines for Intervention

Consequences for failure to adhere to the NLCI Character Education and Leadership Development Guidelines – Elementary Level are listed below.

Parents are cautioned that certain offenses, e.g., discrimination on the basis of race, religion, ethnicity, or gender; violate others' civil rights, and may be illegal. Bullying and sexual harassment may also be against the law. Similarly, threatening messages that reasonably may be viewed as a threat to harm students or staff or to seriously damage school property are viewed with concern. School officials may report violations to law enforcement where required by law or regulation or when serious violations occur.

Parents will be notified before any consequences are imposed on their student(s). Students will receive notification of the offense and the opportunity to be heard.

THRS GENERAL DISCIPLINE POLICY

All behavior is to be governed by common sense, mutual cooperation and a respect and understanding for the rights and welfare of others. The School has established clear and reasonable expectations for student behavior in order to maintain an effective learning environment. These standards shall be communicated to students, parents and staff on an ongoing basis and enforced within the existing policy. Every teacher shall establish reasonable and clearly understood limits to the behavior of his/her students. Such limits shall be kind, consistent with judicious disciplinary practices and should ensure a safe and secure learning environment for all students.

Each student shall be held responsible for:

1. Knowing the **School's Honor Code** and the **Code of Conduct and Rules** and abiding by them; and
2. Behaving in a way, which is neither harmful to the welfare of other students nor interfering with the learning of others.

Unacceptable student behaviors include, but are not limited to:

- Vandalism, theft and disrespect;
- Cheating or plagiarism;
- Physical and/or verbal intimidation or harassment of others;
- Acts causing embarrassment or bringing disrepute to the school;
- Any presumed act of bullying;
- Possession and/or use of weapons or facsimiles of weapons;
- Use, possession and/or distribution of controlled substances including alcohol.

The disciplinary sanction will be determined on a case-by-case basis, taking into consideration relevant factors including such things as the student's age, previous involvement in inappropriate

behavior and seriousness of the conduct. Consequences can include:

- Counseling
- Detentions
- Community service within or outside of the immediate school community
- Loss of privileges or leadership responsibilities
- Suspension
- Expulsion

THRS HONOR CODE & the CODE of CONDUCT

The School is open strictly to young men and women of good character. All students are required to abide by the Honor Code and Student Code of Conduct and to know the policies and procedures as set out in the Student Handbook. Students with disruptive, uncooperative or otherwise disreputable records will not be invited back at year's end.

THE HONOR CODE

THRS is committed to providing an environment that is creative, positive, and safe. It is our belief that each person is responsible for his/her actions. A person's choices reflect his/her personal maturity and ability to exercise self-discipline. Making good choices leads to independence and an ability to work with others. It is this ability to work with others that fosters a climate in which one is able to learn, grow, progress and prosper.

THRS expects that all who join our school family will possess and display *honor, respect, and responsibility*. The THRS Honor Code is our commitment and obligation to a school community in which personal integrity is a way of life.

- **Honor:** Representing one self correctly, being truthful to oneself and others.
- **Respect:** Exhibiting a regard for other peoples' feelings, ideas, space, and belongings, including respect for the School's policies, procedures, and property.
- **Responsibility:** Exhibiting responsibility for one's actions which includes being trustworthy, doing the right thing, and following through with what you say you will do.

THE CODE OF CONDUCT

Every student who is accepted to the School is expected to follow the Code of Conduct found below. Everyone has a right to function in a safe, happy and orderly environment. This environment allows the maximum opportunity to learn and to succeed. We believe that rules, or expected behaviors, their rationale, and the consequences of behaviors, should be logical and well understood.

JURISDICTION

The School's Code of Conduct applies to students as follows:

1. Whenever a student is on school property;
2. While students travel to and from school, including travel on a school bus;
3. Whenever a student attends a school-organized function on or off campus;
4. Anytime the student is representing the school on or off campus;
5. Anytime the student is in school uniform.

STUDENT CODE OF CONDUCT

While a student at THRS:

- I will leave potentially dangerous objects at home
- I will move carefully in the halls, stairways and around the school premises.
- I will behave in a safe and responsible manner on buses and on field trips.
- I will not bring or be under the influence of any drugs, alcohol or tobacco products at school.
- I will not push, shove, hit or behave in any way that may hurt or cause injury to others or myself.
- I will respect the privacy and personal property of others.
- I will respect school equipment and facilities.
- I will respect our environment.
- I recognize that honesty is a clear expectation.
- I will dress according to the Dress Code in this handbook.
- I will not tease, name call, swear, threaten, put down or cause hurt feelings in others.
- I will not bully or intimidate others.
- I will act in a way that does not interfere with the teaching or learning in my classroom.
- I will be fully prepared and on time for all classes and events.
- I will follow instructions, and classroom and school rules.
- I will manage my time and materials effectively.
- I will leave potentially disruptive objects at home.
- I will complete all assigned work.
- I recognize that the taking of tests and exams requires an exemplary standard of honesty and that no help should be sought from or given to another student.
- I will treat all adults and students with respect.

LIVING THE HONOR CODE

All behavior should be governed by the dictates of common sense, mutual cooperation and a respect and understanding for the rights and welfare of other people. Students of the School are expected to conduct themselves in a responsible manner at all times, and to live the Honor Code.

However, when a student's behavior transgresses or does not meet the school's expectations, a consequence will result. Students that do not display adequate behavior, and are repeat offenders, will be dealt with on an individual basis. Consequences usually take the form, in increasing severity of, counseling, progressive discipline, probation, suspension, voluntary withdrawal, and expulsion. Parents will be notified. Working as a team, the home and the School will encourage and teach those skills that produce successful Honor Code behavior.

1. **“Serious” offenses** would include but not limited to lying, cheating, theft, vandalism, bullying, and fighting. **Chronic repetition of minor offenses** will be dealt with as a serious offense. Students who violate serious offenses are brought to the Administration.
2. **“Minor” offenses** include but not limited to sloppy personal decorum, littering, poor and/or irresponsible behavior, running in the halls, and gym infractions (out of gym uniform). The faculty deals with students who violate minor offenses.

CONSEQUENCES

The Honor Roll School is a place of teaching, learning, and character building. Young people attend

because they want to be part of a learning community. However, as in any organization there are certain rules for the good of everyone. There are consequences for those who choose not to follow the Code of Conduct or not to act within the Honor Code.

Infractions involving a serious offense will receive disciplinary actions after consultation with the Administration. The severity of the punishment will be dealt with on an individual basis. The Principal will contact the parents of the student to review the offense. Parents may be requested to meet with the Principal to review disciplinary measures.

A student who is involved in a minor offense will lose privileges which can include time-out, loss of recess to attending a mandatory detention session. Middle School students will be required to serve detention and may be required to perform school community service.

SUSPENSION / EXPULSION

The Administration may suspend a student when circumstances warrant that this level of discipline is necessary. **Suspension** is the removal of a student's right to attend regularly scheduled classroom instructional sessions. During the period of suspension, the student may either be required to stay on school grounds or remain at home. The suspension process will only be pursued when other alternatives have failed or when the student's action is severe enough to warrant his/her removal from class.

In all cases, the Administration will inform the student's parent/guardian of a suspension.

Should a student's behavior continue to exhibit a chronic disregard for the rules and regulations at THRS, he/she will be asked to withdraw from school because his/her conduct is not congruent with our school community and its Honor Code. **Expulsion** is the removal of a student's right to attend school. If a student's behavior is of a very serious nature, the discipline process may proceed directly to expulsion without first having exhausted other alternatives. A student will not be expelled unless the student has first been provided an opportunity to present their version of events to the Head of School together with representation from the student's parent/guardian.

The Administration's decision on disciplinary matters is final.

SCHOOL POLICIES and PROCEDURES

A. HUMAN RIGHTS GUIDELINES

All members of the THRS Community:

1. Must be committed to active participation in making the school a safe place to work and learn
2. Are treated with respect and dignity.
3. Are prepared for full participation in a multicultural society.
4. Can participate in an educational environment, which provides fair and full opportunity for the development of critical thinking about social issues.

B. ALLEGED CHILD ABUSE AND NEGLECT POLICY

The Honor Roll School follows the principle that all students have the right to be protected from neglect or abuse, whether verbal or physical.

THRS requires all employees, volunteers and anyone acting on behalf of the school, to conduct themselves in a manner which promotes the best interest, protection and well-being of students. Accordingly, The Honor Roll School has implemented prevention/awareness programs for its staff regarding the identification of neglect or abuse and their duty under the law to report any reasonable grounds for suspecting a case of abuse to Child Protective Services and the Administration for investigation and appropriate action.

C. THRS INTERNET USE AND TECHNOLOGY POLICY

I. ACCESS:

- A. The use of all Nobel Learning Communities Inc. technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. The school internet system has been established for a limited educational purpose. The term *educational purpose* includes classroom activities, class assignments or for personal research on subject matters. Use for entertainment purposes is not allowed.
- C. The school Internet system has not been established as a public access service or a public forum. The school has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in this policy and the student conduct code as set forth in the handbook.
- D. You will not use the school Internet system to access the following: material that is obscene; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- E. If you mistakenly access inappropriate information, you should immediately report this access to closest faculty member accessible. This will protect you against a claim that you have intentionally violated this policy.
- F. The Director of Information Technology and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final. Excessive inappropriate use could result in suspension or expulsion as determined by the Administration.

II. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, The Information Technology Department, reserves the right to review files and network communications.
- B. Users should not expect that files stored on the Nobel Learning Communities Inc. network will always be private. All student use of the Internet will be supervised and monitored. The school's monitoring of Internet usage can reveal all activities you engage in using the school Internet system.

- C. Routine maintenance and monitoring may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student conduct code, or the law. The investigation will be reasonable and related to the suspected violation.

III. TECHNOLOGY EQUIPMENT

The school's information technology resources include all electronic devices and software programs owned or supplied by Nobel Learning Communities (NLCI) that are used, either in school or out of school. Students must care for school technology equipment as if it were their own. Technology Equipment must be properly stored, maintained and kept clean after its use. Students who lose or damage technology equipment due to negligence will be required to pay the full cost of repair or replacement as necessary. All school technology equipment will have to be returned as directed by the teacher.

Since the information technology resources are the property or responsibility of NLCI, network administrators and authorized employees of NLCI may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school administrator; and may, if illegal, be reported to law enforcement officials.

Printing Policies

At THRS we promote a responsible printing culture by giving students information to reduce printing waste. This helps students modify their printing behavior and have a choice of actions at the most opportune time - before their documents are sent to a printer.

1. Printing will be provided ONLY to THRS students as it relates to their coursework. Internet printing counts only as course work if the IT teacher or subject teacher is made aware of the nature of the course from which the print job has been assigned. Students are responsible for knowing how many pages an Internet document contains BEFORE the print job is executed.
2. Large print jobs (i.e. research papers, slideshow presentations) must be cleared with the teacher or IT teacher and must be limited to one final copy.
3. Teachers have the authority to restrict printing and/or lab access from any user who abuses printing policies.
4. The THRS Computer Lab is not responsible for unclaimed papers.
5. Material that is not course related may be confiscated.
6. All documents will be printed duplex (on both sides) by default. This can be changed if necessary.

IV. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Nobel Learning Communities Inc. network, e-mail system, or the Internet. This list is not all-inclusive. Anything

that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

1. Using another user's password or attempting to find out what another user's password is
2. Sharing your own password
3. Trespassing in another user's files, folders, home directory, or work
4. Harassing, insulting, or attacking others via technology resources
5. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
6. Sending, displaying, or downloading offensive messages or pictures
7. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
8. Participating in online chat rooms without the permission/supervision of an adult staff member
9. Posting any false or damaging information about other people, the school system, or other organizations
10. Violating copyright laws
11. Plagiarism of materials that are found on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.

For Parents/Guardians:

Students' use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent or guardian's responsibility to limit and/or monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child's bedroom. Parents may wish to consider also requiring that cell phones and/or iPads® be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed.

V. IPAD® POLICY, PROCEDURES, AND INFORMATION

Please refer to our iPad® Parent/Student Handbook for detailed information about our iPad® program, policies and procedures. This handbook is provided electronically to all 4th-8th grade students and parents at the beginning of the school year and can also be found in your JupiterEd account.

D. HEALTH POLICIES

The Honor Roll School is committed to providing quality health care for all of our students. The health of all the students at the School is a primary concern and depends on all families following all school health policies and procedures.

IMMUNIZATIONS

Students who are not current with immunizations will be excluded from school until their

immunizations are current as per Texas state law.

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school. The school's clinic personnel can provide information on state immunization requirements or you can find a list of all immunizations needed for school by logging onto www.dshs.texas.gov/immunize/public.shtm.

Acceptable evidence of documentation includes English translated, legible records with the signature or stamp of the physician/designee, and or public health personnel; official record from state or local health authority; or record received from school officials. All vaccines shall include the month, day, and year each vaccine was administered.

Exemptions: The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Up-to-date list of students with exemptions will be kept, as they may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com. Once the request is faxed it will take 7-10 days to receive the affidavit. Only completed, original notarized form will be accepted as proof of conscientious/religious exemption. Religious and conscientious exemptions will be valid for only two years.

Medical exemptions must be signed by an MD or DO that is licensed to practice in the U.S. In the statement it must state that the vaccine required is medically harmful or injurious to the health and well-being of the child. Unless it is written in the statement that a lifelong condition exists, the exemption is only valid for one year from the date the physician signed it.

Provisional Enrollment: The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule and is currently on track with the series of immunizations. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of the vaccination to the school.

The catch up schedule can be found at www.cdc.gov/vaccines/schedules/hcp/imz/catchup-shell.html. A school nurse, clinic personnel, or school administrator (or designee) shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, or the student is not in compliance with the catchup schedule, the school shall exclude the student from attendance until the required dose is administered (and proof of immunization brought to the school.) A student can be enrolled provisionally for no more than 30 days if she/he transfers from one Texas school to another, and is awaiting the transfer of immunization records.

Students who are not current with immunizations will be excluded from school until their immunizations are current as per Texas state law.

EMERGENCIES, INJURIES AND ILLNESS

Injuries and Emergencies

All injured students should report to the School Nurse's Office with a pass from the teacher. The school nurse will keep a record of any minor injuries. An accident report will be prepared for more serious incidents. The teachers, school nurse and office staff is capable of administering immediate simple first aid to the students when injuries occur. If a serious injury occurs on school property, the school nurse will decide on treatment. Parents and/or emergency contacts will be notified immediately in case of serious injuries. An ambulance may be called for any situation the school nurse deems emergent.

Illness

When your child is ill, please contact the school to let us know he or she will not be attending that day. It is important to remember that the school excludes students with certain illnesses from school for periods of time as identified in state rules. Please report any communicable diseases (i.e. influenza, strep throat, pink eye, chicken pox) to the school nurse. Please report any lice infestations. Any child with lice must be treated and then checked by the nurse before being allowed back in the classroom. Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

If a student becomes ill during the school day, he or she must receive a pass from the teacher before reporting to the school nurse. If the nurse determines that the student should go home or exhibits any symptoms of illness presented in the Illnesses and Readmission Requirements Chart below, the parent will be notified by the school nurse or other school personnel and asked to pick up the child. If parents cannot be contacted, emergency contacts will be notified. Students should be picked up within an hour of notification. Please ensure the school has your current email and phone number. Reentry to school will depend upon student symptoms or diagnosis. Please refer to the Illnesses and Readmission Requirements chart below. **The school nurse will decide whether or not a child is well enough to attend class. The school nurse's decision is final in these matters.**

If your child has any of the above symptoms in the morning before coming to school, keep him/her at home. A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER, VOMITING, OR DIARRHEA FOR 24 HRS WITHOUT THE ASSISTANCE OF MEDICATION.

LIFE THREATENING CONDITIONS

Parents will inform the administration if their child has a serious or possibly life-threatening chronic illness or condition before entry into the school. Prior to the first day of school, parents will meet with the nurse and appropriate staff to develop an "Individualized Health Care Plan" that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification. If your child is sent to the school nurse due to the worsening of the condition, you or the parent's designee on the emergency card will be

notified. It will be your responsibility to get medical attention unless the emergency is so great that your child must be taken immediately from school for treatment.

MEDICATIONS

The clinic will **NOT** furnish any medication. All medication must be provided to the clinic by the parent or guardian. The school nurse may refuse to administer medication if, in their best clinical judgment, they believe that doing so would be unsafe for the student. Please see below for medication guidelines.

- Students are not allowed to carry any type of medication on campus for any reason. All medication (over the counter and prescription) must be stored in the clinic. The only exception will be a student with asthma, diabetes or a life threatening allergy events only if he or she has written authorization from his or her parent AND a physician or other licensed health-care provider.
- All prescription medication must be accompanied by a complete Medication Administration Permission Form to administer medication (forms available at the nurse's office). This form and must have written instructions and be signed by the parent/guardian AND the physician. Physician orders are valid for one school year. A physician's written order is required for any medication change.
- All prescription medication **MUST** be in the original container with pharmacy prescription label. No more than one month's supply of medication, in a prescription labeled bottle, shall be brought to the clinic at one time. **ALL** prescription medication will be counted and documented upon arrival to the clinic.
- Over the counter (OTC) medication: There must be a Medication Administration Permission Form on file in order to give the medication. All medication **MUST** be in the original container with the student's name on the container. Over-the-counter medications that are given more than 10 consecutive school days will need an order from the physician. Due to limited storage, no more than a 30 count container shall be stored in the clinic. Clinic personnel will only follow the dosage directions on the bottle/box unless a physician order states otherwise.
- A student **MAY NOT** share medication with another student. **SIBLINGS MAY NOT** share medication.
- Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the school nurse determines that a special need exists for an individual student.
- Narcotics will not be routinely administered at school.
- The school nurse or any other school employees will not administer dietary or herbal supplements (See Herbal Medication below).

- All medication brought by parents will be disposed of on expiration date or the last day of school, whichever comes first.

HERBAL MEDICATION

The Honor Roll School will not administer home remedies, plants, herbs, vitamins, and other non-traditional forms of medicine at school. This decision not to administer unregulated substances is based, among other reasons, on the following rationale:

All medication administered in the school setting must be approved by the Food and Drug Administration (FDA). The 1999 Dietary Supplement and Health Education Act created a “supplement” category of pharmaceuticals that includes vitamins, minerals and herbs, which do not require proof of efficacy or safety and do not provide standards for purity and equivalence to similar products from other manufacturers. The FDA has not evaluated these products.

1. The Texas Standards of Professional Nursing Practice require the nurse to know the rationale for and the effects of medications to correctly administer them.
2. The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.
3. Dosage guidelines do not exist for the administration of herbals to school age children.

VISION AND HEARING SCREENING

Students in grades TK (4 years old by September 1 of the school year), kindergarten, 1st, 3rd, 5th, and 7th and all new incoming students in those grades shall be screened for vision and hearing problems. The student or minor student’s parent, managing conservator, or guardian, may elect to substitute one or more professional examinations, performed within that school year, for the required screening tests. If the screening indicates the student may have abnormal vision or hearing, the nurse or clinic personnel shall send the original of the screening report to the student’s parent, managing conservator, or guardian along with a letter advising of the parent’s responsibility to select an appropriate health practitioner for an examination. A report of the examination will be requested.

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student’s parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening.

SPINAL SCREENING

Students in 6th grade shall be screened for abnormal spinal curvature before the end of the school year. This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. If the screening indicates the student may have an abnormal spinal curvature, the nurse or clinic personnel shall send the original of the screening report to the student’s parent, managing conservator, or guardian along with a letter

advising of the parent’s responsibility to select an appropriate health practitioner for an examination. A report of the examination will be requested.

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student’s parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening.

ACANTHOSIS NIGRICANS SCREENING

The law requires Acanthosis Nigricans screening of students in grades 1st, 3rd, 5th, and 7th. “Acanthosis Nigricans” means a light brown or black velvety, rough, or thickened area on the surface of the skin that may signal high insulin levels indicative of insulin resistance. This screening may be performed at the same time hearing/vision screening is performed. If the screening indicates the student meets state specified criteria, a letter will be sent to the student’s parent, managing conservator, or guardian advising of the parent’s responsibility to select an appropriate practitioner for an examination. A report of the examination will be requested.

If the student’s parent, managing conservator, or guardian receives a notification letter advising of the parents’ responsibility to select an appropriate health practitioner for an examination, please return the form with the doctor’s response as soon as possible. The Texas Department of State Health services requires the schools to report on the number of students screened, number of students outside normal limits, number of referrals, and practitioner responses.

Condition	Signs	Exclusion From School and Readmission Requirements
Chicken Pox	Fever and rash consisting of blisters that may appear on the head first and may spread to the body.	Immediate removal of child from class. After 7 days from onset of rash and only with a physician’s note.
Common Cold	Runny nose, watery eyes, fatigue, coughing, and sneezing.	Immediate removal of child from class if fever greater than 100.4° F. Fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Conjunctivitis (Pink Eye)	Red eyes, usually with some discharge or crusting around eyes.	Immediate removal of child from class. After 24 hours of antibiotic treatment and with a physician’s note.
Fever	Oral temperature of 38° (100.4° F) or greater.	Immediate removal of child from class if fever greater than 100.4° F. Fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).

Fifth Disease	Redness of the cheeks and body. Fever does not usually occur.	Immediate removal of child from class if fever greater than 100.4° F. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Gastroenteritis (Stomach Virus)	Nausea, vomiting, and/or diarrhea. Fever does not usually occur.	Immediate removal of child from class. At least 24 hours from last episode. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Head Lice	Itching and scratching of scalp, head, ears, and/or nape of the neck. Pin point-sized eggs that will not flick off the hair shaft.	Immediate removal of child from class if live lice are found. After one medicated shampoo or lotion treatment has been given. A second treatment is recommended after 7 days. No nits or live lice visible.
Impetigo	Blisters on skin that open and become covered with a yellowish crust.	Immediate removal of child from class. After 24 hours of beginning treatment and fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Influenza (Flu)	Rapid onset of fever, headache, sore throat, cough, chills, lack of energy and muscle aches.	Immediate removal of child from class if fever greater than 100.4° F. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Meningitis – Bacterial	Sudden onset of high fever and headache, usually with vomiting.	Immediate removal of child from class if suspected. Must be under physician’s care. Able to return to school with a physician’s note.
Meningitis - Viral	Sudden onset of high fever and headache, usually with vomiting.	Immediate removal of child from class if fever greater than 100.4° F. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Mononucleosis	Fever, fatigue, swollen lymph nodes and sore throat.	Immediate removal of child from class if fever greater than 100.4° F. Must be under physician’s care. Able to return to school with a physician’s note as well as fever free.

Ringworm	Slowly spreading, flat, scaly, ring-shaped lesions on skin. The margins may be reddish and slightly raised.	Child must keep lesions covered.
Scarlet Fever	Sore throat, fever, and a fine raised red rash that feels like sand paper. Rash appears on neck, chest, elbows, and inner thighs.	Immediate removal of child from class if fever greater than 100.4° F. After 24 hours of antibiotic treatment and fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Strep Throat	Fever, sore throat, swollen lymph nodes, rash, nausea, and vomiting. If untreated, can result in Scarlet Fever.	Immediate removal of child from class if fever greater than 100.4° F. After 24 hours of antibiotic treatment and fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).

E. SMOKING POLICY

The School believes that each employee, student and visitor to any school property or facility should have the opportunity for full participation in employment, instruction and other activities in an environment free from tobacco smoke.

- All school facilities and grounds will be designated as smoke free, with smoking prohibited at any time for all employees, students and visitors.
- Smoking will not be permitted in any vehicles used to transport students.
- All employees are expected to comply with the smoking restrictions described in this policy and to assist with the enforcement of these restrictions.
- Organizations and persons using school property shall not be permitted to smoke inside any building as a condition of their use of the facility.

F. SUBSTANCE ABUSE POLICY

The School recognizes that to provide the greatest opportunity for healthy student growth and development, the school environment must be free from mood altering substances. The School supports a proactive and comprehensive approach to substance abuse, which includes preventative curriculum, early intervention and consequences.

The School prohibits the use (including being under the influence of), possession or distribution of mood altering substances by students while on school property or at school-sponsored events.

Mood altering substances includes alcohol and drugs prohibited or restricted under Controlled Drugs and Substances Act, but exclude drugs that have been prescribed for the student by a physician.

All employees of the School share responsibility for increasing their awareness and knowledge of:

- a. The School's Substance Abuse Policy;
- b. The incidence and identification of substance abuse;
- c. Their duty to report all cases of substance abuse;
- d. The appropriate procedures to follow when reporting suspected cases of substance abuse.

The School's course of action is:

- a. The school will provide students with age appropriate instruction on the prevention of substance abuse including street drugs and alcohol.
- b. Those students who are involved in handling or use of alcohol will be suspended or possibly required to withdraw from the school.
- c. Those students who are involved in handling or use of 'abuse drugs'/'street drugs' of any sort will be required to withdraw from the school immediately.
- d. The school will provide the parents of a student who is involved with abuse drugs and alcohol with the names of resources where advice or treatment may be obtained.

G. PERSONAL ELECTRONIC DEVICES (PED) POLICY

Students are allowed to bring personal electronic devices to school and school functions. General rules and responsibilities are as follows:

1. SCHOOL DAY USE

PEDs are to remain OFF AND OUT OF SIGHT and in student's backpack and/or locker throughout the day except as it relates to teacher directed coursework/instruction/permission. The same policy applies to the use of headphones/earbuds.

PEDs are not to be shared with another student. The student who brings the PED is the student who uses the PED. **Students may not at any time use a PED as a camera at school.**

The use of a PED for internet connectivity (i.e. mobile hot spot) is not allowed. Students on campus must only use the school's wireless network on school-owned devices.

A student needing to contact their parents must use the phone at the front desk with permission.

Texting/Messaging during the school day is NOT permitted.

2. LIABILITY

Lost, stolen, or broken PEDs are the responsibility of the child and parent. The school does not bear any liability whatsoever for PEDs.

3. EXTENDED CARE USE

A student needing to contact their parents must use the phone at the front desk with permission.

4. CONSEQUENCES OF MISUSE

All PED offenses will first be handled by the classroom teacher. PEDs will be picked up and stored

until the end of the day. Re-occurring offenses will be referred to THRS Administration.

H. POLICY ON STUDENT FUNDRAISING

POLICY PURPOSE

This policy provides direction to be used in the management of the practice of having students attending The Honor Roll School raise funds for various enterprises. It is important for the THRS faculty and administration to ensure the safety of our students at all times and to avoid situations that could be construed as conflict of interest.

SCOPE

THRS may from time to time, undertake a fundraising event that could involve our students. Should this be the case, all students must be under the direct supervision and guidance of a responsible adult parent or faculty member at all times.

FURTHER: It must be noted that students in elementary grades are prohibited from door-to-door fund raising activities sponsored by the school or by a school-related organization.

NON-SCHOOL SUPPORTED FUNDRAISING

Students are prohibited from selling items on campus regardless of purpose (i.e. Girl Scout cookies, chocolate, candy, toys, etc.)

I. SCHOOL UNIFORM/DRESS CODE

GENERAL

All students wear the school uniform as a symbol of the independent school tradition and membership of The Honor Roll School. This enables the school to remain focused on its core purposes and provides a tangible demonstration of the saying: “You are characterized by who you are, not by what you wear.”

It is incumbent upon parents to help the School by ensuring that their children come to school appropriately dressed, clean, neat and tidy.

Uniform Guidelines:

- Black or brown belts must be worn with shorts and pants.
- Closed-toe shoes are required.
- Girls must wear solid white or blue socks or tights. No prints or other colors.
- Boys must wear solid white, navy, or black socks.
- Outerwear worn inside the school must have the School’s logo. This includes jackets and sweatshirts from the spirit store. Non-uniform outerwear can only be worn outside the building, and must be removed when entering the buildings.
- Monday is designated as Formal Uniform day. All students are required to wear their formal dress uniform.
- On days other than Monday, students may choose among the formal or informal uniform choices approved by the School.
- Friday is the designated Spirit Day. Students may wear THRS spirit shirts including house team t-shirts, which can be purchased at the Spirit Store.
- Physical Education attire (required for 5th-8th grades) is only allowed to be worn during PE and during other scheduled athletic activities. Students must change back into their school uniform

after PE class.

- Students will have opportunities during the school year to earn “free dress” passes. Students who have a “free dress” pass may wear appropriate, neat street clothes. If shorts or skirts are worn, they must be no shorter than two inches above the knee. Shirts may not have inappropriate slogans, etc. Students are to use good judgment in dressing for free dress days.
- Throughout the year there may be Theme Dress Days (i.e. pajama day, crazy socks day, etc). Students may choose to participate by dressing appropriately based on the theme, or they must wear their School uniform if not participating.

Students are required to maintain a clean and neat appearance.

- Shirts are to be worn tucked inside shorts, pants, or skirts.
- Skirts and shorts are to be worn no shorter than 2 inches above the knee.
- Hats and caps are to be removed indoors.
- Pants and skirts are worn at the waist rather than hanging on the hip.
- Jewelry is to be kept to a minimum. Simple, modest earrings (girls only).
- Boys may not wear facial hair.
- Hair is not allowed to be dyed an unnatural hair color.
- Headbands, hair bows, and hair accessories are limited to solid white, navy, black, or the school plaid.

Uniform Provider

Please see visit School Uniforms by Tommy Hilfiger for specific grade level clothing items

<https://www.globalschoolwear.com/default/>

Inappropriate Dress:

Students out of uniform dress code will be given a warning and a message will be sent home with a reminder. On the second offense, the student will be asked to call home so that appropriate clothing is brought to them. They will not be able to join their class until they are in uniform. No exceptions. In addition, any shoes or accessories that are deemed distracting to the educational environment and/or unsafe, will be considered a dress code violation.

J. ROUTINES

ASSEMBLY

General

Assemblies are held throughout the school year and are conducted by members of the Administration and members of the Student Council. Staff and students are expected to attend all assemblies. School Assemblies are held to honor a specific event, to distribute awards, to recognize students / staff, and to distribute valuable information.

HOUSE TEAMS

Students will be assigned to a specific house. The assignment of students to each of these houses will be completed by Admissions. Siblings will be assigned to the same house.

House Team Names & Colors

Each House has been assigned a color to represent their group.

Hurricanes (Blue), Tornadoes (Burgundy), Typhoons (Green), Cyclones (Yellow)

Accumulation of “House Points”

In keeping with the philosophy of intramural competition, and to foster a reward system, House Points are awarded individually to students for their:

- Diligence
- Special effort
- Behavior
- Kind, thoughtful or helpful acts (citizenship)
- Intramural sports
- Sportsmanship

House Point Awards

Each House will be recognized for their accomplishments during assemblies and will be awarded a “free dress pass”.

SECURITY and VALUABLES

Students are requested not to bring electronic equipment such as cell phones and video games to school. Should students choose to do so, they solely are responsible for their possessions. Students are strongly advised not to leave anything of value unattended. The School is not responsible for any lost or stolen items.

K. PROCEDURES FOR FINANCIAL RESPONSIBILITIES

METHODS OF PAYING TUITION

Families must select a payment plan at the time they sign their tuition contract. For payments that are made by automatic credit card processing, a form must be completed and signed (forms are available at the ECP/ES/MS desks or Admissions). Payments may be made by check or credit card (Visa, Mastercard, Discover).

One of the following payment plans must be selected:

- **Annual Payment:** One payment due by June 1st;
- **4 Payments:** Payments are due as follow: June 1st, October 1st, January 1st, and March 1st.

RETURNED CHECKS

There will be a \$25 charge for each returned check.

If a check has been returned, subsequent tuition payments must be made only by cashier's check, money order or credit card.

NOTICE OF DELINQUENCY

The School will send a notice of delinquency by **email** when payment is not received in a timely manner.

When payment is made after the 5th day of the month, the account will incur a 5% penalty fee per week until payment in full has been collected. THRS may require late payments be made by credit card, cashier’s check, or money order. Report cards, progress reports, school records and access to **JupiterEd** will be withheld as a result of delinquent accounts.

Consistently Delinquent Accounts

Consistent failure to pay tuition and fees, on time, will eventually result in the dismissal of the student from THRS. The School may insist that only payment in advance will ensure continued enrollment.

The School will also take all appropriate steps to recover all unpaid tuition and fees.

LUNCH ACCOUNTS

All lunch accounts must be set up through The Healthy Lunch Box before the beginning of the school year. There is no lunch service on site and all lunches must be ordered and paid through The Healthy Lunch Box website prior to the day your child will eat.

LATE PICK-UP FEE

The School offers an extended-day program up to 6:30 p.m. for an additional charge, which is billed monthly. Students not enrolled in this program and who are still at school fifteen minutes after dismissal will be taken to the program and charged \$30 per day.

Students who are picked up after 6:30 p.m. will be billed the following amounts:

- \$30 for overtime from 6:31 – 6:45 p.m. and an additional
- \$30 for overtime from 6:46 – 7:00 p.m.
- \$25 for every 15 minutes beginning at 7:01 p.m.

ATHLETIC FEE

THRS is a member of the Greater Houston Athletic Conference (GHAC). This is a competitive league of private schools throughout the Houston area. Interscholastic athletic competition is open to students in grades 5-8.

There is an athletic fee per student per sport. This fee is used to cover tournament expenses, to provide a fee for game officials, and to offset the cost of running a competitive interscholastic athletic program.

WITHDRAWAL

The Business and Admissions Office must receive a two-week written notice of withdrawal in order to provide a refund of any applicable tuition. All refunds will be mailed out within 30 days of withdrawal and THRS will withhold 20% of the tuition refund for administrative fees. THRS also reserves the right to withhold all tuition if a student withdraws from The Honor Roll School without prior written notification. If a student withdraws after the first day of the month, a full month of tuition will be used in the calculation for the last month, regardless of the actual days of attendance.

Before the transfer/release of any student records, a student account must be without an outstanding balance and technology equipment (iPad), athletic gear, all textbooks, library books, and/or other school property must be returned in good condition.

REFERRAL DISCOUNT

The Honor Roll School offers enrolled parents a discount, to their account, in the amount of \$250.00 for each child they refer. This discount may only be used as a credit on the account, not as a cash

refund. The application of the referred child must state the referring parent’s name. They must also be enrolled and have paid their first tuition payment, before the discount is applied.

EXPULSION

The above formula will be used when calculating any refund that may be due in the case of a student being asked to permanently leave the school.

FAMILY TUITION DISCOUNT

Elementary and Middle School Family Discounts

Youngest Child	No discount
2nd Youngest Child	10% discount on tuition only
3rd and above	15% discount on tuition only
*All discounts based on School Day or Fulltime enrollment	

FINANCIAL TUITION ASSISTANCE

All families requesting financial aid assistance must complete an application with SSS. Information is available in the business office, located at the white house.

Students receiving financial assistance must show strong motivation, exhibit positive character traits, and achieve satisfactory grade and behavior status throughout the school year in order to continue to receive assistance.

If at any time tuition is in arrears, the school has the right to terminate the financial assistance and require that the remainder of the tuition be paid in full for the contractual school year.

Financial aid is only available for parents after one year of attendance, for students entering K through 8th grades.

EXTENDED-CARE AND HOLIDAY CARE

The Honor Roll School provides both Extended Day and Holiday Care. There are specific fees and guidelines for each of these programs and information may be obtained from the Front Desk.

Extended-care is available from 6:30 a.m. until 7:45 a.m. and from 3:30 p.m. until 6:30 p.m. during the school week. Holiday care is available from 6:30 a.m. until 6:30 p.m. on some school closings and will operate on a pre-registration basis at a cost of \$55 per full day.

Extended care is available for the **academic year only**, which runs from the first day of school through the last day of school.

There are specific financial obligations that occur when there is late pick-up of students. Please see the Section on Late Pick-up Fees (above).

The Honor Roll School does not provide a “drop-in” care program. In case of an emergency, a child will be placed in extended care for \$30. Any child using this service more than 3 times in the school year will be asked to enroll in the extended care program.

MERIT SCHOLARSHIPS

To reward excellence achieved through the educational experiences provided at The Honor Roll

School, scholarships are made available to deserving students through the **THRS Scholarship Program**. **Students not re-enrolled for the ensuing school year are not eligible to apply for this scholarship.**

The **THRS Scholarship Program** allows for THRS students currently enrolled at the school in Kindergarten thru 7th Grade who have been enrolled at the school for a minimum of one year, to make application. A limited number of scholarships are awarded to worthy candidates based upon superior performance in each of the following areas:

2. **Academic:** based on past academic achievement as reflected by previous reports and/or competitive examinations, as well as teacher recommendations.
3. **Citizenship:** based on assessment of leadership and services activities as determined by involvement throughout the year and reference.
4. **Co-Curricular:** based on past and current participation and enthusiasm for arts, athletics and extra-curricular activities.
5. **Special Talent:** based on proficiency and notable accomplishment in sports, art, drama or other activities.

Scholarships, in the form of a partial tuition voucher will be presented to a select number of accomplished students. Parents are able to apply the voucher against the following year's tuition. ***The number of recipients and the size of the individual award are subject to change and are administered at the sole discretion of the THRS Scholarship Committee.***

A scholarship is awarded for one school year only and is not automatically renewed. A new application must be made each year and students must maintain consistently high standards to be reconsidered.

Merit Scholarship Application

Applications are on the THRS website beginning in April. Completed applications are to be returned, in confidence, to the Elementary/Middle School Administrative Assistant.

The THRS Scholarship Committee will review all applications and award scholarships on the basis of the information received. ***All decisions by the Scholarship Committee regarding awards are to be considered final.***

No applications may be considered after the due date. Recipients will be notified prior to May 20th.

The Honor Roll School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Student's Printed Name: _____

THE HONOR ROLL SCHOOL
Parent/Student Handbook Acknowledgement (K-8th Grades)

My child and I have received a copy of the Honor Roll School Handbook. I understand that the handbook contains information that my child and I will need throughout the school year.

My child and I have read and understand our responsibilities regarding the following:

- **THRS Honor Code**
“As a member of The Honor Roll School family, I agree to uphold the principles of honesty, respect, and responsibility. I will apply these principles to everything that I do at The Honor Roll School, and I will encourage these principles in others.”
- **THRS Code of Conduct**
“I commit myself to strive for honorable behavior in my daily life, according to the standards that I have personally adopted. I will try to be faithful to my parents, my school, my friends, and myself.”
- **THRS and NLCI Policy on Acceptable Use of Information Technology Resources**
- **NLC Character Education and Leadership Development Guidelines**
- **Personal Electronic Devices (PED) Guidelines**

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Grade: _____ Homeroom Teacher: _____

PLEASE SIGN AND DATE THIS PAGE AND RETURN IT TO YOUR CHILD'S HOMEROOM/
ADVISORY TEACHER WITHIN THE FIRST WEEK OF ATTENDING SCHOOL.