

# The ABC's of Northampton

(Updated 7/30/2009)

For more information visit: [www.kleinisd.net](http://www.kleinisd.net)

**Address/Phone Numbers:**      **6404 Root Road**  
   **Spring, Texas 77389**  
   **Phone: 832-484-5550**

<b>FAX</b>	<b>832-484-7880</b>	<b>KITCHEN</b>	<b>832-484-5506</b>
<b>ATTENDANCE</b>	<b>832-484-5505</b>	<b>LIBRARY</b>	<b>832-484-5507</b>
<b>CLINIC</b>	<b>832-484-5506</b>	<b>COUNSELOR</b>	<b>832-484-5514</b>

## Activities (school sponsored):

**Character Club** consists of a student representative from each classroom in grades 2-5. The Character Club members meet once every 9 weeks for a character lesson. After the meeting, students share the lesson with the rest of his/her class.

**Chess Club** started in 1998. The faculty sponsor for the club is Mr. Don Ridings, who is a P.E. teacher. The club will meet on Monday mornings from 7:30 to 8:15 in the gym. The chess club is open to all students from grades 2 thru 5 and experience is not necessary. During the year, students play each other in an attempt to reach the number one position. A tournament is held to crown a club champion in May. There is also a two-man tournament that follows the club tournament. Permission slips may be obtained at the gym from Don Ridings.

**Colt Chorale** is the school choir for students in grades 4 and 5. The choir meets two times per week on Tuesday and Friday mornings. There is a fall and spring concert performed by the Colt Chorale.

**The S.H.A.D.E. Club (Students Helping Achieve Drug Education):** consists of a student representative from each classroom in grades 2-5. The S.H.A.D.E. members meet once every six weeks for a drug prevention lesson. After the meeting, students share the lesson with the rest of his/her class. The fifth grade representatives also teach a separate drug education lesson to each of the first grade classes.

## After School Activities (not school sponsored):

*Art After School* (Monday) – contact City Artworks 713-973-6613

*Boy Scouts* – contact Tim Durham at 713.756.3399 or [tim.durham@shac.org](mailto:tim.durham@shac.org)

*Girl Scouts* – contact Lillie Gramann at 713.292.0290 or [lgramann@sigs.org](mailto:lgramann@sigs.org)

**Animals on campus** – No animal is permitted on the property at any time without prior permission from administration. If permission is granted, the animal must be on a leash or in a cage at all times. Students are not permitted to touch or handle the animal at any time.

**AR (Accelerated Reading Program):** Students in grades 1-5 may participate in the Accelerated Reading program. Points are earned by reading books from our AR list and passing tests on the computer. Points are assigned by length and difficulty of the book. AR books in our library are marked with a dot on the spine of the book. The reading level is noted inside the book. For more information visit the Northampton web site and select the library.

**Arrival (7:50-8:10) and Dismissal (3:00-3:20) Times:** We would like all students to arrive around 8 a.m. because instructional activities start at that time. We request that parents do not leave their cars or enter the building at these times. Please drop your child off at the main or back door and staff will take over from there. **For safety and instructional reasons, parents will not be permitted beyond the main hall doorways at arrival/d dismissal times.** These times are not appropriate for teacher conferences. If you would like a conference, please contact the teacher directly via note, email, or phone to set up an appointment.

**Attendance:** Please call the attendance office at 832-484-5505 before 8:15 a.m. if your child will be absent. Students are tardy if they arrive after 8:20. A parent should walk the child into the school building and sign him/her in after 8:20. If you take your child to the doctor during the school day, and he returns to school on the same day, he will not be counted absent if a doctor's note is presented at the same time of the child's return to school or by the end of the school day. Please remember to send a note the day your child returns from an absence stating the reason for the absence even if you called in the absence. **The note should include the child's name, the date(s) of the absence, the reason for the absence, and the parent's signature. Be sure to send a doctor's note if you have one.** This will be included in your child's attendance records in case it is needed to document absences at a later date.

**Bike Riders:** Many students choose to ride a bike to school. Once on school property, students are required to walk their bikes. There are bike racks located in the back of the school near Pineknob. Students should always lock their bike. Bike riders are dismissed at 3:07 (PK-2) and 3:10 (3-5). All bike riders exit the building at the back of the school to get to the bike racks.

**Birthday Treats:** Parents may provide a birthday treat for their child's birthday at the end of the lunch period. It is preferred that non-edible items such as stickers, pencils, erasers, etc. be considered in place of food, but if food is given, parents are encouraged to obtain birthday snacks through the Klein Food Service Department. With advance notice, the Food Service Department will prepare cupcakes or cookies (call 832-484-5518). Any parent or guardian who provides a birthday snack from elsewhere should call the school office for this procedure (this is also on the web page under *Important Information*).

**Book Covers:** All textbooks must be covered. Book covers are provided at no cost to the students.

**Breakfast:** Breakfast is served every day in the cafeteria from 7:50 – 8:10.

**Buses (Transportation):** Students will be provided with bus transportation by the Klein Independent School District if they individually meet the state's guidelines for eligibility. They are:

a. A student must legally reside two or more miles from his/her assigned campus as measured along the shortest route.

b. A student legally resides less than two miles from his/her assigned campus; and the only route to and from school via a street or road requires the student to walk along or cross a major thoroughfare.

No transportation is provided for students living in Northampton, Northampton Forest, Northampton Pines, or Northampton Oaks. Northampton Estates has transportation for the following streets: Butler Oaks Ct., Canston Ct., Course View Ln. (6500-6699), East Manor Cir., Kennington Way, Northampton Forest Dr., Northampton Terrace, Northcrest (24800-24999), Reddleston Ct., Squirecrest Dr., Sussex Ct., Taylor Way, and West Manor Cir.)

Visit the Klein ISD website for more information about bus transportation. The site includes frequently asked questions, locating your child's bus route, and the rules and regulations concerning bus transportation.

**Calendar/Newsletter:** A school calendar and newsletter along with grade level calendars and newsletters are distributed monthly. They highlight upcoming events and other pertinent information.

**Car Riders:** Students who are car riders should be dropped off and picked up in the car lane only in the front of the school. **Drivers are asked not to enter the school building at arrival and dismissal times as this causes traffic problems and congestion.** Please do not use the bus entrance during arrival and dismissal times.

**Change of Address/Phone:** Please notify the school immediately, if you have a change of address or phone number during the school year.

**Classroom Observation:** You are welcome to visit our school, but for the safety of our students and staff, we must know who is in the building at all times. Visitors in classrooms must schedule an appointment and sign in at the front office. Scheduled visitors may sit in the back of the classrooms and may not interact with the teacher or students, as this is disruptive to instruction. Classroom observations should normally last no longer than one hour. If you feel that you need to observe for a longer period, please check with the principal. If a teacher conference is requested, it must be scheduled during a time when the teacher does not have students in the room.

**C.O.L.T.S. Code of Honor:**

- C** – **Caring** - show respect for everyone and everything
- O** – **Obedient** - do as directed the first time
- L** – **Law-abiding** - follow all the rules of the school
- T** – **Trustworthy** - do the right thing and being honest at all times
- S** – **Self-disciplined** - take responsibility for myself and my actions

**Communication:** Open communication between the school and home is very important. The staff at our school works very hard to keep you informed of your child's progress and of the events that are going on at school. Below are the communication tools that we use:

IRIS (Immediate Response Information System), Email, Constant Contact, Wireless Telephones, Planners, Wednesday Folders, Progress Reports, Report Cards, WebPages (teacher/campus/district), Grade Level Newsletters, Colt Capers, Monthly Calendar of Events, Marquee, Parent/Teacher Conferences, Newcomer Packet of Information, Grade Level Information Booklets, ABCs of Northampton, Open Door Policy, Partnership with Parents.

**Communication with Teachers and Staff Members:** All staff members have a phone extension and Klein email account. Please visit our webpage for email addresses and phone numbers. Email and voice messages are checked at least once a day. You may use these to communicate with staff but these should not be used to get messages to students. Please **do not** leave messages about changes in transportation for your child.

**Counselor:** The school counselor serves as part of the support staff and helps students, staff, and parents. She is available to work with students on an individual basis. Issues may include: personal, social, and academic counseling. She also is trained to assist classes with conflict resolution, study skills, self-esteem, and feelings. Mrs. Johnson assists with parent and teacher consultations and provides referrals to outside agencies. The school counselor sponsors the S.H.A.D.E. Club, The Character Club and the Northampton Mentor Program.

**Child Custody:** Please assist the staff in the handling of custody related issues. It is the responsibility of the parents to provide the principal a certified copy of the court order affecting any other person's right to their children.

**Daily Timeline:**

- 7:50 – 8:10 Buses arrive and are unloaded
- 7:50 – 8:10 Cars arrive and are unloaded
- 7:50 – 8:10 Breakfast is served
- 8:15 First bell (Morning announcements begin)
- 8:20 Second bell (Students are tardy after the bell rings)
- 9:45 Attendance Bell (attendance is taken at this time)
- 10:40 – 1:00 Lunch
- 3:05 – 3:20 Buses are loaded
- 3:07 Walkers/Bikers (grades K-2)
- 3:10 Walkers/Bikers (grades 3-5)
- 3:10 Car riders are dismissed

**Day Care:** There are several commercial day care centers that drop off and pick up students for before and after-school care. There is a list of these day care centers on our web page and you can get a list in the front office. The school does not endorse any of these centers. It is the parents' responsibility to check out the credentials of the day care center.

**Detention:** Detention is held on Tuesdays before school (7:15 – 8:00) and on Thursdays after school (3:15 – 4:00). A student will serve detention for misbehavior, not completing work, or excessive tardies. A parent will be notified before a student is assigned to detention.

**Dismissal Procedures:** Dismissal times are listed on the daily timeline. Parents are asked not to enter the building at dismissal time, but rather meet your child(ren) on the back sidewalk or in your car. It is most important at dismissal time that drivers remain in their car so that the traffic can flow smoothly.

**District Calendar:** District information and upcoming events are available at <http://www.kleinisd.net/docs/1-kisd.cal0910.pdf>

**Dress Code:** The students' dress code is detailed in the Student Handbook. Parents are expected to observe the student dress code when visiting our school. Garments that are too short or that have inappropriate pictures or slogans on them are not appropriate to be worn in the presence of our students.

**Electronic Communication:** If a parent has email, the weekly handouts will be sent electronically. Please be sure your child's teacher has your current email address. The handouts are also on our webpage under Wednesday folder handouts.

**Email List:** If you are interested in joining the Northampton Elementary email distribution list called "Constant Contact", sign up for the service on the school's website. You will receive emails about Northampton events.

**Emergencies:** – In the event of an emergency, *IRIS* and *Constant Contact* will be used to notify parents. If possible, emergency information will also be posted on our district web page. Please be sure your emergency contact information is updated.

**Early Dismissals:** Leaving early is very disruptive to instruction, and often a student misses important instruction. No early dismissals are allowed in order to receive a Perfect Attendance Award at the end of each nine-week grading period (exception: doctor visits validated by a doctor note). **Also if there are four or more early dismissals and/or tardies in a nine-week grading period, the conduct grade will be lowered by one letter, and the student is not eligible for Principals' Proud Club. No early dismissals after 2:30, please.**

**Field Trips:** Students in grade 3 will take a field trip to Cypress Creek FACE (Foundation for the Arts and Community Enrichment); students in grade 4 will take a field trip to the Wunderlich Farm; and students in grade 5 will take a field trip to the Houston Museum of Natural Science.

**Food Policies:** During lunch, students may only eat food that is brought from their own home or purchased from Klein Food Service. Our students will have two parties per year that are planned by room mothers. Food at these parties must be provided by Klein Food Service or purchased and distributed from the original unopened package. No other food items can be distributed by parents at any time except for birthdays (see birthday treats).

**Golden Horseshoe Award:** This award is for outstanding behavior. The principal gives this award to one student in every homeroom at report card time every nine weeks. The students and teachers

choose the winner of this award.

**Honor Rolls:** There are two honor rolls, and these lists hang in the “Hall of Fame”. The **All A Honor Roll** is for students who receive all As, and they receive a gold seal on their report card. The **A/B Honor Roll** is for students who receive all As and two Bs, and they receive a silver seal on their report card. (The LA composite grade is not included).

**Hotline Telephone Number:** The Klein ISD information hotline telephone number is 832-484-7899

**Hours:** School begins at 8:15 and ends at 3:15. Students may enter the building at 7:50 a.m. if they are eating breakfast; otherwise the drop-off time is 8:00 a.m. **For the safety of our children, no students should be dropped off before 7:50 a.m. because there is no supervision until that time.** The school closes at 4:00. If you need to return to school to pick up a forgotten item, please plan to arrive before 4:00. The doors are locked at 4:00 for security, and the custodians have been instructed not to open the doors after this time.

**Immediate Response Information System (IRIS):** This system will deliver routine and emergency messages to parents individually by the communication method(s) of your personal choosing. Should schools need to close early due to weather, for example, this system would notify you by your choice of home phone, cell phone, or email. In addition, schools may use the IRIS system to keep you up to date on important school wide information or changes relating to groups in which your child participates.

All students will be automatically entered into the IRIS system prior to and during the first month of school from the Klein student information system. Once the information is in the IRIS system, a test message will be sent. You will then be able to go to the IRIS website and change your information in the system or the way you wish to receive messages so it fits your preferences. You may also choose to remove yourself entirely from receiving emergency and informational messages from the system. Your Username will be **kleinisd** followed by your student’s ID number and your password is your student’s date of birth. You can find the student ID number on the student’s report card. Examples for IRIS logon information are below.

Username: kleinisd41503

Password: 08261985

<https://www.irisdispatch.com>

**Inclement Weather:** When there is severe weather, staff members may not be on duty outside. In these rare cases, your child is your responsibility until he/she enters the school building. At dismissal, if it is raining hard, students will wait on the porch until their car is in front of the main entrance. There are staff members on duty, and they will escort students to their cars in the quickest, driest way possible.

**Library Information:** The Northampton Library is fully automated with over 12,000 books. It is open everyday from 8:00am to 3:05pm. Classes visit the library on a weekly basis. Early morning checkout is every morning from 8:00am - 8:20am. This provides students with the opportunity to return books they have finished reading the night before and checkout new books.

Library Days: Monday: 5<sup>th</sup> grade

Tuesday: 4th grade

Wednesday: 3rd grade

Thursday: 2nd grade

Friday: PK, K, and 1

**Lost and Found:** This is located in the “Hall of Fame” between the main hallway and primary wing. Backpacks, lunch kits, jackets, sweaters, hats, etc. should be labeled with first and last name. No attempt will be made to find the owner of unmarked items. Unclaimed items will be given to a charitable organization at the end of each semester.

**Lunch:** Parents are welcome to have lunch with their child(ren). All visitors should enter through the front door, sign in at the office, and wear a visitor tag. No individuals or representatives of groups or organizations will be authorized to eat lunch with a student, unless those persons are in a parental relationship to the child(ren). Lunch guests, regardless of age, may purchase a plate lunch for \$2.65. Visitors should sit at the visitor table with their own child(ren) only.

Lunch menus are available online at: [kleinfood.kleinisd.net/menus.htm](http://kleinfood.kleinisd.net/menus.htm)

**PayPAMS:** Klein provides a service that allows you to view your child's cafeteria account balance and make deposits. Go to: [kleinfood.kleinisd.net/](http://kleinfood.kleinisd.net/)

**Mascot:** Colts

**Mission Statement:** Northampton Elementary School is dedicated to providing a safe, nurturing environment and seeks to educate, challenge, and inspire students to develop their full potential and become life-long learners and responsible citizens through a well-balanced curriculum and the cooperative efforts of students, staff, parents, and community.

**Motto: We're A Winning Team!**

We Emphasize the ABCs and the Nine Rs.....

**Academics:** Reading, Writing, Arithmetic

**Behavior:** Respectful, Responsible, Ready to Learn

**Challenge:** Rigor, Relationships, Relevance

**Newsletter:** Colt Capers is the campus newsletter and is published monthly. In addition, grade levels publish a newsletter with more specific grade level information.

**Open House:** *Parent Information Night* is held in the fall. Parents attend a presentation from the teachers on classroom procedures and expectations. In the spring semester, Open House is scheduled in conjunction with the Annual Book Fair.

**Parties at school:** Our students have two parties per year that are planned by room parents at Christmas and on Valentine's Day. Fifth graders have an additional party to celebrate their years at Northampton. This party is held on the day before the last day of school.

**Party Invitations:** Students may not distribute invitations to birthday parties in the classroom unless all students in the class are invited (or all boys/ all girls). Parents may provide a birthday treat for their child's birthday (see birthday treats).

**PayPAMS:** Klein provides a service that allows you to view your child's cafeteria account balance and make deposits. Go to: [kleinfood.kleinisd.net/](http://kleinfood.kleinisd.net/)

**Perfect Attendance:** this means no absences, no tardies, and no early dismissals. A student with perfect attendance will receive a seal on the report card each nine weeks and a special certificate for an entire school year with perfect attendance.

**PFO:** Parent Faculty Organization. There is no fee to join the PFO and all parents and staff members are automatically members of the PFO. The PFO Board meets once each month.

**Phone Messages to Students:** In extreme emergency situations phone messages can be delivered to a student. Contact the front office staff at 832-484-5550.

**Phone Use by Students** – Students may not use a telephone at school except in emergency situations. Possession of cell phones is only allowed if they are turned off at all times and not visible/physically present during regular school hours, including riding the school bus to school or

home from school. If cell phones are misused, they will be confiscated, an administrator will contact the parent to pick up the phone after a payment of \$15 administrative fee (see student handbook p. 35). The school is not responsible for theft.

**Principal and Associate Principal Communication:** The best way to contact our administrators in a non-emergency situation is by email or phone.

Mrs. Jane McKetta, Principal, [jmcketta@kleinisd.net](mailto:jmcketta@kleinisd.net) 832-484-5510

Mrs. Charlotte Zogg, Associate Principal, [czogg@kleinisd.net](mailto:czogg@kleinisd.net) 832-484-5511

Mrs. Evelyn Castillo, Assistant Principal, [ecastillo@kleinisd.net](mailto:ecastillo@kleinisd.net) 832-484-5513

**Principals' Proud Club:** The principals visit the kindergarten classes every Wednesday to reward students for good behavior. Students in grades one through five are rewarded for good behavior by the principals at report card time every nine weeks. Tardies and early dismissals are considered a part of good behavior. At the end of the year, there is a special reward and celebration for students who were in the Principals' Proud Club for the entire school year.

**Progress Reports:** All students receive progress reports four times a year at the mid-point of each nine-week grading period. It is very important that you review the progress report and address any concerns or questions that you may have at that time with your child's teacher.

**Rainy Days:** It is most important to have a rainy day plan before it rains. If your child walks or rides a bike to school, tell them what they should do on a rainy day. Getting students to their cars in an orderly and timely way on a rainy day is a challenging task. Please help us by writing the family last name on an 8 ½ X 11 sheet of paper. Please use a heavy black marker to write the last name. Keep this sheet handy in your car and on rainy days, display this sheet so that we can call your children.

**Report Cards:** Report cards are distributed four times a year at the end of each nine-week grading period. The report card envelope should be signed and returned to the teacher. Parents keep the copy of the report card.

**Safety:** Student and staff safety is a priority on our campus. Please tell your children to be aware of strangers and to report to you and/or school personnel anyone who improperly approaches them. Please report any unsafe conditions to the office.

**School Colors/School Spirit Day:** Our school colors are blue and white and our school mascot is a colt. Students are encouraged to wear a Northampton Elementary School shirt on spirit days, which are on Fridays throughout the year.

**School Store:** The school store is located in the cafeteria on the left side of the stage. Students may purchase school supplies and other items. A complete list of items for sale is on the website. The school store is open every day from 7:50 – 8:10 a.m.

**Social Skills:** As part of the character development program, students are taught social skills. The skills that we emphasize are: Following directions, Accepting criticism or a consequence, Accepting no for an answer, How to get the teacher's attention, and Greeting Others,

**Tardy/Early Dismissal Procedures:** Punctuality and attendance are important life skills. When a student is tardy or leaves early, it is very disruptive to that child and the entire class. A student who is not in class misses important instruction. Our faculty has established the following procedure addressing tardies and early dismissals:

**On the fourth tardy and/or early dismissal in a nine-week grading period:** the conduct grade will be lowered by one letter. If your child is going to a doctor, please send a doctor's note immediately when your child returns to school in order to have the tardy/early dismissal excused.

**On the sixth tardy for the year:** a letter will be mailed to the parents from administration.

**Every tardy on or above eight for the year:** the student will serve detention

It is important to note that tardies and early dismissals are not excused (exception: doctor visits validated by a doctor's note that is presented immediately when the child returns to school). There are often many valid reasons for tardies and leaving early. We do not want to be judgmental about tardies or early dismissals, so they all count toward the total. We understand that emergencies do happen, and that is why consequences do not occur until the fourth tardy and/or early dismissal.

**IMPORTANT: if there are four or more unexcused tardies and/or early dismissals in a nine-week grading period, the conduct grade will be lowered by one letter, and the student is not eligible for Principals' Proud Club.**

**Teacher Conferences:** Contact your child's teacher directly to schedule a conference time.

**Textbooks:** The State of Texas provides textbooks for all students enrolled in Texas public schools. **State law requires that state-issued textbooks be covered at all times.**

**Tobacco/Alcohol:** All Klein ISD buildings and grounds are smoke-free and alcohol-free environments.

**Transportation Changes:** Students will **not** be permitted to change the way they usually go home unless there is a note from the parents.

**Visitors at School:** For the safety of our students and staff, all exterior doors except the front door are locked during school hours. All visitors should enter through the front door, sign in at the office, and wear a visitor tag. No individuals or representatives of groups or organizations will be authorized to visit with students during the school day, including lunch, unless those persons are in a parental relationship to the child(ren).

**Volunteers at School:** Volunteers are parents, grandparents, representatives from the business community, and other concerned and dedicated persons who give generously of their time in the Klein schools to support the professional staff and enrich the educational experiences of our students. All volunteers must complete a background screening, and this is available on the Klein web page or in the front office.

**Walkers:** Students who walk home are dismissed at 3:07 (PK-2) and 3:10 (3-5). All walkers exit the building at the back of the school and walk to Pineknot. Parents may meet their child(ren) who are walkers at the back sidewalk.

**Wednesday Folders:** The Wednesday Folder is a valuable weekly communication tool between home and school. Each Wednesday your child will bring home samples of his class work from the previous week as well as notes relating to various activities at school. A signature paper is included in each folder. Any comments or concerns that your child's teacher has may be written on this page. Look for the folder every Wednesday and take time to go over the papers with your child. Address any concerns that you may have at this time.

**Welcome Center:** Our campus Welcome Center is located in the front hall. Information on campus events and procedures is located in the Center. Computer access is available to all visitors to view [www.kleinisd.net](http://www.kleinisd.net)