

## JHC Family Handbook

### Quick Reference List



#### **WELCOME TO HINES CALDWELL ELEMENTARY**

This Quick Reference List has been prepared to acquaint you with the most egregious policies and procedures of our school and the Houston Independent School District is faced with each year. The students are priority at Hines Caldwell Elementary; therefore, we need your help to make this school year a success. I invite you to become actively involved in the education of your child by taking part in school activities and visiting Hines Caldwell Elementary regularly.

#### **ATTENDANCE/ABSENCES**

Program choice transfers will be placed on a growth plan in the event of excessive absences and tardies. Students with more than 18 absences will be retained per Federal and State policy.

#### **EXCESSIVE EARLY PICK UP**

Early pick up will require a written or digital appointment confirmation prior to the student being released. Early pick not related to medical reasons, will require grade level administrator approval.

#### **BREAKFAST/LUNCH**

Lunch drop off will not be allowed, please be sure to send your child with their lunch upon arrival.

#### **PROGRESS REPORTS**

If the student average is below 70, a parent signature will be required and the report will need to be returned to the teacher.

#### **BEFORE AND AFTER SCHOOL**

There will be no supervision for students arriving before 7:15 a.m. and remaining students past 3:10 p.m. that are not attending tutorials.

#### **DISMISSAL PROCEDURES**

Only three dismissal car rider tags or walker tags (for students in grades Pre-K through 1st) per household. The tag must be present during after-school pick-up.

- **After 5 late pickups, the school will notify HISD Police Dept. and Child Protective Services.**

#### **COMMUNICATION**

Monthly Calendar and schoolwide communications will be posted via the campus class dojo page.

#### **PERSONAL PROPERTY**

Students are **NOT** allowed to bring any of the following items to school:

- Large amounts of money over 10 dollars (excluding special fundraising events), jewelry
- Weapons (Box cutters, swiss army knives, brass knuckles, lighters)
- Cameras, toys, electronic games

#### **ITEMS NOT PERMITTED AT SCHOOL**

When inappropriate items are found in school, these items may be confiscated by the teacher and a \$15.00 charge can be imposed.

#### **TECHNOLOGY AND LIBRARY BOOKS**

The lost or damaged technology fee will be a total of 25 dollars.

#### **GENERAL CONDUCT**

Students are responsible for behaving in a manner that permits uninterrupted learning. Failure to follow campus and school policy will lead to disciplinary action.

