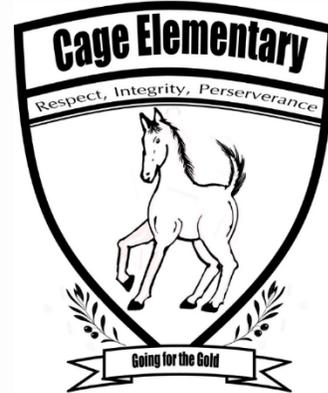


**CAGE ELEMENTARY**



**PROJECT CHRYSALIS MS**

## **Family Handbook 2022-2023**

**4528 Leeland St  
Houston, TX 77023  
Tel: 713-294-1700  
Fax: 713-294-1704**

Website addresses:

<http://www.houstonisd.org/CageES>  
<http://www.houstonisd.org/ChrysalisMS>

Follow us on Twitter: @CageES\_PCMS

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**CAGE /PROJECT CHRYSALIS SCHOOLS  
4528 LEELAND  
HOUSTON, TEXAS 77023  
(713) 924-1700**

Dear Parents and Students:

It is with the greatest of pleasure that I welcome you to Cage Elementary School and Project Chrysalis Middle School. Through a collaborative effort between home and school, your children will be fully prepared to meet the academic challenges that they will confront this academic school year.

This handbook has been designed for you and your child. Please read it carefully as it provides the necessary information that you will need so that you and your child will have the best experience possible at Cage/Chrysalis.

The Cage/Project Chrysalis teachers are fully prepared to offer your children the best education possible. By implementing the HISD Curriculum with depth and complexity, your children will not only learn the required basic skills but also become critical thinkers. Our teachers will implement every best practice possible in order to ensure the academic success of all students.

I encourage you to stay in close contact with your child's teacher so that you are continuously aware of your child's progress.

Again, welcome to Cage Elementary and Project Chrysalis Middle School.

Respectfully,

Dr. Lisa Rodriguez  
Principal

## I. CONTACTS AND OTHER COMMUNICATION INFORMATION

**Principal:** Dr. Lisa Rodriguez  
**Middle School Dean of Students:** Gloria R. Freitag  
**Elementary Assistant Principal:** Dr. Marcia Hayes  
**Wraparound Specialist:** Erika Ramirez  
**Administrative Assistant:** Diana Barrera  
**School Nurse:** Natasha Valle  
**Registrar:** Alma Garza  
**Special Education Chair:** Spencer Stott  
**Title I Coordinator:** Patricia Ochoa-Hernandez  
**GT Coordinator/Interventionist:** Krystal Garcia  
**IAT Liaison/Interventionist:** Edna Ortiz

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[kgarcia6@houstonisd.org](mailto:kgarcia6@houstonisd.org)  
[edna.ortiz@houstonisd.org](mailto:edna.ortiz@houstonisd.org)

**CAGE/CHRYSALIS websites:** The CAGE/CHRYSALIS websites are updated frequently. This is the main method of keeping parents informed and is critical for consistent information. Please make sure to visit them regularly.

CAGE ELEMENTARY: <https://www.houstonisd.org/cagees>.

PROJECT CHRYSALIS MIDDLE SCHOOL: <https://www.houstonisd.org/chrysalisms>

**Emails:** Classroom teachers, faculty and staff can all be reached by email. To find a complete listing of email addresses in our websites, please see “Faculty and Staff Directory” under About Us section. Allow at least 24 hours for a response as teachers do not check emails during instructional time.

**Other Communications:** Any communications for CAGE/CHRYSALIS staff can be left with the front office staff to be placed in the appropriate mailbox.

## II. SCHOOL CALENDARS

For a complete listing of school events and activities, please visit the school calendar at our schools’ websites.

For the HISD calendar, please visit <http://www.houstonisd.org/calendars>.

**First Day of School:** Monday, August 22, 2022

**Last Day of School:** Wednesday, May 31, 2023

## III. SCHEDULES

School begins at 7:30 a.m. and ends at 2:55 pm, Monday-Friday.

## IV. ARRIVAL/DISMISSAL/PARKING PROCEDURES

Arrival and pick up of your child are as follows:

- Bus riders, PPCD/PALS, SLL, PK, K, and 1<sup>st</sup> students are to be dropped off and picked up on the **Leeland St Driveway**
  - Older siblings must drop off and pick up their younger siblings. Together they will be picked up from their younger sibling’s pickup/drop off location.
- 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> will be picked up and dropped off on the **Ernestine Driveway**

- Older siblings will go to the cafeteria to get their siblings at dismissal.

The school entry doors are unlocked at 7:10 a.m. **SUPERVISION** starts at this time for designated students. **Elementary** students will wait in the hallway, outside their classroom until the 7:30 a.m. bell. At 7:30 a.m, students may enter their classroom and partake in breakfast in the classroom. At 7:30 a.m. instruction starts, and tardies will be issued after the start time.

**Middle School** students report to the cafeteria after the doors open. Students go through the cafeteria line to get breakfast from 7:30-7:40 am. They leave the cafeteria with their homeroom teacher after going through the line. The times vary by class to go through the line or leave the cafeteria; therefore, all students must be in the cafeteria at 7:30 am. Tardies will be issued after 7:30 a.m.

### **Important note to parents:**

Parents are important members of our school community and are always welcome. In order to provide a safe, calm start to our day we ask all parents to observe the following guidelines:

- No parents are allowed in the hallways after morning arrival.
- After 7:30 a.m., parents will not be allowed into the classrooms or hallways unless they have an appointment, have received confirmation from school personnel, and are VIPS approved.

**No student should be dropped off at school prior to 7:00 a.m. There is NO SUPERVISION for students before 7:00 a.m. The police/CPS may be called for students arriving prior to 7:00 a.m. and those left unattended after school.**

### **TARDIES**

The instructional bell rings at 7:30 a.m. Please make sure your child is at school on time. ***Your child will be counted tardy after the 7:30 a.m. bell rings.*** All Cage students will go directly to their classrooms at 7:30 a.m. and begin breakfast in the classroom. 1st – 5th grade students arriving late must sign the tardy log located in their classroom. PK and Kinder students that arrive after 7:30 a.m. will be asked to sign-in at the main office and given a pass to enter class. A Staff member will walk them to class.

### **BUS RIDERS**

Buses will arrive and depart from the Leeland St drive. Students will depart the bus in the morning and go directly through the hallway doors to the 1<sup>st</sup> grade hallway. In the afternoons, students will be dismissed from their classrooms at 2:45 pm to the 1<sup>st</sup> grade hallway of the school to organize into their bus groups and will wait for the buses there.

### **CAR RIDERS**

- Car riders are encouraged to arrive at 7:15 a.m. in the morning to avoid back-up in the line.
- Do not line up in driveway for dismissal before 2:30 p.m.
- No parking is permitted in the student car rider drop-off or pick-up line.

As a courtesy to our CAGE/CHRYSALIS families and neighbors, please adhere to the following safety precautions.

### **Please AVOID:**

- Blocking driveways/traffic, using residential driveways, or making U-turns.
- Stopping in the street to let children out of your vehicle. This is a safety concern.

- Please note the City of Houston “No Parking” signs throughout the area and only use areas designated for parking.

### WALKERS

- All walkers exit their designated location.
- Older siblings in upper grades will go to the younger sibling from their classroom or the cafeteria depending on the grade level.
- Parents need to assemble in a line outside the designated locations for walker pickup and advise the staff on duty the name of their child(ren) so they can be called to the location.
- School personnel monitor the pick-up.

**NOTE: Parents should not enter the building at dismissal, but are asked to wait patiently at the designated pick-up location. School personnel focus on keeping track of all students and their pick-up arrangements. Teachers cannot use this time for conferences.**

Our main concern is your child’s safety. All students in CAGE/CHRYSALIS must be picked up immediately after dismissal if not participating in an after-school activity. **After 3:30 p.m. there will be no adult supervision available for your child in the front office.**

### PARKING

Parking is available on the two visitors parking lots on Ernestine St after passing the driveway in front of the blue gates. Please note the City of Houston “No-Parking” signage throughout the neighborhood area if you consider parking on side streets. In addition, please be respectful of designated handicap reserved parking in the visitors’ parking lot. These reserved spots always need to be available. Unauthorized parking can result in your car being ticketed and/or towed.

Parents are **not** allowed to park in the Ernestine St or Leeland St driveways during arrival and dismissal. This is not a parking area to drop off or to pick up children. **Cars are not permitted in the red fire zones.** Keep in mind that HPD actively monitors the area, and you may be given a ticket if parked in no-parking zones.

The staff parking lot is reserved for staff only. Please do not park in this area or pull into the parking area during arrival and dismissal. Do not follow cars coming into the lot as you will not be able to get out without a remote.

### SCHOOL ENVIRONMENT AND SAFETY PROCEDURES

All parents, students, faculty and staff are asked to comply with the following safety procedures:

- Failure to observe any and all safety procedures may result in a traffic citation being issued by city officials.
- We ask that all parents enter the school through the front blue gates.

### STREET CROSSING

H.I.S.D. places a crossing guard at the intersection of Leeland and Ernestine as well as Lockwood and Telephone from 7:00 a.m.-8:00 a.m. and from 2:30 p.m.-3:30 p.m. to supervise our children. Children, who wish to cross the street, must cross at the supervised area. No children should cross the street in the middle of the block. **DO NOT PICK UP OR DROP OFF CHILDREN IN THE MIDDLE OF THE STREET!**

## V. ATTENDANCE

Prompt and daily attendance is extremely important to your child's education. In addition, our school's rating and funding are affected by the attendance rate. Both the State of Texas and HISD require every student to be in attendance every day of the school year in order to be promoted to the next grade. In May, an attendance committee will review the records of any student not meeting the attendance criteria to determine if he/she will be promoted to the next grade. A student may be counted present if he/she has a medical appointment providing that the student physically attends school that day.

\*Official HISD and State attendance for Cage ES is at 9:30 a.m. Children present at this time are marked present for the day. Those who are absent at 9:30 a.m. or after are counted absent for the day.

\*Official State ADA for Project Chrysalis MS is 10:15 am. The child will be marked present the entire day for the State. **However, your child will be marked absent for the class periods he/she misses after ADA for HISD.**

### EXCUSED ABSENCES

The only acceptable excuses for absences are personal illness, illness or death in the family, religious holidays, participation in school activities with the permission of the principal, and weather or road conditions making travel dangerous. In accordance with Texas Education Code S21.034(f), students shall be excused from attending school for the purposes of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. Travel, vacations or extended holidays are not excused absences. The school must receive written notification of absences for holy days prior to the day.

If your child has a doctor's appointment, he/she will not be counted absent as long as the child returns to school before noon on the same day and brings an excuse from the doctor. Written excuses for absences or tardy days must be in the school's possession no later than three days after the date of the absence. **Absences without a written note are automatically recorded as unexcused.**

HISD uses an automated telephone system to alert parents of a child's absence from school. The system asks you to phone the school immediately. If you have already submitted an attendance note, you do not need to call the school. **Regardless of whether you already informed the school of an upcoming absence, you will still receive the automated call.**

Excessive absences and/or tardies are referred to the attendance personnel within the district office. ***Excessive absences may result in retention for any student.***

Students who are absent must present a written excuse. **Failure to provide a note within 3 days will result in an unexcused absence.** If students are habitually tardy, they will be given a consequence. Notes will be sent home to notify parents of this.

In the event your child is absent, please send a note your child's homeroom teacher with the following information:

1. Student's First and Last Name (No nicknames)
2. Reason for the Absence

### 3. Date(s) of the Absence

#### PROLONGED ABSENCES

If you know that your child will be absent for an extended period of time, please notify the office immediately. Arrangements will have to be made with the classroom teacher in order to avoid the child missing classroom assignments. Students who have eleven unexcused absences will automatically be retained. Students who are tardy are not eligible for an attendance certificate/trophy/incentive awards.

#### PROCEDURES FOR LEAVING EARLY:

- Please send note or an email informing the homeroom teacher.
- Please come into the office and sign your child out of school.
- School office personnel will call for your child to meet you in the office.
- **Due to the end of the day transitions, children will not be called to leave early after 2:15 p.m. In the event of an emergency, contact a school administrator.**

Multiple occurrences of early pick-up of students are strongly discouraged and may impact your child's attendance.

#### COMPULSORY SCHOOL ATTENDANCE LAWS

#### **TO PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN THIS HANDBOOK SERVES AS NOTIFICATION TO PARENTS**

The Texas Education Code §25.095 requires the school district to notify a student's parents in writing at the beginning of the school year (this handbook serves as this notification) that if the student is absent from school for (10 or more days or **parts** of days) within a six-month period in the same school year or on (3 or more **parts** of days) within a four-week period:

1. The student's parent (or legal guardian) is subject to prosecution under §25.093; and
2. The student is subject to prosecution under TEC §25.094.

It is the parent's duty to monitor the student's school attendance, require the student to attend school, and request a conference with a school official to discuss the absences. The parent is subject to prosecution under §25.093 (b) for failure to require their child to attend school.

## **VI. BREAKFAST/LUNCH/SNACK INFORMATION**

#### BREAKFAST

Breakfast is provided free to all students in their classrooms from 7:30 a.m.-7:50 a.m.

#### LUNCH

Students may obtain a free lunch, bring a lunch from home and/or purchase snacks. A drink can be purchased to go with a packed lunch. The purchase of cafeteria items is not monitored by the teacher, so please be sure you and your child have an understanding on what they may or may not purchase.

Each student is allotted a lunch card. Although lunch is free to HISD students, the lunch card is an easy way for your child to purchase additional snacks and drinks without having to carry cash. To add money to your child's lunch card using cash, please see the cafeteria manager. To add money

to your child's lunch card using a credit card, you must set up an account online. Visit <https://www.parentonline.net/Public/login.aspx?> to set up an account.

When your child's card runs out of money, a note will be sent home with your child. Please check the balance on the card periodically with the cafeteria staff or online in case you have an outstanding balance. Money left from one year may be transferred to the next year.

Parents may **NOT** drop off lunch during the school day daily. Make sure your child brings their lunch with them if they will not eat the school lunch that day. In case of emergencies or extenuating circumstances, we will make an exception and lunch may be dropped off between 10:00-12:30 pm.

Parents will not be able to eat lunch with their children until further guidance from the CDC.

### STUDENT CAFETERIA RULES

There are general guidelines for making the cafeteria an enjoyable place to eat in for all students:

1. Walk quietly when entering and leaving the cafeteria.
2. Sit boy, girl, boy, girl.
3. Speak in a low and pleasant voice.
4. Go through the lunch line once.
5. Once seated, remain seated.
6. Leave area clean of food and trash when dismissed.

*Students should raise their hands if a need arises; adult monitors will help in any way.*

### SNACKS

Students may bring a healthy snack to school along with a water bottle to eat during the day in addition to lunch. (No glass bottles are allowed). Please honor allergies in the classroom when preparing snacks.

## **VII. HEALTH CONSIDERATIONS**

### ILLNESS

We would love it if all children could be at school every day; however, we know that illnesses do occur. An ill child needs to be at home. The following symptoms are to help determine when a child should not be brought to school:

- A child has had excessive coughing, fever above 100°F, vomiting, or diarrhea in the last 24 hours.
- A child's illness is suspected of being contagious.
- A child needs more care than the teacher can give while caring for other students.
- All students must be fever free for a 24-hour period before returning to school without having taken any medication.

A note or e-mail from the child's parent or guardian written to the child's homeroom teacher or school's registrar is required for an excused absence.

Teachers will refer children who appear ill or complain of sickness to the school nurse. **Students who feel sick at school are not to call parents to get picked up before seeing the school nurse. If a child becomes ill during the day and warrants going home, the nurse or school office personnel will call the legal guardian for the child to be picked up as soon as possible.** It is the nurse's professional decision to contact parents, however. The nurse is not expected, nor will she, contact

parents every time their child is sent to the clinic.

All parents must have an emergency plan established in case of child illness. If a child gets hurt during the day, the nurse will make all attempts to inform the parent of any injuries. Notices will be sent home concerning student(s) in the classroom/grade level who have been exposed to communicable diseases such as lice, strep throat, COVID or chicken pox. **Please notify the school nurse if your child has a communicable disease or has been exposed to one.** It is the parents' responsibility to keep the nurse informed of all medical conditions related to their child's health.

### ALLERGIES

Parents of children with severe and/or life-threatening allergies should contact the school nurse and the homeroom teacher (elementary) or grade level chair (middle school).

### MEDICATIONS

H.I.S.D. board policy prohibits school personnel from administering any medication, including over-the-counter or prescription, during school hours. If a child must take a long-term medication, the school will provide parents with a form to be signed by a physician stating this need. All medication must be kept in the nurse's office. This includes over-the-counter drugs.

### IMMUNIZATIONS

All students are required to have current and updated immunizations as required by law. It is the responsibility of the students and parents to provide the school with an accurate immunization record. A student may not be allowed to attend school without these State mandated immunizations. All students must have a current record by October 19, 2022. All students are required to have both measles shots.

## **VIII. ACADEMICS**

### SCHOOL COMMUNICATIONS/FOLDER

During instruction, students will be issued a school communication / homework folder. Review this folder daily in order to be informed of school activities as well as your child's performance. Replacement folders will be at a cost of \$1.00. Teachers might send newsletters and or calendars each month.

### PROGRESS REPORTS / REPORT CARDS

Student progress reports will be sent the 3<sup>rd</sup> week of every 6-week cycle and at any point in time the student begins to fail. These progress reports are to be signed and returned to your child's teacher. The report cards will be sent home by the teacher to the parent/guardians of all students for that grading period. Report cards will be sent home on the following dates:

October 7, 2022	November 11, 2022	January 13, 2023
March 3, 2023	April 20, 2023	May 31, 2023

### GRADING POLICY -CAGE ELEMENTARY

Classwork/Participation	30%	Homework/Reading Log	10%
Projects/Performance Assessments or Tasks	40%	Tests/Quizzes	20%

HISD policy requires that students be given an opportunity to improve failing grades (tests, quizzes, classwork, projects) performance tasks/assessments). School policy will allow students to earn a grade no higher than a 70 on any make-up/retake assignment. If a student fails to obtain a

grade of 70 on a quiz or classwork, the objectives will be retaught using different instructional strategies and approaches.

### HOMEWORK

Homework will be required of every student at Cage/Project Chrysalis. Teachers will assign homework Monday – Thursday and will be at the teacher’s discretion on Fridays. The amount of daily time allocated for homework could range as follows:

Pk – K	20-25 minutes
1 <sup>st</sup> – 2 <sup>nd</sup>	35 – 45 minutes
3 <sup>rd</sup> – 4 <sup>th</sup>	50 minutes – 1 ¼ hours
5 <sup>th</sup> – 6 <sup>th</sup>	1 ¼ hrs. – 1 ½ hrs.
7 <sup>th</sup> – 8 <sup>th</sup>	1 ½-2 hrs.

The following homework suggestions may help YOU help your children:

- Choose an area where you and your child can read together for 20 minutes or more each day.
- Schedule a specific time for the whole family to read for 20 minutes or more each day.
- Make sure the television and radio are turned off in the room where your child is studying.
- Be a role model! Let your child see you read.
- Check your child's homework and provide positive comments.
- If your child is having difficulty with the assignment, ask your child's teacher how you can help.
- The most important suggestion is to have FUN helping your child learn!

### PROMOTION STANDARDS

#### Kindergarten:

Students may not be retained in kindergarten unless requested by the parent and approved by the Grade Placement Committee.

#### Grades 1-2:

- State requirement of overall yearly grade average of 70 or above and local requirement of a grade average of 70 or above in reading, other language arts, mathematics, and science or social studies.
- Students must pass High Frequency Word Test (HFW)\*
- Sufficient attendance – a student's total number of unexcused absences cannot exceed 10 percent of class meetings.

#### Grades 3-8:

- State requirement of overall yearly grade average of 70 or above and local requirement of a grade average of 70 or above in reading, other language arts, mathematics, and science or social studies.
- Sufficient attendance – a student's total number of unexcused absences cannot exceed 10 percent of class meetings.

\*District may change this requirement

Schools may not grant social promotions. Students may be promoted only on the basis of academic achievement. In order to comply with the provisions of Senate Bill 4 and the H.I.S.D. promotion standards, each campus will be required to have a Grade Placement Committee.

As soon as a student's performance indicates the student might fail, the classroom teachers, specialists at the school, and/or district specialists will take steps to help the student improve.

Teachers will communicate with parents regarding student progress and improvement plans as soon as they see problems in student achievement. Parents must work with their children and the school to meet promotion standards.

### **FAMILY ROLE:**

To help your child meet promotion standards:

- Ask your child daily about what he/she did in school.
- Ask about and follow homework study plans.
- Plan family learning activities that will reinforce your child's learning.
- Make and use oral or written contracts with your child and his/her teachers.
- Participate in school events so that your child knows you think the school is important.
- Attend teacher/parent conferences regularly.
- Be sure that children are in school every day for the full day.
- Make doctor and dentist appointments during non-school hours.
- Read with your child for at least 20 minutes every night.

### **STUDENT ROLE**

To meet promotion standards, students should:

- Follow homework study plans.
- Attend school regularly and be on time.
- Bring supplies to class.
- Get organized!
  - Write down assignments in a notebook.
  - Set aside homework time each day.
  - Create a special place at home to put school materials for the next day.
- Ask questions when they don't understand what is being taught.
- Respect themselves, other students, and school authorities.
- Attend after-school/Saturday tutorials if available.
- Ask teachers for extra help when they needed.

## **IX. REGISTRATION AND ENROLLMENT**

### **REGISTRATION REQUIREMENTS**

For a child to be registered for school it is necessary to have the following items:

1. Proof of residence, such as a paid utility bill or rent receipt, with the correct name and address
2. A certified copy of birth certificate or birth registration card
3. Most up-to-date Immunization record for the student
4. A report card from the last school attended if applicable
5. Social Security Card, if available
6. If enrolled during the current school year, a withdrawal sheet from the previous school
7. Guardianship papers if the student is residing with someone else other than the parent

### **KINDERGARTEN AND 1<sup>ST</sup> GRADE AGE REQUIREMENTS**

Kindergarten children must be five years of age on or before September 1 of the current year for enrollment. First grade children must be six years of age on or before September 1 of the current year for enrollment.

### **PRE-KINDERGARTEN**

Children entering Pre-kindergarten must qualify for the program. The child must be eligible for free or reduced lunch or eligible for the Limited English Proficient. Daily attendance is required.

### **PROJECT CHRYSALIS**

Students who wish to attend Project Chrysalis must go through a rigorous application process to be

admitted. Though not a magnet school, the application process follows the hisdchoice.com timeline. **Though, 5<sup>th</sup> grade Cage Elementary students do not get automatically accepted into Project Chrysalis, they are given an application and shown how to apply.**

#### WITHDRAWAL PROCEDURE

Advance notification (2 days) is needed to complete the checkout forms and determine if fines and textbooks have been cleared. Please inform the school of the student's last day of attendance, new address, and the name of the new school the child will attend. In elementary school, the parent must come withdraw the child. The completed checkout form must be taken to the new school with a copy of the last report card attached, if available. We appreciate your cooperation in giving us a 2-day advanced notice; however, we are aware that emergency situations do arise which would require us to speed-up the withdrawal process.

#### NON-RENEWAL OF TRANSFER

Any student **not meeting attendance, discipline or academic** requirements may be denied a transfer. The parent is solely responsible for assuring this his/her child is in school, is following all discipline rules/regulations, and is meeting academic performance standards.

#### ENROLLMENT AND STUDENT RELEASE CARDS

For the school to handle emergencies, you must fill out two cards at the beginning of the school year. Be sure to list all persons who might pick up your child from school. Your child will only be released to those individuals listed on the card. Proper identification is required. We must have an emergency phone number. Please notify the School immediately of any changes to avoid delays in case of an emergency. No cards will be accepted without a phone number.

#### CHILD CUSTODY

Usually, when a divorce occurs, both parents have equal rights under the law. If this is not the case, you must notify the office and bring legal documentation of custody, otherwise, under the law, we must provide equal rights to both parents.

### **X. DISCIPLINE**

**It is the responsibility of the parents and students to become familiar with the provisions of the H.I.S.D. Code of Student Conduct as well as the rules and regulations of their school. The Code of Student Conduct is available at <https://www.houstonisd.org/codeofconduct>. The Code specifies the rights and responsibilities of students, parents, teachers, and administrators.**

Rules of conduct are established to achieve and maintain an orderly environment conducive to learning. Cage and Chrysalis' rules are in accordance with established district policies and procedures (outlined in the H.I.S.D. Code of Student Conduct). Students will be treated reasonably, fairly, and with patience; however, violation of district and school rules will not be tolerated.

#### SCHOOL RULES

1. Students will be expected to respond in a positive and respectful manner to the directions of all staff members and parent volunteers.
2. Students should respect the personal rights and property of their classmates and others. Students are encouraged to help maintain a neat and orderly school environment.
3. Profanity or vulgar expressions of any kind are absolutely unacceptable.

4. Students are expected to refrain from rough or aggressive play; which may result in injury to themselves or others.
5. Fighting, provoking a fight, or intimidation is prohibited.
6. Students should walk in a quiet and orderly manner.
7. Students should not bring any items to sell at school.

**ELECTRONIC DEVICES**

All electronic devices (i.e. iPhones, iPods, games, reading devices, fidget spinners, stuffed animals, etc.) should remain at home unless approved by the administration\*. *This includes watches or bracelets which have texting or phone capabilities.*

CAGE/CHRYSALIS is not responsible for the loss of personal electronic devices and other personal items. Students are not allowed to use personal devices to communicate with each other or parents during the instructional day. All communication to parents should be facilitated by a CAGE/CHRYSALIS employee for the safety of our students. **If a student chooses to bring a cell phone to school, the device must remain off from the moment the student arrives on campus until the student leaves campus to be picked up at the end of the day.**

Cell phones may be used after school to call parents to pick up their children. **If a student is found to be using a cell phone or other electronic equipment during the instructional day without the permission of an adult, a \$15 fee is assessed.** A parent or guardian must come to pay the fee and collect the device from the office.

**Student and parental/guardian signatures on the Student Code of Conduct represent consent to conform to the [Acceptable Use Policy for Electronic Services for Students](#) established by the district.**

**LASER POINTERS AND TOYS**

Laser pointers and toys are not allowed in school. Students found to have a laser pointer or toy will have to surrender such item to the office, and the items will not be returned to them.

**DRESS CODE**

All students who attend Cage and Project Chrysalis will be required to wear a school uniform. Although navy blue uniform pants for Cage ES and khaki uniform pants for Chrysalis MS will continue to be part of the uniform, blue jeans are allowed as part of the school uniform as well. Blue jeans may not be torn or ripped. If a student is on campus with ripped jeans, we will loan the child a pair of uniform pants from our nurse’s office or parents may be called to bring a pair of pants.

All students are required to adhere to the following dress code:

<b>CAGE</b>	<b>PROJECT CHRYSALIS</b>
<ul style="list-style-type: none"> <li>• Red polo shirt with collar and school logo</li> <li>• Blue jeans, not ripped</li> <li>• Navy blue uniform pants, shorts, skirts, skorts or culottes</li> <li>• Light grey sweater with school logo available.</li> </ul>	<ul style="list-style-type: none"> <li>• Blue jeans or Khaki uniform slacks, shorts or skirts</li> <li>• 6th grade: Navy blue polo shirt with collar and school logo</li> <li>• 7th grade: Maroon polo shirt with collar and school logo</li> <li>• 8th grade: Black polo shirt with collar and school logo</li> <li>• Dark Gray Sweatshirt/Jacket with school logo.</li> </ul>

**Skirts and shorts must be no shorter than 2 inches above the knee. No ripped jeans allowed.**

The parents of our community set high standards for appropriate school attire and encourage personal cleanliness for their children. When children are taught that they are representatives of their family and school community, it is reflected in the way they dress. At Cage and Project

Chrysalis, we believe that a student's appearance can influence behavior and affect the learning environment. The following guidelines will assist students, parents, and teachers in the implementation of Cage/Project Chrysalis Dress Code. Parents will be contacted if there are dress code concerns.

- Head coverings such as hats and caps may not be worn in the classroom unless approved by the teacher.
- Shorts, skirts, skorts and dresses are to be no more than 2 inches from the center of the knee cap.
- Shorts or leggings must be worn under skirts and dresses.
- All clothing and accessories must be free of profane, suggestive or provocative language and/or symbols, advertisement or promotion of alcohol, tobacco, or drug use, and/or reference to or association with gang activity.
- All clothing must cover entire midriff area, chest, back and top of shoulder area.
- Spaghetti straps or halter tops are not permitted even if covered with a sweater.
- Pants must be worn at the waist.
- Students must not wear clothing that creates a safety hazard by design or by the way it is worn.
- Accessories which are considered a safety hazard to self and/or others are unacceptable.
- Closed shoes must be worn and should be appropriate for school and all school activities. Socks should be worn with all types of footwear. No sandals, cleats, clogs, house, crocs or bedroom slippers or beach thongs are permitted. Tennis shoes with wheels are not allowed.
- Hair should be clean, combed and worn in a style that does not impede vision or distract from instruction. Mohawks, hair-designs, and off-beat, unnatural hair colors are NOT allowed.
- Excessive jewelry is not allowed.
- Acrylic Nails and make-up are not allowed.
- The use of pens/markers to make marks in the skin or clothing deliberately is prohibited.

## **XI. ADDITIONAL SCHOOL INFORMATION**

### AFTER-SCHOOL ACTIVITIES

We will provide you with the list of after-school clubs the first week of school. Students must be picked up promptly at the end of their after-school activity. Late pick-ups will lead to being removed from the club or activity.

### FACILITIES AND RESTROOMS

Staff areas such as the teachers' lounge and front office areas are designated as such and should only be used by HISD employees unless approved by the administration.

Adult restrooms are located in the nurse's office, and in front of room 150 in the temporary buildings.

For safety reasons, adults will NOT be allowed in student bathrooms at any time. Do not take students into adult restrooms at any time. If you are visiting the campus and you notice a student needing assistance, please contact the teacher or a CAGE/CHRYSALIS employee.

### SCHOOL PHONE CALLS

We ask that you **not to request** that we relay routine messages to your child. If there are any changes in your child's daily routine, please let the classroom teacher know in writing as soon as possible. The school telephone is for emergency use only. In the event of an emergency, please contact the front office before 2:30 p.m. Calls after this time cannot be guaranteed to reach the student. Student cell phones are not permitted for use during the school day. Your child can use the

school's telephone for emergencies only with the permission of a member of our staff/faculty.

### BIRTHDAY ACKNOWLEDGEMENTS

A birthday is a big day for a student! If you would like to acknowledge your child's birthday at school, please follow the current procedure:

- Be mindful of allergies in the classroom.
- Treats may be edible or nonedible (stickers, pencils, and mini games).
- Provide enough **individually wrapped** treats for every student in the classroom.
- Treats are handed to classmates at the end of the day as they exit the classroom.
- Birthday invitations distributed at school must include all classmates.

Food can be dropped off to be handed out during lunch or after 2 pm by school personnel. Balloons will not be delivered to the classroom.

### OUTSIDE FUNDRAISERS

Solicitation of non-CAGE/CHRYSLIS fundraisers is prohibited on campus.

### IDENTIFICATION BADGES

Students will be issued a mandatory identification badge for use at Cage and Project Chrysalis. This identification badge will be used for safety, meals and library check out. The first badge is issued free. Replacement badges will be at a cost of \$5.00.

### GRADUATION EXERCISES

Section 10, page 1 of the Federal and State Compliance Elementary School Guidelines state: "Graduation exercises, ceremonies with caps and gowns, and diplomas shall be limited to high schools and not be used for kindergarten, grade five, or middle school."

### CREDIT BY EXAM

A parent may request credit by exam (in order for a student to advance one grade level) every year in January. Information is available upon request from the front office.

### FIELD DAY

Field Day is a privilege and not a right. **Field Day may be denied to any student who does not abide by the classroom/school academic or behavioral expectations during the school year.** It is not always possible to have every parent volunteer for Field Day. Teachers will select a pre-determined number of parents to assist for this event each year. Please respect the decision of the classroom teacher.

## **XII. PARENTAL INVOLVEMENT**

Parents are always welcome at the school, but we also want the campus to be safe and secure. Therefore, no adults may be in the building without signing in at the front office. A badge must always be worn as required by HISD. Please do not be offended if a staff member asks you to return to the office for proper identification. This badge gives you permission to go to the location you have identified to the office staff upon your arrival. Please limit your visit to the specified location. There is no access to hallways or classrooms during Morning Arrival and Dismissal.

### MANDATORY HISD RAPTOR VOLUNTEER REGISTRATION

We hope parents always feel welcome at CAGE/CHRYSLIS. In order to provide safety for our students, all volunteers must be registered through the HISD RAPTOR Volunteer Program and approved before volunteering in any capacity at CAGE/CHRYSLIS. Please visit the

CAGE/CHRYSALIS front office for more information. All volunteers must be **police background** checked prior to any volunteer activity at school. Allow 3-6 weeks for the approval process.

**No parent or visitor will be allowed entry (other than to the office) if he/she has been convicted of a felony.**

Please CLICK on the following links to register for the 2022-2023 school year. All New and Returning volunteers must complete the new VIPS Online Volunteer Orientation before applying to become a volunteer.

**English:** <https://www.houstonisd.org/vipslogin>

**Spanish:** <http://houstonisd.org/voluntarios>

### VISITOR BADGES

All visitors must provide their driver's license at the front office to get a visitor's badge as well as be VIPS approved. **A valid Government issued ID must be shown via the security camera and the ID will be scanned to determine if there is a criminal record. Those with criminal records will not be allowed access to the campus.** Your driver's license number will be registered into our Raptor system and all approved visitors will be provided with a name badge that must always be worn in the school. It is very important to always wear this name badge when you are at the school as a volunteer or on school business. Wearing a name badge will facilitate others getting to know you and will enforce security in our school. Do not open a door for any visitor.

### CLASSROOM PARTICIPATION

Class activities are enriched by parents who are willing to talk about careers, hobbies, cultures, or other interests with the students in the classroom or grade level. Parents are invited to go on field trips, help teachers with projects at school or at home, help with classroom celebrations, assist with kinder breakfast or become a kindergarten reader once you are cleared through RAPTOR. **Parents must be cleared in the RAPTOR volunteer management system to volunteer and/or attend classroom parties.**

Also keep in mind that HISD policy issued 05/01/2000 states the following regarding visits to the classrooms: "Visits to individual classrooms during instructional time shall be permitted only with the principal and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment."

### PARENT-TEACHER CONFERENCES

If you would like a conference with your child's teacher, please contact the teacher to find out the best time for you to meet. Each teacher schedules conferences, so there is no disruption of the instructional day.

### CONFLICT RESOLUTION

If a situation arises that causes concern either between the teacher and the child, or between the teacher and the parents, we suggest the parent(s) should schedule a conference with the teacher so the concern can be discussed and resolved. First, a discussion, in private, is generally the easiest and most effective way of dealing with matters of concern. If, after the conference, the parent(s) feel the situation is still unresolved, the parent(s) should contact the principal. The principal will review the concern, talk with parties involved, review policy, and take additional action, if needed, to resolve the issue.

## FIELD TRIP CHAPERONE

Chaperones may be requested by the classroom teacher to assist in the supervision and learning experiences of the students during field trips. Each chaperone must have prior approval through the HISD RAPTOR Volunteer System and obtain/wear their Volunteer Badge.

All adults must ride the school buses and pay all bus and admission fees. Parents may not drive personal vehicles on field trips. Parents may not “show up” at a field trip location to avoid our procedures. Appropriate attire that matches the activity should be worn. Parents may not bring siblings or other family members or friends on field trips.

Teacher sponsors of a field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals as chaperones in the interest of student safety.

Field trips will be arranged by the teacher as an outgrowth of school curriculum and instruction.

We reserve the right to deny a child’s participation in a field trip or in co-curricular activities if his/her conduct (P or U) at school does not merit this privilege. Children represent the school and your home while on a field trip. Their appearance and conduct should be exemplary.

**NOTE:** It is not always possible to have the same parents attend field trips, field day or class parties. Please honor the teacher’s decision as it gives all parents the opportunity to volunteer. Field trips are a privilege and not a right. Field trips may be denied to any student who does not abide by the school’s academic and behavioral expectations during the school year.

## PTO (PARENT TEACHER ORGANIZATION)

Every parent and teacher at CAGE/CHRYSALIS is automatically a member of the CAGE/CHRYSALIS PTO. There are no dues or fees to become a member. PTO Board meetings are listed on the CAGE/CHRYSALIS PTO online calendar. There are two General PTO Meetings for all members of the PTO held each year, one in the fall and one in the spring. Please visit our websites for more information.

The Cage/Chrysalis Parent Teacher Association invites parents, and all other concerned persons to become active members. Through participation in PTO projects, funds are provided for the school enrichment programs. Of greater value and satisfaction are the friendships fostered through PTO participation in school endeavors. It means a great deal for your children to see their parents involved in their school and its activities, so please join.

## NOTIFICATION OF RIGHTS UNDER FERPA

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or student believes are inaccurate or misleading. Parents or eligible students may ask Houston Independent District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decided not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

#### DIRECTORY INFORMATION

The District designates the following information identifiable information contained in a student's education records as "directory information" and will disclose the information without prior written consent: Student name, name of parents, student's address, date of birth, class designation, involvement in extra curricular activities, awards and honors, weight and height if member of an athletic team, student's photograph and the school or school district the student attended prior to enrollment in the District.

### XIII. PROJECT CHRYSALIS MIDDLE SCHOOL

#### DAILY PLANNER, BINDER AND SUPPLY POUCH:

All students in grades 6-8 will be issued a daily planner to assist them in tracking homework assignments and projects. Students are required to enter information daily and to keep track of their planner. Parents are asked to monitor their child’s homework by reviewing the planner each day. Teacher may ask parents to sign the planner each day if their child has a habit of not completing assignments.

Students will also be provided with a Binder and supply pouch. The binder is an organizational tool necessary for your child’s academic success.

#### SYLLABUS

Each teacher will provide parents and students with a syllabus that addresses but is not limited to the following components: Course Description, Rules and Expectations, Course Content/Outline, Grading/Assessment, Classroom Procedure, Student/Parent/Teacher Contract and teacher contact information. Keep the syllabus for reference during the school year.

#### GRADING POLICIES

RETAKE POLICY	LATE WORK POLICY
<ul style="list-style-type: none"> <li>• Students will be allowed to re-take exams if the students received a <b>69 or lower</b> on the original exam.</li> <li>• Students will <b>not</b> be allowed to retake final exams, end-of-cycle exams, or district benchmarks.</li> <li>• The <b>student</b> must request to take the re-take within <b>five school days</b> of receiving the grade.</li> <li>• The maximum grade earned on a <b>re-test</b> will be a <b>70</b>.</li> <li>• Students will take an <b>alternate form</b> of the original exam.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will have until the <b>next class period</b> to submit any late assignments for the highest possible grade of a <b>90</b>. After that day, there will be a reduction of 10% for everyday the assignment is late.</li> <li>• Consideration will be made for extenuating circumstances clearly and promptly communicated to the teacher. In these documented circumstances, the teacher will have the discretion not to penalize the student for the late work submission.</li> </ul>
MAKEUP WORK POLICY	EXTRA CREDIT
<p>In the case of excused absences/suspension, students will have a number of days <b>equal to that of their absence</b> to turn in make-up work <b>without penalty</b>. After this time has passed, the late work policy will be applicable.</p>	<p>Extra credit will only be given to students with no missing assignments.</p>

#### GRADING CATEGORIES

Assessments: 30%    Projects: 20%    Classwork: 35%    Homework: 15%

#### GROWTH PLAN/NON-RENEWAL OF TRANSFER

If a Project Chrysalis student has any **repetitive** problems with **behavior, academics and/or attendance**, my child will be placed in a growth plan and his/her transfer will not be renewed for the following school year.

## Student Contract

As a student at Project Chrysalis Middle School, I must abide by the following:

1. I will come to school on time daily.
2. I will be prepared for my classes with all materials, completed assignments, and an excellent attitude daily.
3. I will maintain an agenda and write all my assignments daily.
4. I will abide by the classroom rules set in each teacher's syllabus.
5. I will always be responsible for my behavior, online and offline.
6. I will dress in proper school attire and wear my ID badge daily.
7. I will do my absolute best each day and strive to maintain a minimum of a B average in all my classes.
8. I will serve a minimum of **20** community service hours this school year and maintain an accurate record of these hours.
9. I will participate in all fundraisers to assist my school.
10. I will not disrespect anyone in any way on campus or on any school activities off campus.
11. I have read and understand that I will follow all school rules.

If I do not comply/obey all the above, I understand that I could/will be exited from Project Chrysalis Middle School.

## Parent Contract

As parent(s) of Project Chrysalis student, I commit to actively participate in the educational success of my son/daughter. Therefore, I commit to the following:

- 1) **See that my child attends school every day, is punctual and always picked up on time.**
- 2) **Establish a place and time for homework.**
- 3) **Review my child's agenda daily, and sign it if necessary.**
- 4) **Review letters and documents sent home to me thoroughly.**
- 5) Create an account in **parent connect**.
- 6) Encourage my child to follow the PCMS Discipline System and Honor Code.
- 7) Seek assistance for my child if there is any problem in keeping him/her from doing well in school.
- 8) Support the school's choice of discipline and enforce discipline consequences at home in order to ensure that my child will maintain appropriate behavior towards teachers, staff, and students always.
- 9) I commit a minimum of **8** hours of volunteer service a school year and to participate in fundraisers the school sponsors.
- 10) I have read, understand and will comply with all the expectations as set forth in the school handbook and orientation.