

2022 – 2023 Ethel R. Coop Elementary School

10130 Aldine Westfield, Houston, TX 77093 • Phone – 713.696.2630 • Fax – 713.696.2633 • <http://www.houstonisd.org/coop>



School Instruction Hours

Monday- Friday
7:30 a.m. – 2:50 p.m.

***Building opens at 7:05 a.m.

Who can help you?

To make a phone or in-person appointment please call. For urgent situations, we have an administrator on call to assist. First contact your child's classroom teacher!

Leadership TEAM on Campus

Principal	Luis Sabillón
Secretary	Veronica Sanchez
Administrative Assistant	Krystal Drummond
Teacher Specialist	Judit Alaniz
Teacher Specialist	Nora Rubalcava
CIS/VIPS/PTO	Glendy Lara
SpEd Chair	Marcia Vanhorn
Information Technology	Julio Palacios

PTO/Volunteers

Please join Coop's PTO! For more information on getting involved, please see Ms. Lara. All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Parents tab on the HISD homepage (www.houstonisd.org) or on-campus with our office staff.

School Visitations

We welcome visitors to Coop! For the safety and security of our children, you must sign in at the front office. Your driver's license or state ID will be scanned, and you will be given a nametag for your visit.

Food & Nutrition Guidelines

The Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption. Personal food items may not be consumed during breakfast.

Attendance

Daily attendance is taken at 9:30 AM. Students who leave school prior to this time are marked absent for an entire day. Students who have been absent **must** present a written excuse from a parent or guardian when they return to school. Written excuses for absences from a parent/guardian must be submitted to the attendance office no later than (3) days after the date of the absence. The only acceptable excuses for absences are personal illness, sickness, death in the family, or quarantine; students with excessive absences due to illness will be required to provide a written statement from their doctor.

Arrival

1. Students are not permitted on campus prior to 7:05 AM. (Adult supervision begins at 7:05 AM)
2. Students are late after 7:35 a.m.
3. Late arrivals – **parents must escort their child into the front office and sign the late arrival log.** Breakfast is served from 7:40 am – 8:00 a.m. *Students arriving after 8:00 will not receive breakfast.*

Student Code of Conduct

The HISD Student Code of Conduct is available online @ <https://www.houstonisd.org/codeofconduct>. You are asked to become thoroughly familiar with this important document and use it as a reference when questions arise. You may download a copy online as needed. Please make special note of policies detailed under "**Student Responsibilities**" and discuss them with your child(ren). Every student and parent enrolled in Houston ISD agrees to the terms of the Student Code of Conduct.

Departure

1. All car riders must be picked up by car. Please do not walk up to the building if your child is a car rider. We have over 500 students moving at once and this impacts our dismissal system. **Any car rider parent that does so will have to wait until 3:15 PM to collect their child from the front office. Three times will void your car rider #.**
2. All students walking home will exit through the Aldine Westfield side the school.
3. Students must be picked up within 15 minutes of the end of school or after school activity.
For **early departure**, students will only be released to adults designated as contacts who show valid ID. **Students will not be released after 1:30 p.m.**

Change of Phone Number or Address

Please keep address and phone numbers up to date with the school office **at all times**. You may notify us of a change by coming in and filling out the proper personal information change form. In case of emergency, it is vital that we are able to contact you.

Walking to/from campus/Parking:

Students and parents are urged to exercise extreme caution when walking to school, while crossing roads, and using Parker Road. School patrons and parents who visit the school will have limited parking spaces. **During school events please note that you should schedule time to attend the whole performance/event as there is no way to leave early due to our limited parking.** Thank you for your understanding.

Forgotten Items: If you are dropping off forgotten items, lunch, or glasses, you may leave them at the front desk. We will ensure they are delivered to your child.

Personal Items: To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to toys, radios, trading cards, sports equipment, iPods, cameras, make up, stuffed animals, and blankets. Electronic devices (*especially cell phones*) are not allowed on campus. **The school is not responsible for lost, stolen, or damaged personal items.**

Lunch: Please send lunch with your child in the morning. If your child forgets his/her lunch, please bring it in the morning by 10:00 a.m. After this time, our office staff will be helping supervise children in the cafeteria and we will be unable to have extra personnel available in the office.

Buying & Selling Items: Students are not permitted to buy or sell any items at school except for school-sponsored activities/events.

Medication Policy

- HISD Board of Education Policy does not permit any school personnel to administer medication of any kind (including aspirin). The nurse, however, can dispense medication under certain conditions.
- All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian.
- Prescription medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage. A medical professional licensed to practice in the state of Texas must prescribe medication.
- When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school, as **students may not transport medicine to or from school.**

Dress Code			
Clothing	Styles	Materials	Colors
Shirts	Shirts with collars. Undershirts must be white. Shirts must be tucked in at all times.	Cotton or polyester	White, navy blue, light gray, light yellow
Pants	Tailored with straight legs (baggy or too tight, oversized styles, multiple pockets, sweat pants, leggings, and spandex are not permitted) – Must not have holes	Cotton, Polyester, Twill/Poplin. Blue Jeans	Blue Denim Jeans (no holes or rips)
Shorts/ Skirts	Must be no higher than 3 inches above the crease of the back of the knee. Multiple, oversized pockets are not permitted	Cotton, polyester, twill/poplin,	Blue Denim Jeans (no holes or rips)
Sweatshirts and Jackets	No pullovers. Jackets must zip or button in front and must be in accordance with the HISD Code of Conduct.	N/A	N/A
Shoes	Shoes must allow for safe movement throughout the building, including stairs. No flip flops, house shoes, high heels, etc.). Must be fastened at all fastenings.	Canvas, Leather	
Belts	Must be sized and worn appropriately (plain, i.e. no studs, insignia, etc.)	Leather, canvas, vinyl	Solid brown, solid black, solid white, solid navy, or solid khaki/tan ONLY
Hair	Hair needs to be always kept clean and neat for health reasons. Students will be made to remove any hair style deemed distracting or unfit for an educational setting by the principal.		
Accessories			
<ul style="list-style-type: none"> • Tattoos of any kind are not allowed. • Excessive make-up is not allowed. • Chains and necklaces must be always worn inside the shirt. • Any shirt, blouse, sweater, jacket, shorts, or pants with rips, tears, or cuts, may not be worn. • Girls may bring small purses to school; oversized purses will not be permitted. • Hats, caps, and/or head coverings are not to be worn on campus. • Bandanas of any color are not allowed on campus. • Appropriate earrings only – no spikes, oversized earrings, etc., no visible facial piercing. • Boys are not allowed to wear piercings. • Undergarments must not be visible. 			