



## Table of Contents

---

# Jean Hines Caldwell Elementary School Family Handbook

5515 W. Orem Dr. 📍 Houston, Texas 📞 713-726-3700

2023 - 2024



**Mrs. Darcele Demerson, Principal**

**Mrs. Deneshia Stigers, Assistant Principal**

---

Jean Hines Caldwell Elementary – 5515 W. Orem Dr., Houston, TX 77085 Tel. 713-726-3700

Darcele L. Demerson, Principal



## Table of Contents

---

# Table of Contents

## Introduction 3

- Message from Principal
- Welcome Hines Caldwell
- School Mission Statement

## Important Dates 4

## First Day of School Reminder 5

## Student Information 6

- Attendance/Tardy
- Free or Reduced Price Meals 7
- Breakfast/Lunch

## General Information 8

- Enrollment Card Information
- Birthday Celebration
- Notice of Progress/Report Card
- Shared Decision-Making Committee
- VIPS
- Before and After School 9
- YMCA After-School Program
- All Late Pick-up Students 10
- Parent Communications
- Teacher and Principal Appointments 12
- Homework

## Student Policies 13

- Telephone
- Textbooks and Library Books
- School to Home Communication
- Parent Student Connect



## Table of Contents

---

• General Conduct	
• Dress Code	15-16
<b><u>Safety Procedures</u></b>	<b><u>17</u></b>
• Withdrawal from School	
• Checkout During the Day	
• Health Screening	
• Medications	
• Parent Visitors/Conferencing	19
<b><u>Attendance Policy Signature Page</u></b>	<b><u>20</u></b>
<b><u>Handbook Signature Page</u></b>	<b><u>21</u></b>



## Table of Contents

---

### Message from the Principal



The measure of achievement that each child will gain depends on our combined effort. It is very important that parents, teachers, and administrators communicate openly and frequently as a means of supporting student learning.

Hines Caldwell Faculty and Staff want the best for our children, but we can make greater progress with your help. You, the parents, must play a key role in the education of your children. Your words of encouragement, a kind gesture when the day has been rough, your interest in your children's work, and your presence at the school are vital, parents count! Come to school, meet with us, talk with us, join the PTO and volunteer your time and energy. Your engagement will show your children that you value their education.

I look forward to an exciting and rewarding year,

Darcele Demerson, M.Ed.  
Principal

**LET'S WORK TOGETHER!**

---

Jean Hines Caldwell Elementary – 5515 W. Orem Dr., Houston, TX 77085 Tel. 713-726-3700  
Darcele L. Demerson, Principal



## Table of Contents

---

### WELCOME TO HINES CALDWELL ELEMENTARY

This handbook has been prepared to acquaint you with the policies and procedures of our school and the Houston Independent School District. 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.

### SCHOOL MISSION STATEMENT

Jean Hines Caldwell Elementary will produce independent and responsible students by educating the whole child through a high-quality education in a safe, diverse, positive, and productive school environment.

### Important Days and Holidays for Students 2023-2024

Meet the Teacher	Thursday, August 24, 2023
First Day of School	Monday, August 28, 2023
Labor Day	Monday, September 4, 2023
Fall Holiday	Monday, September 25, 2023

---

Jean Hines Caldwell Elementary – 5515 W. Orem Dr., Houston, TX 77085 Tel. 713-726-3700  
Darcele L. Demerson, Principal



## Table of Contents

Thanksgiving Holiday	<b>Monday– Friday, November 20-24, 2023</b>	
Winter Holiday	<b>Monday, December 25, 2023 – Monday, January 8, 2024</b>	
Martin Luther King Day	<b>Monday, January 15, 2024</b>	
Spring Break	<b>Monday – Friday, March 11-15, 2024</b>	
Chávez-Huerta Day	<b>Monday, March 25, 2024</b>	
Spring Holiday	<b>Friday, March 29, 2024</b>	
	<b>Wednesday, April 10, 2024</b>	
Memorial Day	<b>Monday, May 27, 2024</b>	
Last Day of School	<b>June, 5, 2024</b>	
Teacher Service Days (No Students)	<b>Tuesday, November 7, 2023</b>	
	<b>Monday, February 19, 2024</b>	
	<b>Tuesday, February 20, 2024</b>	
Report Card to Parents	<b>October 6, 2023</b> <b>January 12, 2024</b> <b>April 26, 2024</b>	<b>November 17, 2023</b> <b>March 8, 2024</b> <b>June 5, 2024</b>
Testing Dates	<b>See Testing Calendar</b>	



---

## FIRST DAY OF SCHOOL REMINDERS

The first day of school is an exciting day. There are many questions and concerns about procedures. It is very important that students bring home information that will be useful during the school year. Please be sure you receive the following information and return the required documents for our records. **Please note: these items will be available to complete during meet the teacher on August 24, 2023.**

### **Items to Be Sent Home**

- Welcome Letter
- HISD Code of Student Conduct
- Hines Caldwell Elementary Handbook
- Falcon Welcome back Newsletter
- Enrollment Card
- Completed Blue Socioeconomic Form
- Emergency Contact Form
- Internet Form Permission Slip
- Media Release Form
- Attendance Contract
- HB4545 Parent Letter (4<sup>th</sup> and 5<sup>th</sup> grade only)
- Directions on how to access parent portal
- Class Dojo Sign-up Directions

### **Items to Be Returned by Students** (by September 1, 2023)

- Hines Caldwell Elementary Student Handbook signature page (Google Form)
- Complete Enrollment Card (two copies)
- Completed Blue Socioeconomic Form
- Emergency Contact Form
- Internet Form Permission Slip\*\*\*
- Media Release Form
- Attendance Contract
- Health Inventory
- HB4545 Parent Letter (4<sup>th</sup> and 5<sup>th</sup> grade only)



---

## STUDENT INFORMATION

### **SCHOOL HOURS**

**Monday – Friday (7:30 a.m. – 3:00 p.m.)**

First Bell	7:25 a.m.
Tardy Bell	7:40 a.m.
Dismissal Bell	3:00 p.m.

### **ATTENDANCE/ABSENCES**

Consistent school attendance is essential to promoting good student interest, performance, and attitude. Our goal is 100 % attendance. Soft attendance is taken daily at 7:40 a.m.

Excuses for absences and tardies are: personal illness, sickness, death in the family, quarantine, weather or road conditions making travel dangerous, and emergencies or any other cause acceptable to teacher, principal, or superintendent.

Students with medical appointments who are out of class at the time attendance is taken may be counted present provided they are in attendance at some time during the day. A physician written notice will need to be presented if the student is absent for 3 consecutive days or more due to **illness**.

Students who have been absent or tardy **MUST** present the teacher with a written excuse signed by the parent/guardian **within three days of the absence or tardy**. All students will be given the opportunity to make up work when absent. Students who are tardy more than five times will have a conference with the assigned administrator. Continuous tardiness will result in written notification to parents by the administration and may result in an incomplete (INC) due to missed instruction time and missed assignments. Students are tardy by 7:40 a.m. Students on a program choice transfer 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 TARDINESS/EXCESSIVE EARLY PICK UP**

Excessive tardiness is defined as any student being tardy more than five (5) times in





## Table of Contents

---

a 6-week grading period. Excessive absences, tardies, and patterns, will result in a conference with the Principal, Wraparound Specialist and/or Counselor.

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**

Students will be served breakfast and lunch free of charge. They may receive their lunch at school or bring a lunch from home. Those who bring lunch may purchase milk or a la carte items. Glass bottles and canned carbonated drinks are not allowed at school. Juice drinks are available during lunchtime and after school. HISD Food Services can accept only **cash**. **Lunch drop off will not be allowed, please be sure to send your child with their lunch upon arrival.**

### **Student Costs:**

Breakfast and lunch for students will be served **free of charge**.

Adult Costs:

Lunch           \$5.00

HISD lunch menus can be found online at [www.houstonisd.org/page/68611](http://www.houstonisd.org/page/68611)

**Note: Menus are subject to change.**



## GENERAL INFORMATION

### **ENROLLMENT CARD INFORMATION**

In the event you change your address or telephone number during the school year, please notify the Attendance Clerk, Ms. Pastrana, immediately and complete the contact information google form. Also, we must have the name and telephone number of a responsible person to reach in an emergency situation if you are not available. This procedure is for your child's protection and well-being.

### **BIRTHDAY CELEBRATIONS**

Birthdays may be recognized for **20 minutes only at the end of the day in the classroom.** You may send sealed, store – bought cookies or cupcakes for the number of students in your child's classroom. Please do not bring or send balloons, party favors or flowers. There will be **NO EXCEPTIONS TO THIS POLICY.**

### **PROGRESS REPORTS**

A Notice of Progress regarding your child's school performance will be sent to you. This report will be given the third week of each six weeks grading period. If the student average is below 70, a parent signature will be required and the report will need to be returned to the teacher.

### **REPORT CARDS**

Report cards will be issued to students every six weeks. Report cards contain both academic and conduct grades.

**NOTE:** Progress Reports, Report Cards, and all student graded assignments are available on the Parent Portal.

### **SHARED DECISION-MAKING COMMITTEE**

The Shared Decision-Making Committee (SDMC) at Hines Caldwell Elementary is very active. The meetings are conducted four times per year. The minutes are available upon request. Anyone is welcome to attend; however, they will not have discussion or voting privileges. Individuals who are not members of the SDMC may make recommendations or present issues



## Table of Contents

in writing and place the issue in the SDMC box at least 48 hours in advance of the meeting. The SDMC box is located in the main office for your input.

### **VIPS**

Volunteers in Public Schools (VIPS) supplement the Hines Caldwell Elementary School program by the sharing of time and talents with our children. In order to function as a volunteer, you must submit to a criminal history background check (which may take 4-6 weeks) and complete a VIPS Registration form online. Please do this as early as possible in the school year so that you can volunteer for our school.

### **BEFORE AND AFTER SCHOOL**

In the morning, students may report to the campus beginning at 7:15 a.m. PK-1st grade students and PK-1st grade students with older siblings will be dropped off at the cafeteria on Croquet Street. 2nd - 5th grade students will enter through the front entrance on West Orem Drive. Breakfast will be served in the classroom. **There will be no supervision for students arriving before 7:15 a.m.**

### **Dismissal Procedures**

Car riders in grades 2<sup>nd</sup>-5<sup>th</sup> will be dismissed at the **front** of the building closet to West Orem Drive. In addition, car riders in grades 2, 3, 4, and 5 with siblings in grades Pre-K, K, and 1<sup>st</sup> will meet their sibling and be dismissed at the **rear** of the building by the cafeteria near Croquet Street.

All van and bus riders will be dismissed at the through side exit adjacent to the cafeteria.

For safety purposes, all Pre-K through 1<sup>st</sup> by a parent or guardian with the pick up tag provided. **Pre-K through 1<sup>st</sup> grade walkers are also permitted if they are accompanied by a 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade sibling.** All parents of car riders will **remain in their car.** Students will be dismissed as follows:

- Van/Bus riders
- Car riders
- Walkers

If you change your pickup information (i.e. car rider, walker, van rider, or bus rider) you must



## Table of Contents

---

send a note to your child's teacher or message the teacher via class dojo each time you change. We will not allow students to change their pickup information on their own.

If you are running late in picking up your child, please notify the school. In addition, please remind your child to always remain at school and not leave campus in the event you are late.

If you need to pick up your child for a doctor's appointment, please provide the appointment confirmation to the front office so the child can be released. If you pick up your child more than 3 times before dismissal time, you will need to meet with an Administrator for all future pickups. We will not release students after 2:00 p.m.

### **YMCA After-School Program**

The YMCA will provide an after-school program at Hines Caldwell Elementary in the cafeteria for parents who need this service. Registration forms will be available at the YMCA. Hours for this program are from 3:00 p.m. until 6:00 p.m.



All family members will be issued 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. If the tag is not present, the child must be checked out at the main office and proper identification must be presented. In the event you misplace your tag, please report to the front office to pick up a new tag for \$1.00. Due to safety, students will not be released without the proper tag. **All funds will go to the campus activity fund. Temporary Tags, photos of tags or NO tags will not be allowed.**



## Table of Contents

---

### All Late-Pick-Up Students

- Please be on time to pick up your child(ren). Supervision will be provided by teachers until 3:10 p.m.
- All students who have not been picked up by 3:10 p.m. will be escorted to the main office.
- Please notify the Main Office if you are going to be late in picking up your child(ren).
- After 3 late pickups, the school will notify HISD Police Department and Child Protective Services.



## Table of Contents

---

### **General Information**

Communications from Hines Caldwell Elementary to parents is a very important information link. Hines Caldwell will employ various modes of communication.

Hines Caldwell's Monthly Calendar and schoolwide communications will be posted via the campus class dojo page. Important dates and activities will be posted. Progress Reports, report cards, and special communications will be sent via the blue communication folder.

The School Messenger System will be used to send out phone and text messages.

**HISD Connect Parent Portal** is an online service launched by HISD in September 2020. The service allows registered users (i.e., parents and students) to log in to access a variety of student information with one log in account per household. To create your account visit <https://hisdconnect.houstonisd.org/public>.

**\*Note: It is important that we have a correct working number.**

**\*\*Important events and dates will also be posted on the marquee.**

### **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**

Physical education equipment is purchased by the school. Items such as footballs, softballs, baseballs, baseball bats, basketballs, etc., should not be brought to school unless the teacher notifies you otherwise. **Cameras, electronic games, valuable personal items, large amounts of money, cards, or toys should not be brought on the school campus.** When found



## Table of Contents

---

inappropriately in school, these items may be confiscated by the teacher and a \$15.00 charge can be imposed, for all cell phones. All items will be returned to parents only.

### **Teacher and Principal Appointments**

Conferences and visits must be planned with at least a 48 hour notice, if at all possible. This will help teachers maintain the instructional focus for all their students.

Parents may meet with their child's teacher during the teacher's designated planning time via Microsoft Teams, telephone or face to face.

Parents may meet with an administrator based on their availability. Please keep in mind that principal or designee may already have appointments or meetings scheduled. So, to ensure a conference, please schedule an appointment by calling the school's main office 713-726-3700.

**NOTE: Please ensure you have held a conference with the involved teacher prior to scheduling an administrator conference.**

### **Homework**



Students will only be assigned homework as needed.



## **STUDENT POLICIES**

### **TELEPHONE**

The school telephones are for emergency use by the students. Please make prior arrangements with your child for procedures after school, or rainy days, and on the occasions of early dismissal. We do not accept telephone messages for students except in emergency situations. We do ask that these messages be kept to a minimum.

### **TECHNOLOGY AND LIBRARY BOOKS**

Students are responsible for all technology and library books issued to them. Students are responsible for handling devices appropriately. Parents or guardians are financially liable for any damaged or lost technology, device chargers, or library books. The lost or damaged technology fee will be a total of 25 dollars. We will not issue a new library book to a student unless we receive money for the lost book. Library book fees are contingent upon the book titles. Technology and library books are not allowed off campus.

### **Cell Phones/Smart Watches**

Students are allowed to bring cell phones and smart watches to campus, however, they will be collected by the teacher upon arrival and given back at the end of the school day. Students caught with utilizing phones or watches during instructional hours will have the device confiscated and a parent/guardian may pick up the device within 30 days for a fee of 15 dollars.

**NOTE:** Unauthorized device use is considered a level 2 offense per the HISD Student Code of Conduct.

### **Behavior Management Plan**

The purpose of a Behavior Management Plan for students at Caldwell Elementary will be to help us achieve our Vision as we create a Professional Learning Community which will develop life-long learners who are confident and competent. Our goal is to provide a rich learning environment and foster student success and achievement.

As we implement all components of the School-Wide Discipline Management Plan, our children will benefit and hopefully achieve their greatest potential.





## Table of Contents

---

To accomplish our Purpose, the following tools will be implemented to guide and direct behavior:

1. HISD Student Code of Conduct.
2. Encourage a positive and respectful environment.
3. Daily recitation of the Jean Hines Caldwell School Creed.
4. Falcon Behavior Matrix
5. Guidance classes conducted by school counselor.
6. School uniform and dress code.
7. Clear arrival and dismissal procedures.
8. Classroom expectations/Management Plan.
9. Assemblies/Presentations

### **GENERAL CONDUCT**

Students are responsible for following rules and regulations established by the school and the classroom teachers. Students are responsible for conducting themselves in a manner that is neither disruptive nor disrespectful and that does not violate the rights of others. This means that the student should become familiar with and observe the laws, policies, rules, and regulations that concern student conduct. In general, the student is responsible for behaving in a manner that permits uninterrupted learning. Failure to follow campus and school policy will lead to disciplinary action.

The HISD Code of Student Conduct shall be the guide for disciplinary action. Copies of the Code are distributed to all students, each school year. Corporal punishment will not be used at Hines Caldwell Elementary School.

### **Administrative Action**

1 <sup>st</sup> infraction	Warning
2 <sup>nd</sup> infraction	Lunch Detention/In-School Isolation/Recess Detention
3 <sup>rd</sup> infraction	Suspensions

### **Lunch Detention/ISS Guideline**

1. Students will be subject to lunch detention if they have 2 repeated Level 1 or Level 2 infractions (see Code of Student Conduct).
2. A phone contact will be made to parents, informing them about the detention for their child.



## Table of Contents

3. During detention time, students will complete work with an administrator on campus beautification, and complete the writing prompt provided by the assigned administrator. Failure to complete their assignments could bring additional consequences and detentions.
4. A student who is placed on ISS or suspension will not be able to participate in extracurricular activities (choir, dance, cheerleading, field trips, etc.) for a 2 week period.
5. After 3 consecutive lunch isolation period participation in extracurricular activities will be suspended for a 2 week period.

### **Suspensions**

Students will receive automatic suspension for the following behavioral infractions: threats, fights, theft, and possession of weapons or drug paraphernalia. (Level 3 infraction; see Code of Conduct)

Suspension students have five (5) days upon their return to complete missing assignments in order to receive credit for their work.

### **DRESS CODE**

Students should have pride in themselves and Hines Caldwell Elementary School. The student's appearance should not interfere with the teaching or learning process by creating disorder or possible disruptions. Students must wear official school uniforms. No torn clothing. There will be **NO EXCEPTIONS**. Uniform shirts must be purchased from the school office. Uniform bottoms must be khaki. Your child will get 3 warnings if out of uniform. After the third warning, a parent or guardian will need to bring the school uniform to the campus for the student to change. If you need assistance, please contact, Ms. Campbell ([marquita.campbell@houstonisd.org](mailto:marquita.campbell@houstonisd.org)) at 713-726-3700.

### **Entire Student Body**

- Blue or Orange uniform shirt
- White under shirt -Long or Short Sleeve (Cold Weather Attire)
- Tennis or closed in shoes-Any Color
- Shoes must be completely laced and buckled
- Jacket, Hoodie, or sweater – Solid Black, Blue or White.

---

Jean Hines Caldwell Elementary – 5515 W. Orem Dr., Houston, TX 77085 Tel. 713-726-3700  
Darcele L. Demerson, Principal



## Table of Contents

---

*\*To prevent overheating, outerwear will need to be removed in warm weather conditions.*

### **Girls Khaki – Bottoms**

- Skorts Shorts Skirts Jumpers Pants
- Tights/Leggings – Solid White Only (leggings are only allowed under the required uniform bottoms)

### **Boys Khaki – Bottoms**

- Regular fitted pants or shorts
- Belt – Black or Brown

*\*No crocs, or backless sandals will be allowed\**

### **College Wednesdays**

Students may wear college shirts and jeans or khakis on Wednesdays.

### **Spirit Fridays**

Students may wear school spirit shirts and jeans or khakis on Fridays.

**\*Continued failure to follow dress code policy will result in disciplinary action. Distressed jeans are allowed . Skin must be covered.**



---

## **SAFETY PROCEDURES**

### **SAFETY**

The safety of your child is a major priority at Hines Caldwell Elementary and cannot be stressed enough. Please assist us in working with your child by reviewing rules on walking to and from school, crossing the street, talking to strangers, and riding bicycles. Discuss procedures on what to do in case of inclement weather. If you are late for any reason, please instruct your child to wait in the office. Your child's safety is very important to us. We know that you will cooperate with this policy.

### **HEALTH SCREENING**

The school nurse conducts various health screenings during the school year, including vision and hearing. We will work closely with you and notify you should any unusual health conditions be found during these routine screenings.

### **MEDICATIONS**

HISD board policy and procedures state that it is not the function of public-school personnel to administer medical treatment or medication, including "over-the-counter" drugs. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident.

Students on long-term medication that cannot, under any arrangement, be administered other than during school hours may take medication at school with a physician's written statement and a properly completed medication form (No. 40.3740). All medication will be maintained in the Clinic and administered by the school nurse.



## Table of Contents

---

### **INCLEMENT WEATHER**

In the event of weather so severe that there is a possibility school may be closed, parents and students are asked to listen to the radio or watch television for information from HISD. The decision to close the school will be made prior to 6:00 a.m. If inclement weather conditions necessitate an earlier-than- usual dismissal time, the decision by HISD will be announced on television, radio, and all social media platforms.

All car riders and walkers will be held at school under the supervision of teachers and administrators until they are signed out in the band room by a parent or a designated adult. Any walkers without parents picking them up will be escorted across the street after the rain/inclement weather subsides.

**NOTE: Walkers may be released at an adjusted time depending on weather conditions.**

### **School Wide Compact**

#### **Students' Responsibilities**

Students will:

1. Learn and allow others to learn.
2. Be respectful, courteous, and helpful to others.
3. Be responsible for their behavior.
4. Respect our school and its property.
5. Read, discuss, and abide by the Code of Student Conduct.
6. Read, discuss, and abide by the campus Falcon Behavior Matrix.

#### **Parents' Responsibilities**

Parents will:

1. Read, discuss, and abide by the Code of Student Conduct.
2. Read, discuss, and abide by Falcon Behavior Matrix.
3. Check teacher and schoolwide correspondence daily via class dojo, school messenger, or school marquee.



## Table of Contents

---

### **Teachers/Staff Responsibilities**

Teachers/Staff will:

1. Put children first.
2. Respect all stakeholders.
3. Communicate effectively.
4. Motivate and monitor academic achievement.
5. Plan, organize, and work efficiently.
6. Explain the Code of Student Conduct, unacceptable behaviors, infractions, and consequences.
7. Post the Falcon Behavior Matrix on the school website and campus class dojo page.



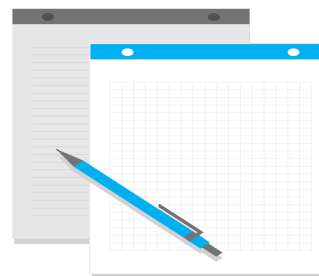
## Table of Contents

# Hines Caldwell Elementary

## Handbook Signature Page

I have read the Hines Caldwell Elementary Family Handbook very carefully. I understand the rules and regulations required of all students attending Hines Caldwell Elementary.

The following signatures show that my child and I are in agreement with everything stated. I understand that this agreement will be kept on file for the 2023-2024 school year with his/her permanent records.



\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Grade**

Jean Hines Caldwell Elementary – 5515 W. Orem Dr., Houston, TX 77085 Tel. 713-726-3700  
Darcele L. Demerson, Principal