Family Handbook 2020-2021

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

Website address: http://www.houstonisd.org/CageES
http://www.houstonisd.org/ChrysalisMS

Follow us on Twitter: @CageES_PCMS
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. CONTACTS AND OTHER COMMUNICATION INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>II. SCHOOL CALENDARS</td>
<td>5</td>
</tr>
<tr>
<td>III. SCHEDULES</td>
<td>5</td>
</tr>
<tr>
<td>IV. ARRIVAL/DISMISSAL/PARKING PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>TARDIES</td>
<td>6</td>
</tr>
<tr>
<td>CAR RIDERS</td>
<td>6</td>
</tr>
<tr>
<td>WALKERS</td>
<td>7</td>
</tr>
<tr>
<td>PARKING</td>
<td>7</td>
</tr>
<tr>
<td>SCHOOL ENVIRONMENT AND SAFETY PROCEDURES</td>
<td>7</td>
</tr>
<tr>
<td>STREET CROSSING</td>
<td>8</td>
</tr>
<tr>
<td>V. ATTENDANCE</td>
<td>8</td>
</tr>
<tr>
<td>EXCUSED ABSENCES</td>
<td>8</td>
</tr>
<tr>
<td>PROLONGED ABSENCES</td>
<td>9</td>
</tr>
<tr>
<td>PROCEDURES FOR LEAVING EARLY:</td>
<td>9</td>
</tr>
<tr>
<td>COMPULSORY SCHOOL ATTENDANCE LAWS</td>
<td>9</td>
</tr>
<tr>
<td>VI. BREAKFAST/LUNCH/SNACK INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT CAFETERIA RULES</td>
<td>10</td>
</tr>
<tr>
<td>VII. HEALTH CONSIDERATIONS</td>
<td>10</td>
</tr>
<tr>
<td>ILLNESS</td>
<td>10</td>
</tr>
<tr>
<td>ALLERGIES</td>
<td>11</td>
</tr>
<tr>
<td>MEDICATIONS</td>
<td>11</td>
</tr>
<tr>
<td>VIII. ACADEMICS</td>
<td>11</td>
</tr>
<tr>
<td>SCHOOL COMMUNICATIONS/FOLDER</td>
<td>11</td>
</tr>
<tr>
<td>PROGRESS REPORTS / REPORT CARDS</td>
<td>11</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>11</td>
</tr>
<tr>
<td>PROMOTION STANDARDS</td>
<td>12</td>
</tr>
<tr>
<td>IX. REGISTRATION AND ENROLLMENT</td>
<td>13</td>
</tr>
<tr>
<td>REGISTRATION REQUIREMENTS</td>
<td>13</td>
</tr>
<tr>
<td>KINDERGARTEN AND 1ST GRADE AGE REQUIREMENTS</td>
<td>13</td>
</tr>
<tr>
<td>PRE-KINDERGARTEN</td>
<td>13</td>
</tr>
<tr>
<td>PROJECT CHRYsalis</td>
<td>13</td>
</tr>
<tr>
<td>WITHDRAWAL PROCEDURE</td>
<td>14</td>
</tr>
<tr>
<td>NON-RENEWAL OF TRANSFER</td>
<td>14</td>
</tr>
<tr>
<td>ENROLLMENT AND STUDENT RELEASE CARDS</td>
<td>14</td>
</tr>
<tr>
<td>CHILD CUSTODY</td>
<td>14</td>
</tr>
<tr>
<td>X. DISCIPLINE</td>
<td>14</td>
</tr>
<tr>
<td>SCHOOL RULES</td>
<td>14</td>
</tr>
</tbody>
</table>

Revised 8/16/2020
ELECTRONIC DEVICES AND TOYS ................................................................. 15
LASER POINTERS ..................................................................................... 15
DRESS CODE ............................................................................................ 15

XI. ADDITIONAL SCHOOL INFORMATION .......................................................... 16
AFTER-SCHOOL ACTIVITIES ........................................................................ 16
FACILITIES AND RESTROOMS ................................................................. 16
SCHOOL PHONE CALLS ............................................................................ 16
BIRTHDAY ACKNOWLEDGEMENTS ............................................................ 16
OUTSIDE FUNDRAISERS .......................................................................... 16
IDENTIFICATION BADGES ....................................................................... 16
GRADUATION EXERCISES ........................................................................ 16
CREDIT BY EXAM ...................................................................................... 16
FIELD DAY ................................................................................................ 16

XII. PARENT INVOLVEMENT ............................................................................. 17
MANDATORY HISD RAPTOR VOLUNTEER REGISTRATION ....................... 17
VISITOR BADGES ..................................................................................... 17
CLASSROOM PARTICIPATION .................................................................... 17
PARENT-TEACHER CONFERENCES ............................................................ 18
FIELD TRIP CHAPERONE .......................................................................... 18
PTO (PARENT TEACHER ORGANIZATION) ................................................ 18
NOTIFICATION OF RIGHTS UNDER FERPA ............................................. 19
DIRECTORY INFORMATION ......................................................................... 19

XII. PROJECT CHRYSA LIS MIDDLE SCHOOL ...................................................... 20
DAILY PLANNER .......................................................................................... 20
SYLLABUS .................................................................................................. 20
GROWTH PLAN/NON-RENEWAL OF TRANSFER ...................................... 20
Student Contract ......................................................................................... 21
Parent Contract .......................................................................................... 21
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: Inocencia Marquez  
Teacher Specialist: Gustavo Gallardo  
Wraparound Specialist: Jalil Cantarero  
Administrative Assistant: Diana Barrera  
School Nurse: Melissa Tschoertner  
Registrar: Alma Garza  
Special Education Chair: Spencer Stott

lrodrig5@houstonisd.org  
grobayo@houstonisd.org  
Inocencia.Marquez@houstonisd.org  
ggallard@houstonisd.org  
Jalil.Cantarero@houstonisd.org  
dbarrera@houstonisd.org  
agaza2@houstonisd.org  
sstott@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 please see “Faculty and Staff Directory” under About Us section in our websites. 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.

III. SCHEDULES

School begins at 7:30 a.m. and ends at 2:55 pm, Monday-Friday.  
Cage Elementary virtual schedules are available at: https://www.houstonisd.org/Page/180382  
Middle school virtual schedules are available at https://www.houstonisd.org/chrysalis@home

IV. ARRIVAL/DISMISSAL/PARKING PROCEDURES

There are only two entry points into the building for the morning arrival. All bus riders, PPCD PALS and SLL students should enter at Leeland St entrance. All other car riders and walkers should enter at blue gates on Ernestine St.

The school entry doors are unlocked at 7:10 a.m. SUPERVISION at the Leeland St. entrance 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 7:30 a.m.

Revised 8/16/2020
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:

- **After the first week of school**, no parents are allowed in the hallways after morning arrival.
- After 7:20 a.m., only Pre-k parents who are VIPS approved and volunteering with breakfast and reading may enter the Pre-k hallway.
- After 7:30 a.m., parents will not be allowed into the classrooms or hallways unless they have an appointment and have received confirmation from school personnel.

**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. and the school day begins. 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 1st grade hallway. In the afternoons, students will be dismissed from their classrooms at 2:45 pm to the 1st grade hallway of the school to organize into their bus groups and will wait for the buses there.

**CAR RIDERS**

- **ALL** car riders will arrive and depart from the Ernestine St (blue gates) driveway.
- Car riders are encouraged to arrive prior to 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.

**Please note that there will be NO arrival or dismissal to car riders on Leeland St**

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.

Revised 8/16/2020
• Please note the City of Houston “No Parking” signs throughout the area and only use areas designated for parking.
• Using the Leeland St drive (Buses only) to drop off/pick up children.

WALKERS
• All walkers exit the Ernestine St through the blue gates.
• 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 blue gates for walker pickup and advise the staff on duty the name of their child(ren) for pickup outside the doors so they can be called from the cafeteria.
• PK parents will be allowed to enter the building at 2:45 pm to get their children from the classroom.
• 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. After 3:30 p.m., remaining students will be enrolled in after school care, and parents will be assessed a fee.

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 drive 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 and will be controlled parking from 6:30 a.m. until 3:30 p.m. Please do not park in this area or pull into the parking area during arrival and dismissal.

SCHOOL ENVIRONMENT AND SAFETY PROCEDURES
All parents, students, faculty and staff are asked to comply with the following safety procedures:

• Because the safety of our children is one of our main concerns, failure to observe any and all safety procedures may result in a traffic citation being issued by city officials.
• For safety and security reasons, we ask that all parents and students enter the school through the front blue gates.

Revised 8/16/2020
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 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 10:00 a.m. Children present at 10:00 a.m. are marked present for the day. Those who are absent at 10:00 a.m. are counted absent for the day.

*Official State ADA for Project Chrysalis MS is 11:0 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 Revised 8/16/2020
a consequence. Three tardies within the same week are equal to one detention. Notes will be sent home to notify parents of this.

In the event your child is absent, please send a note to your child’s homeroom teacher or email and copy your child’s 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 eight unexcused absences will automatically be retained. Students who are tardy are not eligible for an attendance certificate/trophy/incentive awards. Tardies are also considered absences as “parts of days” are missed.

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. on regular days. 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. Make sure your child brings their lunch with them if they will not eat the school lunch that day.

Due to the pandemic, until further notice, parents will NOT be able to eat with their children during the school day.

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. (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, 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 required for an excused absence.

Revised 8/16/2020
If a child becomes ill during the day and warrants going home, the nurse will call for the child to be picked up as soon as possible. Teachers will refer children who appear ill or complain of sickness to the school nurse. It is the nurse’s professional decision to contact parents. The nurse is not expected, nor will she, contact parents every time their child is sent to the clinic. It is the parents’ responsibility to keep the nurse informed of all medical conditions related to their child’s health.

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, or chicken pox. Please notify the school nurse if your child has a communicable disease or has been exposed to one.

**ALLERGIES**
Parents of children with severe allergies should contact the school nurse and the homeroom teacher.

**MEDICATIONS**
H.I.S.D. board policy prohibits school personnel from administering any medication, including aspirin, 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, 2020. All students are required to have both measles shots.

**VIII. ACADEMICS**

**SCHOOL COMMUNICATIONS/FOLDER**
When we return to face-to-face 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 3rd 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:

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>October 23, 2020</td>
<td>December 11, 2020</td>
<td>February 5, 2021</td>
</tr>
<tr>
<td>March 26, 2021</td>
<td>May 7, 2021</td>
<td>June 11, 2021</td>
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**HOMEWORK**
Homework will be required of every student at Cage/Project Chrysalis. Teachers will assign Revised 8/16/2020
homework Monday – Thursday and will be at the teacher’s discretion on Fridays. The amount of time allocated for homework is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Allocation</th>
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<tr>
<td>Pk – K</td>
<td>20-25 minutes</td>
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<tr>
<td>1st – 2nd</td>
<td>35 – 45 minutes</td>
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<tr>
<td>3rd – 4th</td>
<td>50 minutes – 1 ¼ hours</td>
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<tr>
<td>5th – 6th</td>
<td>1 ¼ hrs. – 1 ½ hrs.</td>
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<tr>
<td>7th – 8th</td>
<td>1 ½ hrs.</td>
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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.

Revised 8/16/2020
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. Immunization record for the student
4. A report card from the last school attended
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

KINDERGARDEN AND 1ST 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 in order to be admitted. Though not a magnet school, the application process follows the hisdchoice.com timeline. Though, 5th grade Cage Elementary students do not get automatically accepted into Project Chrysalis, they are all given an application and shown how to apply.

Revised 8/16/2020
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’s 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 items to sell at school.

Revised 8/30/2020
ELECTRONIC DEVICES AND TOYS
All electronic devices and toys (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/CHRYSLIS 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/CHRYSLIS employee for the safety of our students.
*Cellular phones/tablets are allowed for instructional purposes only and must remain off until the teacher allows usage. 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.

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

DRESS CODE
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 worn above the knee must pass the fingertip test (this means the skirt must be below the student’s fingertip when her hands are relaxed by her side).
• 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.
• Pants must be worn at the waist.
• Students must not wear pants that create a safety hazard by design or by the way they are worn.
• Accessories/clothing which is considered a safety hazard to self and/or others is 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 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. No mohawks, designs, or off beat hair color are allowed.
• Excessive jewelry is not allowed. Boys should not use any type of jewelry.
• Acrylic Nails and make-up are not allowed

Revised 8/30/2020
XI. ADDITIONAL SCHOOL INFORMATION

AFTER-SCHOOL ACTIVITIES
Pending district guidance

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/CHRYSLALIS employee.

SCHOOL PHONE CALLS
We ask that you not 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.

OUTSIDE FUNDRAISERS
Solicitation of non-CAGE/CHRYSLALIS 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.” Promotion Ceremonies are pending district guidance during the pandemic.

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
Revised 8/30/2020
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. PARENT 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/CHRYSLALIS. 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/CHRYSLALIS. Please visit the CAGE/CHRYSLALIS 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 2020-2021 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](https://www.houstonisd.org/vipslogin)

**Spanish:** [http://houstonisd.org/voluntarios](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 Texas ID must be shown via the security camera and the Texas ID/Drivers License 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

Revised 8/30/2020
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.

**PROBLEM 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. 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. Parent many 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/CHRYSLIS is automatically a member of the CAGE/CHRYSLIS PTO. There are no dues or fees to become a member. PTO Board meetings are listed on the CAGE/CHRYSLIS 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 website 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.

Revised 8/30/2020
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.

Revised 8/30/2020
XII. PROJECT CHRYSLIS MIDDLE SCHOOL

DAILY PLANNER
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.

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

<table>
<thead>
<tr>
<th>RETAKE POLICY</th>
<th>LATE WORK POLICY</th>
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<tbody>
<tr>
<td>• Students will be allowed to re-take exams if the students received a 69 or lower on the original exam.</td>
<td>• Students will have until the next class period to submit any late assignments for the highest possible grade of a 90. After that day, there will be a reduction of 10% for everyday the assignment is late.</td>
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<tr>
<td>• Students will not be allowed to retake final exams, end-of-cycle exams, or district benchmarks.</td>
<td>• 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.</td>
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<tr>
<td>• The student must request to take the re-take within five school days of receiving the grade.</td>
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<tr>
<td>• The maximum grade earned on a re-test will be a 70.</td>
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<tr>
<td>• Students will take an alternate form of the original exam.</td>
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</tbody>
</table>

MAKEUP WORK POLICY
Extra credit will only be given to students with no missing assignments.

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 not disrespect anyone in any way on campus or on any school activities off campus.
9. 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.

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**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 have read, understand and will comply with all the expectations as set forth in the school handbook and orientation.