

Jean Hines Caldwell Elementary School Family Handbook

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

2022 - 2023



Ms. Darcele Lofton, Principal

Mrs. Deneshia Stigers, Assistant Principal

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

Darcele L. Lofton, Principal

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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 Lofton, M.Ed.

Principal

LET'S WORK TOGETHER!

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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 2022-2023

Meet the Teacher	Thursday, August 18, 2022
First Day of School	Monday, August 22, 2022
Labor Day	Monday, September 5, 2022
Fall Holiday	Wednesday, October 5, 2022 *Tuesday, October 4, 2022 Teacher Prep Day
Thanksgiving Holiday	Monday- Friday, November 21-25, 2022
Winter Holiday	Thursday, December 22, 2022 – Friday, January 6, 2023
Martin Luther King Day	Monday, January 16, 2023
Spring Break	Monday – Friday, March 13-17, 2023
Chávez-Huerta Day	Friday, March 31, 2023
Spring Holiday	Friday, April 17, 2023 and Friday, April 21, 2023
Memorial Day	Monday, May 29, 2023
Last Day of School	Wednesday, May 31, 2023
Teacher Service Days (No Students)	Tuesday, October 4, 2022 Friday, January 6, 2023 Monday, February 20, 2023
Report Card to Parents	October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023
Testing Dates	See Testing Calendar

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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.

Items to Be Sent Home

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

Items to Be Returned by Students (by Friday, August 26, 2022)

- HISD Code of Student Conduct signature page.
- Hines Caldwell Elementary Student Handbook signature page
- Complete Enrollment Card (two copies)
- Completed Blue Socioeconomic Form

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- Emergency Contact Form
- Internet Form Permission Slip
- Media Release Form
- Health Inventory
- HB4545 Parent Letter (4th and 5th 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. Attendance will be taken at Hines Caldwell at 9:10 a.m. every day.

Excuses for absences and tardies are: personal illness, sickness, death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, 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 three 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 grade reduction due to missed instruction time. Students are tardy by 7:40 a.m.

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EXCESSIVE TARDINESS POLICY

Excessive tardiness is defined as any student being tardy more than five (5) times per six-week grading period. Any student exceeding the five (5) tardy maximum per six-week period will participate in a conference with the Principal, Wraparound Specialist, and Counselor.

Excessive early pick up will require a doctor's appointment confirmation.

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. In order to align to this fast food lunch drop off will not be allowed.**

Student Costs:

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

Adult Costs:

Lunch \$4.00

HISD lunch menus can be found online at 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. 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 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.**

NOTICE OF PROGRESS

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. Report cards must be signed by the parent and returned to the classroom teacher the following day.

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 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 cafeteria beginning at 7:15 a.m. and will remain in the cafeteria until 7:25 a.m. 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 2nd-5th will be dismissed at the **front** of the building. In addition, carriers in grades 2, 3, 4, and 5 with siblings in grades Pre-K, K, and 1st will meet their sibling and be dismissed at the **rear** of the building by the cafeteria.

All van and bus riders will be dismissed at the **back** of the building by the cafeteria.

For safety purposes, all Pre-K through 1st grade students need to be dismissed in a car or van. **No walkers in Pre-K through 1st grade are permitted unless accompanied by a 3rd, 4th, or 5th 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 send a note to your child's teacher 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 send a note to the teacher so that we can prepare the child for dismissal. 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 before 2:00 p.m. unless there is an emergency.

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 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 inform the main office. **Temporary Tags or NO tags will not be allowed. Replacement tags will be \$1.00. All funds will go to the PTO.**

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 Child Protective Services.**

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 will be sent out with students on communication Thursdays. Important dates and activities will be posted. All other school communication will be sent on Thursdays (including... parent meetings, holidays, school events, and other important notices with students) in the blue communication folder.

A copy of all written notices will be available at the Main Office.

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

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

****Important events and dates will 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 amount of money, cards, or toys should not be brought on the school campus.** When found 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 conferenced with the involved teacher prior to scheduling an administrator conference.

Homework



Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills.

Homework will be given Monday through Fridays throughout the school year. Some subjects or projects may require the student to work on the weekend. Homework assignments on Wednesday will be paperless to give students an opportunity to practice skills on the digital platforms. Or read novels and practice fact fluency.

All homework assignments may or may not be written but could be in the form of study or review for a project. Please support the school by seeing that students are given adequate time, a quiet area to work, and that the assignments are returned to the teacher or sent via Canvas or Class Dojo.

Please check with your child each day about his/her homework. If parents have any questions about homework please check with your child's teacher or call the Main Office. Remember that homework is a review of the week's lesson.

NOTE: Homework should not exceed one hour for the completion of all subjects.

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.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them. Students are not to write in the books. Parents or guardians are financially liable for any damage or loss that may occur while any book is in their child's possession. We will not issue a new textbook to a student to take home unless we receive money for the lost book. Textbooks 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 \$15.00

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

SCHOOL-TO-HOME-COMMUNICATIONS

Students will periodically be given notes, calendars, and newsletters for your information. Please encourage your child to bring these information items home and read them together. Your child's teacher will regularly send home classroom work that your child has completed. NOTE: Some work or assessments may require a parent signature. Remember to check the marquee, Class Dojo page, or our website for important school events.

(www.houstonisd.org/caldwelles)

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> .

HISD Connect Parent Portal: Online access to daily grades, assignments, progress reports, and more!

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.

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.

Purpose

The purpose of a Discipline 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.

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. Daily announcements.
5. Guidance classes conducted by school counselor.
6. School uniform and dress code.
7. Consistent school procedures: school, classroom, hallway, and cafeteria rules and expectations.
8. Clear arrival and dismissal procedures.
9. Classroom expectations / Management Plan.
10. Assemblies / Presentations from Administrative Team / Police Officers.

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. Sign and return the Code of Student Conduct contracts.
7. Discuss and follow Falcon Behavior Matrix.

Parents' Responsibilities

Parents will:

1. Read, discuss, and abide by the Code of Student Conduct booklets.
2. Sign and return Code of Student Conduct contracts.
3. Read, discuss, and abide by Falcon Behavior Matrix.
4. Sign for schoolwide and homeroom teachers.

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. Send home Falcon Behavior Matrix.
8. Implement Falcon Behavior Matrix.

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9. Write infractions in Behavior log.

Administrative Action

1 st infraction	Warning
2 nd infraction	Lunch Detention / In-School Isolation
3 rd 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. Infractions will be documented by all teachers, staff, or supervisor in Behavior logbook.
3. A letter will be sent to parents, informing them about the detention for their child.
4. During detention time, students will complete assigned work, and complete the writing prompt provided by the assigned administrator. Failure to complete their assignments could bring additional consequences and detentions.
5. 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 per period.
6. 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 and possession of weapons. (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) 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.

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

Girls Khaki – Bottoms

- Skorts, Shorts, Skirts, Jumpers, or 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

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 discipline action. Torn jeans are prohibited.**

SAFETY PROCEDURES

WITHDRAWAL FROM SCHOOL

The school must have a 24-hour prior notice to prepare the necessary records for your child to transfer to another school. This cannot be done during instructional time. Textbooks and library books need to be turned in and fines cleared prior to transfer. **NO EXCEPTIONS!**

CHECKOUT DURING THE DAY

If a parent must pick up his/her child before the end of the school day (2:00 p.m.) due to an emergency, the parent should notify the teacher in writing so that the teacher will have the child prepared. This will help to minimize the disruption for all concerned. Parents must come to the office and sign their child out. We can only release the child to a parent, or the designated emergency contact person listed on the child's enrollment card. For the child's protection, we will ask for identification.

Parents should not expect to take their child out of school early every day. School begins at 7:30 a.m. and ends at 3:00 p.m. (Monday through Friday). Students miss valuable instruction when they are dismissed early. Excessive early pickups will require a doctor's appointment confirmation to be submitted to the Main Office.

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.

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.

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.

Hines Caldwell Elementary

Parent or Legal Guardian School Attendance Contract 2022-2023

Our school is committed to providing a quality education for all students. We believe that students can only benefit from the education in our school through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all students and we will make sure that any problems are identified and resolved quickly. Whenever possible, we will contact parents when a student is absent from the school.

As Parent or Legal Guardian, I will:

- Ensure that the child(ren) attend school regularly and they arrive on time.
- Contact the school whenever my child is absent, giving details for the reason of the absence and the of time my child will be away.
- Help my child prepare for the school day by ensuring that he/she has had a good night's rest, homework has been done; and he/she has everything needed for the day ahead.
- Attend parents' meetings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect my child.
- Contact the school if problems arise which may keep my child away from the school, so that the school can help.
- To avoid whenever possible, taking my child(ren) out of school for personal matters such as shopping, trips, family holidays during the school day, especially during assessment times.

I have carefully read and understand the above attendance contract. I agree to make every effort to fulfill my responsibilities as a parent or legal guardian to send my child(ren) ever day prepared and on time.

Child(ren)'s Name(s)

Teacher

Parent/Legal Guardian Signature

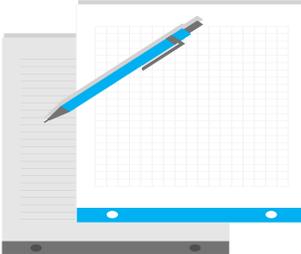
Date

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Darcele L. Lofton, Principal

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 2022-2023 school year with his/her permanent records.



Parent/Guardian's Signature

Date

Student's Name (please print)

Date

Teacher

Grade

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