



***At Calder Road, all students will exhibit good character and be proficient or advanced in reading, math and writing.***

## **Calder Road Elementary Parent Handbook**

### **Student Hours**

**8:35-3:45**

### **Office Hours**

**8:00-4:00 pm**

- All parents/visitors must sign in the office for every visit.
- Photo ID must be presented at every visit.
- Parents must come in office to sign in any student arriving after 8:35.
- Parents may not walk students to classrooms after 8:25.

### **Morning Schedule**

- 8:00-8:30 Students may go to the Dining Hall for breakfast or to the classroom.
- 8:30-Dining Hall closes.
- 8:00-8:20-Staff available to assist “walkers” crossing Calder Road.
- 8:30-Parents asked to leave the building unless they are volunteering. \*\*Volunteers should sign in the CRES Volunteer Notebook.
- 8:25-Parents will not be sent to the classroom areas after 8:25 in order for us to prepare for our instructional day.
- 8:30-Morning Announcements
- 8:35-Instructional Day begins
- Students are considered tardy at 8:36. Students who are tardy will remain in the office area until signed in by parent/guardian. All tardy students must be signed in by an adult.

## Transportation Changes/Emergency Contacts

- **If you need your child to be a car rider for the day,** a note or email must be sent to your child's teacher and receptionist advising of the change (**Changes may not be done over the phone**). You must have a car tag. If you do not have a car tag, you must get in the car rider line and come into the office to request one with your photo ID and return to the car line until dismissal. Students will not be dismissed from the office after 3:20. Car tags will only be issued to parents/guardians on the "FAMILY LIST".

## Leave Earlyies

- Students may not be picked up from the office after 3:20 (Students will only be dismissed as bus riders, car riders or walkers after 3:20 for safety purposes).
- Only parents/guardians listed on the "FAMILY LIST" can sign students out unless a note/email is sent to your child's teacher/front office advising the name of the person you are allowing to pick up your student (this person must present a photo ID).
- Individuals on your emergency contact are allowed to visit for lunch and school events, they are not allowed to sign your child out.
- The office staff will not make phone calls to parents to request permission for another individual to sign your child out.
- Students will remain in the classroom until the parent is present in the office.
- Students who are checked out early on party days or after field trips will not be counted as "leave early" if they leave within two hours of dismissal
- To receive PERFECT ATTENDANCE, all leave early or tardies must be accompanied by a doctor's note

## Dismissal

- Before a student can be released as a walker, parents/guardians must complete a "Walker Release Form" Parents are responsible for communicating a "Rainy Day" walker procedures with your child's teacher. Students will not be released as walkers during severe weather.
- For safety purposes, there is **NOT** a "Walk-up" dismissal option. Students will only be released as bus riders, car riders or walkers. Parents should remain in cars. *(Please note: The car rider line can be long and the wait can be lengthy, we will not be able to make exceptions to the "NO WALK-UP" policy for late appointments or scheduling.)*

**CRES CONTACTS: (see Calder Contact sheet for updated contact information)**

**Receptionist**

**Principal's secretary**

**Office phone number 281-229-7500**

## Traffic Procedures

### Bus Circle

The bus circle is reserved for buses only; therefore, it is closed to cars for drop-off and pick-up at any time of day. This closed area includes all red zones by the cafe doors; the buses need this full area to maneuver. Please do not drop-off and/or pick-up your children on any part of the red bus circle. Follow the proper drop-off and pick-up procedures described below.

### **Morning Drop-Off for all students**

Parents are to drop off students in the horseshoe drive in front of the campus. Please wait in line to drop-off your child. Do not pass other cars (even if there seems to be room ahead). Once a series of cars has dropped off their charges and moved forward, another line of cars can come forward. **The extra few seconds it takes to follow this procedure could prevent a tragic accident.**

NOTE: You can greatly assist in an efficient drop-off procedure by making sure that your child is ready to exit the car with lunch, backpack, jackets etc. packed and ready! If your child needs your assistance to exit, please park in a designated parking spot and walk your student into the campus. Cars should not be left unattended in the horseshoe drop off area

If you want to accompany your child into campus in the morning, you must legally park and enter through the front foyer. Parents should not enter through the cafe doors.

### **Dismissal**

#### **Walkers**

Students will be walked across the street by CRES staff and released. Students must have a "Walker Release Form" on file his/her teacher in order to be released as a walker.

#### **Bus Riders**

DISD offers bus transportation to all students in the district. This is a wonderful option to avoid the significant delays of the car rider line.

Any questions regarding specific bus concerns can be addressed to DISD transportation.

#### **CONTACT:**

**DISD transportation: 281-229-7300**

#### **Car Riders**

Cars must have a car tag (**school provided only-we will not dismiss to handmade cards due to safety concerns**). If you do not have a car tag, you must get in the car rider line and come into the office to request one with your photo ID and return to the car line until dismissal. Staff will call students to front horseshoe area to assigned cars.

Please wait in the designated line (**SEE ATTACHED DISMISSAL MAP**) Do not pass other cars (even if there seems to be room ahead). Once a series of cars has dropped off their charges and moved forward, another line of cars can come forward. **The extra few seconds it takes to follow this procedure could prevent a tragic accident.** Please note: The car rider line can be long and the wait can be lengthy, we will not make exceptions to dismissal procedures due to scheduling concerns or appointments.

No student will be dismissed from the front porch for any reason.

### **What's the Word? RESPECT!**

Teachers and staff serve as supervisors to insure the safety of your children. Please be respectful of their directions; they are here to help. Thank you for your consideration of and attention to these policies and procedures. Your support is appreciated!

## CALDER ROAD PARENT INFORMATION

### **Attendance**

#### **(Additional information regarding attendance found in the DISD student handbook)**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments
- For students in the conservatorship (custody) of the state,
- An activity required under a court-ordered service plan

### **Failure to Comply with Compulsory Attendance**

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will contact student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

### **Attendance Codes**

**(A-unexcused absence) note never received in office**

**(U-unexcused absence) note received but does not meet criteria as an excused absence. (ex: overslept, lack of transportation, family vacations...)**

**(I-excused absence), handwritten note from parent/guardian stating student was ill**

**(D or M-excused absence). D if student was out all day and brings a note from the doctor or M if student has a partial day absence and brings a doctor's note upon return to campus.**

**O-other absences**

**CREC CONTACT: (see Calder Contact sheet for updated contact information)**

**Attendance Clerk /Registrar**

**Office phone number 281-229-7500**

## Communication

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the campus. Our campus number is 281-229-7500. If you prefer, we can forward your call to the voicemail of any staff member. Additionally, please feel free to contact any staff member through email.

The school uses the methods to communicate with our CRES families:

- Monthly calendars of upcoming events
- Report cards and parent conferences
- Newsletters and/or e-communications from teachers/administrators to parents
- Sending home samples of student work
- School events scheduled throughout the year
- PTO meetings
- Phone tree messages sent to parent registered in Skyward

Teachers conference with all parents during conference days. Conferences can be arranged at any other time during the year when/if they are necessary.

## Emergency Cards

The school's emergency cards are very important since they provide information for each child that might be needed in case of an emergency. The parents fill out these cards when a child is enrolled, but they may become out of date as a result of moves, job changes, etc.

To keep the cards up to date, we ask parents to fill out new cards at the beginning of each year. **Also, we ask parents update information with your child's teacher and the office** if there has been a change in home or work phone or address, or a change in the person(s) you would like us to contact if you are not available. It is best to list people who are available locally, should your child become ill or injured and need to be picked up. Blank cards are available in the office.

## Emergency Plan

In addition to conducting fire, shelter-in-place, and lockdown drills, Calder Road has specific plans for dealing with campus emergencies.

These plans include constant teacher supervision of children. The school is in a safe location, and it has a high priority for receiving emergency services. This means that the children will be in the best situation possible. We request that in an emergency parents not come to school to pick up students until asked to do so by emergency authorities. In any case, the school will release children only to parents or others whom the parents have authorized on the emergency card.

## Field Trips

When a class field trip is planned, the teacher will send home a field trip permission slip. Permission slips may also be downloaded from the school website. The student **must** return the signed slip in order to participate. Specific information regarding trips will be included with the permission slip. **Parents must have a completed criminal background check on file in the office before they can be approved as a field trip chaperone.**

**CRES CONTACTS: (see Calder Contact sheet for updated contact information)**

**Receptionist**

**Principal's Secretary**

## **Food Services**

**(Additional information regarding the Food Services is available in the DISD student handbook)**

- Free & Reduced Meal Applications Online – will be available August 1 and can be completed very easily using any computer, smartphone or any device with internet access. Public computers are available at all schools, Food and Nutrition Services, and the Education Service Center. Paper applications will be available upon request.
- Lunch Money Now (LMN) – We encourage all parents to set up a LMN reminder at the beginning of the school year. It is a convenient way for parents to receive not only an email but also a text that your student's balance is low or has reached a preset dollar amount.
- Meal Prices
- Breakfast: Full price students will pay: Breakfast-\$1.00/ Lunch \$1.50
- Reduced price students pay: Breakfast \$0.30/\$0.40 Lunch
- Visitors pay: Breakfast \$2.25/Lunch \$4.00
- District Meal Charge Policy: Parents are responsible for all meal charges for their children. Dickinson ISD will collect on all unpaid meal charges. Parents must pay all charges before the end of the school year or before withdrawing students. When account balance is negative an automated call and an email will occur and continue daily until the account has a positive balance. assessed to the student account. Cash, money orders, or LMN must be used for payments.

**CRES CONTACT:(see Calder Contact sheet for updated contact information)**

**Food Service Manager**

## **Grading Procedures/Homework**

### **Grading Procedures**

The key to student success is consistent and open communication between parents and teachers. To help keep you updated on your student's achievement, teachers send home weekly folders with graded assignments and other important information regarding your child's progress. Grades (report cards) are issued every nine weeks. Interim progress reports are issued at the midpoint of the nine week period. We encourage parents to participate in the DISD Family Access program. This is a wonderful way to stay informed about your child's current academic performance.

### **HOMEWORK**

Homework assignments will vary from class to class. Your child's teacher will provide specific information regarding homework during parent orientation meetings and through classroom communication. Students are expected to read a minimum of 30 minutes per day or 120 minutes per week at home or at a special time set aside at school for that purpose. Students will regularly have math homework. This should be completed and returned the next day. Since homework is checked in class, there will be no make-ups for math homework, unless a student is absent.

***\*\*Family Access is a web-based program used by the Dickinson Independent School District to help parents keep track of their child's academic progress on a regular basis. Family Access is a secure environment that is available 24 hours a day on the internet. Only verified legal guardians are granted access to their own child's information. Most of the data is current as of the previous school day. Information about how to register for Family Access will be coming home during the first weeks of school and is available on the district website at [www.dickinsonisd.org](http://www.dickinsonisd.org). You may also contact the school office to find out how to register.***

**CRES CONTACTS:(see Calder Contact sheet for updated contact information)**

**Receptionist**

**Attendance Clerk/Registrar**

\*\* Questions regarding your child's specific grades should be addressed with the teacher.

**Health Related Matters**

**(Additional information regarding Health Related Matters may be found in the DISD Student Handbook)**

**Student Illness**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

**Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.dickinsonisd.org](http://www.dickinsonisd.org)

**MEDICINE AT SCHOOL**

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, **MUST** be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

Parents must contact nurse and provide mandated documentation before any medication will be administered.

**CRES CONTACTS:(see Calder Contact sheet for updated contact information)**

**Clinic Nurse**

## **Food Service Manager**

### **PTO**

The CRES PTO does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents. The meetings and programs for parents are informative and current. PTO meetings are scheduled throughout the year and advertised through flyers, classroom newsletters and the CRES monthly calendar. Many fundraising activities provide important enrichment materials and opportunities for the schools. Further, there are many volunteer opportunities for parents through the PTO. Please contact our PTO for further information about how to get involved.

### **CRES CONTACT:**

**CRES PTO- [crepto@dickinsonisd.org](mailto:crepto@dickinsonisd.org)**

### **Parent-Teacher Conferences**

A parent teacher conference offers a special opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child and with a clear action plan of how to best support the child going forward. Parent- teacher conferences can be scheduled anytime throughout the school year. However, each parent is requested to attend a parent-teacher conference during the month of October. These meetings will be scheduled with your child's teacher.

### **Parties**

Birthday cupcakes will only be shared in the classroom after 2:00 pm. Arrangements should be made with your child's teacher in advance.

Party invitations can only be passed out at the campus if ALL students in the classroom receive an invitation. Staff is not permitted to provide addresses or any personal contact information.

## **RULES (Positive Behavior Model/Discipline)**

### **Positive School Environment**

The school and its classrooms have in place positive behavior procedures which are conducive to learning, consistent and mutually agreed upon by staff, students and their families. Adults at the school model appropriate behavior, which both demonstrates and creates an enjoyable, positive climate for learning. Discipline is reasonable and appropriate.

The **GATOR B's** (BE safe, BE respectful, BE responsible) are reviewed consistently so that expectations are clear. Student and teachers are aware that an underlying attitude of "Respect" should inform all codes of conduct.

**HALLS**-In order to ensure the optimal learning environment for all of our students, we reinforce the principle of safety, responsibility and respect throughout the campus. One of the strategies we teach is HALLS for all the public areas of CRES.

H-Hands to Yourself

A-All Eyes Forward



L-Lips Zipped  
L-Low Speed  
S-Small Space Between You and Me

### **Classroom Rules:**

Calder Road staff use multiple positive behavior strategies in order to maintain appropriate classroom learning environments. Specific rules and expectations may vary according to the grade level behavioral expectations and will be explained to parents at the beginning of the year grade level Parent Orientation meetings.

### **Discipline & Reward System (GATOR BUCKS):**

In an effort to acknowledge and encourage positive behavior as well as to promote financial literacy skills for our students, a school-wide "Gator Bucks" system is in place. Students who are "caught being good" by a school adult are given Gator Bucks. Gator Bucks can be used in our *GATOR GENERAL STORE*. Additionally special events are scheduled throughout the year where students are allowed to buy admission using their earnings.

### **Discipline consequences**

As adults we know that there are financial consequences when we do not abide by the rules of our community, Gator Bucks offer us the opportunity to teach those same consequences to our students. Gator Buck Fees will be charged when a student does not exhibit good character as defined by the Gator B's. This provides staff with the opportunity to teach students consequences in a meaningful, relevant framework. The fees are set in advance, known by all students, and assigned fairly and equitably. As always, our goal is prepare our students to be positive role models and productive members of society.

Severe discipline actions (as defined in the DISD Student Handbook) may result in additional consequences as well. Possible consequences include:

- Classroom consequence
- Parent Contact
- Office Referral

The key to helping our students is through the parent/teacher partnerships and shared vision of leading our students to know and exhibit good character at all times.

### **Volunteer Guidelines**

Below are listed guidelines and helpful hints for campus volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the campus as a whole. The following suggestions are the result of guidance from parents and staff. Understanding how grateful we are for parents' time and support, please accept the following guidelines with our thanks!

When serving as a classroom volunteer, please:

- Complete the **Background Check** procedure prior to volunteering for the first time.
- **Sign in** the volunteer handbook at the office when working at school.
- **Wear a "Volunteer" badge while on campus.** Badges are available in the office and must be worn by all visiting adults as a safety measure.
- **Make arrangements for preschool siblings.** It is important to maintain the learning environment of the campus for students. Pre-school aged siblings should be supervised at all times. They should not be in the pod areas, classrooms or other academic areas during instructional times except at teacher request.
- **Use the cell phone golden rule...** Turn it to off or on "vibrate" when you are working in the classroom or pod areas.
- **Model school rules and procedures** – We ask that all volunteers follow the Gator B's. As adults, our goal is to model the appropriate choices for our students.
- **"Clean up" before leaving.** This facilitates transitions between activities and keeps CRES beautiful for all.
- **Have fun!** Enjoying yourself and know that you are making a difference for our school.
- **Remember to sign-out and to put your badge away** when leaving campus.

The entire staff of Calder Road Elementary appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at CRES.