

NEW CANEY ISD



Robert L. Crippen Elementary Parent Handbook 2019-2020



18690 Cumberland Blvd.

Porter, Texas 77365

281-577-8740

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crippentransportation@newcaneyisd.org

PRINCIPAL'S LETTER

Dear Parents and Students:

Welcome to another year at Robert L. Crippen Elementary! I am very excited to be starting my sixth year at this amazing campus. Not only do we have some of the best students in the district, but we also have a staff that is dedicated to the success of each of them! This year's theme is *"To Infinity and Beyond."* We are going to continue on our journey of educating your child not only academically but in regards to their life after high school as we devote a portion of each day to teaching them character education, stellar citizenship, and about college. We are a **No Excuses University School** where we teach students to dream big. We believe that with YOUR HELP, this IS A POSSIBILITY FOR ALL OF OUR STUDENTS!

To support these beliefs, we will continue to focus on COLLEGE READINESS!

Each homeroom has adopted a different college, and your child will learn about that college all year.

- We will have conversations with your child about all aspects of college, degree plans, careers, college life, school spirit, scholarships, etc.!
- Your child will learn their college graduation year.
- One of our slogans will be "After high school comes college!"
- We will have weekly college shirt days (Tuesday). We encourage your child to wear the college shirt of their homeroom and also when they go on FIELD TRIPS.

We encourage you to join us in this journey as we work together to help our students be the best that they can be.

Best wishes for an exciting and rewarding school year.

Sincerely,

Crystal Mayes





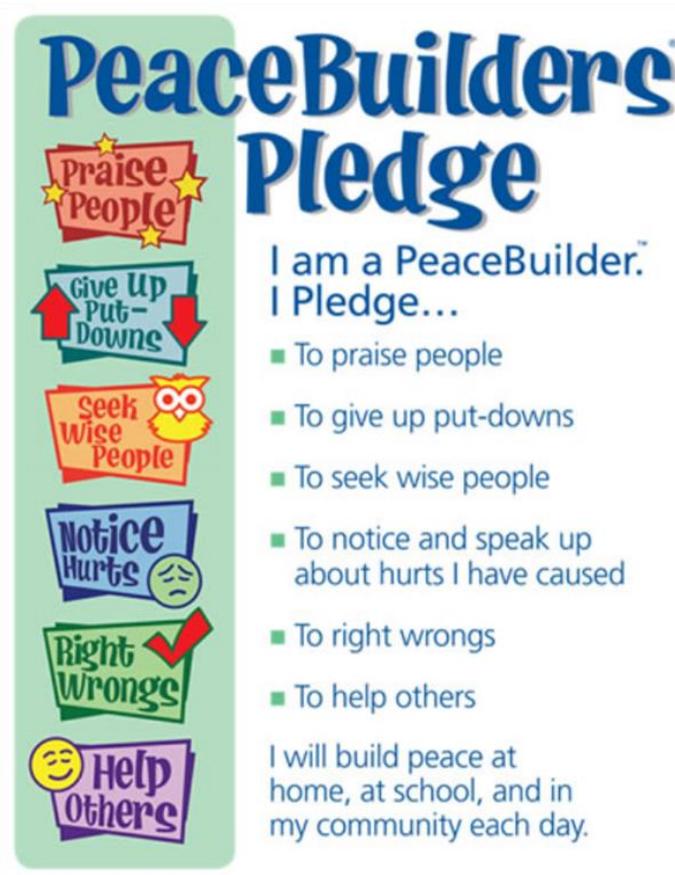
CRYSTAL MAYES
ROBERT L. CRIPPEN ELEMENTARY
Principal
18690 CUMBERLAND BLVD.
PORTER, TX 77365
(281) 577-8740

We are focused on ONE GOAL!

All Crippen Astronauts will display stellar citizenship
and perform at or above grade level in every
subject



Crippen Elementary Character Pledge



SCHOOL INFORMATION

Principal:	Crystal Mayes
Assistant Principal:	Teresa Brent (Campus Behavior Coordinator)
Counselor:	Erin Hindmarch
Instructional Coach:	Meghan Halbrook
Dyslexia Specialist:	Robin Cummings
EL Specialists:	Mayra Andrade/Armondo Garcia
Media Specialist:	Kimberly Munoz
RTI Specialist:	Laura Hobbs
Nurse:	Judy McCauley

Daily Schedule

6:45 a.m.	Doors open. Students allowed to enter campus.
6:45 a.m. – 7:25 a.m.	Breakfast
7:15 a.m.	Released to Classroom
7:30 a.m.	Instructional day begins. Students entering after this time will be counted tardy.



<u>9:30 a.m.</u>	<u>Attendance taken</u>
10:45 a.m.	Morning Pre-K dismissal
11:40 a.m.	Afternoon Pre-K arrival and lunch
11:45 a.m.	Afternoon Pre-K Instruction Begins
3:00 p.m.	Grades Pre-K – 5 Dismissal

Early Release Schedule: All students are dismissed at 11:30 a.m.
 Afternoon pre-kindergarten will attend school from 7:30 - 11:30 on early release days.

Office Hours

The office will **open each day by 6:45 a.m. and will close at 3:45 p.m.** If parents need to see their child’s teacher or the principal before or after these hours, they must arrange this in advance with the teacher or principal. All visitors must always report to the office before meeting with a staff member.

Staying Connected

FACEBOOK: Robert L. Crippen Elementary School

- For parents, community members, and staff
- Stay updated on upcoming events at Crippen
- You can message us or leave comments if you have questions. Please allow 1-2 days for a response.



TWITTER: #ncisd @crippenelem

MONDAY FOLDERS: Throughout the year, flyers and announcements will be sent home in your child’s weekly Monday folder. If you are not receiving paper communication, please contact a campus administrator.

**Important Times of the School Day
2019-2020**

	Lunch	Recess	Conference Times
PK	11:40 - 12:10	9:30-10:00	10:45-11:40
K	10:30 - 11:00	11:00 - 11:30	9:35-10:30
1	11:00 - 11:30	11:30 - 12:00	8:30-9:25
2	11:30 - 12:00	12:00-12:30	10:35 - 11:30
3	12:25 - 12:55	10:30-11:00	11:30-12:25
4	12:00 - 12:30	12:30 - 1:00	1:00 - 1:55
5	12:40 - 1:10	1:10 - 1:40	2:05-3:00

School Attendance

- School Hours - 7:30 AM – 3:00 PM K-5th
- PK AM - 7:30-10:45 AM
- PK PM - 11:45-3:00 PM
- Attendance is taken at 9:30 each morning. Students not in class at this time are counted absent. PK PM attendance is taken at 1:00 PM.
- Students will not be eligible for perfect attendance awards if they have been absent, have more than 3 morning tardies (arriving after 7:30), and/or have been checked out of school early (prior to 3:00) more than 3 times each grading period.
- Attendance at school is key to all students' success. We ask that all students be in the school building by 7:15 each morning and that they remain at school until 3:00 each day.
- If your child is absent, please send either a doctor's note or a personal note to school with them when they return so that we may have accurate documentation in regards to the absence. Notes must be turned in within 3 days of the absence.
- Five personal notes may be accepted each semester. Beyond that, medical documentation or a visit with the school nurse is required in order for an absence to be considered excused.

- If you must schedule an appointment during the school day, try to do so during specials, recess, or lunch times. This will ensure that your child is still receiving valuable instruction in his/her content areas.
- Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, please make every effort to avoid unnecessary absences.

Texas Compulsory Attendance Law

Texas attendance rules say that a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class. This rule applies even if your child has an [Individualized Education Program \(IEP\)](#) or [Section 504 plan](#).

The average school year is 180 days. So, your child can only miss 18 days of school or 18 days of a specific class (or 9 days if they're on a semester schedule) before the 90% rule affects their class credit.

For elementary school students, this means they could repeat a grade if they are in school less than 90% of school days. A middle- or high-school student might have to repeat a certain class if they didn't attend at least 90% of the days of that class. You can read more about this rule on the Texas Education Agency website's [Attendance, Admission, Enrollment Records, and Tuition 2015-16 page](#).

If your child has missed more than 25% of a class, the school will send you a letter asking you to come to a meeting or to write a letter explaining why your child has missed so much school. You can bring the notes from your child's doctor and your other records of why they missed school to that meeting or include copies with your letter.

Contact Assistant Principal Teresa Brent if you have questions about your child's attendance.

Tardy

Students are considered **TARDY at 7:30 a.m.** Staff members are not available after 7:30 to let your child in the building. If your child arrives to school at 7:30 a.m. or later, parents or guardians must escort the child into the building and sign them in.

Awards

Crippen Elementary follows the New Caney ISD Elementary School Awards Ceremony Guidelines as listed below.

PreK	End-of year ceremony in the classroom <ul style="list-style-type: none"> • Certificate of completion • Perfect attendance
Kindergarten & First Grade	First semester <ul style="list-style-type: none"> • Perfect attendance first semester Second semester <ul style="list-style-type: none"> • Perfect attendance second semester • Perfect attendance for the year • Kindergarten completion certificate
Second Grade - Fifth Grade	First semester <ul style="list-style-type: none"> • Perfect attendance first semester • A honor roll - for first semester • A/B honor roll -for first semester Second semester <ul style="list-style-type: none"> • Perfect attendance second semester • Perfect attendance for the year • A honor roll - for second semester • A/B honor roll –for second semester • A honor roll - all year • A/B honor roll - all year

- A/B honor roll means the student has earned at least one A.
- Conduct is not a factor in academic awards.
- Special activities may be used to reward certain areas, such as safety patrol, clubs, conduct, no tardies or early pickups, clubs, etc.
- Multiple year attendance awards will not be given.
- Principal’s award may include: character awards, number of books read, clubs, exceptional conduct.

Students will not be eligible for perfect attendance awards if they have been absent, have more than 3 morning tardies (arriving after 7:30), and/or have been checked out of school early (prior to 3:00) more than 3 times each grading period.



If your child is receiving an award at our awards ceremony, you will receive an invitation in your child’s Monday folder. We encourage you to attend the award ceremonies to celebrate the successes of your child and their friends. **Save the Dates: AWARD’S CEREMONIES: January 9th & May 21st.**

How does my child get an honor roll award?

In order to be eligible for A/B Honor roll, a student must have a score of 80 or above in all the core academic areas and at least one core subject grade of 90 or above. In order to be eligible for an all A Honor Roll award, a student must have a 90 or above in all core subject areas. Core subjects include Reading, Language Arts, Math, Science and Social Studies.

How does my child receive the Peacebuilder Character Award?

Each semester, every homeroom teacher will choose one male and one female student for this award. These students receive the award based on their exemplary behavior and consistently modeling of behaviors mentioned in our character pledge.

How does my child receive the perfect attendance awards?

A student that receives this award has been to school every day for each semester and has not been tardy (arriving after 7:30) and/or left early (leaving before 3:00) more than 3 times. Please note that our attendance is taken daily at 9:30 am. Any child that is not here at 9:30 am is considered absent. For afternoon Pre-K our official attendance time is 1:30 pm. Any pre-k child that is brought to school after that time will be considered absent. Please see the NCISD student handbook for additional attendance policies and procedures.

Attendance Incentives and Rewards

To help your child and his/her class class qualify for the chance to win a special treat, students must be in their rooms and ready to start learning at 7:30. We will have a variety of incentives for both personal perfect attendance and zero tardies as well as class rewards.

Birthdays

- Birthday cupcakes or cookies may be brought to school to be delivered to your child's classroom to recognize the birthday that day.
- Cupcakes and cookies must be store bought and in the original store packaging.
- Parents and siblings will not be allowed to be in the classroom for birthday celebrations.
- Cupcakes/cookies will be distributed the last 10-15 minutes of class as students start to pack up for the day **(2:45 PM for Grades PK-4th and 1:45 for 5th Grade)**
- Birthday balloons, gifts, and treat bags are not allowed during the school day.
- Birthday invitations may be passed out in class if all students are invited or all students of the same gender.



Blast Off

- On Friday mornings at 7:25, all students will participate in Blast Off, our weekly student recognition and motivation assembly. We will recognize student birthdays, achievements of classes and students, present our college of the week, and many other things.
- Visitors are welcome to watch from the visitor's section of the cafeteria. Again, for the safety of all students, we cannot have visitors in the students' sections.

Breakfast/Morning Procedures

- Our front doors open at 6:45. Please do not leave students unattended at school before that time as we do not have anyone on duty to supervise them.
- Students arriving by car are to be dropped off at the front of the building. Student riding the bus are dropped off at the cafeteria doors.
- A free breakfast is served between 6:45 and 7:25 each day. If your child is to eat a school breakfast, they need to arrive by 7:25.
- Visitors are welcome to eat breakfast in the visitor's section of the cafeteria with their student from 6:45 to 7:25. We ask that visitors not eat in the student seating section of the cafeteria.
- In order for our instructional day to begin on time, we will not admit visitors into the building after 7:25.
- 1st through 5th grade students will either report to the cafeteria (to eat breakfast) or wait and go straight to their classroom at 7:15 when they arrive to school
- PK and Kindergarten students will report to the cafeteria to eat breakfast and sit by their class until their teacher escorts them to class at 7:25 AM. Parents must say their goodbyes in the cafeteria and not follow the class to the classroom.
- All students arriving between 7:25 and 7:30 will go straight to their classroom.



Classroom Parties

Classroom parties will be held three times per year for the following celebrations:

Christmas Party 12/19

Valentine Party 2/14

End of the Year 5/22

Teachers may ask for parent volunteers to help plan the parties or to send certain foods.

When sending food items please take into consideration any food allergies in that particular classroom or grade level. All food items brought must be store-purchased and be brought in their original, store packaging.

Clubs

- Mondays are our CLUB DAYS. Clubs begin at 7:00 and students are dismissed by 7:30 to go to their homeroom class.
- Students arriving after 7:15 will not be allowed to attend club that day.
- Participation is voluntary; however, we do have limited space available for most of our clubs. We will do our best to accommodate each student’s request for the club of their choice.
- Notification letters will be sent home to let parents & students know which club they are in and where it will meet.

Student Dress Code

Please see the district dress code policy below. We observe the following special dress days at Crippen Elementary:

- Tuesday: College Shirt
- Friday: School Spirit Shirt--T-Shirts for Sale \$15

DRESS CODE

The District’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and prepare students to thrive in the REALITY of their future. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the Principal’s judgment is not appropriate for school. The principal's determination shall be final. This list is the minimum requirement for dress regulations and does not address all possible situations. Students attending DAEP will be subject to their campus’ dress code.

ITEM	ACCEPTABLE DRESS	SPECIAL COMMENTS AND INTERPRETATIONS
Shirts, Blouses	Shirts/blouses may be: <ul style="list-style-type: none"> ● Any collared shirt/blouse ● T-shirts and other pull-over tops ● Sweatshirts/sweaters ● School designs/logos; brand names and/or other appropriate words are acceptable. 	Students are prohibited from wearing shirts/blouses that: <ul style="list-style-type: none"> ● Are oversized or immodestly undersized ● Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene

	<p>Shirts and blouses must be buttoned in accordance with design and appropriateness.</p> <p>Shirts and blouses worn over leggings must be no shorter than mid-thigh.</p>	<p>language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations</p> <ul style="list-style-type: none"> ● Are undershirts, tank tops/spaghetti straps ● Exposes the midriff
Pants, Slacks	<p>Pants, slacks must be:</p> <ul style="list-style-type: none"> ● Worn at the waist ● Belted, if appropriate 	<p>Pants/slacks may not:</p> <ul style="list-style-type: none"> ● Be made of inappropriately form-fitting materials ● Be baggy or oversized ● Pajamas ● Have holes or tears above mid-thigh, unless worn over leggings or tights
Shorts	<p>Shorts must:</p> <ul style="list-style-type: none"> ● Be no shorter than mid-thigh ● Meet the acceptable length requirement ● regardless of whether leggings are also worn 	<p>Shorts may not be:</p> <ul style="list-style-type: none"> ● Made of inappropriate form-fitting materials ● Baggy or oversized ● Split or fringed at the hem or seams ● Boxers or pajamas.
Dresses, Skorts, Skirts	<p>Dresses/skorts/skirts must:</p> <ul style="list-style-type: none"> ● Be worn at the waist (skirts/skorts) ● Be no shorter than mid-thigh (regardless of whether leggings are also worn) <p>Tops of dresses must meet the guidelines required for blouses and shirts.</p>	<p>Dresses/skorts/skirts may not:</p> <ul style="list-style-type: none"> ● Be revealing/form-fitting ● Have slits above mid-thigh ● Have slashes above mid-thigh
Shoes	<p>Shoes must be:</p> <ul style="list-style-type: none"> ● Worn at all times ● Chosen for safety, health reasons and quietness <p>Athletic shoes with a rubber sole, closed</p>	<p>Not recommended for safety reasons:</p> <ul style="list-style-type: none"> ● Platform soles over 1 inch high ● Rubber flip-flops

	toes, and full support around the heel should be worn for PE.	Not allowed: <ul style="list-style-type: none"> ● House shoes ● Shoes with wheels
Hair	Hair, including facial hair must be: <ul style="list-style-type: none"> ● Neat ● Clean ● Well-groomed 	Hair color and/or style may not be: <ul style="list-style-type: none"> ● Distracting ● Conspicuous or, ● Pose a safety hazard Designs and/or notches in hair and/or eyebrows are prohibited
Jewelry	Acceptable forms of jewelry are: <ul style="list-style-type: none"> ● Earrings ● Single small nose stud ● Hair jewelry ● Watches ● Bracelets ● Rings ● Necklaces 	Not Allowed: <ul style="list-style-type: none"> ● Jewelry that is considered gang related ● Jewelry considered to be a safety hazard, or a material or substantial disruption ● All other piercings ● Ear stretchers/gauges and grills ● Jewelry that may pose a safety hazard or disruption
General	School-approved uniforms for physical education, athletics, pep rallies, etc. may be worn only during the class or activity for which they are approved. For unique special events the campus administration may establish event-specific dress code requirements. Appropriate undergarments must be worn and may not be visible.	Oversized outerwear, such as trench coats or dusters, are not allowed. Hats, caps, sport headbands, bandanas, headcovers, or scarves shall not be worn indoors except in the interest of religious practices, safety, cleanliness, or with the permission of the principal. No article of apparel shall be worn that will in any way damage school property, create a safety hazard, or create a material or substantial disruption to the school environment.

		<p>Tattoos, accessories, jewelry and clothing that contain vulgar or inappropriate pictures, words or drawings or gang-related markings are not permitted.</p> <p>Bandanas are prohibited at school and all school related activities.</p>
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Students in violation of the dress code will be given an opportunity to correct the violation. If a correction cannot be made, the parent/guardian will be notified to have someone bring the student proper attire. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until an acceptable change of clothing is brought to the school. Any student sent home for dress code violations will receive unexcused absences for the classes missed. Dress code shall apply through the last day of school and summer school sessions. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Field Trips

Each grade level and certain campus organizations may take up to 2 field trips per year. Student participation in school sponsored field trips is a privilege. Students who are failing any class or who have poor or unsatisfactory conduct/attendance (including tardies and/or leaving early) may not participate in a field trip.

Our 5th grade students will attend Pine Cove. We will have an after school meeting about this 3 day/2 night field trip. Mandatory attendance is required. Exemplary behavior and attendance (including tardies and/or leaving school early) is also required in order to be eligible to attend the field trip.

NCISD Volunteers may be asked to help chaperone classes.

Lunchtime Visitors

We ask that you do not eat with your child the first week of school. It is important that your child adjusts to school rules and has a chance to make new friends. The first week will also allow time for staff to learn students names and schedules. We will open the cafeteria for visitors starting our second week of school.

- Visitors wishing to eat breakfast or lunch with their student may do so according to the grade level lunch schedule.
- Because visitor tables/space is limited, we ask that you enter and leave according to these times.
- We can only allow visitors to eat with their student in the visitor's seating area. Other children may not join you at this time.
- Visitors may not stop by teacher classrooms on their way out of the building.
- It is our goal to adhere to the Food and Nutrition Policies established by the Texas Department of Agriculture for the safety of all students within the school. The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide outside meals (McDonalds, Burger King, Sonic, etc.) and snacks for their own child's consumption, but may not provide items to other students. Due to TDA regulations, parents are not allowed to consume meal components from a child's tray. A parent must either purchase a meal at the school, bring in an outside meal for themselves or not eat.

Medication

Any medication to be administered at school to students must be delivered by the parent or guardian to the nurse. Medication may not be sent with students.



No Excuses University

WHAT IS NO EXCUSES UNIVERSITY?

NO EXCUSES UNIVERSITY
Your student attends a **No Excuses University School**. No Excuses University (NEU) was founded by Damen Lopez in 2006. As a No Excuses University, your student's school demonstrates a commitment to the development of **Six Exceptional Systems** and meets the criteria for membership in the **No Excuses University Network of Schools**. **THANK YOU** for your support throughout the school year as your student's school strives to develop a *Culture of Universal Achievement* where all students can achieve their goals and earn their success!

SIX EXCEPTIONAL SYSTEMS
We believe that every child deserves the opportunity to be educated in a way that prepares them for college if they so choose to attend. When schools exhibit a *culture of universal achievement* by believing in students, they *collaborate* around that belief. During collaboration, they *align their standards* as a team. As teams align standards, they need to *assess the standards* and *manage the data*. Then, and only then, can they pursue meaningful *interventions* with their students. All NEU Schools are united by their continuous effort to develop Six Exceptional Systems on their campus.

NEU NETWORK OF SCHOOLS
The No Excuses University Network of Schools is a diverse and dynamic association of like-minded schools and education organizations from across the United States. Our Network is united by the belief that **ALL** children, even those who live in poverty or who are learning English, can be academically successful and attend college. No Excuses Universities know they have the power to make that dream a reality. There are currently 249 schools in 19 states in the growing No Excuses University Network of Schools.

FOR MORE INFORMATION ABOUT NO EXCUSES UNIVERSITY GO TO: www.noexcusesu.com

Parent/Teacher Conferences

Here at Crippen Elementary, we encourage parent participation in the learning and academic success of your child. We believe that parent involvement is the key to success.

Parent/Teacher conferences will be held in October to review the first report card. This is a great opportunity for you to have individual time with your child's teacher to discuss your child's progress. Please make a note to attend.

Throughout the year if you need to conference with a teacher, please call the front office at 281-577-8740 and they will assist you in getting an appointment with your child's teacher. All teachers are asked to return phone calls or Dojo within 24 hours.

In order to decrease interruption of instructional time, please abide by the above policy and make an appointment. Your child's education is important and time within the school day is valuable.

Room Parents

Each classroom will have a designated Room Parent. Room Parents are volunteers that sign up and are selected by the teacher to be responsible for ensuring fun and successful class parties and other important events. This may include planning, shopping for and hosting the event. For the most part, as a room parent you'll solicit donations (paper goods, snacks, decorations, etc.) from parents for classroom parties and events (usually based on a list from the teacher), collect money for teacher gifts during holidays and Teacher Appreciation Week in May, organize volunteers for the classroom for events or enrichment designated by the teacher, and other tasks as decided by the teacher that include:

- Attend all or most of the meetings of the school's Parent Teacher Association (PTA).
- Call or email parents to obtain donations of supplies for the classroom and/or events (i.e., boxes of tissues the classroom or cupcakes for class parties).
- Call or email parents to line up NCISD approved chaperones for field trips.
- Find volunteers to help in the classroom, if requested by the teacher.
- Send out reminders—via email, phone or notes that go home with the kids—about upcoming events, meetings, field trips and needs for donations or volunteers.
- Act as a resource by answering questions for parents new to the school or class.
- Solicit donations for the school or class from local businesses or other people besides the parents of kids in the class.

Safety

New Caney ISD is committed to safety on every campus, district facility and school bus. Safety is a top priority for New Caney ISD and we will do everything in our power to ensure the safety of our students and staff.

- Every NCISD campus has visitor screening/sign-in procedures. All campuses have security vestibules. Visitors are required to present identification and are processed through Raptor, a system that provides screening for registered sex offenders.
- A criminal background check is conducted on all NCISD volunteers and employees.
- All employees are required to wear NCISD photo identification badges.
- All exterior entrances are locked throughout the school day. If you notice a door unlocked that shouldn't be, please notify the front office.
- Secondary campuses have a police officer assigned to them from the District Police Department. Both high schools also have two safety officers who patrol the campus and parking lots.
- The district has a K-9 Police Officer who visits every campus throughout the school year searching for contraband.
- All campuses have video surveillance cameras on the interior and exterior parts of the buildings.

- NCISD utilizes an emergency notification system to communicate with staff and parents through emails, phone calls, text messages and social media.
- NCISD schools have regular safety drills throughout the school year involving both students and staff. Campuses keep a log of all practice drills.
- The district has a Crisis Management Plan that is evaluated and updated regularly.
- NCISD consults regularly with local law enforcement and first responders about school safety.
- Every other year the district participates in a district-wide security audit.

New Caney ISD believes that students can learn best when they are in a safe environment.

Space Time

- All students K-5 will participate in a 40 minutes Space Time in which intervention or enrichment will occur. They will go to a teacher within the grade level or intervention specialist.
- Participation is based on student past STAAR data, DRA data, CLI, and Math CBA data.

Teacher Certification

If you would like information regarding the certification of your child's teacher(s) please contact the front office.

Visitors on Campus



One of our main goals at Crippen Elementary is to keep all students safe while they are with us. Per district policy found in the Student Code of Conduct located on the New Caney ISD website, visitors must provide a valid US government issued identification in order to be admitted into the building. The district does allow us to accept a Mexico matriculate card, but visitors admitted with this type of identification must be under the direct supervision of staff during their visit on campus since this type of identification is not able to be

checked through the district's Raptor sex-offender registry software. **ALWAYS BRING YOUR DRIVERS LICENSE OR PHOTO I.D WITH YOU WHEN YOU VISIT THE SCHOOL OR WHEN YOU ARE CHECKING OUT A STUDENT.**

Volunteers on Campus - Crippen Campus Guidelines

All volunteers MUST complete the NCISD Volunteer Application form and process. It can be found on the district's website, and we have printed copies available in the front office.

Volunteers MUST wear their volunteer badge on their upper chest area (not on purses, not on hem of shirt, etc.). It must be visible at all times.

Teachers must notify/schedule all volunteers through our Campus Volunteer Coordinator, Erin Hindmarch, counselor). Teachers will tell her the following things:

WHO are you assisting?

WHAT will you be doing? (reading with students, cutting out letters, decorating bulletin board, etc.)

WHEN will you arrive?

HOW LONG do you anticipate being on campus?



Volunteers who are coming on campus to assist in any area must check in with the front office. You will be asked to provide the above listed information when you sign in/out. You are also required to check out with the front office when you leave.

Volunteers on campus MUST HAVE A PURPOSE!

- Please remain in the area in which you are volunteering. Do not “hang out” in the classroom or hallways.
- You may not take your child out of the classroom for any reason (going to restroom with them, letting child assist with activity, etc.)
- You MAY work with your child if you are assisting in a classroom activity that your child would naturally be a part of.

What can I do with my child at home to help?

We encourage you to read with your child nightly. Whether you read orally to them or they read to you, this is proven to increase literacy development. Math facts can be practiced nightly as well. We also encourage our students to spend time playing outside and spend time with their family. Eating meals together or even playing games promotes communication and cooperation skills that are important to promoting success in school.

Who To Contact

Who do I contact if I have a concern about my child (i.e. socially, behaviorally or academically)?

The first contact should always be with your child’s teacher. Please call and set up an appointment to have a conversation with your child’s teacher about your concern.

After speaking with the teacher, if you feel that your concern has not been handled appropriately please contact the office to speak to your grade level administrator or counselor.

We appreciate any feedback that you can give us on how Crippen Elementary is serving your child or how we can do things better.

TRANSPORTATION INFORMATION

Morning Transportation Information

In the mornings, the students may be dropped off at the front entrance to the school. The school doors will open at **6:45 a.m.** to let the students in. We will have two staff members stationed at the front entrance to help children enter the building.

The tardy bell rings at 7:30 a.m. Staff members are not available after 7:30 to let your child in the building. If your child arrives to school at 7:30 a.m. or later, parents or guardians must escort the child into the building and sign them in.

Bus riders will be dropped off at the cafeteria doors on the side of the building. **After 7:00 AM when buses have left**, car riders may be dropped off on the side of the cafeteria.

After School Transportation Information

Consistency in after-school transportation is the key to students getting home in the correct manner each day. If changes need to be made, please remember the following:

- Transportation changes may not be made over the phone. You may notify us of a change either by sending a handwritten note to school with your child, faxing a note to 281-354-6823, or sending an email to crippentransportation@newcaneyisd.org
- Changes in transportation must be made by 2:30.
- Transportation changes are for ONE DAY only unless we are specifically told otherwise. Parents needing to pick a student up early for appointments must do so before 2:30. **A doctor's excuse must be turned in to the office the following day.**

Car Rider Afternoon Drop Off



Times & Locations

BUS RIDERS

- Buses are loaded from the front of the building, so the front parking lot will have limited space for visitor parking from 2:20 to 3:15.
- An adult must be at the bus stop for any child in Pre-K or Kindergarten to get off the bus, unless they are accompanied by an older sibling. If an adult is not at the bus stop, your child will be taken back to Crippen Elementary school or transportation to await a ride.
- All students will have a smart tag for riding the bus. This smart tag will be used when the students are getting on the bus and off the bus. **You can purchase a new smart tag from the receptionist for \$5.**

CAR RIDERS

- Car riders are loaded from the side, cafeteria doors. Drivers picking up car rider students should enter the road behind the school and fenced in playground area. (See map).
- When driving onto campus to pick up your child, form one line to the right in the pick-up lane.
- All cars must have a campus issued car rider tag. These may be ordered in the front office. If you need to order, get a replacement, or have duplicate tags made, you will need to complete a Car Tag Order Form located in the front office. You must show a valid id in order to receive your car tag.
- Students will not be released to cars without a correct car rider tag.

- We ask that you place this car rider tag on your rearview mirror so that it will be easy to locate and read. Even clothes hangers work.
- If someone attempts to pick up a student and they do not have the correct car tag, they will be asked to go into the building to show proper identification before the student will be released to them.
- In order to ensure the safety of all, we ask that parents not walk to the front doors to collect their child. Students will not be released in this manner.



Please remember that during the first week of school it may take longer to load students. Our goal is to have all students loaded into the correct car within 20 minutes of dismissal. By following the above guidelines, we will be able to meet this goal.

Early Pick-Up

Please avoid signing your child out early unless it is absolutely necessary. Instruction time is important and goes until the last minute of the day. If you must pick your child up early, it must be prior to 2:30 p.m. and please be prepared to show your I.D. Also, we do not call for students to leave their classroom until a parent/guardian arrives to sign them out of school for the appointment.

Dismissal Time

We dismiss at 3:00 p.m. Students should be picked up no later than 3:15 each day. Our students have long school days and they are tired and ready to go at the end of the day.