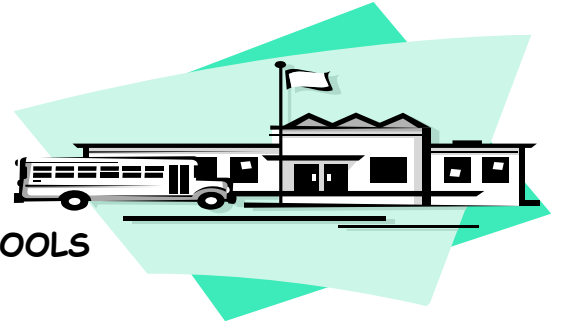


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**RUFUS CAGE /PROJECT CHRYSALIS SCHOOLS  
4528 LEELAND  
HOUSTON, TEXAS 77023  
(713) 924-1700**

Dear Parents and Students:

It is with the greatest of pleasure that I welcome you to Cage Elementary and Project Chrysalis Middle Schools. 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 both 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 Project Clear 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,

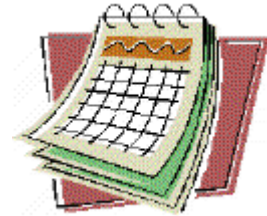
Jose Covarrubia, Ph.D.  
Principal

## SPECIAL DATES



**2009-2010**

Please note that this calendar is specific to Cage Elementary and Project Chrysalis it may vary from other H.I.S.D. school calendars.



August 24	First day of school
September 7	Labor Day (No Classes)
September 16	Early Dismissal/Open House 1-4 p.m.
September 28	Fall Holiday (No Classes)
October 14	Early Dismissal at 12:30
November 4	Report Card Day/Parent Conferences
November 18	Early Dismissal at 12:30
November 25-27	Thanksgiving Holidays
December 21 – January 1	Winter Holidays- No School
January 4	Teacher Preparation Day
January 13	Early Dismissal at 12:30
January 18	Student Holiday – Martin Luther King Day
February 15	President’s Day No School
March 15-19	Spring Break- Student Holiday
March 24	Early Dismissal at 12:30
April 2	Spring Holiday
May 27	Last Day of School/Early Dismissal

It is the policy of the Houston Independent School District (Cage Elementary and Project Chrysalis Middle School) not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race,

religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

## □ POLICIES, PROGRAMS, PROCEDURES



### DAILY SCHEDULES

BREAKFAST:	7:00-7:35 A.M.
STUDENTS REPORT TO CLASS:	7:50 A.M.
PRE-K -KINDER - 5 <sup>TH</sup> :	7:50 A.M. – 3:00 P.M.
CHRYSALIS	7:50 A.M. – 3:00 P.M.
Early Dismissal Days	12:30

**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. and after dismissal at 3:00 p.m. The police will be called for students arriving prior to 7 and those left unattended after school.**

### ATTENDANCE POLICY

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. Students who are absent must present a written excuse. Failure to provide a note within 3 days will result in an unexcused absence. In the event that students are habitually tardy, they will be given a consequence. Three tardies within the same week are equal to one detention. Notes will be sent home to notify parents of this. The only acceptable excuses for absences and tardies are:

1. Personal Illness
2. Sickness or death in the family
3. Weather or road conditions making travel dangerous
4. Participation in school activities with permission of the principal
5. Emergencies or unusual circumstances recognized by the principal or designated person.

\*Official HISD and State attendance is taken at 9:45 a.m. for the entire day. Children present at 9:45 a.m. are marked present for the day. Those who are absent at 9:45 a.m. are counted absent for the day. A student may be counted present if he/she has a medical appointment providing that the student actually attends school that day.

**Students who have eight unexcused absences will automatically be retained.**

### **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.

### **WITHDRAWAL OF STUDENTS**

If you plan to move outside of our attendance zone you will need to notify us of the withdrawal date at **least one day in advance** so that we can prepare all the necessary paperwork.

### **CLASSROOM VISITS**

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 the principal’s 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.”

### **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.

### **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.

## **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  
Immunization record for the student
3. A report card from the last school attended
4. Social Security Card, if available
5. If enrolled during the current school year, a withdrawal sheet from the previous school
6. Guardianship papers if the student is residing with someone else other than the parent



## **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 into Pre-kindergarten must qualify for the program. The child must be eligible for free or reduced lunch or eligible for the bilingual program. Daily attendance is required. Students absent more than 8 days will be withdrawn from Cage.

## **PROJECT CHRYSALIS**

Students who wish to attend Project Chrysalis must go through a rigorous application process in order to be admitted. The application period begins every February and ends the last week in April of the current year.

## **TRANSFER PROCEDURES**

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 advance notice however we are aware that emergency situations do arise which would require us to speed-up the withdrawal process.

## **ENROLLMENT CARDS**

□ In order for the school to handle emergencies, you must fill out two cards at the time of enrollment. 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.



## **CONFERENCES AND VISITORS ON CAMPUS**

Parents are always welcome on our campus. H.I.S.D. policy specifies that all visitors must sign in at the main office and get a visitor's badge before going to a classroom. This is for the protection of all our students.

Parents are invited to help in the school or they may be contacted by the teacher to attend a conference. It is in the best interest of the teacher that conferences be held before or after school instead of during instructional time. Please feel free to call and schedule an appointment for a conference with your child's teacher when you feel the need for one.

Parents will be able to eat with their children once per week. The schedule is as follows:

Pk and K .....	On Mondays	Third .....	On Thursdays
First .....	On Tuesdays	Fourth and Fifth ..	On Fridays
Second .....	On Wednesdays		

## □ SCHOOL COMMUNICATIONS/FOLDER

Every student is 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.



## TELEPHONE MESSAGES

We ask that you **not request** that we relay routine messages to your child. We will be happy to relay emergency messages only. We will also allow your child to use the telephone for emergencies only.

## 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 13, page 46 of the Federal and State Compliance Elementary School Guidelines state:

“Graduation ceremonies with caps and gowns, and diplomas shall be limited to high schools and not be used for kindergarten, grade five/six, or middle school.” **In addition, there will be no award ceremonies for students Pk-7<sup>th</sup> grade.**

## 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.

## **LASSER POINTERS/BEEPERS/CELL PHONES**

Laser pointers and beepers are not allowed in school. Students found to have any of these items will have to surrender such item to the office, and the items will not be returned to them. Cellular phones are not allowed. **If a student is found to have a cell phone or other electronic equipment, a \$25 fee is assessed. \$15 fee for HISD and \$10 fee for Cage/Chrysalis.**

## **SEXUAL HARASSMENT POLICY**

Sexual harassment will not be tolerated at Cage/Chrysalis. Cage/Chrysalis will follow the Houston Independent School District Policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff or a member of the Governing Board to a student or to another staff member, or when made by a student to another student.

## **TEXTBOOKS**

Every student will receive a set of textbooks for his/her grade level. Each student is personally and financially responsible for the care of said books. School district and Texas State Law hold the student responsible for any excessive damage or loss to the books.

## **Special Education Students** **Disciplinary Action Statements**

Disciplinary actions that result in student suspensions totaling 9 days or less of special education students will follow District procedures, i.e. a school administrator authorized to suspend a special education student from school shall inform the student of alleged misconduct and describe to the student generally the evidence known at that time to support the allegations of misconduct.

In case of disciplinary action, special education students may have additional rights as detailed in Board Policy.

## **PROGRESS REPORTS / REPORT CARDS**

Student progress reports will be sent the 4<sup>th</sup> week of every 9 week cycle and at any point in time the student begins to fail. The report cards will be sent home by the teacher to the parent/guardians of all students for that grading period. These notices are to be signed and returned to your child's teacher. Report cards will be sent home on the following dates.

November 4, 2009  
March 31, 2010

January 13, 2010  
May 27, 2010

## **CAGE AND PROJECT CHRYSALIS GRADING SYSTEM**

Cage Elementary and Project Chrysalis have opted to use a numeric grading system. The numeric grading system will be as follows:

A	90-100	Excellent	
B	80-89	Good	
C	75-79	Satisfactory	- = Not meeting expectations
D	70-74	Passing	S = Satisfactory
F	50-69	Failing	S+ = Exceeds Expectations

Any questions regarding grading should be directed to your child's teacher.

□

## **HOMEWORK**

Homework will be required of every student at Cage/Project Chrysalis. Teachers will assign homework Monday – Thursday and will be at the teacher's discretion on Fridays. The amount of time allocated for homework is as follows:



Pk – K	20-25 minutes
1 <sup>st</sup> – 2 <sup>nd</sup>	35 – 45 minutes
3 <sup>rd</sup> – 4 <sup>th</sup>	50 mnts. – 1 ¼ hours
5 <sup>th</sup> – 6 <sup>th</sup>	1 ¼ hrs. – 1 ½ hrs.
7 <sup>th</sup> – 8 <sup>th</sup>	1 ½ hrs.

The following homework suggestions may help YOU help your children:

- Parental Involvement Handbooks, issued by the school, have excellent suggestions for each subject areas.
- 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!



## □ 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.

### **GENERAL GUIDELINES**

The following dress code has been adopted for Cage/Project Chrysalis students. Please see that the code is enforced.

#### **Hair:**

Hair should be clean, combed and worn in a style that does not impede vision or distract from instruction.

#### **Shoes:**

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.

All students who attend Cage and Project Chrysalis will be required to wear a school uniform, which includes a school logo on Polo shirts worn. All students are required to adhere to following dress code:

## CAGE

□

### GIRLS

- Navy Blue uniform skirts
- V-neck pleated navy blue jumpers
- Navy Blue uniform slacks
- Navy Blue uniform shorts
- Navy Blue skorts or culottes
- Red long/short sleeve polo knit shirt
- Red or Navy Blue cardigan or sweater
- Red/Navy Blue socks/tights



### Boys

□

- Navy Blue uniform slacks
- Navy Blue uniform shorts
- Red Polo shirt with logo
- Red/Navy Blue turtleneck (Under the school shirt)
- Navy Blue cardigan or sweater



## **PROJECT CHRYSALIS**

### **GIRLS**

- V-neck pleated khaki jumper
- Khaki uniform slacks
- Khaki uniform shorts
- Khaki skorts or culottes
- White or navy blue long/short sleeve polo knit shirt
- Navy blue cardigan or sweater
- Navy blue or white socks/tights



### **BOYS**

- Khaki uniform slacks
- Khaki uniform shorts
- Plain white or navy blue long/short sleeve polo uniform shirt
- Plain white or navy blue turtleneck (under uniform shirt)
- Navy blue cardigan or sweater



- All students must wear our school uniform shirts with logo.
  - Shirts and patches may be purchased at our school. See Ms. Marquez at the front office.
  - Cage uniforms will be red polo shirts with navy blue bottoms.
  - Project Chrysalis uniforms will be navy and white tops with khaki bottoms.
  - Students may wear closed shoes of their choice. Socks or tights must be worn with all shoes. Sandals are not allowed.
  - No jeans of any kind will be permitted.
  - Oversized or baggy clothing will not be permitted.
  - **All shirts/blouses/tops must be tucked in at all times.**
  - **All tops/shirts/blouses must have a collar.**
  - All pants/slacks with belt loops must be worn with a belt.
  - All shorts must be worn slightly above the knee. Anything shorter than this will not be permitted.
  - Excessive jewelry is not allowed.
  - Earrings on boys are not allowed.
  - No facial piercing is allowed.

Any student not properly dressed will be asked to correct the infraction if possible and remain at school. If the problem cannot be corrected the school will contact the parent to bring a change of clothing for the child.

**The above dress code will be enforced on a daily basis. We appreciate your cooperation in assisting us with this effort for the benefit of all our students. Parents will be called to bring a change of clothing the student is out of uniform.**

## **SCHOOL ENVIRONMENT AND SAFETY PROCEDURES**

All parents, students, faculty and staff are asked to comply with the following safety procedures:

- Private school buses are authorized to park in the back of the school to drop off and pick-up children.
- 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.

### **□ STREET CROSSING**

H.I.S.D. places a crossing guard at the intersection of Leeland and Ernestine as well as Lockwood and Telephone from 7:15 a.m.-8:15 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.



## HEALTH

### **MEDICATION**

□ 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 new students must have a TB skin test before September 1, 2006, this year all students are required to have both measles shots.



## **BACTERIAL MENINGITIS**

Meningitis is an inflammation of the covering of the brain and spinal cord—also called meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment, and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life-support management.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Health Office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Center for Disease Control and Prevention and the Texas Department of Health.

## **DISCIPLINE**

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.

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 sent home and is available in the school and in the central office. The Code specifies the rights and responsibilities of students, parents, teachers and administrators.

## **CAFETERIA RULES**

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. Stay in your seat until dismissed.



## **DANGEROUS WEAPONS POLICY**

No students shall go on the school premises with a weapon, including a firearm, explosive, knife, any dangerous or illegal instrument, or any instrument represented as one of the above items or that reasonably appears to be one of the above described items. No student shall interfere with normal activities, occupancy, or use of any building or portion of campus by exhibiting, using, or threatening to exhibit or use any weapon or any item that is represented as or that reasonably appears to be a weapon.

For the purposes of this policy, the term weapon means (a) any firearm (whether or not currently operable) that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such firearms (c) any fire muffler or firearm silencer; (d) a knife, except for a folding pocket knife that does not have a mechanism by which the blade can lock in an open position and that has a blade length of not more than two and one-half inches; (e) a starter gun; or (f) any destructive device. The term destructive device means (a) any explosive, incendiary, poison gas, bomb, or grenade; (b) any item by whatever name known that will, or is designed to , or that may be readily converted to expel a projectile by the action of an explosive or other propellant; (c) any device specifically designed or intended for use in converting any device into a destructive device. The term destructive device shall not include any device that is neither designed nor redesigned for use as a weapon.

For purposes of this policy, school premises means that school, school grounds, school buses, or any premises, grounds, or vehicles used for official school purposes.

Any student violating this policy shall be (a) suspended for a period of not less than one year; and (b) expelled and not re-admitted, if ever, within a one year period of time. This penalty may be modified for good cause. In determining whether there is good cause to modify the penalty, the Superintendent or the Governing Board may take into consideration (a) the age of the student; (b) whether the student brought or used the weapon to harm, intimidate, or in any other manner jeopardize the health, safety, or welfare of others, or interfere with the educational process; and (c) other factors relevant to the issue of the penalty to be imposed.

Whether the penalty is to be imposed or should be modified on the basis of these factors is left to the discretion of the Superintendent and/or Governing Board.

**PROMOTION STANDARDS:**

H.I.S.D's new policy on Promotion Standards will give students the help they need when they need it, rather than just pushing them along when they do not have the skills to succeed at the next level.

Cage Promotion Matrix

Course Grades: Overall yearly average of 70 or above and an average of 70 or above in Reading, Language arts, Mathematics, Science and Social Studies. Students must meet all three (3) criteria for promotion along with attendance.

High Frequency Word Evaluation:

Grades 1<sup>st</sup> and 2<sup>nd</sup>

Passing Score ("met minimum expectations") on English or Spanish TAKS:

Grades 3<sup>rd</sup> Reading

Grades 4<sup>th</sup> – 8<sup>th</sup> Reading and Math

C

Stanford9/Aprenda

Meets appropriate passing standard for Reading

Grade 1 standard is 1.6

Grade 2 standard is 2.6

Grade 3 standard is 3.6

Meets appropriate passing standard for Reading and Math

Grade 4 standard is 4.6

Grade 5 standard is 5.1

Grade 6 standard is 5.1

Grade 7 standard is 6.1

Grade 8 standard is 7.1

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 new H.I.S.D. promotion standards, each campus will be required to have a Grade Placement Committee. This committee will replace the Promotion/Retention Committee.

**SCHOOL/DISTRICT ASSISTANCE:**

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.

### **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.
- Ask the school for TAKS Parent Study Guides and use them at home.
- 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.



## COMMUNITY AND PARENTAL INVOLVEMENT

### **VOLUNTEERS**

All parents must be registered as volunteers using the VIPS registration form. You will be provided forms at the beginning of the school year.

Teachers are responsible to ensure that parent volunteers are signing in and out everyday. Teachers will turn in all volunteer hours at the end of each month to Ms. Amaro.

All parents wanting to volunteer in any capacity (regularly or sporadically) must have a background clearance on file. See Ms. Amaro to file the appropriate paperwork. Teachers are responsible for the safety of the students. Please adhere to these HISD guidelines. Registration forms and background form must be completed each school year.

### **COMMUNITIES IN SCHOOLS**

The mission of Communities In Schools (CIS) Houston is to provide and to coordinate student assistance services at the school campus in order to meet the physical and emotional needs of at-risk students and to empower these students to remain in school.

Teachers, parents, principal or other school staff may refer students. CIS may provide information, referrals and assistance to students and families. Ms. Rose Amaro is the Project Manager for this program.

CIS has the following programs for Cage/Chrysalis students:

- ☐ Dare to Dream Club
- Big Brothers and Big Sisters
- Taking Charge (Chrysalis girls)



CIS has the following programs for parents:

- GED
- ESL classes- Basic and Advanced
- Arts and Crafts classes
- Nutrition and prevention classes

Referrals to the following programs are available:

- Dental assistance
- Christmas assistance
- Friends for Christmas
- Adopt a family program

## CAGE P.T.O.



□The Cage Parent Teacher Association invites moms, dads, 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.

## PARENTAL INVOLVEMENT

The following suggestions will inform you of ways that you can be involved with your child's school:

- \* Attend a field trip
- \* Read to a class
- \* Work in the library
- \* Have lunch with your child
- \* After school sales
- \*Nurse's office assistance
- \*Attend PTO or other parent meetings
- \* Work in the office
- \* Cafeteria assistance
- \* Help in the garden
- \*Tutor a student
- \*Help teachers with work at home

A parent involvement binder will be housed in the Parent Room (with Ms. Amaro) for them to document their volunteer hours. Ms. Amaro will inform you of your accumulated hours each report card period. Keep in mind that this commitment is 40 hours per year for Cage Elementary parents. Chrysalis parents have a commitment for 40 hours per school year. Chrysalis students have 40 hours of volunteer commitment. Thanks for continuing to make your child's education a priority in your life. The Chrysalis Binder is found in the office and all volunteer hours must be documented in that binder in order to receive credit.

## **Notification of Rights Under FERPA For Elementary and Secondary Institutions**

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.

***Cage Elementary School and Project Chrysalis Middle School  
Handbook Acknowledgement***

I acknowledge that my child and I have read and agree to follow the regulations as outlined in this handbook. If I have any questions or am in doubt on any of the policies, I will contact the school for further clarification.

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_



