

NEW CANEY ISD



Robert L. Crippen Elementary Parent Handbook 2023-2024



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PRINCIPAL'S LETTER

Dear Parents and Students,

Welcome to another year at Robert L. Crippen Elementary! I am very excited to be starting my first year as principal on 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 **"7 Houses-1 Crippen...We are RCE!"** This means that we are all dedicated to the same mission and we are part of greater Crippen community. 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!

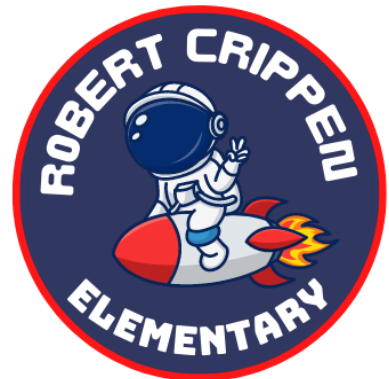
Each homeroom has adopted a different college, and your child will learn about that college all year.

- We will have conversations with your child about all aspects of college, careers, college life, school spirit, grit, perseverance, etc.!
- Students will set personal and academic goals and track their progress in Galactic Goal folders. These will be shared with parents by the October conferences.
- We will celebrate their accomplishments with 7 Mindsets and Academics
- One of our slogans will be "After High School Comes College!" It is important to Dream Big and Aim High in elementary school.
- We will have weekly college shirt days on Wednesdays. We encourage your child to wear the college shirt of their homeroom or the college color's shirt on that day and 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,
Teresa Brent

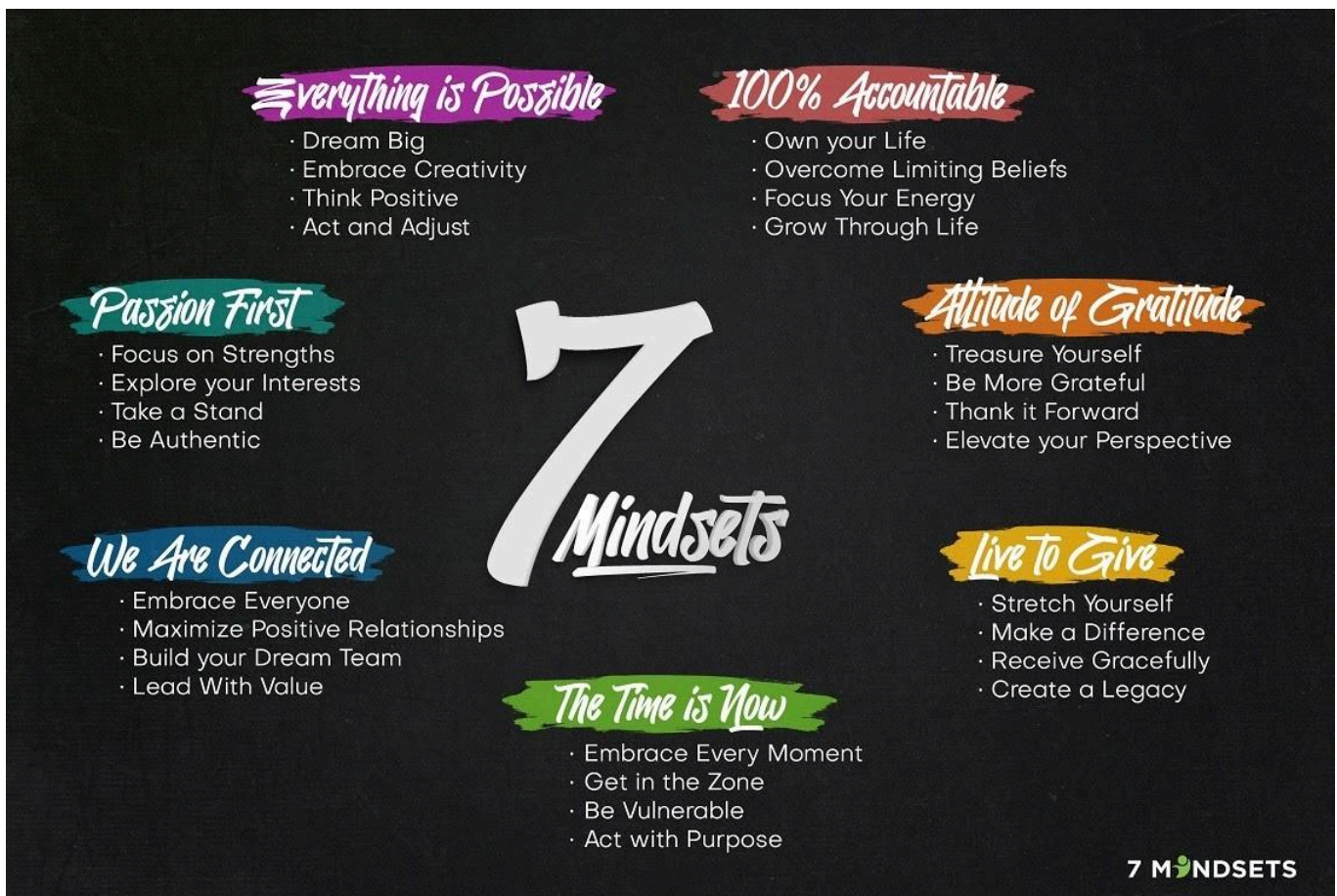


We are focused on **ONE GOAL!**

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



Crippen Elementary 7 Mindsets



SCHOOL INFORMATION

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| Principal: | Teresa Brent |
| Assistant Principal: | Jerri Blunt (Campus Behavior Coordinator) PK, Kinder, 2nd, and 4th |
| Assistant Principal: | Angela Standley (Campus Behavior Coordinator) PK, 1st, 3rd, 5th |
| Counselor: | Wykesha West |
| Counselor: | Tiffany Tinniehill |
| Instructional Coach: | Roshelle Buaquen |
| Instructional Coach: | Jennifer Neal |
| Dyslexia Specialist: | Araceli Almanza |
| Dyslexia Specialist: | Monica Garcia |
| EL Specialist: | Eunice Camarillo |
| Media Specialist: | Lisa Christian |
| RTI/MTSS Specialist: | Michelle Cantu |
| Nurse: | Stacey Diamond |
| Registrar: | Edna Lara |
| Secretary: | Lizzy Jaimes |
| Receptionist: | |
| School Resource Officer: | Ebony Mitchell |

Daily Schedule

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|------------------------|--|
| 7:35 a.m. | Doors open, and students are allowed to enter campus. |
| 7:35 a.m. - 8:05 am | Breakfast |
| 8:05 a.m. | Students will be released to their classrooms. |
| 8:10 a.m. | Instructional day begins with Social Emotional Learning: 7 Mindsets Morning Meetings. Students entering after 8:10 AM will be counted tardy. |
| <u>9:20 a.m</u> | <u>Attendance will be taken</u> |
| 3:45 p.m. | Grades Pre-K –5 will be dismissed to their classrooms. |

| Important Times of the School Day | | | |
|--|-------------|-------------|------------------|
| | Lunch | Recess | Conference Times |
| PK | 10:30-11:00 | 10:10-10:30 | 12:45-1:40 |
| K | 10:45-11:15 | 11:15-11:45 | 12:45-1:40 |
| 1 | 11:15-11:45 | 10:45-11:15 | 1:45-2:40 |
| 2 | 11:45-12:15 | 12:15-12:45 | 8:25-9:20 |
| 3 | 12:15-12:45 | 11:45-12:15 | 9:25-10:20 |
| 4 | 12:45-1:15 | 1:15-1:45 | 10:25-11:20 |
| 5 | 1:10-1:40 | 3:00-3:30 | 11:20-12:15 |

Office Hours

The office will **open each day by 7:35 a.m. and will close at 4:15 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 day for a response.



X (Twitter): #ncisd @crippenelem

Remind: @ncisdce is our campus code to join Remind, a text messaging system. Principal Brent sends out reminders via this portal. Teachers will hand out their classroom Remind codes at Meet the Teacher Night.

SMORE Newsletter:

At the beginning of each school month, **a Skyward email** will be sent out with our campus Smore Newsletter. Important information from the principals, counselor, nurse, and special events will be listed as well as updates on how to access grades, attendance notes, and district holidays. **Grade levels will send out a weekly newsletter each Monday.**

Weekly 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.

Website:

Our campus media specialist will post important information on our campus website. This website contains our Title 1 Compacts, Parental Involvement Policies, Accountability Information, Teacher Websites, and Special Program information such as GT, 504, EL, and Special Education.

School Attendance

- School Hours - 8:10 AM – 3:45 PM
- Attendance is taken at **9:20** each morning. Students not in class at this time are counted absent. Students will not be eligible for perfect attendance awards if they have been absent, have more than 3 morning tardies (arriving after 8:10 am), and/or have been checked out of school early (prior to 3:45 pm) 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 8:10 each morning and that they remain at school until 3:45 each day.
- If your child is absent, please send either a doctor's note or a personal note to the 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. You may also submit notes electronically on the [NCISD Family Website](#).
- 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. You can read more about this rule on the Texas Education Agency website. 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. Please 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 the Assistant Principal if you have questions about your child's attendance.

Tardy

Students are considered **TARDY after 8:10 a.m.** Staff members are not available after 8:10 to let your child in the building. If your child arrives at school at 8:10 a.m. or later, parents or guardians must escort the child into the building and sign them in.

Attendance Incentives and Rewards

To help your child and his/her class qualify for the chance to win a special treat, students must be in their rooms and ready to start learning at 8:10. We will have a variety of incentives for both individual perfect attendance as well as class rewards. These might include:

- A class can spell PERFECT ATTENDANCE earning a letter for each day the whole class is present in order to earn an extra recess.
- Beat the Bell- students are assigned a number in class. Randomly during morning announcements a number will be called. If it's your child's number and they are in class, they can come to the front office for a small prize.
- 9 weeks perfect attendance- Parents will be invited to eat lunch with their student at a special table. Students will also receive a "skip the line lunch pass".
- A"tten"dance- monthly attendance dance party in gym @3:15 in the gym



Awards

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

| | |
|------------------------|--|
| Pre-Kindergarten | <p>End of first semester ceremony in classroom:</p> <ul style="list-style-type: none">• Perfect attendance for Fall semester• SEL awards customized by campus <p>End of year ceremony in classroom:</p> <ul style="list-style-type: none">• Certificate of completion• Perfect attendance for Spring semester & the entire year• SEL awards customized by campus |
| Kindergarten-2nd Grade | <p>End of first semester grade level ceremony:</p> <ul style="list-style-type: none">• Perfect attendance for Fall semester• SEL award customized by campus• Specials awards (Campus rotation classes: PE, Art, Music, Technology, Library & Science Lab)<ul style="list-style-type: none">○ 1 male & 1 female student per homeroom class in the grade level--can be more if noted <p>*Mention at award ceremonies that students are recognized throughout the school year for academic growth and +10 goal accomplishments.</p> |

| | |
|--|---|
| | <p>End of year grade level ceremony:</p> <p>*Kindergarten holds a celebration ceremony (not a graduation ceremony)</p> <ul style="list-style-type: none"> • Perfect attendance for Spring semester & the entire year • SEL awards customized by campus • Specials awards <p>(Campus rotation classes: PE, Art, Music, Technology, Library & Science Lab)</p> <ul style="list-style-type: none"> ○ 1 male & 1 female student per homeroom class in the grade level--can be more if noted <ul style="list-style-type: none"> • Academic Growth awards in the areas of Literacy, Math, Science <ul style="list-style-type: none"> ○ The number of awards given per teacher will be determined in advance by the grade level team • Campus specific club participation awards |
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| 3rd-5th Grade | <p>End of first semester grade level ceremony:</p> <ul style="list-style-type: none"> • Perfect attendance for Fall semester • A honor roll for Fall semester • A/B honor roll for Fall semester • SEL awards customized by campus • Specials awards <p>(Campus rotation classes: PE, Art, Music, Technology, Library & Science Lab)</p> <ul style="list-style-type: none"> ○ 1 male & 1 female student per homeroom class in the grade level--can be more if noted <p>*Mention at award ceremonies that students are recognized throughout the school year for academic growth and +10 goal accomplishments.</p> <p>End of year grade level ceremony:</p> <ul style="list-style-type: none"> • Perfect attendance for Spring semester & the entire year • A honor roll for Spring semester • A/B honor roll for Spring semester • A honor roll for entire year • A/B honor roll for entire year • SEL awards customized by campus • Specials awards <p>(Campus rotation classes: PE, Art, Music, Technology, Library or Science Lab)</p> <ul style="list-style-type: none"> ○ 1 male & 1 female student per homeroom class in the grade level--can be more if noted <ul style="list-style-type: none"> • Academic Growth awards in the areas of Literacy, Math, Science <ul style="list-style-type: none"> ○ The number of awards given per teacher will be determined in advance by the grade level team • Campus specific club participation awards |
|---------------|--|

If your child is receiving an award at our awards ceremony, you will receive an invitation. We encourage you to attend the award ceremonies to celebrate the successes of your child.

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.

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 7 Mindsets, clubs, conduct, no tardies or early pickups, clubs, etc.
- Multiple year attendance awards will not be given.

How does my child receive the Growth Award?

At the end of the year, every homeroom teacher will use a data-based criterion assessment (mCLASS for PK/Kinder and Aimsweb for 1st - 5th grades) to give out growth awards. A growth mindset fosters a love of learning and a resilience that sees failures as opportunities for growth. In addition, students with a growth mindset will think more positively about themselves, maintain a can-do attitude, and possess the self-confidence to take on new challenges.

How does my child receive the perfect attendance awards?

To receive this award, a student must be at school every day for the semester, may not be tardy (arriving after 8:10) and/or leave early (leaving before 3:45) more than 3 times. Please note that our attendance is taken daily at 9:20 am. Any child that is not here at 9:20 am is considered absent. Please see the NCISD student handbook for additional attendance policies and procedures.

Birthdays

- Birthday cupcakes or cookies may be brought to school to be delivered to your child's classroom to recognize the birthday.
- Cupcakes and cookies must be store-bought and in the original store packaging or ordered from the child nutrition department.
- 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.
- Birthday balloons, gifts, and treat bags are **NOT** allowed during the school day.

Blast Off

On Friday mornings at 8:05 am, all students will participate in Blast Off, our weekly student recognition and motivation assembly. Some things we will recognize include student birthdays, achievements of classes and students, and presentation of our college of the week.

Breakfast/Morning Procedures

Our front doors open at 7:35. 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 either the front or cafeteria side of the building after 7:35 a.m. Students riding the bus are dropped off at the cafeteria doors.
- A free breakfast is served between **7:35 and 8:05** each day. If your child is to eat a school breakfast, they need to arrive by 8:00 am..
- 1st through 5th grade students will either report to the cafeteria (to eat breakfast) or go straight to their hallways when they arrive at school.
- PK and Kindergarten students will report to the cafeteria to eat breakfast and sit with their class until their teacher escorts them to class at **8:05 AM**.
- **In order to expedite learning, decrease tardiness, and teach independence, parents will not be allowed to join students for breakfast, but are invited to have lunch at the parent designated lunch tables.**



Classroom Parties

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

Christmas Party

Field Day

End of the Year

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 brought in their original, store packaging.

Dress Code

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

Wednesday: College Shirt or College Color

Friday: House Shirt or House Color



District 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 | <p>Shirts/blouses may be:</p> <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. <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>Students are prohibited from wearing shirts/blouses that:</p> <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 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 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 |

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| 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 toes, and full support around the heel should be worn for PE.</p> | <p>Not recommended for safety reasons:</p> <ul style="list-style-type: none"> • Platform soles over 1 inch high • Rubber flip-flops <p>Not allowed:</p> <ul style="list-style-type: none"> • House shoes • Shoes with wheels |
| Hair | <p>Hair, including facial hair must be:</p> <ul style="list-style-type: none"> • Neat • Clean • Well-groomed | <p>Hair color and/or style may not be:</p> <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 | <p>Acceptable forms of jewelry are:</p> <ul style="list-style-type: none"> • Earrings • Single small nose stud • Hair jewelry • Watches • Bracelets • Rings • Necklaces | <p>Not Allowed:</p> <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 | <p>School-approved uniforms for physical education, athletics, pep rallies, etc. may be worn only during the class or activity for which they are approved.</p> <p>For unique special events the campus administration may establish event-specific dress code requirements.</p> <p>Appropriate undergarments must be worn and may not be visible.</p> | <p>Oversized outerwear, such as trench coats or dusters, are not allowed.</p> <p>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.</p> <p>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> |

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| | | <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 must ride to and from the field trip on the school bus. If space is available, Room Parents may ride the bus to/from the field trip to assist the teacher. Other volunteers and chaperones may have to drive in their own transportation due to limited space. If a student is serving in-school or out-of-school suspension, they will not have the privilege of attending the field trip.



Lunch

In order to receive free/reduced lunches, parents will need to complete an application during the registration process in order to determine eligibility. Applications can be found on the New Caney ISD website under Child Nutrition.

Lunchtime Visitors

We ask that you do not eat with your child during the first week of school to teach independence. 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.

- We can only allow visitors to eat with their students 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 (McDonald's, 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 Involvement

Here at Crippen Elementary, we encourage parent participation in the learning and academic success of your child. Since we believe that parent involvement is the key to success, we will have several events throughout the year in which parents can attend to learn ways to partner with us to increase the success of their child(ren).

Parent/Teacher conferences will be held by October 6 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. Since we are also a Title 1 School, it is also a requirement to meet with parents annually. Please make every effort 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 REMIND 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. Sign up for interest will occur on Meet the Teacher Night. After selection, Room Parents will be invited to the school for a short Room Parent Orientation with Principal Brent. Being a Room Parent may include planning, shopping for and hosting events. 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, help decorate their room door and/or bulletin board monthly, and other tasks as decided by the teacher that include:

- Call or email parents to obtain donations of supplies for the classroom and/or events (i.e., boxes of tissues in 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.
- Collaborate with the teacher and decorate classroom doors and bulletin boards **each month** for the classroom.
- 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.

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 to campus since this type of identification is not able to be checked through the district's Raptor sex-offender registry software. **ALWAYS BRING YOUR VALID DRIVER'S LICENSE OR PHOTO I.D WITH YOU WHEN YOU VISIT THE SCHOOL OR WHEN YOU ARE CHECKING OUT A STUDENT.**

Volunteers on Campus - "Rocketeers" Crippen Campus Guidelines

All volunteers **MUST** complete the NCISD Volunteer Application form and process. It can be found on the district's website. Volunteers **MUST** wear their volunteer badge on their upper chest area (not on purses, not on the hem of shirt, etc.). It must be visible at all times.

Teachers must notify/schedule all volunteers through our Campus Volunteer Coordinators (Eunice Camarillo, EB Specialist). **Fridays are Rocketeer dates at Crippen.** Teachers will tell the coordinator the following things: **workroom assistance, laminating, copies, shelving, etc and amount of time needed.**

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 information listed below when you sign in/out. You are also required to check out with the front office when you leave.

WHO are you assisting?

WHAT will you be doing? (reading with students, cutting out letters, shelving library books, etc.)

WHEN will you arrive?

HOW LONG do you anticipate being on campus?

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 the restroom with them, letting the 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 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. Teachers should respond to your communication (phone calls, Remind, emails) within 24 hours.

After speaking with the teacher, if you feel that your concern has not been handled appropriately please contact the office to speak to an 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.

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.
- Elementary and Secondary campuses have a police officer assigned to them from the District Police Department. 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 grades 2-5 will participate in a 45 minute Space Time in which intervention or enrichment will occur. They will go to a teacher within the grade level or to an intervention specialist.
- Participation is based on student past STAAR data, Aimsweb data, CLI, and Reading/Math CBA data.
- A periodic common assessment will occur to determine movement of Space Time groups.
- House Bill 1416 requirements will be met during this time each school day, Monday-Thursday.

Specials

All students will attend Physical Education (PE) twice in a 6 day rotation, Art 1 time, Music 1 time, Library 1 time, and Tech Applications 1 time per 6 day rotation (A-F) during their specials time.

Special Events

Crippen Elementary hosts a variety of special events including: Gradel level musical performances, Career Day, College Day, STEAM Day, Porter High School Spirit Night, Open House, Dual Language events, Reading Night, Math Night, GT Showcases, and Family Breakfasts.

Teacher Certification

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

Transportation Information

Morning Transportation Information

In the mornings, the students may be dropped off at the front entrance of the school after 7:35. There is no one on duty to supervise students prior to 7:35 a.m. The school doors will open at **7:35 a.m.** to let the students in. We will have staff members stationed at the front entrance and the cafeteria side doors to help children enter the building.

The tardy bell rings at 8:10 a.m. Staff members are not available after 8:10 to let your child in the building. If your child arrives at school at 8:10 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 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 3:00 pm.**
- 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 3:15 pm. **A doctor's excuse must be turned in to the office the following day.**

Afternoon Pick Up - Times & Locations

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 3:15 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 will start calling names for car riders at 3:40. Students should be picked up no later than 4:05 pm each day. Our students have long school days, and they are tired and ready to go at the end of the day. The office closes at 4:15 pm, as there is not any staff on duty to watch students later that time.

Bus Riders

- Buses are loaded from the front of the building.
- 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 must have a smart tag for riding the bus. This smart tag will be used when the students are getting on and off the bus.
- "Smart Tag is an online portal for parents and guardians to obtain transportation information. This includes the bus number, pick up and drop off location. Sign up to receive notifications when the bus is 10 minutes away."
- Here is the link to the district parent portal [through this link](#) or [QR code](#).

Car Riders

- Car riders are loaded from the cafeteria. **Parents will need to drive to the end of Cumberland drive and U-turn to come back to the campus.** Please do not block the front driveway as the buses will need to exit.
- When driving onto campus to pick up your child, form two lines after you pass the electronic marquee. Once the two lanes have been formed, you **may not** change lanes.
- Please pull close to the car in front of you and stay off your cell phone while in the car rider line.

- If the group of cars at the cones have all students loaded, and your child has not come out, you will be asked to pull forward toward the gym. Your child will be brought to you. This will allow the line to keep moving so that we can get all of our students home in a timely manner.
- 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. If you do not have your car rider tag, you will be asked to come to the front office to show your ID and pick up your student.
- We ask that you place this car rider tag on your rearview mirror so that it will be easy to locate and read.
- In order to ensure the safety of all, we ask that parents not exit their cars 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..

