



Cage Ponies

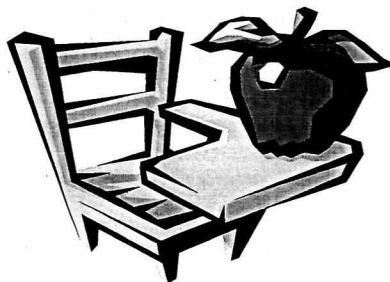
**RUFUS CAGE ELEMENTARY SCHOOL
AND
PROJECT CHRYSALIS MIDDLE SCHOOL**
4528 LEELAND STREET
HOUSTON, TEXAS 77023
TEL. 713-924-1700 FAX 713-924-1704



Chrysalis Butterflies

**Shared Decision Making Committee
Meeting Agenda
Thursday, November 10, 2016**

- I. Welcome
- II. School Calendar 2017-2018
- III. Running Records Training November 15, 2016 (3:00-4:00)
- IV. Field Trip Brochure
- V. Important Dates (Nov. 15, Nov. 16 and Nov. 17)
- VI. Thanksgiving Homework Packets
- VII. Cogat and Iowa Testing
- VIII. Copy Paper Usage
- IX. Q and Answer
- X. Closure



SDMC Meeting
November 10, 2016

Pre-Kinder-Mayra Nieto	
Kinder-----Sandra Alvarez	<i>Sandra Alvarez</i>
1 st Grade—Patricia Hernandez	<i>Patricia Hernandez</i>
2 nd Grade-Erica Gonzalez	<i>Erica Gonzalez</i>
3 rd Grade-Angelica Sifuentes	<i>Angelica Sifuentes</i>
4 th Grade-Michael Bennett	<i>M.T. Bennett</i>
5 th Grade- Veronica Martinez	<i>Veronica Martinez</i>
Special Educ-Spencer Stott	<i>Spencer Stott</i>
Ancillary- Alfonso Reyna	<i>Alfonso Reyna</i>
Principal-Dr. Jose Covarrubia	<i>Dr. Jose Covarrubia</i>
Assit. Principal-Lisa Rodriguez	<i>Lisa Rodriguez</i>
Dean of Inst.-Gloria Freitag	<i>Gloria Freitag</i>
Inst. Specialist-Sandra Villanueva	<i>Sandra Villanueva</i>
Teacher Specialist-Gustavo Gallardo	
6th Grade-Julie Melliza	<i>Julie Melliza</i>
7th Grade-Valarie Kubos	<i>Valarie Kubos</i>
8th Grade-Kelly Peterson	<i>Kelly Peterson</i>
Parent-Eva Ortiz	
Ricardo Arrazate	<i>Ricardo Arrazate</i>

**Rufus Cage Elementary School
And
Project Chrysalis Middle School**
4528 Leeland Street
Houston, TX 77023
Tel. 713-924-1700 Fax 713-924-1704

**Minutes of the Shared Decision Making Committee
November 11, 2016**

The SDMC Meeting of Rufus Cage Elementary and Project Chrysalis Middle School was held November 11, 2016 at 3:15 at the Cage Elementary Library. The committee members that were present were Sandra Alvarez, Patricia Hernandez, Erica Gonzalez, Angelica Sifuentes, Michael Bennett, Veronica Martinez, Spencer Stott, Alfonso Reyna, Jose Covarrubia, Lisa Rodriguez, Gloria Freitag, Sandra Villanueva, Julie Melliza, Valarie Kubos, Kelly Peterson, Ricardo Arrazate.

District/School Calendar for 2017-2018:

Dr. C. welcomed the committee members and began by explaining the school calendar for 2017-2018. He gave everyone the memorandum from Dr. Carranza and explained that this time we are given an option of selecting one of two calendars. He explained the difference and also let everyone know that faculty, staff, parents, students, and community members are all able to vote on which calendar to adopt.

Running Records Training:

Ms. Villanueva let the SDMC know that we will be conducting a training on Running Records and how to document student performance. The training is scheduled for November 15, 2016 from 3:00 – 4:00 p.m.

Field Trip Brochure:

Dr. C. gave all sdmc members a draft field trip brochure to take back to their teams. He stated that he wanted feedback on this brochure so that all information that needs to be covered on field trips is on the brochure. In this manner, there will be no question on parents minds of what is acceptable and what is not.

Important Dates:

Dr. C. mentioned that on November 15, 2016 we are having the Thanksgiving Luncheon for parents and that we expect a larger than usual crowd. On November 16, 2016 we have early dismissal and that there are many teachers who will be going out for professional development. On November 17, 2016 the faculty and staff will be having their Thanksgiving Luncheon.

Thanksgiving Homework Packets/Projects:

Dr. C. reminded the sdmc that every student is to leave on Tuesday, November 22, 2016 with a homework packet or project to work on during the Thanksgiving break. The homework packet should be short in nature and should cover objectives that have been taught. We still have to give kids time to be kids and enjoy the holiday.

Cogat and Iowa Testing:

Dr. Rodriguez reviewed the procedures for the Cogat and Iowa testing with the sdmc. She reminded members that a training is scheduled for faculty on Friday, November 11, 2016 at 3:00 p.m. in the school library.

Copy Paper Usage:

Dr. C. asked the sdmc to speak to their respective grade level teams on the use of copy paper as way too many copies are being made. We need to look at the type of work that is being reproduced so that it is yielding results vs keeping kids busy. No busy work.

Questions and Answers:

Time was allotted for questions and answers.

From: Superintendent <Superintendent@houstonisd.org>
Sent: Tuesday, November 08, 2016 10:10 AM
To: Covarrubia, Jose
Subject: Vote on next year's school calendar

— A SPECIAL MESSAGE FROM —
SUPERINTENDENT OF SCHOOLS
RICHARD A. CARRANZA

Dear Team HISD,

This is the time of year when we are deep into planning for the next school year. Part of that planning includes setting the calendar for school year 2017-2018 — and we'd like you to be part of the decision-making process by voting for one of two (2) options:

- **Draft A:** Aligns with previous years, in which students, teachers, and staff would get three days off for Thanksgiving (November 22-24, 2017), with school ending May 31, 2018, for students and June 1, 2018, for teachers.
- **Draft B:** A departure from previous years, this option would give students, teachers, and staff the full week of Thanksgiving off (November 20-24, 2017), with school ending June 1, 2018, for students and June 4, 2018, for teachers.

Both drafts are posted online for you to review and then vote for the draft you prefer. You have until November 30 to cast your vote. [Click here to see the survey in English](#), and [click here to see the survey in Spanish](#).

At the December board meeting, the administration will then recommend for Board approval whichever version of the calendar receives the most votes.

Thanks for all you do!



Richard A. Carranza
Superintendent

HISD 2017-2018 Academic Calendar		
Houston Independent School District		
JULY 2017	AUGUST 2017	SEPTEMBER 2017
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3 4 5 6 7 8 9
2 3 4 5 6 7 8	6 7 8 9 10 11 12	10 11 12 13 14 15 16
9 10 11 12 13 14 15	13 14 15 16 17 18 19	17 18 19 20 21 22 23
16 17 18 19 20 21 22	20 21 22 23 24 25 26	24 25 26 27 28 29 30
23 24 25 26 27 28 29	27 28 29 30 31	
30 31		
OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2 3 4 5 6 7 8 9
8 9 10 11 12 13 14	6 7 8 9 10 11 12	10 11 12 13 14 15 16
15 16 17 18 19 20 21	13 14 15 16 17 18 19	17 18 19 20 21 22 23
22 23 24 25 26 27 28	20 21 22 23 24 25 26	24 25 26 27 28 29 30
29 30 31	27 28 29 30	31
JANUARY 2018	FEBRUARY 2018	MARCH 2018
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4	1 2 3 4 5 6 7 8 9
7 8 9 10 11 12 13	5 6 7 8 9 10 11	10 11 12 13 14 15 16
14 15 16 17 18 19 20	12 13 14 15 16 17	17 18 19 20 21 22 23
21 22 23 24 25 26 27	19 20 21 22 23 24 25	24 25 26 27 28 29 30 31
28 29 30 31	26 27 28 29 30	
APRIL 2018	MAY 2018	JUNE 2018
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2 3 4 5 6 7 8 9
8 9 10 11 12 13 14	6 7 8 9 10 11 12	10 11 12 13 14 15 16
15 16 17 18 19 20 21	13 14 15 16 17 18 19	17 18 19 20 21 22 23
22 23 24 25 26 27 28	20 21 22 23 24 25 26	24 25 26 27 28 29 30
29 30	27 28 29 30 31	
Key	Holidays	Significant Dates
<ul style="list-style-type: none"> Holidays Early Dismissal Days (3 hours early) Teacher Service Days (no students) Teacher Preparation Days (no students) 	<ul style="list-style-type: none"> September 4, 2017 September 22, 2017 November 22-24, 2017 December 15, 2017 - January 5, 2018 January 15, 2018 March 13-16, 2018 March 30, 2018 May 23, 2018 	<ul style="list-style-type: none"> August 14, 2017 August 28, 2017 December 12, 2017 January 9, 2018 May 1, 2018 June 1, 2018
Grading Periods	Report Card Dates	Significant Dates
<ul style="list-style-type: none"> Aug 28 - Oct 5 Oct 9 - Nov 10 Nov 13 - Dec 13 Jan 8 - Feb 16 Feb 19 - Apr 6 Apr 9 - May 31 	<ul style="list-style-type: none"> October 13, 2017 November 17, 2017 January 13, 2018 February 13, 2018 April 13, 2018 June 1, 2018 	<ul style="list-style-type: none"> Teachers report to work First day of school Last day of first semester First day of second semester Last day of school for students Last day for teachers
Prekindergarten Grading Periods	Report Card Dates	Significant Dates
<ul style="list-style-type: none"> Aug 28 - Nov 10 Nov 13 - Feb 16 Feb 19 - May 31 	<ul style="list-style-type: none"> November 17, 2017 February 13, 2018 June 1, 2018 	<ul style="list-style-type: none"> Teachers report to work First day of school Last day of first semester First day of second semester Last day of school for students Last day for teachers

[Click to enlarge](#)

Key Highlights

- Traditional calendar, comparable to previous years
- Three days off at Thanksgiving
- All other holidays remain the same
- No weather make-up days needed
- First semester ends at Winter Break

Summary of Days:

- 175 days of instruction including 5 early release days
- School ends on May 31 for students, June 1 for teachers

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[Click to enlarge](#)

Key Highlights

- A departure from previous years
- Full week off at Thanksgiving
- All other holidays remain the same, with the exception of the Fall Holiday (Sept.22), which becomes a student-only holiday/teacher professional development day
- No weather make-up days needed
- First semester ends at Winter Break

Summary of Days:

- 174 days of instruction including 5 early release days and 1 student holiday

Semester 1 = 79 instructional days

Semester 2 = 96 instructional days

- School ends on June 1 for students, June 4 for teachers

Semester 1 = 77 instructional days

Semester 2 = 97 instructional days

1. Please choose (One vote per person)

☐ Draft A

☐ Draft B

2. Please choose one option below that describes your relationship to HISD

☐ I am an HISD student

☐ I am an HISD parent

☐ I am a Houston community member

☐ I am an HISD principal

☐ I am an HISD teacher

☐ I am an other HISD staff member

☐ Other (please specify)

Submit

Cage Elementary School and Project Chrysalis Middle School

Parent/Teacher Field Trip Manual

2016-2017

This Parent/Teacher Field Trip Manual has been created to assure that both parents and teachers fully understand the Field Trip Process. A field trip can be a wonderful experience for students, parents and teachers only if everyone clearly understands why certain rules and regulations exist.

This handbook will answer many frequently asked questions and will guide you through the field trip process. If after reading this handbook you have any questions or should need clarification, please do not hesitate to ask your child's homeroom teacher or an administrator.

Field Trip Process Overview:

Step One: Teacher/Grade Level makes a field trip request to the administrator

Step Two: Administrator reviews field trip request and approves or disapproves the trip

Step Three: When field trip is approved, the teacher/grade level will send field trip information and permission slips home.

Step Four: All field trip money must be turned in to the office at least four weeks in advance in order to secure buses and tickets to event.

Step Five: All buses and tickets to event are paid for and no refunds are allowed after this step has been completed.

Step Six: Students, parents and teachers enjoy the trip.

Frequently Asked Questions:

1. Is my child able to go on the field trip if I forgot to sign / send the field trip permission slip?
No! A student is not allowed to attend a field trip without a field trip permission slip on file.

2. May I pay the field trip cost after the deadline?
No! In most cases, the buses and tickets have already been purchased and there is no way that an additional person can be added to the roster after the deadline.

3. Is the money I paid for the field trip refundable if my child or I cannot go on the trip?
No! Once the money has been collected, turned in to the office, buses ordered and tickets for the event purchases, money cannot be refunded.
4. Do I need a background check to be a chaperone?
Yes, all chaperones must have a cleared background check on file. The background check must be done on a yearly basis.
5. How are chaperones selected?
HISD Policy states that a teacher must have at least one chaperone for every 10 students. However, each teacher may elect to have more than the required amount of chaperones to help support the objectives of the field trip. Nevertheless, not everyone can or will be selected to attend every field trip. We attempt to give as many parents the opportunity to chaperone at least one trip.
6. Are both parents able to go on the field trip?
No! In most cases only one parent will be allowed to go on the field trip. If the grade level has made arrangements to take additional parents, the other parent may be allowed to attend. The decision to allow the other parent to attend will be made at the teacher's discretion.
7. May I bring a younger sibling on the field trip?
No! Parents are not allowed to take a sibling on the field trip. HISD Policy does not allow anyone other than students, teachers and chaperones to board the bus.
8. Who is allowed to go on the field trip?
The student, the teacher, the chaperone. A chaperone can be anyone that has legal custody of the child and has legal paperwork on file with the school. This may be a grandparent, aunt, uncle, etc.
9. May I take my own vehicle and meet the group at the field trip location.
No! We do not recommend that a school chaperone go on their own to the field trip location. If you have not been selected to be a chaperone and you drive on your own to the field trip location, you will not be allowed to join the group. When someone decides to meet the group, the school has to assure that all persons with the group have cleared background checks and are authorized to help monitor students.

If you decide to drive on your own to the field trip location, you must check the student out of school prior to the students leaving on the field trip. In this manner, the child is in your possession and the school is no longer responsible for the student. You will also not be allowed to join the group or supervise other students during the field trip.

10. Can my child ride in my car to the field trip?

Absolutely not! All students going on a field trip must leave the campus with the entire school group.

11. May I check my child out after the field trip?

Yes, a parent may check out his/her child after the field trip is over. Each teacher has a sign-out form available for parents to check out their child.

12. If we are late to school the day of the field trip, can I drive my child to the field trip event?

No, this is not allowed. The only way that a parent will be allowed to do this is if the parents checks the student out of school. The parent and the student will not be allowed to join the group at the event. The parent and the child may do things on their own as the parent has possession of the child.

13. Do I have to bring a sack lunch for my child?

You will need to refer to the permission slip as to whether or not your child will need a sack lunch for the field trip. We also recommend that you check with your child's teacher in regards to this matter.

14. Does my child have to wear the uniform on the field trip?

In most cases the child will have to wear the school uniform for the field trip. We also recommend that you check with your child's teacher as there may be some field trips that require different types of clothing.

Chaperone Responsibilities:

There is a great responsibility when you are a chaperone as you are being entrusted with the safety and security of the students assigned to you. Below are the responsibilities of a chaperone.

1. Secure a background check prior to being selected a chaperone.
2. Make sure that you are on the chaperone list the teacher has turned in.
3. Check-in at the front desk on the day of the field trip to receive a pass.
4. Check-in with the teacher to get the names of the students you will be chaperoning and receive further instructions about the trip.
5. Make sure the teacher has your cell phone number so that he/she can reach you in case of an emergency.
6. Constantly monitor the students that you have been assigned.
7. Do not allow students to go off on their own.
8. Take restroom and water breaks as needed.

9. Meet at the designated location for lunch.
10. Be on time to scheduled events and to depart the event.
11. Count the number of students you have been assigned on a continual basis. If you left with 5 you must come back on the bus with 5.
12. Check-in with the teacher prior to boarding the bus to make sure that all students are accounted for (even those that have been checked out by parents to go home).