2026-2027 CALDWELL PARENT INFORMATION

ANNOUNCEMENTS

At 8:05 am, live video announcements begin. Each classroom will have the announcements viewable. A variety of information is shared daily by principals. We will be recognizing students during morning announcements to share their success with the campus. Students' birthdays will be announced daily.

ARRIVAL & DISMISSAL

Procedures for Arrival:
First day of school - All students report directly to their classrooms at 7:40 am. Parents are welcome to walk students to class on the first day of school. During morning arrival, older siblings are permitted to walk their younger siblings to class only during the first week of school. After that time, we encourage all students to independently navigate to their classrooms as part of building their confidence and responsibility within the school environment. Staff members are stationed throughout the hallways each morning to assist students and ensure they arrive safely. This practice also helps support our younger students' transition to school by minimizing potential separation difficulties that may occur after an older sibling leaves them in the classroom.

Announcements begin at 8:05 am each day. Parents will say goodbye to their child and will exit the building to allow teachers to begin instruction of their procedures.

After the first day, please follow these procedures:
MORNING DROP OFF is from **7:40 am-8:10 am**
All students must report to their classrooms.
For more specific information about our arrival and dismissal procedures, please access this link.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, benefit from teacher-led and school activities, build each day's learning on the previous day's, and grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional requirements; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for a student's final grade or course credit, are of special interest to students and parents. Attendance will be taken at 9:30 am.
Official Attendance-Taking Time (All Grade Levels). The District must submit attendance of its students to TEA reflecting attendance at a specific time each day. Official attendance is taken every day: elementary attendance is recorded. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

DOCUMENTATION AFTER AN ABSENCE (All Grade Levels)
Within three (3) days of the student's arrival or return to school, a note signed by the parent that describes the reason for the absence must be delivered to the front office for attendance documentation. Only **3 parent notes** will be allowed per semester. This is a change from last year. Each parent note may cover 1-2 consecutive days of absence. If the absence is due to a communicable disease excludable by the DSHS, a physician's note will be required. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. Please note that unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence. Notes not received within 3 days of the student's return to school will be accepted at the discretion of the campus administrator. Parents may receive an attendance letter if a student has been absent from school without excuse for 3 or more days, or parts of days, within a 4-week period.

DOCTOR'S NOTE after an ABSENCE for ILLNESS
Upon return to school, if a student is absent for more than 5 consecutive days because of a personal illness, he/she must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (LOCAL).]

Request to be excused from Physical Education for Illness or Injury
Parents/guardians are required to send a note for students who will not be participating in physical education classes due to an illness or injury. This note will be accepted for up to three (3) consecutive days. Longer non-participation will require a physician's written excuse. If a note is received regarding exclusion from PE, the student will also be excluded from any other school-related physical activities.

BIRTHDAYS

We love recognizing each Caldwell student on their birthday by announcing their names on morning announcements, as your child's FERPA form allows. Summer birthdays will be recognized in May. As recommended by the MISD and Caldwell Coordinated Health Committee,

food items for birthdays are **not** permitted (examples: cupcakes, cookies, ice cream, etc.). If you would like to distribute birthday party invitations at school, all homeroom children must be included. You are welcome to prepare non-food goody bags to share with the students – pencils, stickers, etc. To protect the instructional environment, special deliveries (flowers, gifts, balloons, etc.) will be held in the office until the end of the day. Helium or latex balloons are not allowed in the school building.

CAFETERIA & FOOD SERVICE INFORMATION for LUNCH GUESTS

We are so glad you are able to come to school to eat with your child. We will begin welcoming visitors **August 31, 2026**. As a special guest in our cafeteria, we kindly ask that you enjoy lunch only with your child. For the safety and security of all students, only parents, guardians, and individuals listed on the student's emergency pickup information will be permitted to dine with your child. Thank you for understanding that only your child may dine at the guest table. You are welcome to bring food or buy from the cafeteria.

This is the link to find more information about Meal Prices and Payments.

CHARACTER COUNTS

At Caldwell, we believe in the importance of building character and promoting social and emotional growth in our students. CharacterStrong PurposeFull People curriculum is built upon these top 10 most-identified traits that thoughtfully combine social & emotional learning and character skills at the elementary level: Courage, Perseverance, Honesty, Respect, Gratitude, Kindness, Responsibility, Cooperation, Creativity and Empathy. We foster a growth mindset in our students and staff and we encourage everyone to develop and build upon his or her character strengths. Character strengths are discussed in the classroom during community circle, guidance, and during the morning announcements. Students are acknowledged for displaying character strengths in the classroom and every month at least one student is chosen from each class to be recognized at Caldwell's Principal Award during Caldwell Live.

CLASSROOM SNACKS AND BEVERAGES

The Caldwell Coordinated Health Committee strongly recommends that students consume only water throughout the school day. For children and adolescents, water should be the principal source of hydration. Water not only keeps children healthy, but also will help them perform better in school. Dehydration leads to a reduction in both mental and physical performance. These results can be evident in the classroom. The Caldwell Coordinated Health Committee also strongly recommends a nutrient-rich, healthy snack. Snacks in the classroom should be a hand-held, easy-to-eat snack. Fruits should be peeled at home and sent to school in an easy-to-open container without liquid. Please consult with your classroom teacher/school nurse regarding food allergies.

CLUB 360 – AFTER-SCHOOL CARE

Club 360 is an after-school child care program developed by McKinney ISD. The program is located at most elementary campuses, which eliminates the need for children to be transported to another location. This program runs during the school year and is open each regular school day from 3:20-6:30 pm https://www.mckinneyisd.net/childcare-after-school-programs/ 469-302-2300.

DISMISSAL

Each family at Caldwell will be issued two carpool cards. These will be distributed during Meet the Teacher Night and/or the first day of school. This number will remain assigned to your family throughout your time at Caldwell. Parents requesting additional cards can contact the front office. Please hang this carpool card on the rearview mirror so that it is visible to the staff on duty. Call the front office if the regular dismissal plans need to change. During inclement weather conditions, if you wish to change your child's dismissal routine based on rain, storms, etc., you must call the front office and indicate the change in routine by 2:30 pm. We value safety and want to honor your request. If you need to change your child's dismissal transportation, please call the front office or send an email to avilla@mckinneyisd.net and rcowlishaw @mckinneyisd.net **before 2:30 p.m**. to inform us about your child's transportation change. We understand that emergencies occur, but please keep in mind that keeping your child's transportation consistent will help to ensure that your child learns his/her way home and helps to ensure their safety, as well as a full day of instruction. Please understand that safety is always the priority, and transportation changes may delay how quickly your student is released. We might ask you to wait patiently as we are dismissing, assisting, and supervising our students.

DRESS CODE

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the district's dress code. Access this link to learn more about the dress code.

EMERGENCY GUIDE FOR PARENTS & VISITORS

Safety and security remain our highest priorities. Please use this guide to become familiar with MISD practices and procedures for school emergencies. Drills are conducted on a regular basis with support from School Resource Officers and the MISD Safety and Security team.

GIFTED & TALENTED - ALPHA DAYS

Kinder – 2nd grade: MISD GT teacher will provide weekly services at Caldwell.
3rd grade: Monday morning bus will take students to Walker Elementary.
4th & 5th grade: Bus will take students to Walker for full days of learning on Tuesdays and Wednesdays.

HEADPHONES

McKinney ISD has updated the devices provided to all K-5 students. Each student will be assigned an iPad for school use, and elementary students will no longer be assigned laptops. As a result, all Kindergarten through 5th Grade students will need **USB-C headphones with a built-in microphone**. Any headphones with a USB-C connection and microphone will meet the requirement. Please send your child's headphones in a clear zip-top plastic bag labeled with the student's name, grade level, and teacher's name. Thank you for helping ensure your child is prepared for learning with their school-issued iPad.

LUNCH & RECESS

Students have 30 minutes for lunch in the cafeteria. Students have 30 minutes for recess - weather permitting for outdoor recess.

RECESS

Here in Texas, the weather is constantly changing from cold to warm. It's difficult to know what to expect unless you are watching the weather daily. Our expectation is for all students to attend recess every day as long as the weather conditions permit. According to the American Academy of Pediatrics, it was discovered that recess was much more important than originally thought in years past. "We came to the realization that it really affects social, emotional, and cognitive development in a much deeper way than we'd expected. It helps children practice conflict resolution if we allow them unstructured play, and it lets them come back to class more ready to learn and less fidgety." Based on the above information, all students will go outside to recess every day as long as we are within the MISD recess weather guidelines. If your child has a reason not to participate in recess or you feel they do not need to run, they may sit outside in the shade during recess. Unfortunately, we do not have the staff to supervise students inside the building during recess. We hope you will continue to support this part of the day for all of our Caldwell students.

- Rocks, sticks, and other objects will remain on the ground.
- Slides should be used sitting up straight with legs in front.
- There should be one person at a time on slides and monkey bars.
- When necessary, classes stay within playground boundaries as designated by grade level teachers.
- Students will gain teacher permission to leave the playground area (restroom/nurse).

SCHOOL HOURS

All elementary campuses will begin promptly at **8:10 am** and end at **3:20 pm**. School doors will officially open at 7:40 am. Please do not drop your child off at school prior to 7:40 am, as there will not be staff members on duty to provide supervision. Students must be picked up at 3:20 pm. If you are unable to pick up at 3:20 pm, onsite child care is available through MISD's Club 360, and multiple child care facilities provide transportation directly from school.

SCHOOL-TO-HOME COMMUNICATION

Your child's homeroom teacher will send a weekly email – this is an excellent way to stay connected to the classroom and curriculum. A weekly electronic email known as the Caldwell Connect is sent out every Monday with reminders, updates, and school event information. This communication will be sent to the email address on file for your child. Call the front office at 469-302-5500 if you do not receive the Caldwell Connect at your preferred email address. The digital marquee will be used to share upcoming events. You can like our Facebook page and subscribe to our Twitter feed. You will see pictures and descriptions of current events.

STUDENT DISCIPLINE

The MISD Student Handbook, containing policies and regulations on the rights and responsibilities of students, as well as the MISD Student Code of Conduct, is available online to all students, parents, teachers, and administrators at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, and any parent upon request. This is the link to MISD Rules and Regulations. At Caldwell Dual Language Academy, we are revamping our PBIS practices throughout the school.

STUDENT SAFETY

For safety and security reasons, never drop off your child unattended. If you must enter the building during drop-off, you must enter through the front door (door #1) and sign in through the office. All visitors must provide a valid state-issued photo ID. Bike riders should place bicycles or scooters on the bike rack. Riding bicycles, scooters, or skateboards is not permitted on school property.

STUDENT SCHEDULE

All Caldwell students attend Art and Music weekly and Physical Education three times a week. These classes have required TEKS, or standards, specific to each grade level. Progress is reported through report cards.

TARDIES

Students are considered tardy if they are not in the building at 8:10 am. Please allow enough time to get through the carpool line so your child can be in their classroom, ready to learn by 8:10 am. Ideally, they should be in their seat by 8:05 am daily to participate in live video morning announcements. For the safety of your child, please do not drop him/her off at school prior to 7:40 am as there will not be staff members on duty to provide supervision. Your cooperation is appreciated.

VISITORS & VOLUNTEERS

MISD requires every visitor/volunteer to report to the office to be signed in. A valid state or government-issued photo ID must be presented each time you visit, volunteer, or pick up a student. Photos of IDs are not accepted. MISD requires that volunteers complete a background check each school year. If you plan to volunteer anywhere in the building or chaperone a field

trip, please complete the required volunteer application on MISD's website:Volunteer | McKinney ISD
Lunch visitors MUST be listed as one of your CATS emergency contacts to eat lunch with them. Lunch visitors may ONLY eat lunch with their student. Lunch visitors may ONLY bring outside food for your child.