

## **Holmsley Elementary SCHOOL PROCEDURES 2009-2010**

The following procedures have been set in an effort to help our school run smoothly and to create as few interruptions to your child's classroom as possible. Please use this as a reference to answer your questions throughout the year. As always, you may call the office or stop by at any time when other questions arise. We feel that by making you aware of the procedures at the beginning of school, everyone will know what is expected. With your cooperation, we can make this a successful school year.

### **VISITING THE SCHOOL:**

All visitors should park and enter the front doors near the office of the building and report immediately to the receptionist's desk for a visitor's badge. These are the only doors visitors will be permitted to enter, as all other doors will remain locked during school hours for the security of our students and staff. Holmsley administrators have asked that every adult in the building wear a name badge or visitor's sticker. The staff has been asked to stop any visitor without a badge and ask them to return to the front office. This is not meant to offend any parents or friends who are visiting; it is for the safety of our children. We want you to always feel welcome at Holmsley.

### **ATTENDANCE:**

The school day begins promptly at 8:45. Students who are not in their assigned classrooms at this time are considered tardy and will be asked to report to the office for an Admit to Class slip. Parents who drop their children off after this time are required to escort their child to the office and sign him/her in at the receptionist's desk. For the safety of our children, we ask that they do not arrive earlier than 8:20 a.m. Staff members helping with car riders will begin unloading cars at 8:30. Parent drop-off should be completed by 8:45. All tardies are considered unexcused unless a doctor's note is provided.

Attendance is taken each day at 10:45. Students who are not present at this time will be marked absent. Students arriving after this time, with a doctor's note will NOT be counted absent. Students returning to school after an absence should present a written excuse signed by a parent or guardian. Notes should be given to your child's teacher in the morning. It is not necessary for parents to call the school to report an absence at the elementary level.

Students who have been absent for five consecutive days must present a doctor's note upon returning to school in order for the absences to be excused. On the third day of an absence, parents may call the school to request homework. Calls should be made in the morning so that homework can be available for pick-up that afternoon.

District Tardy Policy: Students arriving three (3) times in a four (4) week period and students who are picked-up early three (3) times in a four (4) week period will be considered unexcused and will be in violation of the Texas Compulsory Attendance Law. Parents of students who are in violation will receive a court warning letter which may result in court proceedings. State law requires students to attend a full seven hour day of school. Exceptions will not be made for students who participate in extra curricular activities.

The Texas Education Code (TEC) 25.095 requires school districts to notify a student's parent or legal guardian, in writing, at the beginning of the school year regarding unexcused absences and tardies. In this section, "parent includes a person standing in parental relation." The Code states that if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

- (1) The parent is subject to prosecution under Section 25.093 (b) of the Education Code for failure to require the child to attend school as required by law and
- (2) The student is subject to prosecution under Section 25.094 of the Education Code.

Section 25.095 further states that it is the parent's duty to monitor the student's school attendance and require the student to attend school. Parents should request a conference with school officials to discuss the student's absences.

### **LEAVING EARLY:**

The school day ends at 3:45. Occasionally, it is necessary to pick children up before this time. We ask that children be picked up by 3:30 in order to avoid interruptions to the end-of-day routines that are usually very busy. A written note should be sent to school with your child stating what time the child will be picked up and by whom. Your child will receive a sticker stating the time he/she should be sent to the office for pick-up. Parents must sign the student out at the receptionist's desk. Identification will be requested in order for the student to be released. Students will only be released to those individuals who are listed on their emergency cards.

If an emergency occurs during the day and it is necessary to pick your child up, please call the front desk before you arrive so that your child can be ready when you reach the front office. Parents who do not call ahead will be asked to wait in the front office while the student is located and classroom items are gathered and put away.

### **TRANSPORTATION:**

Should your child's transportation change, for any reason, a written note is required stating the following:

1. Date(s) of change
2. Bus number or name of person picking student up in car rider line (person must be on child's emergency card and I.D. will be requested if person is not known by staff dismissing student)
3. Address of student's destination
4. Telephone number where you can be reached

The transportation department requires that all changes be made in writing. We will not be able to accept phone calls during the day to change a student's transportation. Notes may be dropped off or faxes (281-463-5529) will be accepted until 3:00 p.m. Changes will not be made after this time. If a note or fax is not received, or if designated persons do not come to the office **before** 3:30 p.m., the child will be sent home in the usual manner. Children will not be taken off the buses once they are loaded.

Children are assigned to a bus at the beginning of the school year. The transportation department does not allow students to ride another bus unless it is an **emergency** situation. Emergencies do not include birthday parties, scout meetings, social visits, etc. Students are not permitted to cross Hudson Oaks unless they are with their parent/guardian. All students are strongly encouraged to use district transportation. If the choice is made to allow your child to walk or ride their bike home, it is the parent's responsibility to walk the child across the street. Again, we strongly encourage students to use district transportation or be picked up by car.

On rainy days, all students who walk and ride bikes home will walk unless otherwise noted as a car rider. It is strongly recommended that you talk with your student IN ADVANCE about what to do on rainy days. If you desire a different arrangement, please send a note to your child's teacher regarding your rainy day plans so that everyone is aware of what to do on these days.

Parents who pick their students up after school must remain in their car in the car pool line. They are asked to place a sign in the front window with their child's name on it to expedite the traffic flow. Adults cannot park and walk to the front to wait while the children are being released. This enables the staff members in charge of dismissal to do their jobs in the safest manner possible. Parents who walk to school from Westcreek or Sheffield to pick up their children may wait for their students by the bicycle racks. In the interest of safety, walkers and bike riders will be released after the buses and car riders so there will be less traffic on Hudson Oaks Drive.

### **LOST AND FOUND:**

Please label all clothing and personal items. Students often wear sweaters, coats, gloves, caps, etc. to school and forget to take them home in the afternoon. It is important that you mark all items so they may be safely returned to the owner. You would be shocked to see the number of clothing items and lunch kits never claimed. Due to the lack of space, we must clean out the lost and found area twice a year, at mid-term and at the end of the year, and donate all un-labeled items to a charitable organization. Please help us by labeling all clothing.

### **FMNV:**

A state law is being enforced at school to help combat childhood obesity. It is referred to as FMNV or Food of Minimal Nutritional Value. Students may not be given snacks or treats of any kind by anyone other than their parent/guardian. This includes between meals or during a meal. Teachers will no longer be able to reward student success with food and parents are not permitted to bring snacks or lunches for other students. Parents may bring a lunch of their choice for their own child. We hope everyone thinks about healthy selections that will help our students grow successfully, both physically and mentally.

### **SPECIAL EVENTS:**

Through the year Holmsley hosts special events involving our students. Family and friends are welcome to attend these special times. However, siblings may not be removed from class to observe these events. This is to reduce interruptions to regularly scheduled classes and to avoid classroom instruction being missed. Special sign-out sheets will be located in your child's homeroom class for those parents who wish to take students home when an afternoon event is over.

### **BIRTHDAY INVITATIONS:**

**PK-1** may send birthday invitations to school **ONLY** if every child in the classroom receives an invitation. Invitations should be delivered to the teacher.

**Grades 2-5** are **NOT** permitted to pass out invitations at school.

### **CLASSROOM OBSERVATIONS:**

Parents wanting to observe their child in the classroom may do so under the following conditions:

1. 24 hours written notice by completing the classroom observation form obtained at the front desk.
2. An administrator will confirm that observation can take place by checking the testing and special event calendars, as well as other calendars/schedules in order to minimize disruptions.
3. The administrator will contact the parent and notify them the observation can take place.
4. All observations will be limited to one hour, with a maximum of two hours per month.
5. It is prohibited to tape record, photograph or video tape students in the classroom under FERPA Law.

## **MEDICATION POLICY:**

Under the following conditions, school nurses and other trained school employees will administer medication to students during school hours should medication be necessary to keep a student in optimum health. Students are not permitted to carry medication.

1. Prescription medicine must be in the original container, labeled with student's name, name of the medication, and directions for time and dosage.
2. Nonprescription medicine must be in the original container, labeled with the student's name, name of the medication and directions for time and dosage.
3. All medications are to be accompanied by a Cypress-Fairbanks I.S.D. permission slip filled out and signed by a parent or guardian.

All medication must be brought to the clinic by the parent and/or guardian.

Effective: 08/17/09