

Negley Elementary Policies and Procedures



Bell schedule:

- The school day is from **7:30-3:00**, please do your best to be on time each day.
- Doors Open at 7:00.
- Breakfast is served until 7:25.
- School begins and tardy bell rings at **7:30**.
- Car rider drop off doors close at 7:30 and students will need to be taken to the front of the school.
- Students will go to the cafeteria for Shipyard or breakfast from 7:00-7:15.
- At 7:15 students are allowed to walk to classrooms.

Dismissal:

- Each family will choose ONE form of daily dismissal: Bus Rider, Car Rider, Parent Walker, Independent Walker, or After-School Care. Any variations to this must be on a set schedule and arranged in advance with the teacher.
- Dismissal changes are a last resort and will only be granted in the event of emergency or special circumstance. All changes must be requested no later than **2:00** by phone or email to 512-268-8501 or nes.attendance@hayscisd.net.
- Any early dismissals must happen no later than **2:15**. Please plan all appointments accordingly!
- The front office closes at 3:30 and all students must be picked up no later than 3:15.

Lunch:

- Visitors are allowed to have lunch with students, but each visitor **MUST** be on the approved visitor list and have proper ID with them at ALL TIMES.
- All visitors **MUST** sign in at the front office to receive a sticker to wear while on campus.
- Students and their visitors will have lunch together on the cafeteria stage, and may **NOT** have friends join.
- Visitors must check out with the front office when lunch is over and are **NOT** allowed in hallways, classrooms or recess areas.
- **Dropping off forgotten items is highly discouraged** - but if you must, please be sure that lunches are here at least 10 minutes before lunchtime begins. All items must be labeled with student's name and teacher. The front office does **NOT** deliver items.
- Food from meal delivery services is not accepted for students!

Attendance:

- Attendance is taken daily at 10:00. Any student not in school at this time will be counted absent for the day.
- Any time your student is absent, an email or note must be submitted to the attendance clerk. Notes must include student name, date and reason for absence. Please email all notes to: nes.attendance@hayscisd.net.
- Please be aware - if your student is present at any point during the day, but absent when attendance is taken, that absence can be erased with a doctor's note.
- Absences cannot be future coded. Any time your student is absent you will receive the automated messages. Absences will be re-coded after attendance is taken.

New this year!

Our House Assemblies will be held EVERY Friday afternoon from 1:45-2:45 -- Please try not to pick students up early on those days so they don't miss out on the fun!





Birthdays:

- Please contact teacher for class count and allergy information before bringing treats.
- Parents cannot attend birthday celebrations in the classroom. Birthday treats will be handed out to students at the end of the day.
- HaysCISD recommends individually wrapped store-bought items. Homemade items will NOT be accepted.
- Drinks are not allowed.
- Balloons are NOT allowed and if brought, will be kept in front office.
- Parents may not bring any other food to be shared with students. This is strictly prohibited per federal guidelines.

Student ID Badges:

- It is the expectation that all students will wear their Student ID at all times during the school day.
- Lost ID's must be replaced as soon as possible. These can be purchased through REVTRAK for \$5. The ID's will be printed on campus and the student will be notified once ready.

Cell phone policy during school day

7:00 - 3:00:

- Cell phones and watch devices must be out of sight, on airplane mode, and in student's backpack.
- Students are not allowed to have cell phones out at any point during the school day.
- **Students are not allowed to call or text parents from their own devices.** If necessary, students will be allowed to use the classroom telephone at the teacher's discretion.
- If you need to reach your student during the school day, you can call the front office and leave a message for them.

After School Care:

YMCA/Extend-A-Care -- On site:

512-236-9622, eady@austinyymca.org

Rocking Horse Academy: 512-405-3700

Stepping Stone Kyle: 512-268-0123

Stepping Stone Plum Creek: 512-262-7409

Kyle Bright Beginnings: 512-312-4341

Children's Lighthouse Kyle: 737-377-1233

Questions? Call or email us:

512-268-8501

nes.attendance@hayscisid.net