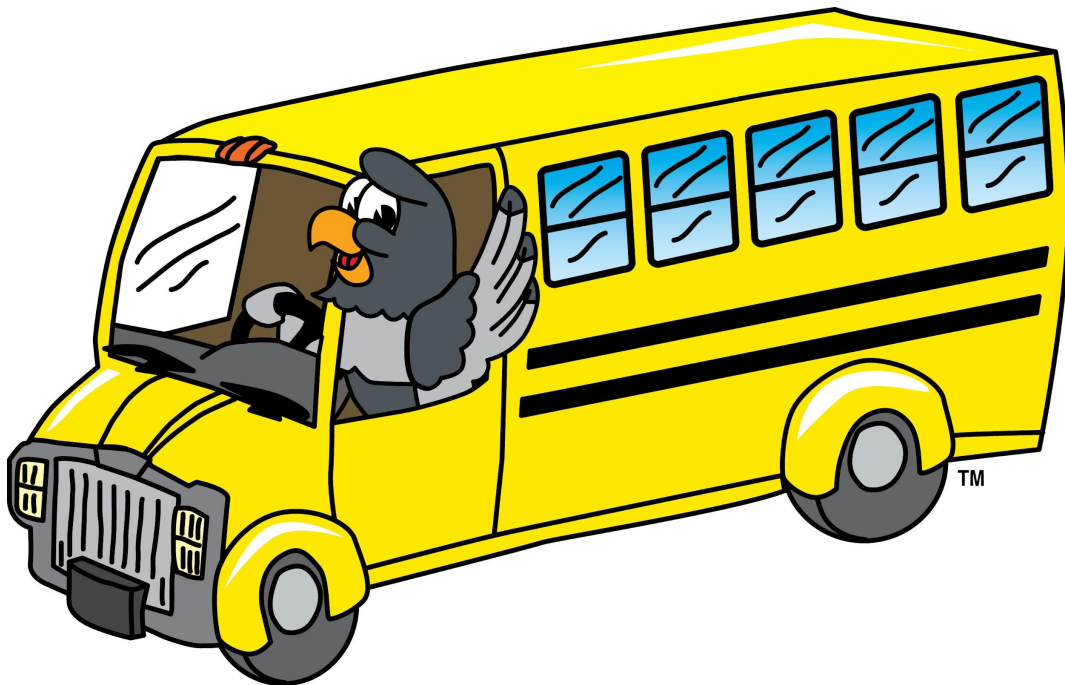


# **RALPH PFLUGER ELEMENTARY PARENT/STUDENT HANDBOOK 2023-2024**



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BUDA, TEXAS 78610  
T: (512) 268 - 8510  
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**PRINCIPAL: ELIZABETH LARA**

**ASSISTANT PRINCIPAL: MICHAEL SNEAD**

# Our Mission

Pfluger falcons mission is to nurture a love for learning for our students through a community that strives to SOAR.

Focus Statement: Pfluger falcons S.O.A.R. with Respect, Responsibility, and Safety.

- S - Self-Control
- O - Optimism
- A - Acceptance
- R - Resiliency

## The History of Our School

Ralph Pfluger Elementary School was named after Mr. Ralph Pfluger, one of the founding school board members of Hays CISD. He was a Buda board member chosen to be on the first Hays CISD school board and served in that capacity until 1974. He was re-elected in 2004 and served on the board until 2010.

However, his service doesn't end with the school board. An advocate of the 40 Developmental Assets, Mr. Pfluger quietly mentored at-risk students at Tom Green Elementary School.

The yearly presence of Mr. Pfluger and his wife Lois at dozens of campus and district athletic, academic and community events has become a Hays CISD norm.

Mr. Pfluger was quoted saying, "I don't think I deserve this, I am humbled. I have tried to do what I understood the job to be. The school district has meant a lot to Lois and me."

All five of Mr. Pfluger's children and 12 of his grandchildren attended schools in Hays CISD.

### **School Bell Times**

Doors Open	7:05 am
Tardy Bell	7:30 am
Dismissal	2:55 pm



### **Arrival Procedures:**

**\*Please do not drop off your child prior to 7:05 am as there will be no adult supervision.\***

**Per District Policy, parents are not allowed to walk their student(s) to class.** You may walk them to the front of the exterior doors and they will enter on their own. We have staff at the entrance to receive your child and staff members in the hallways to guide your child as well.

**Bus Riders** are offloaded by staff members in the front driveway. They are then escorted to either the gym for our holding area until 7:10am or the cafeteria for breakfast.

**Walkers:** Please instruct your child to walk on the sidewalk leading to the front doors of the school. Please have a conversation with your child regarding traffic safety. Remind them to look both ways as they cross the street and to wait for a staff member to cross them at the crosswalks. Please only use the crosswalk where the crossing guard is located near Marsh Ln @ Painted Desert.

**Our front Parking Lot is not open for parking unless you have been given special permission by our Principal.**

### **Changes for 2023 -24**

**Car riders:** Drop-off will be at the back of the school, please ensure students arrive in time to be in class by 7:30 AM. There will be

staff members opening car doors for your children. Please be sure that your child has everything that they need and is ready to exit your vehicle promptly. **If your child is not ready when our staff members open the door, they will ask you to move forward and have you assist your child in getting out of the car.** We appreciate your help with this as we need to keep the line moving.

The car rider line closes at 7:30am. If you arrive past 7:30am and there are no staff members there please drive around to the front office to drop off your child.

**The car rider line forms on Marsh Lane in both directions. Painted Desert is NOT a thru street to enter the car rider line.**

### **Please Slow Down when coming through the car rider line**

- Please do not go around other cars as you cannot always see what is happening in front of you, usually cars are stopped for a reason
- Our students and staff member lives are precious, let's be mindful of that when we get impatient

**There will be no staff on morning car rider duty during inclement weather** (*storms, heavy winds, weather below 35°F*). Please be sure to come prepared to unload your child from your car. The lines will move slower on these days.

We are doing this for the safety and health of our staff members as standing in extreme temperatures for an extended

period of time can be detrimental to their health.

**Hug Zone - We highly encourage independence and the use of our sidewalk for our walkers,** we have a Hug Zone for those wishing to see their child walk into the school safely. This area is located at the front of the school in the grassy area.

### **We ask the following when using the Hug Zone:**

- **Do not** park on Marsh Ln as this can cause accidents.
- Do use this area to hug your student and watch them walk into the building safely

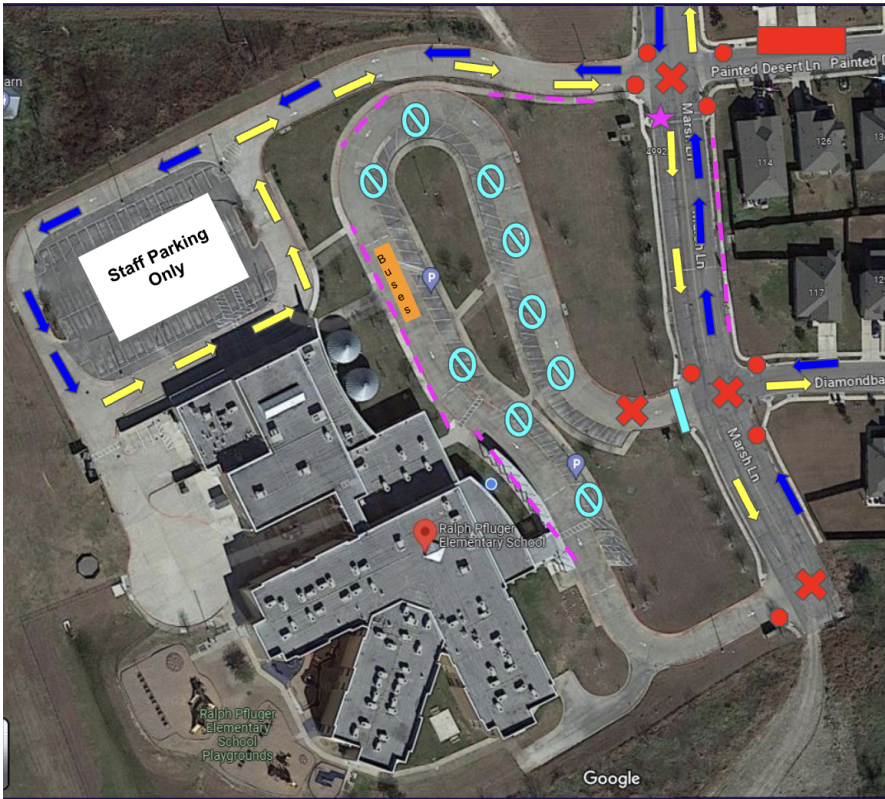


### **Tardies:**

Arriving early/on time to school helps students set their day up for success and builds lifelong habits for future careers. **Students need to be in the classroom by the 7:30am bell.**

To ensure the safety of our children when tardy, we ask that all parents or guardians accompany their child to the front office and sign them in for the day, if arriving after 7:30 am.





## PES Arrival Map 2023-2024

### Legend:

- Outgoing Traffic
- Incoming Traffic
- Crossing Guard
- No Parking during arrival or dismissal.** Unless with approved exception.
- Stop Signs
- Path for Walkers
- Painted Desert is not an entrance to Car Rider Line
- For safety reasons this is **not** a student drop off zone
- The back of the school by the cafeteria is designated for Car Rider Line and Staff Parking.
- The front of the school is designated for Buses, Walkers, and Bike Riders. There is no longer parent/visitor parking for arrival.



## PES Dismissal Map 2023-2024

### Legend:

- Walker parents wait here. Please do not stand on private property.
- Crossing Guard
- Car Rider line starts here
- School Buses or Private Daycare Vans

**Pick up for Car Riders Grades PK-2nd students with no siblings or with no older siblings** : Enter Pfluger through the SECOND entrance (see pink arrows). Form ONE LINE against the curb. DO NOT form a second lane in this area. After buses depart, the pick-up line will move forward. Be sure you have your car tag displayed to help speed pick-up!

**Pick up for Car Riders Grades 3rd - 5th students with no siblings or with younger siblings** : Enter Pfluger through the FIRST entrance (see blue arrows). This is an entry and exit, please remain on the right side of the lane. Proceed in one line around the circle and pick-up your children in front of the cafeteria. Be sure you have your car-tag displayed to help speed pick-up for everyone!

**Walkers & Bike Riders:** All walkers and bike riders in grades Pre-K - 5 will be escorted by staff members to the corner of PES @ Marsh Ln. Staff members will walk the students across the lane to the designated parent areas. If you designate your child as a walker, they will be released to walk home on their own regardless of grade level. Staff members are not responsible for waiting with students until they are picked up.

## Dismissal Procedures:

### Early Checkout:

We do not allow early checkout from campus within ONE hour of dismissal (2:00 pm) except for emergencies or extenuating circumstances.

Parent/Adult on the contact list must come in physically to the school with a valid ID to check out their child. A student will not be pulled out of class until the adult officially checks out their student for the day. Please do not ask teachers to send your student to the office ahead of time; they will be sent back to class if you are not here.

To protect valuable instructional time we ask that parents make every effort to ensure that appointments are scheduled after school. Parents will need to present a valid ID when checking out their child.

**Beginning this school year (2023-24), per district safety protocols, Concealed Handgun Licenses or military ID's are no longer an acceptable form of ID as they do not scan through our system.**

### Transportation Changes:

If you need to change how your child will get home, please contact the **front office** at 512 268-8510 before **1:30 pm**. We cannot guarantee that the change will make it to the teacher after **1:30 pm**.

Please contact the front office receptionist to make changes. Do not send requests to teachers as they may not see your request in a timely manner. Students may only go home with approved adults

listed on your child's TEAMS file. We will not send a child home with another person without written or verbal confirmation from a parent or legal guardian.

**Bus Riders:** All buses will be parked in front of the school in front of the covered walkway. Once the buses are released, we will begin dismissing car riders and walkers. We do this for the safety of our students.

**Bike Riders:** All bike riders in grades Pre-K - 5 will be escorted by staff members to the corner of PES @ Marsh Ln. Staff members will walk the students across the lanes to ensure safe crossings.

**Walkers:** All walkers in grades Pre-K - 5 will be escorted by staff members to the corner of PES @ Marsh Ln. Staff members will walk the students across the lane to the designated parent areas. For safety reasons, we do not allow parents to walk up to the school entrance as cars will be moving through the car rider lane.

Our Walkers are released last per our district safety policy. Their release is contingent on our car rider lines. The sooner the car rider lines finish the sooner walkers are dismissed. The window for walkers is 3:15 - 3:30pm.

### **\*\*\*Very Important\*\*\***

If you designate your child as a walker, they will be released to walk home on their own regardless of grade level. Staff members are not responsible for waiting with students until they are picked up.

Inclement weather does not change our walker dismissal

process. We will not hold children at the school due to inclement weather such as heat, cold, rain, etc.

**Car riders:** We have two separate car rider pick-up areas. Please ensure that your student's car rider tag is clearly visible from your rearview mirror with legible and dark print. Your child's teacher will be able to provide you with a car rider tag.

**PK - 2nd grade students with no siblings or with no older siblings** will be picked up in the driveway at the front of the school. Parents please drive in through the front driveway entrance.

**3rd - 5th grade students with no siblings or with younger siblings** will go just outside the cafeteria. Parents please drive in through the back driveway entrance.  
***You can find a detailed map of our dismissal areas at the end of the handbook.***

### **Extreme Heat/Cold Procedures:**

We will follow the Hays CISD Weather Guidelines for extreme heat or cold.

**When the heat index is above 105°F or the Wind Chill is below 35 °F**, students will follow the general dismissal procedures with the exceptions below.

Students in PK-2nd grade will remain in the foyer and hallway.

Students in 3rd -5th grade (and younger siblings) will remain in the cafeteria.



**Late Pick-Up:**

The school day ends at 2:55 pm. It is our goal to complete afternoon dismissal by 3:15 pm so that our teachers can attend grade level planning and our office team can attend meetings and curriculum planning. Parents should make every effort to have their student picked up no later than 3:15 pm. If you are going to be late, we ask that you give the front office a courtesy call to communicate this to the dismissal staff. Students picked up after 3:15 pm are considered "late pick-up" and will be waiting with an administrator inside the building. If you arrive after 3:20 pm you will need to park and call the front office once at our front doors. We will verify identity and bring the student out to the foyer. If a parent is late more than 3 times, an administrator will call you to schedule a conference to discuss solutions. Extend-A-Care does offer after school childcare at our campus. You can contact Extend-A-Care for more information.

**explaining the reason for the absence within 3 days.**

If your child has a doctor or dentist appointment and misses attendance time we still encourage you to bring them back to school.

**Attendance is taken daily at 10:00am.** Daily attendance is very important!

**Breakfast:**

We offer breakfast in the cafeteria beginning at 7:10 am for all students. If you need your child to eat breakfast at school, please have them here between 7:10 - 7:20 am. Breakfast cannot be taken to the classrooms.

**Lunch:**

All students eat lunch with their classes during their designated lunch period. If you need to drop off a lunch or snack for your child after the school day has begun, please label their lunch with their name and their teacher's name and place it in the appropriate grade level cubby in the foyer. Our office staff will ask your child to come for their items at a convenient time. Please make every effort to limit this as much as possible.

**Visiting for lunch:**

We welcome you to have lunch with your child.

**You may not have lunch with a student that does not have you listed as a contact person unless accompanied by a parent listed as a contact. This includes family members.**

If a parent would like for a visitor to have lunch with their child, please email [pes.attendance@hayscisd.net](mailto:pes.attendance@hayscisd.net) on the day you would like for them to have lunch with your child. The

only exceptions to this rule are Grandparents Lunch and Thanksgiving Lunch.

We do ask for you to abide by the following when you eat lunch with your child:

- You may only eat with your child. You may not invite other children to join you.
- Ensure that your child joins their teacher line at the end of lunch.
- Please do not allow your child(ren) to run on stage or in the cafeteria.
- You may not go with your child to their classroom, recess, etc.
- If you are checking your student out, please allow your child to return to class with their teacher and proceed to the office to follow the normal check-out procedures.

**Additional Info on Meals:**

Breakfast and lunch are served daily. Find more information about free and reduced lunch applications, lunch menus and more on the Child Nutrition Site on our school website or Hays CISD website.

**Reduced-Price Breakfast: \$.30**  
**Paid Breakfast: \$1.25**

**Reduced-Price Lunch: \$.40**  
**Paid Lunch: \$2.70**

**Snacks:**

Each classroom teacher will designate a short period of time for students to have a daily snack in class. Please make sure that all snacks are individually wrapped. We encourage students to bring healthy snacks that are protein rich and low sugar for sustained energy during the day. If you have any questions about snacks please contact your child's teacher.

**Attendance:**

The Compulsory Attendance Law of Texas requires that school age children (including PALS and kindergarten) attend school every day unless they have an acceptable excuse.

Excused absences include sickness or a death in the family. Absences due to family business and vacation are unexcused. **If your child is absent from school send a doctor's note or parent note**

### **Communication:**

The communication link between parents and teachers is vital to the success that children experience in school. We encourage written correspondence, email, phone calls, and face-to-face conferences between you and your child's teachers.

We value the partnership between parents and the school. Occasionally questions or concerns may arise regarding your child. As a professional courtesy, we ask that all concerns be relayed to the classroom teacher first. Often, a phone call or meeting allows both parties the chance to talk and listen to one another. If you feel that your concerns are not heard, please schedule a meeting with an administrator. To help us promote a healthy and positive school culture, we ask parents to speak positively about the school and teachers, especially with their children. Concerns should be addressed privately between all adults. Thank you.

**\*\*All communication to school staff members should be courteous and professional. Inappropriate language or harassment directed at staff members is unacceptable and will be addressed by an administrator. We appreciate mutual respect as we are all here for the purpose of supporting and educating children.**



### **Cell Phone/Device Policy:**

This policy is intended to support student learning while minimizing student distractions and disruptions. Teachers are

expected to incorporate technology as a part of their lesson plans as long as it supports the Texas Essential Knowledge and Skills (TEKS). Students may use their own technology (laptops, iPad, etc.) to support the learning objectives in the classroom.

Student cell phones should remain in their backpack and not be used for instructional purposes.

Students are allowed to wear SmartWatches; however, they are also not allowed to be used for instructional purposes. The teacher has the final authority in his/her classroom of acceptable cell phone usage.

Students are not allowed to text or contact parents during school hours without teacher permission. Students cannot use devices during lunch, recess, bathrooms, before or after school, during arrival or dismissal, and field trips. They cannot be used to take pictures for projects, play games, record or text during school.

Cell phones must be kept in the student's backpack and silenced in the classroom unless otherwise instructed.

### **Students who violate the policy will have the following consequences.**

**1st offense:** Teachers have a conversation with students about inappropriately using devices and contact parents.

**2nd offense:** Teachers take up device and return at the end of the day. Parent contact via phone or in person should be made. Let them know that for the next offense, the student and device will come to the office for administration to address. For the next offense, the student and

phone will come to the office for administration to address.

**3rd offense:** Students will have their device taken up and the device will be sent to the office. Do not let the child bring their own device to the office. Administration will contact the parents and they have to come to school to pick it up.

Students who fail to surrender devices will elevate consequences immediately. Confiscated devices must be picked up by the parent or guardian listed on the student contact information.



### **Discipline:**

At PES, our campus follows Emergent Tree, a PBIS model (Positive Behavior Intervention Support) which focuses on teaching and modeling expectations and reinforcing these in a positive manner. To ensure that students enjoy and benefit from an excellent learning climate, we utilize clearly stated classroom and school expectations, logical consequences, and positive reinforcement for appropriate behavior. Our goal is to provide a positive learning environment for everyone. The district's disciplinary options are listed in the HCISD Student Code of Conduct. Consequences are applied depending upon the nature of the offense.



### **Hays CISD 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 district and campus expectations.

The district's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety-hazards. Students should 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, grooming, or display of images that cause, or in the principal or designee's judgment may reasonably be predicted to cause, disruption of or interference with school activities. For dress code interpretation and enforcement, the campus Principal, or designee, shall be responsible.

### **General Guidelines**

The district prohibits the wearing or display of pictures, writings, images, or symbols that: 1) are lewd, vulgar, sexually-explicit, or obscene; 2) seek to demonstrate or recruit gang membership; 3) are discriminatory, harassing, or threatening towards others on the basis of their race, sex, disability, ethnicity, religion, or gender (including, but not limited to, display of the confederate flag); or 4) advertise or promote tobacco products, alcoholic beverages, drugs, or any other substance prohibited by policy.

### **Student ID's**

The district's dress code includes proper display of the student's campus identification card (ID). All students are expected to wear the campus-issued SmartTag ID while on campus. More information on SmartTag [here](#).

### **Shirts**

Shirts should not be see-through or transparent, reveal excessive cleavage, or show the stomach/back area. Low cut shirts and spaghetti straps are prohibited, unless covered with another appropriate shirt.

### **Pants/Shorts/Skirts/Skorts**

All pants/shorts/skirts/skorts should be worn at the waist to avoid "sagging/bagging". Tight fitting pants, such as (tights, spandex, bicycle pants, leggings) should be worn with a shirt that covers the stomach. Fashionable pants featuring minimal holes and frays can be worn as long as it does not reveal the undergarment or skin above mid-thigh. Shorts, skirts and/or skorts are appropriate to wear if they do not reveal the buttocks area.

### **Hats**

Hats may be worn outside the building to prevent facial sun exposure. Wearing a hat inside the building may be considered based on individual circumstances that may include medical and/or other factors. Documentation will be required to support exceptions. This includes baseball caps, cowboy hats, bandannas, do rags, skull caps or any other type of headwear or head coverings. Sweatshirts and/or shirts with hoodies may be worn as long as the hoodie is not worn over the head inside the building. Extenuating circumstances will be considered by campus leadership.

PES students should show pride in the way they dress. If dress distracts or impedes school activities, parents will be notified by a staff member, and students will be sent to the nurse for a change of clothes.

**Tennis shoes** should be worn on P.E. days.





### **Item Drop -Off:**

If you need to drop off an item for your child after the school day has begun, please label the item with their name and their teacher's name and place it in the appropriate grade level cubby in the foyer. Our office staff will ask your child to come for their items at a convenient time. Please make every effort to limit this as much as possible.

Families are strongly encouraged to create a morning routine that ensures your child remembers all their items to avoid unnecessary drop off. You may call the front office if you want to leave a message about the item with the front desk receptionist.

### **Field Trip!**



### **Field Trips:**

Students must ride to and from field trip destinations in school district transportation unless their teacher has approved for students to be signed out with them.

Chaperones must provide their own transportation. All chaperones need a background check through VIPS to supervise students in their child's class. Please email Amanda Garcia at [PES.Attendance@Hayscisd.net](mailto:PES.Attendance@Hayscisd.net) to sign up to be a VIPS.



### **Health and Wellness:**

For the protection of our students, transportation of medications to and from school is recommended

to be done by the guardian. The nurse will take possession of medication, review that proper documentation is provided by the parent and/or MD, and discuss any concerns at that time. Medication administration forms are available on the PES website in the Nurse Section and must be completed by the parent and the student's doctor. Medication must be in its original container and labeled with the student's name. The nurse cannot administer any medication that has expired. A registered nurse is available for preventative health care, screening, first aid, minor illnesses and emergencies. Students are not allowed to self-medicate, i.e. cough drops.



### **Grading Guidelines:**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the grade level teacher. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed. These guidelines apply to both in person and virtual learners.

### **Grading Standards – Elementary**

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one daily grade per week and a minimum of three major grades per grading period for each content area.
2. Daily grades will count for 75% and major grades will count for 25% of the overall grade for a grading period.
3. Teacher discretion may be used to determine what assignments constitute a daily or major grade, except for district-required Curriculum Based Assessments, which are to be recorded as a daily grade and eligible for reassessment.
4. Homework may be assigned and rewards or consequences given for completion or non-completion. Homework may not receive a numerical grade in the gradebook.
5. Students may not receive grades for participation without demonstrating mastery of the objective standards and district curriculum or as documented in their IEP.
6. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do the daily grade assignments.
7. Students may re-submit daily grade assignments and re-test only one time per assignment.

8. Students may receive a maximum grade of 75 on all re-submitted daily grade assignments and tests.
9. Major grades are not eligible for re-do.
10. Assessments given within the last week of the grading period will be recorded on the following grading period.

### **Re-teaching and reassessment for mastery – Elementary**

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. Since a single skill is addressed numerous times throughout a grade level's curriculum, a student has many opportunities to demonstrate mastery of that skill. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may or may not use the same assessment to determine mastery.

### **Late and Make-up Assignments – Elementary**

Students are expected to complete all assignments. If a student is unable to complete their work during allotted time, teachers will provide opportunities during normal school hours to complete their assignments with ongoing communication to parents and guardians.

1. Students will be expected to make up assignments and tests after an

absence. Teachers will communicate and provide the make-up assignments required to be completed and communicate a reasonable amount of time to complete the assignments.

2. Each Campus will provide additional and timely interventions to ensure that missed or late assignments are completed and skills are mastered.
3. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
4. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
5. Conduct will be reported separately from academic grades. Conduct codes reflect behavior, class or group participation, and completion of assignments.
6. Any assignments not completed and submitted may be given the grade of a zero.

### **Reporting Student Progress:**

Report cards are sent home every nine weeks for students in Kinder through 5<sup>th</sup> grades. Progress reports are sent home at the end of every fourth week for 2<sup>nd</sup>-5<sup>th</sup> students. Parents or teachers may request a conference at any time to discuss a child's progress.

You should also utilize the Parent Self-Serve to monitor attendance and grades. It is the expectation that our teachers in 2nd - 5th grades submit grades every Tuesday night, please feel free to review the parent portal on Wednesdays for updated grades.



### **Lost and Found:**

Lost and found is located outside the cafeteria. Smaller items may be sent to the office. To avoid losing articles, **label all items** (coats, backpacks, lunchboxes, hats, umbrellas, etc.) so they may be returned to their rightful owners. Throughout the year, clothing will be sent to charities if unclaimed.



### **Clubs:**

The campus will communicate any club offerings as those develop throughout the school year.

Please be sure to pick up your child promptly at the time specified by your club sponsor.



### **Parties/Celebrations:**

Classroom and school-wide celebrations promote unity and foster a sense of community. Treats provided to students must follow the Food of Minimal Nutritional Value (FMNV) Policy and **may only be served in the last 15 minutes of the school day**. We encourage you to bring only healthy prepackaged snacks meeting FMNV guidelines to school to celebrate your child's birthday or celebrate in a non-food way with reading special books. Contact your child's teacher before the birthday treats are provided to make sure there are no known allergies.

For your convenience, Child Nutrition offers catered birthday treats for a minimal cost. Please contact the front office or your child's teacher for information.



### **Pledge of Allegiance/Moment of Silence:**

Our school day begins at 7:30am with the Pledge and Moment of Silence. Students who come in during the Pledge or Moment of Silence are asked to stop and observe this with us before proceeding to class.



### **PTA:**

We value the partnership we have with parents, and encourage parents to sign up for the PTA. This is a great way to meet other Falcon families, support our school's mission and vision and help us achieve our goal to involve more parents in our school community. Please contact a PTA Board member for more information.

You can also LIKE the PES PTA Facebook page.



### **Safety/Emergency Procedures:**

Throughout the year various emergency procedures will be practiced ranging from fire and tornado drills, to lockdown and emergency evacuation procedures. If it becomes necessary to cancel school or delay the school start time, a Parent Alert message will be sent by email from Hays CISD or via phone.



### **ID Requirements**

All students (PK – 12<sup>th</sup>) will be issued a Hays CISD identification card (ID) for the academic year. The ID will designate their assigned campus, name, academic year, grade, legislatively mandated

information and student ID number. The ID is to be worn at all times while on campus or utilizing campus transportation. Any campus activity that utilizes the student ID # will rely on the presence of the ID for tracking purposes, i.e. bus transportation, café, library, etc.

In the event the student loses, misplaces, forgets an ID, they will be expected to report to their designated campus location to immediately receive a replacement. The cost of a replacement ID will be \$5.00. This price is determined by the costs associated for supplies including card, lanyard, sleeve and printing.



**Every visitor is required to check in at the school office with a valid state issued ID and obtain a visitor sticker every time.**

**Beginning this school year (2023-24), per district safety protocols, Concealed Handgun Licenses and Military ID's are no longer an acceptable form of ID as they do not scan through our system.** For safety reasons, please be sure to have any possible visitors listed under contacts in Parent Self-Serve. Potential visitors that are not listed may not be allowed access to the campus.



### **Volunteers**

Volunteers, thank you so much for all of your dedication to helping our students, our teachers, and our school be successful. I know you are all looking forward to being on campus and helping out in any way that you can.

In addition to the guidelines set forth above, we are asking the following from our volunteers.

- Please sign-in using our VIPS system when you are here to volunteer
- If you are here to eat lunch with your child, please bring your ID to Raptor in. Do not use your VIPS badge.
- Please do not bring younger children with you to volunteer.
- To respect instructional time, do not go to your child's classroom to observe them, check them out for the day, or speak with them. Please also do not go to have a conversation with their teacher; instead set up a conference with them.

If you would like to sign up to be a VIPS, please reach out to Amanda Garcia at

[PES.Attendance@Hayscisd.net](mailto:PES.Attendance@Hayscisd.net) to sign up to be a VIPS.

### **Pfluger Elementary Contact Information:**

Front Desk  
512-268-8510  
Fax #  
512-268-7825

Attendance

[PES.attendance@hayscisd.net](mailto:PES.attendance@hayscisd.net)

Principal, Elizabeth Lara

[elizabeth.lara@hayscisd.net](mailto:elizabeth.lara@hayscisd.net)

Assistant Principal

Michael Snead

[michael.snead@hayscisd.net](mailto:michael.snead@hayscisd.net)

School Counselor

Charlene Criner

[charlene.crinier@hayscisd.net](mailto:charlene.crinier@hayscisd.net)

School Nurse

Taylor Posey, RN

[taylor.posey@hayscisd.net](mailto:taylor.posey@hayscisd.net)

School Secretary

Rosalinda Chavez

[rosalinda.chavez@hayscisd.net](mailto:rosalinda.chavez@hayscisd.net)

Attendance/Receptionist

Amanda Garcia

[amanda.garcia@hayscisd.net](mailto:amanda.garcia@hayscisd.net)

PEIMS Clerk (School Records)

Monica Navarrette

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### **Follow us on Facebook and Twitter.**

Facebook: Pfluger Elementary

Twitter: @PflugerFalcons

**Principal Lara sends a bi-weekly parent newsletter (The Falcon Free Press).**

Please be sure to read it to be in the know. It comes from the email [noreply@hayscisd.net](mailto:noreply@hayscisd.net). If you aren't seeing it, be sure to check your Spam box and allow for all future communications.



**Pfluger Elementary**

**PARENT AND STUDENT HANDBOOK SIGNATURE PAGE  
2023 - 2024**

After reading the Parent Handbook, please sign the appropriate lines below and return the form to your child's teacher.

I/We, the parent(s)/guardians of \_\_\_\_\_ have read and understand the contents of the Parent Handbook. We agree to follow the policies outlined in the Parent Handbook.

We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School.

Signature of:

Parent/Guardian \_\_\_\_\_  
Date \_\_\_\_\_

Student \_\_\_\_\_  
Date \_\_\_\_\_

Student's Homeroom Teacher:

\_\_\_\_\_