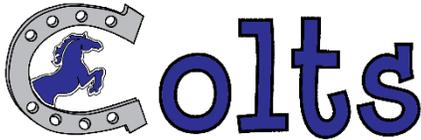


# Carpenter Hill Elementary School



Ginger Bordeau, Principal  
Shawn Maxwell, Asst. Principal

## **School Times**

Doors open: 7:10 am  
Start time: 7:35 am  
Attendance: 10:00 am  
Dismissal: 2:55 pm

## **Arrival and Dismissal**

**In order to keep arrival and dismissal running smoothly, we ask that parents remain in their vehicle through the drop-off and pick up process.** Should you need to park and enter the building during these busy times, be sure to use the designated crosswalks. Parking lots can be dangerous, particularly if students are walking in between cars and can't be seen by drivers. We understand that the wait in the line of traffic can be inconvenient. However, it is truly the best way to help us move traffic in an efficient and, most of all, safe manner.

## **Student Pick-up**

The busiest times on campus are 7:10-7:35 and 2:15-3:15. Therefore, to ensure the best customer service and student safety, we ask that students not be picked up after 2:00. We understand the doctor and dental visit can be difficult to schedule, but avoiding student pick up at this time will save undue stress on parents and school staff.

## **Transportation Changes**

In addition, changes in your child's mode of transportation home are best communicated with a phone call to the front office. There is no guarantee that an email to the teacher or the front office will be read in time to make the changes. Calls should be received no later than 1:00pm. This gives our front office plenty of time to locate students that might be at recess or in specials and prevent the dreaded "oops they are on the bus" scene.

## **Attendance**

The Compulsory Attendance Law of Texas requires that school-age children

attend school every day unless they have an acceptable excuse. Excused absences include sickness or a death in the family. Absences due to the family business and vacation are unexcused.

If your child is absent from school, please send a doctor's note or parent note explaining the reason for the absence, within 3 days of the absence. Absence notes can be electronically sent to [ches.attendance@hayscisd.net](mailto:ches.attendance@hayscisd.net)

## **Tardies**

Your child is considered tardy if they are not in their classroom at 7:35 am. Please make sure that your child has the best start possible each day by getting him/her to campus on time. **If you arrive after the 7:35am bell, please walk your student into the building so that they can get a pass to their classroom.**

## **General Visitors-Visitors to the School, p 100 (2021-2022 Student-Parent Handbook)**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show official state identification. (Texas ID card or Texas driver's license card). The campus reserves the right to deny visitation due to lack of acceptable identification for the required criminal background screening.

## **Classroom Visits**

Parents are always welcome at CHES. As a courtesy to our teachers and to protect instructional time, **we require that all classroom observations be scheduled at least 24 hours ahead of time.** In order to create the least amount of distraction, observations will be limited to 30 minutes in length.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

## **Classroom Volunteer**

If you wish to volunteer in your child's classroom or chaperone on a field trip you must complete a background check.

This can be found on the Hays CISD website under the parent link. <https://www.hayscisd.net/Page/113>  
Please see our front office if you have any questions.

## **Communication**

Effective and cooperative communication 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. Please be mindful that teachers will not be checking emails or answering phone calls during instructional times. Please allow 24/48 hours for a response. If you have an emergency that needs immediate attention, please call the front office for assistance.

## **Student Information**

Please help us to keep your child's information current. The office staff should be notified of any changes in emergency contact information and/or court orders involving custody concerns during the year.



**Snack Guidelines** Teachers have the option of choosing individual snacks or group snacks. If a teacher chooses group snacks we ask that the snacks adhere to FMNV. Some good examples: pretzels, breakfast bars, fruit. Bad examples include: rice crispy treats, cookies, candy, etc. Please be mindful of students in classes with food allergies

## **Lunch**

You're invited to come eat lunch with your child! If you bring your child lunch, we ask that you please not share that food with the other students due to possible student allergies and the Federal Laws regulating what food can be shared in our cafeteria during lunch hours. We have a table available, on the stage or in the courtyard, for you and your child to sit and enjoy lunch together. Please do not sit at the classroom tables.

## **Birthday's**

Birthdays are special and we enjoy the opportunity to honor your child on their special day. We do not have birthday parties, but we do allow a special snack to be shared in the classroom the last 15 -20 minutes of the day. However, per

HCISD Policy, **we DO NOT allow birthdays to be celebrated in the cafeteria during lunch.** We do have many students with severe allergies, so please check with your child's teacher about what type of snack to avoid. HaysCISD child nutrition also offers a variety of birthday treats to share. [Birthday Menu 21/22](#) Your teacher will be able to tell you the best options for your child. **Also, we do not deliver flowers and/or balloons to the classroom for a child's birthday.** They will be kept in the office and your child can pick them up at dismissal time.

### **Discipline & Student Behavior**

At Carpenter Hill, students are expected to demonstrate attitudes and behaviors defined in the CHES expectations:

- Come Ready
- On the right track
- Live Respectfully
- Take Responsibility
- Stay Focused

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. In addition, we believe all students should receive an education in an environment free from sexual harassment, bullying, or any other inappropriate behavior. We need and appreciate family support as we provide all students with the opportunity to learn. The district's disciplinary options are listed in the HCISD Student Code of Conduct. Consequences are applied depending on the nature of the offense.

### **Safety/Emergency Procedures**

For your child's safety, **all visitors are required to check-in at the school office with a valid state-issued ID and obtain a visitor sticker.** Throughout the year various emergency procedures will be practiced ranging from fire and severe weather drills to lockdown and emergency evacuation procedures. If it becomes necessary to cancel school or delay the school start time, please listen to your local radio and television stations or monitor the district website. We will utilize a phone calling system in the case of an emergency.

**Safety (All Grade Levels), p 87**

### **(2021-2022 Student-Parent Handbook)**

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety.

#### **A student is expected to:**

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees. Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee.

A student may make anonymous reports about safety concerns by reporting it on-line through IWatchTX at: <https://iwatchtx.org/index.html> or the Smart Phone application.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.



### **Dress Code**

Student dress and grooming should not distract or impede participation in school activities.

The school's administration reserves the right to consider all dress code issues on a case by case basis.

### **CHES follows the district Student-Parent Handbook for dress and grooming,**

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.

The district also 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.

### **Health and Wellness**

All medications sent to school **must come with a written note, be in its original container and labeled with the student's name.** A registered nurse is available for preventative health care, screening, first aid, minor illnesses, and emergencies.

**Hays CISD COVID guidelines [flowchart](#) for employees and students**

**Hays CISD [Medications at school forms and information](#)**

**Hays CISD [Health Services](#) site**