

Tom Green Elementary



Parent Handbook 2021-2022

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School Hours

7:35 am – 2:55 pm
Tardy Bell 7:35 am
Doors open at 7:05 am

Office Hours

7:00 am – 3:30 pm

Tom Green Elementary
1301 Old Goforth Rd.
Buda, TX 78610
512-268-8438

[Arrival & Dismissal Procedures](#) [Traffic Flow Map](#)

Arrival

All students coming by bus will be dropped off at the cafeteria to eat breakfast or go to their classroom. Car riders can also go to the cafeteria for breakfast and/or go to their classroom for early morning work. Campus doors open at 7:05 am. Please do not drop your child off prior to 7:05am. **All children must enter the building through the front office. Please do not drop off in the staff parking lot or the bus lane.**

Dismissal

Our dismissal options are walkers, car riders, or bus. Students will line up in their hallway and be escorted to the car rider lane by staff members.

Please use the yellow car-rider sign to clearly write your child's first and last name and grade level. These signs should be prominently displayed in your windshield to expedite the dismissal process.

Walkers will be released at Old Goforth, Old West Trail, and Green Meadows. Please have pink sign when picking up your walker at the specified location.

[Student ID Requirements](#)

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. Vacations and family trips are **NOT** excused.

If your child is absent from school, please send a doctor's note or a parent note explaining the reason for their absence within 3 days. If you have any questions, please do not hesitate to contact us at 512-268-8438.

In-Person Attendance

Attendance will be taken daily at 10:00 am. All students who are physically present at school at attendance time will be counted present for the day. If your child is remote conferencing due to COVID or quarantine,

they will need to be logged in at 10:00 AM.

Tardies

Arriving early and on time to school helps students set their day up for success. Students need to be in their designated location by the 7:35 am bell. If a child arrives after 7:35 am, they will need to proceed to the office for a tardy slip.

Campus safety/Visitors

Access to campus will be limited to students and staff members only.

Essential volunteers will be allowed on campus with principal approval.

Communication

Communication between parents and teachers is essential to the success of a child's education. We encourage written correspondence, email, phone calls, Zoom conferences between you and your child's teacher. Please reach out whenever you have a concern or question. The sooner we have the information, we can

address the matter immediately.

As a courtesy to our teachers and to protect instructional time, if you have questions or concerns, please contact the teacher to set up a conference. Tom Green staff will respond within **24 hours**, unless a teacher is absent.

Cell phone policy

Children are permitted to have a cell phone on campus. Phones should be stored in a child's backpack until there is an instructional reason to use the device. Teachers will notify students when they can use their personal cell phone. Students are not allowed to take their cell phones to recess, field trips, lunch, bathrooms, and special area classes. Each classroom has a phone for students to use if they need to reach a parent.

Phones used inappropriately will be picked up by the teacher and turned into the office for a parent to pick up.

Additional information about the district cell phone policy can be

found in the Hays district website.

Dress Code

Hats, short shorts and spaghetti strap shirts should not be worn. As much as possible for shorts, please use the fingertip rule to determine if they are long enough. Tennis shoes should be worn for PE class which is twice a week. The tennis shoes "heelies" are dangerous and have lead to accidents in the halls and playground and should not be worn at school.

Grades/Parent Portal

Grading Guidelines

Parents have 24-hour access to your child's grades. The parent portal also allows you to communicate with the teacher through that system as well. This is an excellent method to monitor progress and verify assignments have been turned in. It allows for "no surprises" for the end of the 9 weeks grading period. Teachers are happy to answer any questions you might have about grades or assignments.

Health and Wellness

All prescribed medications sent to school must come with a physician and parent approval, 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 illness, and emergencies. Please visit the nurse page on the Tom Green Elementary.

Meals

Breakfast and lunch are served daily and free for the 2021-2022 school year.

Student Pick Up/Bus Change

Parents who will be picking up a child for early dismissal due to illness or a medical appointment will need to check their child out of the front office with an ID.

Dismissal within 60 minutes of the regular end of the school day will not be permitted.

Only parents, guardians, or other individuals identified on the student's contact list, with appropriate identification, will be allowed to leave with the student.

Transportation changes must be made by 1:00.

Toys

During school, we want your children focused on their learning. Please ensure that toys are not brought to school. Toys include but are not limited to fidget spinners, squishies, dolls, stuffed animals, figurines, and Pokemon cards are not permitted on campus. Slime is **not** permitted on campus. Teachers will pick the items up for safe keeping.