



Science Hall Student & Parent Handbook

School Hours:

7:00	Front Foyer Open to students
7:10	Students released to walk to class
7:30	Tardy Bell Rings
2:55	Dismissal

Arrival and Dismissal

Car riders will be dropped-off and picked-up at the front of the school. We ask parents to remain with their students if they arrive prior to 7:00 to ensure students are not left unmonitored.

Campus doors will open at 7:10 for students to walk to class and for breakfast. The tardy bell rings at 7:30. At 7:30 all students should be in class ready to start the instructional day. Students still arriving at 7:30 or later will be tardy.

Parents wishing to speak with teachers; we ask that you contact the teacher via email, class dojo or call the office to schedule a parent teacher conference.

Cafeteria Entrance is for bus riders from 6:50-7:10. Bus riders will be dropped-off utilizing the bus loop at the cafeteria/side entrance of the school. Parents may not drop-off students before 7:15. Parents may start dropping off their students at the cafeteria entrance between 7:15 and 7:30. Cafeteria is ONLY for car rider drop-off. Parents may not park in the teacher (cafeteria) parking lot.

Changes to Means of Transportation

- Parents wishing to call-in to change their child's means of transportation for the day are required to call the front office (512-268-8502).
- **Please DO NOT call or message the teacher;** we also ask that you make any transportation changes by 1:00 p.m. each day.
- Transportation changes after 1:00 will require administrator approval.



Parents Picking up Students

Parents wishing to pick up students must do so before 2:00 p.m. Parents arriving after 2:00 p.m. will have to get clearance from administration.

- Parents/family members picking-up car riders must have Car-Rider Cards issued to parents to verify you are a person who can pick-up your student.
- If you do not have the Car-Rider Card you will need to park and wait for the office to verify you are authorized to pick up the student.
- Parents/family members picking-up car-riders must wait in the car-rider line.

Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents.

Tardies

- The academic day starts at 7:30, students arriving late miss important academic time from the first subject on their schedule
- Arriving early to school helps students set their day up for success
- We will track tardies and make regular contacts
- Students arriving late must be escorted into the office by their parents and signed in

Procedures for Returning to School After an Absence

- When a student is absent from school, upon arrival or return to school, the student must bring a note signed by the parent that describes the reason for the absence or parents may email SHES.attendance@hayscisd.net.
- A student is considered present due to a documented appointment with a healthcare professional if that student returns to classes on the same day of the appointment. A note from the health care professional must confirm the appointment.



Iric Ramos, Principal

Alejandra Valdez, Assistant Principal

Doctor's Note After an Absence for Illness

Within five days of returning to school, a student absent for more than five consecutive missed school days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Communication

The communication link between parents and teachers is vital to the success that children experience in school. We encourage parents to communicate regularly with teachers. Parents may schedule a conference or collaborate with the teacher to arrange a meeting.

Cell Phone & Earbud Rules Changing

After consideration and continuing discussions with the district student advisory panel, teachers, parents and administration; Hays CISD has decided that beginning in 2022 - 2023, students will not be allowed to use their cell phones or earbuds during instructional time. This decision is designed to help preserve the quality and integrity of instruction. Students will still be able to use their district provided devices during classes, which connect to the internet on the district's safe and filtered network. During an emergency, students will, of course, be able to use their cell phones. See [Board Policy FNCE \(Local\)](#) for additional information.

Discipline

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 on the nature of the offense.



Dress and Grooming (All Grade Levels)

Philosophy

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 <https://www.hayscisd.net/smarttag>

Shirts

Shirts should not be see-through or transparent, reveal excessive cleavage, or show the stomach/back area.



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.

The principal or administrative designee in cooperation with sponsors, coaches, or other persons in charge of any extracurricular activities, shall regulate the dress and grooming of students who participate in these activities, as per Hays CISD policy [FNCA \(LOCAL\)](#). If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension, or another location, for the remainder of the day or until the problem is corrected, or a parent or designee brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Hays Consolidated Independent School District Student Handbook.

[Parent and Student Handbook 2023-2024.](#)



STUDENT ID REQUIREMENTS

All students (PK – 12th) 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 students loses, misplaces, forgets an ID, they will be expected to report to their designated campus location to immediately receive a replacement. This 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.

Disciplinary Actions

All students are expected to comply with the ID standard. The presence of a person on a campus with a valid, current ID card is the most easily recognizable security action that can be utilized. The district recognizes that tracking unauthorized persons on a campus including students is one of the most effective ways to account for campus safety. Additionally, it is imperative that students have their IDs readily available daily when boarding and exiting their bus to expedite unnecessary roadway traffic delays.

1. The following actions will result in disciplinary action regarding campus ID violations.
 - a. Failure to have ID properly displayed and worn around the neck.
 - b. The ID must be worn at all times. It is not to be worn inside a shirt or jacket nor placed in a pocket.
 - c. It is to be visible at all times.
 - d. Includes district transportation (bus drivers will document and forward to campus team)
 - e. Exceptions include athletic activities.
2. Failure to have ID
 - a. Includes district transportation (bus drivers will document and forward to campus team)
 - b. This requires a student to immediately report to their designated campus office to obtain a replacement ID for a fee. This includes a “forgotten” ID.
 - c. The current cost is \$5.00 per ID.
 - i. This fee is determined by the cost of supplies to replace the ID.
3. Tampering with an ID
 - a. This includes any intentional destruction, defacing, removal of information and/or stickers.

Campuses (PK – 12th grade) *Fees immediately assessed for a lost ID.



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- 1st - Verbal Warning (Forgotten ID – warning with temporary ID issued to student)
- 2nd - Verbal Warning (Communication with parent & same as above)
- 3rd - Written Documentation (Communication with parent & same as above)
- 3+ - Written Documentation (Potential loss of transportation privileges for a period of time and other disciplinary action)

Field Trips

Students must ride to and from field trip destinations in school district transportation. Depending on the circumstances, exceptions to ride to and from may be made if the request is made at least a day before, in writing or email, to the principal. Parents and Siblings are not allowed to use district transportation. All sponsors need a criminal background check to supervise students in their child's class.

Hays CISD Grading Guides

[Hays CISD Grading Guidelines](#)

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.

- **Food and Drink on Campus:** Students may bring lunch from home, and parents may bring food **FOR THEIR CHILD ONLY**
- Parents may bring cupcake/snacks for birthday celebrations they must be store bought and in original packaging
- Students are encouraged to bring healthy food, snacks and beverages.

Lost and Found

Lost and found boxes are located in the foyer. Smaller items are sent to the office. At the end of each month, clothing will be sent to Goodwill if unclaimed.

Meals

Breakfast and lunch are served daily. SHES is proud to offer a **Free Breakfast and Lunch for all students.**

Meal Delivery Services



Iric Ramos, Principal

Alejandra Valdez, Assistant Principal

As part of enhanced safety at campuses, beginning in the 2022-2023 school year, all Hays CISD campuses will no longer accept deliveries from meal delivery services or restaurants for student lunches. Campuses will no longer have drop-off tables for meals. Parents may still bring outside food for their children if they plan to deliver the meals directly to their child's designated lunch period. All guests are required to follow existing safety protocols and check in with ID at the front office.

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. Healthy snacks meeting FMNV guidelines may be brought to school to celebrate your child's birthday. Items brought may be eaten during **the last 20 minutes of the day**. Contact your child's teacher before the birthday treats are provided to make sure there are no known allergies. A birthday menu is available from our school cafeteria.

Pledge of Allegiance/Moment of Silence

If you are visiting our school during the morning announcements, we ask that visitors show respect by stopping in the hallway during this time.

Reporting Student Progress

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

Response to Intervention (RtI)

At SHES, our RtI team integrates assessment and intervention into a multi-tiered system to maximize student achievement. Our goal is to provide research-based interventions in order to serve students and adjust services as needed.

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. 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.

Classroom Visitors



Science Hall Elementary School

Iric Ramos, Principal

Alejandra Valdez, Assistant Principal

Parents wishing to visit the classroom of their children are required to make arrangements with the classroom teacher and obtain administrator approval prior to the date the parent wants to visit.