

**OUR STUDENTS ARE
COLLEGE BOUND!!
NO EXCUSES UNIVERSITY**



HAIRGROVE ELEMENTARY SCHOOL

7120 N. Eldridge Pkwy Houston, Texas 77041

Phone: 713-896-5015 FAX: 713-896-5020

<http://hairgrove.cfisd.net/en/>

Please keep this information page where you are able to refer to it all year.

**School Hours:
8:15 a.m. - 3:40 p.m.**

Our Learning Routine Begins at 8:15!

ARRIVAL: Students may enter the building at 7:50 a.m. All students are eligible for free breakfast and it is served between 7:50-8:15. There is no supervision available for students who arrive on campus before 7:50 a.m., so please do not drop students off before 7:50 unattended.

CAR RIDERS: Parents must stay in their car and go through the designated circular driveway at the front of the school. **The second lane closest to the street is not used in the morning for safety purposes.** Cars leaving the first lane could hit a student walking towards the building from the second lane. **The lane by the side of the building is a bus lane, so please do not use that lane. The daycare next door does not permit parents that are not customers to park in their parking lot and walk students, so please do not park at their facility.** If a parent needs to come into the building, they are expected to park in a designated parking space and check in through the front office and not block the front driveway or the side driveway. *The fire marshal will issue a ticket for any parked car in the fire lane.*

TARDIES: Children who arrive to class after **8:15 a.m. are tardy and must be signed in by a parent.** Parents who drop off students late on a continual basis may receive a court warning letter and a visit from an attendance officer. Instruction starts at 8:15.

ATTENDANCE: Attendance is taken at 9:55 a.m. Students who leave school prior to roll time are marked absent for the entire day. Please send a note within three days if your child is absent from school for the absence to be excused. Parents will receive letters about excessive tardiness and/or absences that could result in a visit by an attendance officer. Please read the CFISD Student Handbook/Code of Conduct for further information.

DEPARTURE: Student dismissal begins at 3:40. Car riders must have a new car rider tag every year and the tag must be displayed for staff to deliver children to the car. To receive a car rider tag, please get a new one at the front office with your ID. If a parent/guardian does not have the tag, then the parent needs to park and come into the front office with an ID to sign out student. If you send someone else to pick up your student, then the person must have the car rider tag displayed. If the tag is not displayed, then the person will need to come into the building with a note from the parent stating that this person may pick up your child and this person will need an ID. Emergency contacts are not permitted to pick up students unless the school initiates the removal. Otherwise, the parent must send a note for an emergency contact or any other person to take the student from the campus. For student safety, parents will need to wait in the office until the car rider line has completed before checking out students. After 4:00 and the car rider line is completed, any students not picked up will be brought into the building and parents must come into the building with an ID or car rider tag and sign out students. Parents will receive letters about excessive late pick-ups that could result in a visit by an attendance officer. Parents are **not** permitted to walk up and take a child from the car rider line. Parents who walk will need to wait for all car riders to be dismissed, and then the campus will release walkers.

BUS RIDERS: A student must ride the bus assigned by the district. CFISD strongly encourages a caretaker to be at the bus stop for Pre-K/Kinder students, and it is possible the bus driver will return a Pre-K/Kinder student to the school if no caretaker is at the stop. The parent will be called to pick up the child from school. Children who are habitually returned may have an attendance officer visit the home or lose bus riding privileges.

WALKERS: Walkers will enter in the front of the building. After school, all walkers will need to check out through the front office and will wait for all car-riders to be loaded and dismissed before exiting the building.

TRANSPORTATION CHANGES: **For safety purposes, please limit transportation changes unless absolutely necessary.** Send a signed note with the beginning and ending dates of the change and the type of the transportation change. If a note is not received, the usual method of transportation will be followed. Students are not permitted to change buses unless this change is made through the district. If you call the campus to make a change that will start on the day of the call, we will still need a written note for documentation. Please arrive a few minutes earlier to write a note to document the change. E-MAILS are not accepted for any transportation changes.

For student safety purposes, changes will not be made after 3:30. If there is an emergency, the change must be made before 3:30. We will not make any exceptions, because we must maintain the safety of all students and last-minute changes of transportation affect the safety and security of all students. Thank you in advance for your understanding that student safety is our top priority.

EARLY DEPARTURE: If you need to pick up your child prior to dismissal time, send a signed note in the morning stating the time and reason the child needs to leave. We will make every effort to have your child in the office at the designated time. If you are not able to send a note, please call the front office to let them know that you would like to fax the change. The fax must include the parent ID copied and a signature. It is important to call to let the front desk know about the change and to make sure the fax machine is working. If you are not able to send a fax and you call the campus to make a change, please write a note once you arrive to document the change. NO E-MAILS to the teacher or office will be accepted. You may call the office, but you will need to enter the building and write a note to sign out the child. The person picking the child up from school must have their name on the note sent and show their driver's license or valid ID. **Emergency contacts are only permitted to take the child if the campus initiates the removal, so please send a note even with emergency contacts.**

CLUB REWIND: If your child attends Club Rewind after school, changes need to be sent to both Club Rewind staff and the campus.

SCHOOL VISITATIONS and SAFETY

CFISD takes student safety seriously and has installed additional safety features at each campus, including bullet-resistant glass and security vestibules in the front. For the safety and security of our children, all visitors must check in at the front office. You will be asked the reason of your visit through the intercom system before you are buzzed into the building. Then, you will be buzzed into another door in the front office. Your driver's license or ID will be checked or scanned EVERY time you visit the campus. Then you will sign in and receive a nametag with the area you are visiting on the tag. You will need to be buzzed into the cafeteria or the instructional area after you have signed in. Please return to the front office after your visit to sign out and return your nametag. These procedures take additional time, but we hope you are in agreement that anything that we can do to increase the awareness of who and why someone is on the campus and any procedures to help with security is beneficial to the safety of everyone.

Cafeteria Visits

The cafeteria is open for lunch visitors on Mondays and Wednesdays. A child may have up to two guests and one MUST be the parent or guardian. Children 5 and under do not count as part of the two guests, but young children must stay seated, on the stage, and supervised. School-aged siblings are not permitted to eat lunch with your child.

You may bring lunch for your child only and only your child will be allowed to sit with you. **No other classmates are allowed with your child.** By law, children are not allowed to eat food provided by other parents during lunch. Lunch visitors will sit on the stage or designated visitor's table. There will be no visitors for breakfast.

Meal Costs and Times:

Breakfast and lunch are free for all Hairgrove students. Breakfast is served from 7:50-8:15. It is not served after 8:15 am, except for late buses. Instruction starts promptly at 8:15. If you want your child to eat breakfast and your child is a car rider, please drop your child off with enough time to eat.

Please read the Splash each month because lunch times are often changed due to special events and testing.

STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. We do not have a formal dress code, but we do have guidelines. Please refer to the District Student Handbook for complete information regarding dress code. General guidelines for our Hairgrove students include:

- No clothing that is too tight, too loose, revealing, saggy, or too short. Shorts/dresses must be mid-thigh in length or longer and no spaghetti-straps, backless, low cut or too short or reveal underclothing, midsection, torso, back, chest, or cleavage.
- No gang or cult-type clothing or clothing that depicts guns, alcohol, drugs, inappropriate logos/ sayings, etc.
- No hats or head covering, except religious, or special events.
- No make-up.
- Any tattoo must be covered at all times.
- No facial piercings, except religious.
- Hair should be neat and clean and not cause a distraction.
- No unnatural hair colors. (No purples, pinks, blues, greens, etc.)
- No inappropriate, gang-related or distracting designs shaved into heads.
- Hair should not stand higher than 1 ½ inches and no mohawks with shaved sides and spiked tips
- Shoes must not present a safety or health hazard.
- Head coverings are not permitted unless part of a religious or medical purpose or special campus event.
- Costumes are not permitted unless it is a campus-organized event.
- *If you question the appropriateness of an article of clothing or hairstyle, we ask that you not allow your child to wear it. It is an uncomfortable situation for both the staff member and the child when guidelines are not followed.*

Parent/Visitor Dress Code

Visitors are expected to follow a similar dress code as the students in regard to clothing that is not too tight, too loose, revealing, saggy, or too short. Shorts/dresses must be mid-thigh in length or longer and no spaghetti-straps, backless, low cut or too short or reveal underclothing, midsection, torso, back, chest, or cleavage.

No gang or cult-type clothing or clothing that depicts guns, alcohol, drugs, inappropriate logos/ sayings, etc.

Thank you in advance!

Cell Phone Use For Visitors

Please refrain from using your cell phone in the cafeteria when you are having lunch with your child. Many parents have not provided permission for their child's picture to be taken, and it causes undue stress if it appears pictures or videos are being taken of students. Plus, we know that if you are here to eat lunch with your child, your child will enjoy the experience more if all your attention is on your child.

Cell phones are prohibited by law for use in the car rider line.

Food and Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only that do not meet the FMNV. The exceptions to this policy are five designated days determined by the principal. Parents may not provide any food in the cafeteria to students that are not their own.

CLINIC & MEDICATION POLICY

***All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian.** Students may not carry any medication at any time.

*Non-prescription medications will be given to students when necessary, only upon receiving a written request with specific instructions from the parent/guardian. School personnel are not permitted to apply sunscreen on students.

*Prescription medication must be current, in the original container, properly labeled with the child's name, name of medication and directions for time and dosage

*Medication must be prescribed by a medical professional licensed to practice in the state of Texas.

*When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

Send a note or call the nurse with any medical concerns. If your child becomes hurt/injured and the injuries could affect participation at school, please contact the nurse. Emails will not be accepted.

BIRTHDAYS AND SPECIAL EVENTS

*Student birthdays are acknowledged at school during the morning announcements and in the classroom.

*Due to imposed health regulations, cakes, cupcakes, favors, etc. are not permitted for birthdays or other special occasions.

*Due to the Privacy Act, homeroom lists may not be provided to individuals.

*Students may not distribute invitations to personal parties at school **unless every student or all girls/all boys in class receive an invitation.**

*We also do not allow the delivery of gifts such as cakes, flowers, balloons, etc.

SPECIAL EVENTS

We want every child to feel special, so please do not send class treats or presents for special events. When we have a party or celebration at the campus, the campus will request any items that are needed.

CLASSROOM OBSERVATIONS

Observations must be approved by an administrator and appointments must be set up in advance. Visits are limited to 45 minutes. Parents or legal guardians may observe. (See District Student Handbook)

HOMEWORK

Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and projects may also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework. **If students do not complete homework, they will be provided time during recess to complete any unfinished homework or classwork, however, the student benefits best when homework is completed at home.**

Money: When sending money with your child, please send it in a sealed envelope with student's full name, grade level, and purpose of money.

Cell Phones: Students are not permitted to carry cell phones during the day. Cell phones must be turned off and remain out of sight and in backpacks during school hours. Cell phones will be confiscated if they are visible and parents must come to the school to pick them up and pay an administrative fee of \$15 after the second offense.

Communication

THURSDAY FOLDERS

Every Thursday, a folder will be sent home with your child that will include notes from the school and a student conduct card. 5th graders will also have a planner. This card or planner will act as one of the communication tools between you and your child's teacher. Please sign and return it each Friday.

NEWSLETTER – The Splash

Every month a campus newsletter, The Splash, is emailed through School Messenger to inform parents about special events and shout outs about our school and students. The campus sends out emails to parents every Thursday with news and notes. Please check your spam folder.

SCHOOL MESSENGER/ELECTRONIC COMMUNICATION

School Messenger is the electronic communication system for the entire district and each campus. This system allows both the district and campus to send emails, phone calls, and text messages to parents to communicate about special events or emergency situations.

Please provide your email and current phone number by completing the emergency contact form sent home the first day of school and return with your student. Anytime your information changes, please send your new information with your student or you may contact the front office with the change.

Individual student information is not transmitted through this system.

TEACHER COMMUNICATION

We believe communication between the teacher and parent is vital to the success of the student. We also recognize that information may not be translated correctly through emails or text messages, and therefore we do not permit teachers to share details about situations, behaviors, academics, or grades through emails or text messages. However, both emails and text messages are encouraged to communicate the best time to schedule a phone or face to face conference as needed. As always, we encourage you to work with your child's teacher first with any situations.

PHONE CALLS/EMAILS

Please allow staff members 24 hours to return any phone calls or e-mails. We want to focus our attention on the students while they are here each day. In addition, the staff member you are trying to contact could be out of the building and therefore has not had an opportunity to respond to your email or phone call. We encourage you to contact your child's teacher(s) first with any concerns you may have before contacting an administrator.

FORGOTTEN ITEMS

If you are dropping off forgotten items or glasses, you may leave them at the front desk with a name clearly printed on it. We will see to it that they are delivered to your child, but please realize that we only have one person working the front desk so distribution of the items may not be immediate.

DROPPING OFF LUNCHES

Student lunches that are delivered to the school by parents will be placed on a cart in the vestibule in between the front door and the front office. A staff member will deliver the lunches to the students in the cafeteria. Make sure you have the lunch delivered at least 5 minutes before their lunch time begins.

PERSONAL ITEMS

To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to: toys, radios, trading cards, sports equipment, iPods, cameras, stuffed animals, markers, gel pens, excessive jewelry, makeup, etc. **The school is not responsible for these items. See District Handbook for more information.**

BUYING, SELLING & TRADING ITEMS

Students are not permitted to buy, sell or trade any items at school except for Hairgrove sponsored activities and events.

DISTRICT CODE OF CONDUCT

The District Student Handbook/Code of Conduct will be available on-line through the district website: www.cfsd.net. You will only be required to sign the acknowledgement form one time in elementary school. You are asked to become thoroughly familiar with this very important document and to use it as a reference as questions arise. There are changes made each year. A paper copy of the handbook is available at Hairgrove Elementary for your convenience. In the handbook, it also states that campuses may make their own policies as long as they are aligned with district policies. Please keep this card as a reference to campus policies.

EMERGENCY SCHOOL CLOSINGS

In the event of an emergency school closing, the district will send out a phone call, e-mail and/or text message via School Messenger. Information will also be posted on the district website, www.cfsd.net as well as the district's official Facebook page.