



2017-2018 Reminders: (revised 9.13.17)

Student safety is a priority at Hubenak Elementary. Procedures and policies are put into effect to help make sure that all students are safe and focused on learning. We need every parent to be aware of these procedures and follow them. Our policies are based on the guidelines and policies that are outlined in the Lamar CISD Elementary Student Handbook. Bulletins will supplement the information herein, but if policy questions are still unanswered you may refer to the Elementary Student Handbook or contact our school to clarify these concern [http://www.lcisd.org/docs/default-source/students-parents-documents/elementary-education/2017-18-elementary-student-handbook-\(english\).pdf?sfvrsn=18](http://www.lcisd.org/docs/default-source/students-parents-documents/elementary-education/2017-18-elementary-student-handbook-(english).pdf?sfvrsn=18) Listed below are reminders about some of the important policies and procedures.

### **Attendance**

Hubenak opens the front doors at 7:00 a.m. We believe that learning begins when the children enter the building. Students go directly to the cafeteria if they need to eat breakfast. PK students go directly to the cafeteria and sit at a designated table even if they do not need breakfast. Kindergarten, first and second grade students go to their pod area, sit in the hall and read a book or practice skills. Students in third, fourth and fifth grade go to the hall by their pod and read. Some students attend tutorials, work in the computer lab, and participate in choir, Husky Broadcasting Crew, or Safety Patrol. Staff and safety patrol supervise the students in each of these areas.

#### **Grades Kindergarten- Fifth Grade**

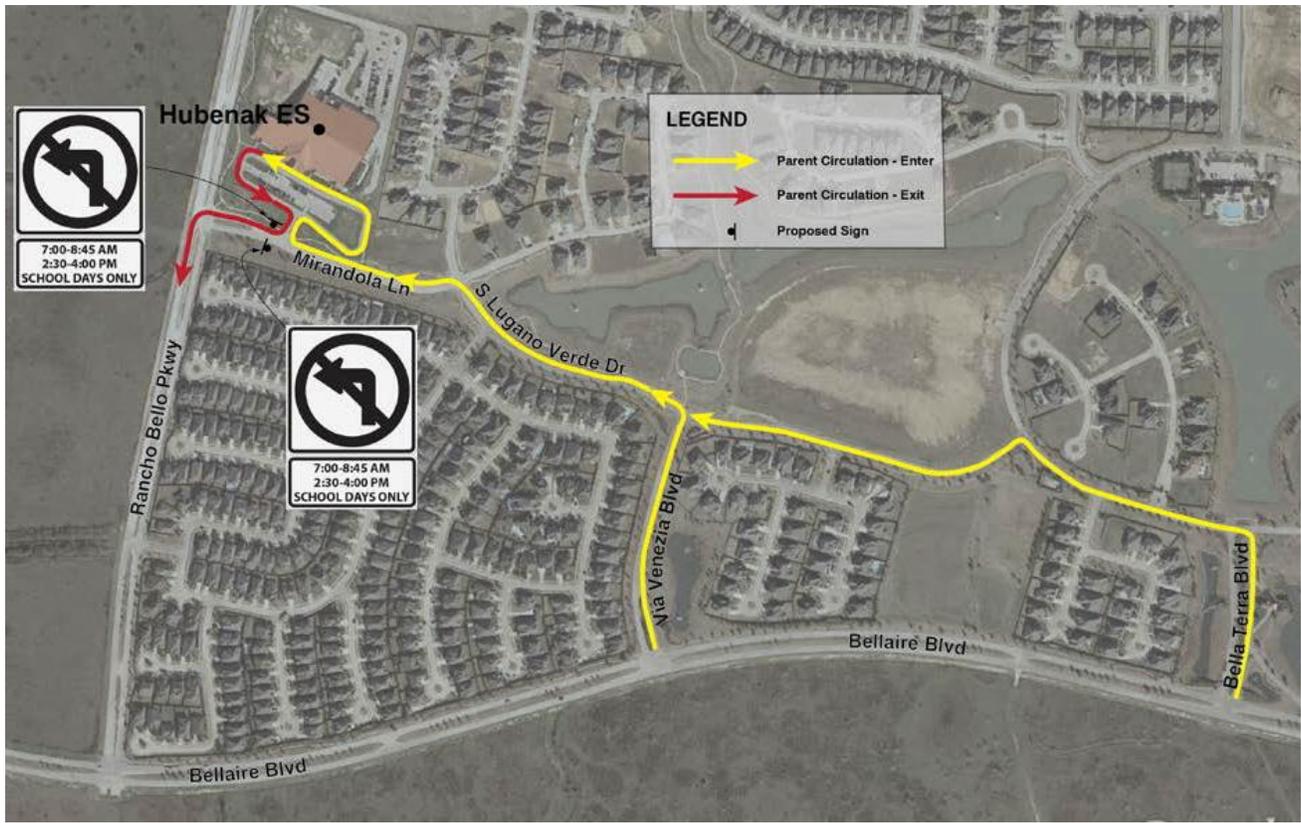
- 7:00 a.m. Doors Open
- 7:00-7:15 a.m. Students Participate in Learning Activities in Designated Areas  
Breakfast is served-no breakfast after 7:25 a.m.
- 7:15 a.m. First bell rings. Students go to their classrooms
- 7:25 a.m. Announcements Begin
- 7:30 a.m. Tardy Bell Rings  
Students must be in the building and through the second set of double doors or they are considered tardy. Parents MUST park and bring their child into the building if safety patrol is not outside. This is for the safety of your child.

#### **PreKindergarten**

- Morning Class: 7:30 a.m. -11:00 a.m.  
7:30 a.m. Students must be in the building or they are tardy.
- Afternoon Class:11:00 a.m.-2:40 p.m.  
11:00 a.m. Students must be in the building or they are tardy.

### **Attendance and Tardy Policies**

The attendance policy including the tardy policy is posted on the campus web page and follows the district and state policies. <http://www.lcisd.org/campuses/hubenak/students-parents/tardy-policy> Attendance is very important and learning begins as soon as the child walks through the door. Arriving late and checking a child out early is a loss of instructional time and will be considered during Attendance Review Committee Meetings. Students need to be in attendance the full 430 minutes a day in order to meet the yearly requirements.



## Transportation

### **Dropping Off in the Morning**

Following these procedures will assist students being dropped off safely and in a timely manner. Drop off is **ONLY** at the front of the school in the drive through lane. You **MAY NOT** go straight on Rancho Bella Pkwy and drop off at the corner, the side of the playground, or the back of the school. There is no adult supervision in any of these areas and it is very dangerous. Entering in the back of the school interrupts the flow of the busses and is prohibited. There are signs at that corner that indicate **Staff Parking** and **Busses Only**.

#### Front Drop Off:

- Drop off is only at the front of the school. For safety reasons, you may not drop off your child at the street either the front of the school or along the side of the school. Only busses and day care vans may drop off at the back of the school.
- Stay in line and in your car.
- Pull up to the next numbered “Paw” or person located on the drive and the sidewalk.
- Parents should be ready to let children out of the car as soon as you stop. **Use of your cell phone is prohibited.** Please help keep all students safe and do not use your phone in the drop off line.
- Safety Patrol or an adult will assist in opening the car door.
- Students should be ready to exit the car. They should have their backpacks, lunches, etc. and exit quickly.
- Safety Patrol and adults assist the younger students to the front door. Staff and Safety Patrol assist the students to the correct location once they are inside the building.
- As soon as your child is safely out of the car, pull forward and exit the line.
- Follow the traffic flow pattern entering from Mirandola Ln. and exiting the parking lot to Rancho Bella Pkwy.
- Please remember that there is a stop sign at the corner of Rancho Bella Pkwy and Mirandola Ln. The cars on Rancho Bella Pkwy have the right away since they do not have to stop. Please use caution at this corner. *Note: Students should only be let out of the car along the sidewalk. Students should not get out of the car on the left side and walk around the car. This is very dangerous. From 7:15 a.m. -7:30 a.m. there is a longer wait for the car line. Please be patient and follow these procedures to assist in getting all children into school safely and on time.*

### **Walkers and Bike Riders**

We have a crossing guard at the corner of Mirandola Ln. and W. Lugano Verde Dr. Please use caution in the area and follow the directions of the crossing guard. Parents may walk their children up to the school in the morning. Make sure you stay on the sidewalk. Students on bikes or other types of “wheels” should get off and walk on school property. This helps to keep the walkers safe. This is the only area where students should be crossing Mirandola Ln. There is no crossing guard at the other corner. Dogs and other animals are not allowed on school property.

### **Bus Riders**

Students riding busses enter at the back of the school. Staff on duty instructs the students to exit the bus quietly, stay in line with their hug on, and enter the building. Students go directly to the cafeteria or their designated area.

### **Picking Up in the Afternoon**

Students are given transportation tags to wear on their backpacks. This assists all staff in helping to make sure children get home correctly. Please keep these tags on the backpacks. Parents will be charged \$5 to replace the tag.

### **Change in Transportation**

In rare cases, unexpected changes can be called in to the front office by **2:00 p.m.** We are not able to process changes made after 2:00 p.m. This includes parents that come to the campus without prior notice to pick-up their child. Parents must not remove students from a bus line, bus, car, or walker line. Any change in transportation arrangements for any student requires a note to the teacher. Make sure you write your child’s first and last name, teacher’s name, and indicate the date(s) for the change and how the child is going to get home. We ask that you **not** email the change since there may be times that a teacher is not in attendance or does not have a chance to read their email.

### **Car Riders**

Pick up is **only** at the front of the school.

- Parents must stay in their car and in line.
- Parents may not park in the lot and walk across to get their child unless approved by the administration. This delays loading and picking up other students as is not safe.
- **Parents MUST have the designated “green” car tag visible at ALL TIMES. Cars without the car tag will have to park and go into the front office to be cleared before taking their child.**
  - To identify who you are picking up, place the car tag in the front windshield of your car. Leave it in place until your child is safely in the car. This helps the adults load the correct child in the car.
  - Write the grade level of the child(ren) you are picking up in the large box on the tag.
  - Write the LAST NAME of the child(ren) you are picking up on the body of the tag.
  - Print large and clear with a BLACK marker.
- Your child will be waiting at a numbered “Paw” or by a Safety Patrol student. Make sure you pull up so that your car door is next to the “paw”.
- PK & Kindergarten students are always loaded from “Paw” # 1 and #2 closest to the flagpole.
- Students should get in quickly and be seated. Please teach your child to quickly secure the seatbelt so that you can pull forward and keep the line moving.
- Students should be able to get in on the side by the side walk. We do not allow students to cross over traffic to get in on the opposite side.
- Once your child is in the car, you may pull around to the other lane and safely exit the drop off area.

### **Walkers and Bike Riders**

Students are escorted by staff members to the corner of Mirandola Ln. where there is a crossing guard. The staff and crossing guard will walk the students across the street.

- Students on bikes may get on their bikes once they have safely crossed the street.
- Parents meeting their children must wait for their child to cross the street or stay at the corner. This helps us make sure that all children get to the correct parent and cross safely.
- Students should be informed by their parents to walk or ride directly home or to the designated area.
- Once students get to the corner, it is the child's responsibility to be able to get home in the correct manner.
- Teachers do not wait until a parent or guardian is at the corner. The expectation is that the child knows the correct way to get home.
- Kindergarten and first grade students that are walkers **must** be met at the corner by a parent with a "yellow" walker card. This indicates that they are allowed to meet the child. If a kindergarten or first grade child is going to walk home with an older sibling or child, the parent must have a letter on file with the teacher. If no authorized individual or older sibling is present at the corner, the kindergarten or first grade student will be returned to the home campus and the parent will be called.
- PK students may not be walkers.
- Parents that drive to the area to meet their walker, must park on the street. Parking is not allowed near the intersection of Mirandola Ln. Please do not park on both sides of the street since it makes it very difficult for people that live in the area to travel on the streets.
- Problems can be reported to the Crossing Guard or to a staff member.
- If there is inclement weather and you do not want your child to walk, make sure you notify the office by 2:00 p.m. and indicate the change in transportation. If the weather becomes inclement AT dismissal, walkers and bike riders will become car riders.

### **Bus Riders**

It is very important that the bus tag remain on the student's backpack. If there is a temporary change in which bus a student rides, then the student must have a bus pass. Students are required to ride the bus designated by transportation and get off at the designated stop. Students may not ride the bus to another child's house. Riding a bus is a privilege and students must follow the expectations for behavior as outlined in the LCISD Elementary Handbook.

All **pre-kindergarten and kindergarten** bus riders in Lamar CISD must be met at their bus stop by a parent, guardian or designated adult.

- The responsible person must also show a "Blue Card" with student information such as student name, address and campus to pick up a pre-Kindergarten or kindergarten student.
- Parents or guardians will get the blue card from the home campus. Each parent/guardian will be allowed three Blue Cards to give to individuals designated to pick up their bus rider.
- Parents or guardians must provide written authorization to the bus riders' home campus if their pre-kindergarten or kindergarten bus rider is to walk home from the bus stop with an older sibling. The older sibling must show the blue card to the bus driver EACH day.
- If no authorized individual or older sibling is present at the bus stop, the pre-kindergarten or kindergarten bus rider will be returned to the home campus.

### **Food Service**

It is the goal of the Lamar CISD Food Service Department that no child should go hungry. The following outlines the meal charge policy for the 2017-2018 school year:

Students may charge meals up to the value of 5 breakfasts and 5 lunches or \$15.00. A low balance reminder will be sent home to elementary students and an automated phone call will occur, for all students, when a negative balance appears on the student's account. If a student reaches the charge limit of \$15.00, an alternate breakfast of a cereal and milk will be

provided. During lunch service, a cheese sandwich and milk will be provided until the negative balance is paid or (5) alternate meals, families should make other arrangements for meals during the school day. A la carte items are not available for charging. This policy will be consistent for all grade levels on all campuses.

Parents are encouraged to put funds on the student account prior to meal service. Payments can be made at each campus cafeteria with cash or check. We encourage you to make payments online at <https://www.schoolcafe.com/initial>. At Schoolcafe, parents can set up balance reminders to be sent to an e-mail address so there are always funds available for meal purchases. Students with negative balances cannot purchase snacks or extras. Students with negative balances may be excluded from special activities and/or either be given an alternative meal. Please call Food Service at 832-223-0180 with any questions, comments or concerns.

### **Visiting Our Schools**

All visitors must park in the front Visitor Parking area and enter through the front door. Please do not park along the curb in the driveway. Visitors MUST go directly to the front office and sign in using a valid ID such as a passport or driver's license through Raptor as a visitor and wear a visitor's badge. This is any time you come to the school during regular school hours 7:00 a.m.-3:15 p.m.

### **Eating Breakfast or Lunch with Your Child**

On most days, you are welcome to eat breakfast or lunch with your child. Please allow the students to have seat. During some lunch times, the cafeteria has limited seating for guests. You must park in the front visitor's parking lot and enter the front door to the office. You will be signed in using Raptor, and be given a pass to go to the cafeteria. Due to rules pertaining to Foods of Minimal Nutritional Value, food brought in to the cafeteria may not be shared with other children. After breakfast or lunch, please say goodbye to your child in the cafeteria. This helps your child transition quickly and allows them to be ready for learning activities as soon as they get to the classroom. Class lunch times are posted on the campus web site. Breakfast is served from 7:00 a.m.-7:25 a.m. Students have quiet breakfast so they can eat quickly to allow space for other children to eat. This also allows them time to begin their learning activity or attend tutorials before 7:25 a.m. dismissal to the classroom.

### **Visiting the Classroom**

Parents are welcome to visit the classroom. District practice allows for 30 minutes of classroom observation with prior approval of the teacher or administrator. This practice is to minimize interruption of classroom instruction. Please make these arrangements at least a day in advance of your visit. We have to make sure the students are not testing or that your visit will not interrupt the instruction for the day. *If you check in to go to the cafeteria or other area, your pass is only for that area.* You are not allowed to go to the classroom or other areas of the school. This is for the safety of all children.

### **Meeting with the Teacher**

Each teacher has a daily planning period. During this time, they may be available to meet with you. It is best practice to schedule a meeting directly with the teacher through email or telephone. Teachers are not available to meet in the morning prior to school without an appointment. Teachers have duty at 7:00 a.m. and are preparing for their day. If you have an immediate concern, you can contact the teacher for an appointment or email the teacher your concern. They will respond to you as soon as they are able to during the day. Teachers should respond within 24 hours to concerns.

### **Meeting with the Administration**

If you want to meet with the principal, assistant principal, or the counselor, please schedule an appointment through the receptionist or school secretary. We know that your concerns are important, and we do our best to meet or speak with you that day. We do ask that you contact the teacher about concerns to try and resolve them prior to contacting the administration.

## Parties

In accordance with district policy, parents may bring a treat for a child's birthday during the time scheduled by the teacher. Birthday treats may not be during instructional time. School parties are scheduled twice a year. No other parties including birthday parties are observed at school. Gifts, balloons, flowers, or other deliveries to students are not allowed. Invitations to individual parties may not be distributed at school. Most lower grade teachers have a Birthday List that parents can sign up for in order to be able to email or mail invitations. See your child's teacher if interested in signing up for the birthday list.

## Parent Organizations (Hubenak PTA)

Each family is encouraged to join the Hubenak PTA. The PTA supports activities that are beneficial to all students such as field trips and instructional supplies. Joining PTA is a wonderful way for parents to get involved in the school. Check out the PTA website: [www.hubenakpta.com](http://www.hubenakpta.com) or the Face Book page: [https://www.facebook.com/Hubenak-PTA-138557582848365/?hc\\_ref=NEWSFEED](https://www.facebook.com/Hubenak-PTA-138557582848365/?hc_ref=NEWSFEED)

## Volunteers

Volunteers are needed to help make instructional materials, assist in the library, and classroom under the direction of the teacher. If you wish to volunteer in any capacity, contact the PTA volunteer coordinator, or front office receptionist. Please keep in mind that all volunteers on campus will adhere to the volunteer guidelines set forth for Hubenak.

## Communication

### Electronic Communication

#### *District, Campus, and Teacher Web Site*

We want you to be informed about what is happening at school. Information about the school and school-wide events are posted on the campus web site. Information about a particular program or class is posted on the teacher's web site. Each week, the classroom teacher or grade level chair sends out an email to parents to inform them of important information and news. Communication is electronic unless a signature is required.

#### *Facebook*

The Hubenak Facebook page is <https://www.facebook.com/JoeHubenakElementary>

The Lamar CISD and Hubenak Facebook Pages are provided as a resource for the community. We will update the Hubenak page as often as possible to share as much as we can about Hubenak and the achievements of the students and staff as well as other relevant campus and district information.

All posting of comments on this page are at the discretion of the page administrators. The intent of this policy is not to keep any negative or critical information from being posted, but to protect the privacy and rights of the Lamar CISD staff and students. Naming specific employees or students in a negative way will not be allowed (and is just generally rude). The page administrators will review all postings to make sure they do not break the rules or violate the district's Acceptable Use Guidelines regarding Internet access and practices.

We welcome your thoughts and comments and look forward to what you have to say. However, we will not leave postings that:

- Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link;
- Contain abusive or inappropriate images, language or statements. This includes remarks that are racist, homophobic and sexist as well as those that contain obscenities or are sexually explicit;
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms;
- Do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or goad others into inflammatory debates. Nobody likes a bully; and
- Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product. If you wouldn't want to receive it yourself, don't post it.

The page administrators reserve the right to not post or remove any comments at any time, for any reason... but we hope that won't ever be necessary. If you have a comment or would like to report an inappropriate comment for us to review, please call Hubenak Elementary at 832-223-2900.

#### *“Call Out” System*

A “Call Out” system is used periodically to remind parents of important school wide information such as a PTA meeting, or school event. This system sends a voice message to the telephone number listed and an email to the email address listed in Family Access.

#### Family Access

Parents have access to their child’s information electronically through “Family Access.” In order to access your child’s information, you need to have their student ID#. LCISD parents and guardians are responsible for updating contact information items through the Family Access Center. These items include home phone number, email address and emergency contacts. Please review the information on the district web site on how to change these items as well as get specific information on what can be changed. <http://www.lcisd.org/students-parents/family-access> Please make sure that you are providing a good email address when registering your child so we are able to email you a link to Family Access once the child’s enrollment is completed. Family Access is a secure Internet-based website that allows parents and guardians to easily track their child’s progress. There are applications for Apple IOS and Android devices available from the appropriate stores. Among other things, this service will allow you to view your child’s attendance, grades, schedule, progress and assignments.

#### Paper Communication

##### Blue Husky Folder

Thursday, the blue Hubenak Husky Folder is sent home. This contains information distributed through the district and campus and completed work. Please look at the folder each Thursday, take out the papers and keep them at home, and return anything that needs a signature or indicates to return to school.

##### PK-Second Grade Folder, Third-Fifth Grade Agenda

These communication tools are sent by the classroom teacher. You should check these daily for important information such as homework and conduct. These should be signed each night by a parent. You may also use this tool to write a teacher a note or respond to something in the folder/agenda.

#### **Weather Conditions**

Please discuss with your child in advance the procedures they should follow in getting to and from school in inclement weather. In the event of severe weather conditions, use the district website [www.lcisd.org](http://www.lcisd.org), listen to the radio or television for information about school closings. Decisions regarding early dismissal or detaining the children at school for their safety due to weather conditions are determined by the situation in the area of each school.



We hope that these reminders help everyone to have a successful year. We appreciate your support and look forward to getting to know you and your children.

Diane Parks, Principal