

# PARENT/STUDENT HANDBOOK

## 2024-2025



**873 ANTHEM PARKWAY  
KYLE, TEXAS 78640  
T: (512) 268 - 8449  
F: (512) 268-7822**

**PRINCIPAL: ELIZABETH LARA**

**ASSISTANT PRINCIPAL: LINDSAY LUMBRERAS**

# *The History of Our School*

Jim Cullen Elementary was inaugurated in August of 2024 for the 2024-2025 school year and is named after Mr. Jim Cullen.

Jim Cullen Elementary School is named after Mr. Jim Cullen, a champion and advocate for the Hays CISD Community and its students.

Mr. Cullen began his career at Hays CISD as a teacher serving at Dahlstrom Middle School and later also taught at Barton Middle School. Mr. Cullen and his wife Luanne dedicated their lives to teaching the students of Hays CISD. During his teaching career he was named Regional Teacher of the Year.

He is also a past president of the Hays CISD Texas State Teachers Association chapter.

After retiring from teaching, for more than a decade he captured special moments across our district in his role as our district photographer. Due to his valuable service to Hays CISD, Mr. Cullen received a life-time achievement award from the district.

Education and service to the community are both passions for Mr. Cullen and his wife Luanne. In his quest to give back to education and to the community, he became an early and longtime member of the Hays Education Foundation. His favorite community project is Hays Hope to Go.

It is an honor to have our school named after such an esteemed member of the community.

# *Our Mission*

At Cullen Elementary, we empower students through diversity, fostering acceptance and innovation. We inspire them to own their learning, take risks, and contribute to the community. Our mission is to nurture culturally aware, solution oriented individuals who positively impact the world.

# *Our Vision*

Our vision at Cullen Elementary is to create a dynamic community of educational excellence where the Cubs spirit thrives. We aim to cultivate a challenging learning environment that sparks curiosity and nurtures growth for all. Together, we support each individual's journey towards success, embracing collaboration, resilience, and lifelong learning.

# *Student Pledge*

Cullen Cubs R.O.A.R. with Respect, Responsibility, Safety, and Kindness.

- **R - Reflective**
- **O - Open Minded**
- **A - Accepting**
- **R - Risk Takers**

Go Cubs!

# *Our School Mascot*

Our school's mascot is "Jimmy" the bear cub.

Our colors are navy and gold. Our mascot and school colors were decided based on votes from our incoming students, families, and staff.

"Jimmy" is Mr. Cullen's childhood nickname.

**Jimmy is copyrighted and may not be reproduced.**



Dear Cubs Families,

We have prepared this Parent/Student handbook in hopes that we can answer many of your questions regarding our school processes, procedures, and policies such as our school bells, arrival and dismissal procedures, lunch, attendance, grading, dress code, cell phone/device policy, volunteering, and more.

If you should ever have a question, please reach out to your child's teacher(s) for an answer or clarification. If your question warrants additional support please feel free to contact our school office and they can direct you to the appropriate person. Our office is open from 7:00am - 3:30pm Monday - Friday.

We are working hard at CES to meet your child's needs and yours as well. Daily, CES staff members show-up early excited to come work with your child and stay late to prepare engaging lessons that meet the needs of all our students. We do this because educating your child is our passion. We want to thank you for your support and willingness to always assume our best intentions for your child.

Let's work in partnership to build our Cub Culture!

Sincerely,

*CES Staff and Admin Team*

# *Cullen Elementary Contact Information*

**CES Front Desk :** 512-268-8449

**Attendance Email:** [CES.Attendance@hayscisd.net](mailto:CES.Attendance@hayscisd.net)

**Principal**

Elizabeth Lara: [Elizabeth.Lara@hayscisd.net](mailto:Elizabeth.Lara@hayscisd.net)

**Assistant Principal**

Lindsay Lumbreras: [Lindsay.Lumbreras@hayscisd.net](mailto:Lindsay.Lumbreras@hayscisd.net)

**IB Coordinator**

Victoria Zimmerman: [Victoria.Zimmerman@hayscisd.net](mailto:Victoria.Zimmerman@hayscisd.net)

**School Counselor**

Angie Torres: [Angie.Torres@hayscisd.net](mailto:Angie.Torres@hayscisd.net)

**School Nurse**

Taylor Posey, RN: [Taylor.Posey@hayscisd.net](mailto:Taylor.Posey@hayscisd.net)

**School Secretary**

Rosalinda Chavez: [Rosalinda.Chavez@hayscisd.net](mailto:Rosalinda.Chavez@hayscisd.net)

**Attendance/Receptionist**

Crisandra Woodall: [CES.Attendance@hayscisd.net](mailto:CES.Attendance@hayscisd.net)

**PEIMS Clerk (School Records)**

Lana Ashworth: [Lana.Ashworth@hayscisd.net](mailto:Lana.Ashworth@hayscisd.net)

## *Want to know what's happening at CES?*

**Follow us on Facebook**

[Facebook.com/CullenCubs](https://www.facebook.com/CullenCubs)

**Follow us on Class Dojo:**

Cullen Elementary School

**School Newsletter:**

Principal Lara sends a bi-weekly parent newsletter (CES Cubs News).

**Please be sure to read it to be in the know. It is sent every other Saturday. The sender is listed as "Citlally Lara". If you aren't seeing it, be sure to check your Spam box and allow for all future communications.**

<u>CES School Bell Times</u>	
Doors Open	7:00am
Tardy Bell	7:30 am
Dismissal	2:55 pm

## *Arrival Procedures:*

**\*Please do not drop off your child prior to 7:00 am as there is no adult supervision.\***

**Per District Policy, parents are not allowed to walk their student(s) to class. You may walk them to the front of the exterior doors and they will enter on their own. We have staff at the entrance to receive your child and staff members in the hallways to guide your child as well. Our front Parking Lot is not open for drop off or pick up parking unless you have been given special permission by our Principal.**

**Bus Riders** are offloaded by staff members in the front driveway. They are then escorted to our holding area until 7:10am or may go to the cafeteria for breakfast.

**Bike Riders:** Students riding bikes may ride from Smithsonian Dr through to the Car Rider line entrance. They must stop at the car rider line entrance and wait for the staff member on duty to cross them. Students must walk their bike the rest of the way to ensure they don't collide with other students or parents that are walking on the sidewalk.

**Walkers:** Please instruct your child to walk on the sidewalk leading to the front doors of the school. Please have a conversation with your child regarding traffic safety. Remind them to look both ways as they cross the street and to wait for a staff member to cross them at the crosswalks. Please only use the crosswalk where the crossing guard is located near Anthem Parkway @ Smithsonian. Please follow the instructions given by our Crossing Guard.

### **Car riders:**

- Drop-off will be at the back of the school, please ensure students arrive in time to be in class by 7:30 AM.
- There will be staff members opening car doors for your children; however, your child may also open their own car door and proceed out of the car once they arrive at a cone.
- Please be sure that your child has everything that they need and is ready to exit your vehicle promptly. If your child is not ready when our staff members open the door, they will ask you to move forward and have you assist your child in getting out of the car. We appreciate your help with this as we need to keep the line moving.
- Car riders should exit from the right side of the vehicle. Please do not have your child exit from the left side of your vehicle. Not only does this hold up the line, it is also a safety issue.
- The car rider line entrance closes around 7:25am to allow sufficient time to go around the driveway to the back.
- If you arrive and the car rider line entrance is closed please proceed to our front school entrance.
- If there are no staff members in the back please drive around to the front office to drop off your child.

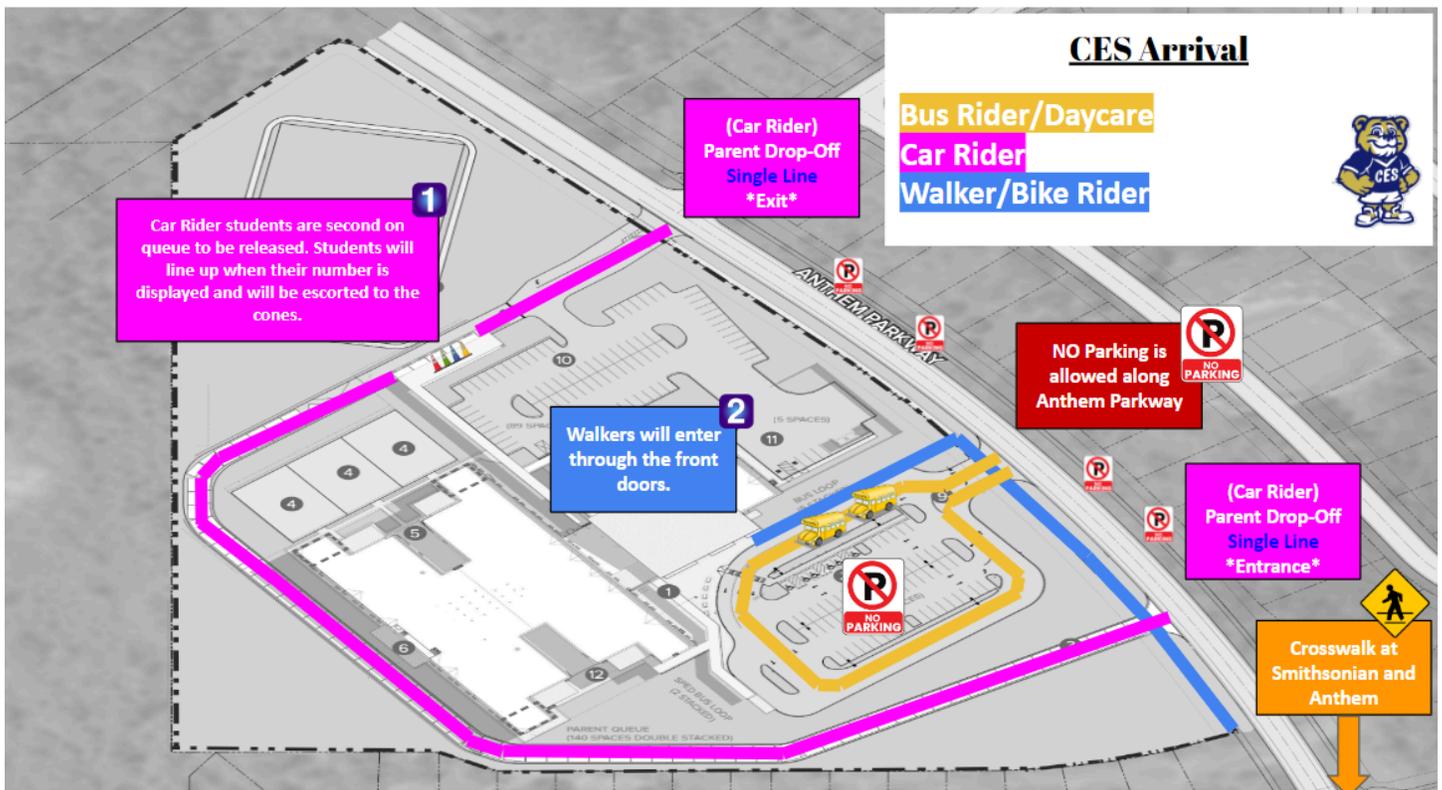
**Please Slow Down when coming through the car rider line**

- Please do not go around other cars as you cannot always see what is happening in front of you, usually cars are stopped for a reason
- Our students and staff member lives are precious, let's be mindful of that when we get impatient

There will be no staff on morning car rider duty during inclement weather (storms, heavy winds, weather below 35°F). Please be sure to come prepared to unload your child from your car. The lines will move slower on these days. We will notify you in the morning of, via our Cullen Elementary Class Dojo should this be the case.

We are doing this for the safety and health of our staff members as standing in extreme temperatures for an extended period of time can be detrimental to their health.

# CES Arrival Map



# Dismissal Procedures

## Early Checkout:

We do not allow early checkout from campus within ONE hour of dismissal (2:00 pm) except for emergencies or extenuating circumstances.

Parent/Adult on the contact list must come in physically to the school with a valid ID to check out their child. A student will not be pulled out of class until the adult officially checks out their student for the day. Please do not ask teachers to send your student to the office ahead of time; they will be sent back to class if you are not here.

To protect valuable instructional time we ask that parents make every effort to ensure that appointments are scheduled after school. Parents will need to present a valid ID when checking out their child.

Per district safety protocols, Concealed Handgun Licenses or military ID's are no longer an acceptable form of ID as they do not scan through our system.

## Transportation Changes:

If you need to change how your child will get home, please contact the front office at 512 268-8449 by 1:30 pm. We cannot guarantee that the change will make it to the teacher after 1:30 pm.

Please contact the front office receptionist to make changes. Do not send requests to teachers as they may not see your request in a timely manner. Students being checked out may only go home with approved adults listed on your child's TEAMS file. We will not send a child home with another person without written or verbal confirmation from a parent or legal guardian.

**Bus Riders:** All buses will be parked in front of the school in front of the covered walkway. Once the buses are released, we will begin dismissing car riders and walkers. We do this for the safety of our students.

**Bike Riders:** All bike riders in grades Pre-K - 5 will be escorted by staff members to the corner of Anthem Parkway @ Smithsonian. Staff members will walk the students across the lanes to ensure safe crossings.

**Walkers:** All walkers in grades Pre-K - 5 will be escorted by staff members to the corner of Anthem Parkway @ Smithsonian. Staff members will walk the students across the lane to the designated parent areas. For safety reasons, we do not allow parents to walk up to the school entrance as cars will be moving through the car rider lane.

Our Walkers are released last per our district safety policy. Their release is contingent on our car rider lines. The sooner the car rider lines finish the sooner walkers are dismissed. The window for walkers to arrive at the corner of Anthem Parkway @ Smithsonian is 3:10 - 3:25pm.

### **\*\*\*Walkers - Very Important\*\*\***

If you designate your child as a walker, they will be released to walk home on their own regardless of grade level. Staff members are not responsible for waiting with students until they are picked up.

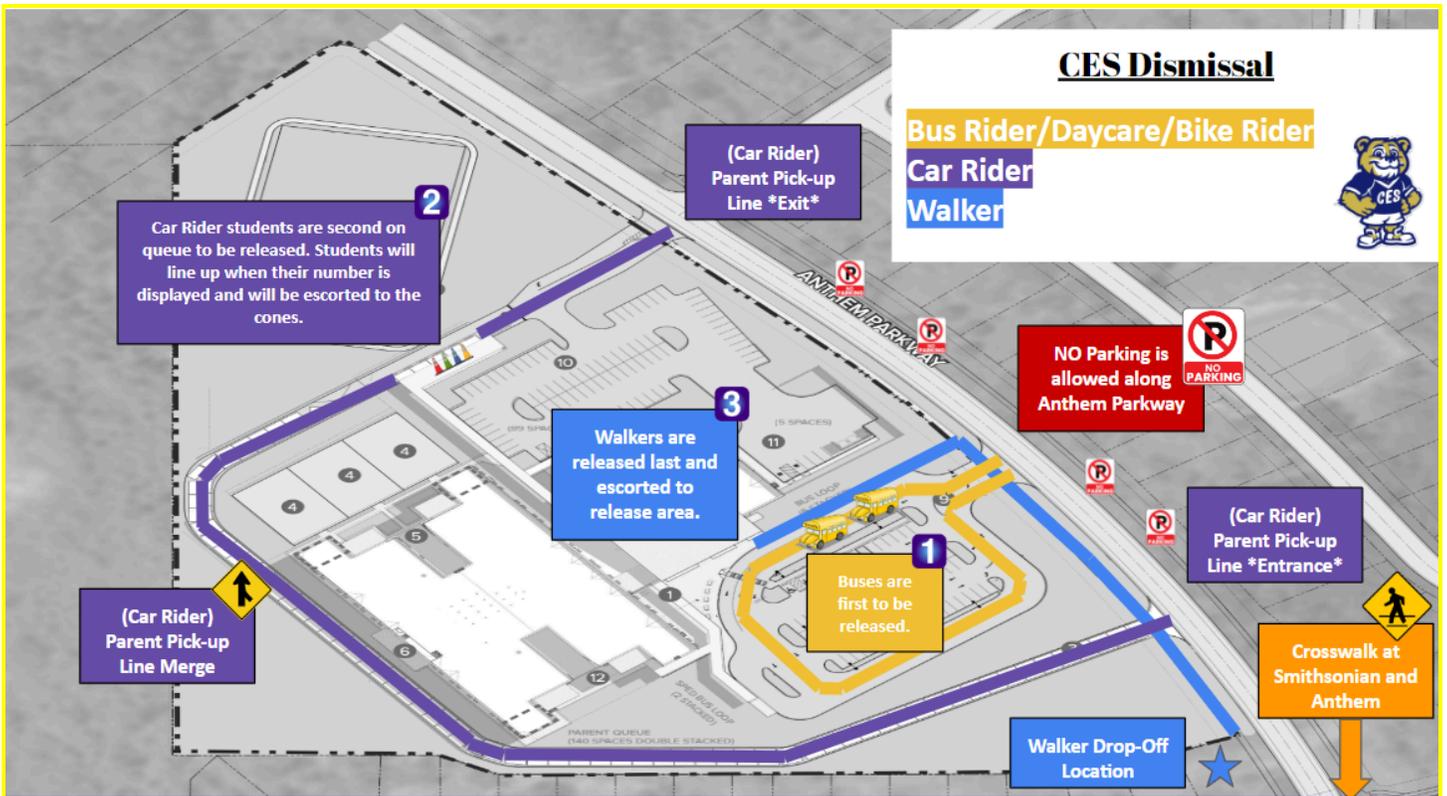
Inclement weather does not change our walker dismissal process. We will not hold children at the school due to inclement weather such as heat, cold, rain, etc.

**Car riders:** Car Rider pick-ups will enter the car rider line nearest our Marquee off of Anthem Parkway in two lines. Please ensure that your student's car rider tag is clearly visible from your rearview mirror. Our front office will be able to provide you with a car rider tag if you need one.

**Late Pick-Up:**

The school day ends at 3:00 pm. It is our goal to complete afternoon dismissal by 3:15 pm so that our teachers can attend grade level planning and our office team can attend meetings and curriculum planning. Parents should make every effort to have their student picked up no later than 3:15 pm. If you are going to be late, we ask that you give the front office a courtesy call to communicate this to the dismissal staff. Students picked up after 3:15 pm are considered "late pick-up" and will be waiting with an administrator inside the building. If you arrive after 3:20 pm you will need to park and walk into the front office with an ID. We will verify identity and bring the student out to the foyer. If a parent is late more than 3 times, an administrator will call you to schedule a conference to discuss solutions. Extend-A-Care or iKidsUs offer after school childcare at our campus. You can contact them for more information.

## CES Dismissal Map



# Attendance

The Compulsory Attendance Law of Texas requires that school age children (including PALS and kindergarten) attend school every day unless they have an acceptable excuse.

Excused absences include sickness or a death in the family. Absences due to family business and vacation are unexcused.

If your child is absent from school send a doctor's note or parent note explaining the reason for the absence within 3 days via email at [CES.Attendance@hayscisd.net](mailto:CES.Attendance@hayscisd.net). If your child has a doctor or dentist appointment and misses attendance time we still encourage you to bring them back to school.

**Attendance is taken daily at 10:00am.** Daily attendance is very important!

## Breakfast and Lunch

Breakfast and lunch are served daily. Find more information about free and reduced lunch applications, lunch menus and more on the Child Nutrition Site on our school website or Hays CISD website at <https://www.hayscisd.net/Domain/74>.

Reduced-Price Breakfast: \$.00

Full Price Breakfast: \$1.25

Reduced-Price Lunch: \$.40

Full Price Lunch: \$2.70

Snacks: Snack prices vary

### **Breakfast:**

We offer breakfast in the cafeteria beginning at 7:00 am for all students. If you need your child to eat breakfast at school, please have them here between **7:00 - 7:20 am**. Breakfast cannot be taken to the classrooms.

**Lunch:** *\*Per district policy, delivery services may not be used for students\**

All students eat lunch with their classes during their designated lunch period. If you need to drop off a lunch or snack for your child after the school day has begun, please label their lunch with their name and their teacher's name and place it in the appropriate grade level cubby in the foyer. Our office staff will ask your child to come for their items at a convenient time. Please make every effort to limit this as much as possible.

### **Visiting for lunch:**

We welcome you to have lunch with your child.

You may not have lunch with a student that does not have you listed as a contact person unless accompanied by a parent listed as a contact. This includes family members.

If a parent would like for a visitor to have lunch with their child, please email [CES.attendance@hayscisd.net](mailto:CES.attendance@hayscisd.net) on the day you would like for them to have lunch with your child. The only exceptions to this rule are Grandparents Lunch and Thanksgiving Lunch.

We do ask for you to abide by the following when you eat lunch with your child:

- You may only eat with your child. You may not invite other children to join you.
- Ensure that your child joins their teacher line at the end of lunch.
- Please do not allow your child(ren) to run on stage or in the cafeteria.
- You may not go with your child to their classroom, recess, etc.
- If you are checking your student out, please allow your child to return to class with their teacher and proceed to the office to follow the normal check-out procedures.

## *Daily Snacks*

Each classroom teacher will designate a short period of time for students to have a daily snack in class. We encourage students to bring healthy snacks that are protein rich and low sugar for sustained energy during the day. If you have any questions about snacks please contact your child's teacher.

## *Cell Phone/Device Policy*

This policy is intended to support student learning while minimizing student distractions and disruptions. Teachers are expected to incorporate technology as a part of their lesson plans as long as it supports the Texas Essential Knowledge and Skills (TEKS). Students may use their own technology (laptops, iPad, etc.) to support the learning objectives in the classroom.

Student cell phones should remain in their backpack and not be used for instructional purposes.

Students are allowed to wear SmartWatches; however, they are also not allowed to be used for instructional or recreational purposes. The teacher has the final authority in his/her classroom of acceptable cell phone usage.

Students are not allowed to text or contact parents during school hours without teacher permission. Students cannot use devices during lunch, recess, bathrooms, before or after school, during arrival or dismissal, and field trips. They cannot be used to take pictures for projects, play games, record or text during school.

Cell phones must be kept in the student's backpack and silenced in the classroom unless otherwise instructed.

As per our district guidelines, Students who violate the policy will have the following consequences.

1st Offense – Conference with the student and parent contact.

2nd Offense – Confiscation of the device. Device returned at the end of the day.

3rd Offense – Confiscation of the device. Device returned at the end of the day.

After the 3rd offense, the device will be confiscated and must be picked up by the parent or guardian listed on the student contact information. Parents can help their child support this policy, the learning environment, and our school's mission by discussing the school expectation with your child.

# Communication

The communication link 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. Teachers will share information regarding their Class DOJO information.

We value the partnership between parents and the school. Occasionally questions or concerns may arise regarding your child. As a professional courtesy, we ask that all concerns be relayed to the classroom teacher first. Often, a phone call or meeting allows both parties the chance to talk and listen to one another. If you feel that your concerns are not heard, please schedule a meeting with an administrator. To help us promote a healthy and positive school culture, we ask parents to speak positively about the school and teachers, especially with their children. Concerns should be addressed privately between all adults.

**\*\*All communication to school staff members should be courteous and professional. Inappropriate language or harassment directed at staff members is unacceptable and will be addressed by an administrator. We appreciate mutual respect as we are all here for the purpose of supporting and educating children.\*\***

# Discipline

At CES, we follow the Emergent Tree model, a PBIS model (Positive Behavior Intervention Support) which focuses on teaching and modeling expectations and reinforcing these in a positive manner. 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 upon the nature of the offense.

# Hays CISD Dress Code

The District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereo-types and prioritizes building positive relationships between educators and students. To ensure effective and equitable enforcement of this dress code, campus administrators shall enforce the dress code consistently and in a manner that does not (i) reinforce or increase marginalization of any group, (ii) result in body shaming based on body size or type, or (iii) discriminate against students due to race, color, religion, sex, national origin, or disability.

**General Guidelines:** Students shall 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 or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

**Basic Principle:**

- a. Certain body parts must be covered for all students.
- b. Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
- c. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

**Students Must Wear, while following the basic principle above:**

- a. A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms); and
- b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts); and
- c. Shoes

**Students May Wear**, as long as these items do not violate sections above:

- a. Religious headwear.
- b. Hats facing straight forward or straight back that must allow the face and ears to be visible to staff and not interfere with the line of sight;
- c. Hoodie sweatshirts (wearing the hood over the head is not allowed),
- d. Fitted pants, including opaque leggings, yoga pants, and "skinny jeans";
- e. Ripped jeans, as long as underwear and buttocks are not exposed;
- f. Tank tops, including spaghetti straps and halter tops;
- g. Athletic attire; and h. Hairstyles of any length and style.

**Students Cannot Wear:**

- a. Violent language or images.
- b. Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under policy FNCF(LEGAL);
- c. Clothing that promotes gang affiliation.
- d. Hate speech, profanity, or pornography.
- e. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- f. Any clothing that reveals visible undergarments
- g. Swimsuits (except as required in class, field trips, or athletic practice)
- h. Accessories that could be considered dangerous or could be used as a weapon; or
- i. Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

**Enforcement:** Dress code enforcement shall be the responsibility of the administrators on campus. 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 Hays CISD Student Code of Conduct and Student Handbook.

Students in violation shall be provided three options to be dressed more to code during the school day:

- a. Students shall be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- b. Students shall be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- c. If necessary, the student's parent may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

CES students should show pride in the way they dress. If dress distracts or impedes school activities, parents will be notified by a staff member, and students will be sent to the nurse for a change of clothes.

Tennis shoes should be worn on P.E. days.

## Student ID's

For the safety and security of our students, the Hays CISD 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.

All students (PK – 12th ) will be issued a Hays CISD identification card (ID) for the academic year. The first classroom/bus ID is free.

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 student loses, misplaces, or forgets an ID, they will be expected to report to their designated campus location to immediately receive a replacement.

The 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.

More information on SmartTag [here](#).

## Item Drop - Off

If you need to drop off an item for your child after the school day has begun, please label the item with their name and their teacher's name and drop it off in the front office. Our office staff will ask your child to come for their items at a convenient time. Please make every effort to limit this as much as possible.

Families are strongly encouraged to create a morning routine that ensures your child remembers all their items to avoid unnecessary drop off. You may call the front office if you want to leave a message about the item with the front desk receptionist.

**Per district policy, delivery services may not be used for students\***

## Field Trips

Students must ride to and from field trip destinations in school district transportation unless their teacher has approved for students to be signed out with them.

Chaperones must provide their own transportation. All chaperones need a background check through VIPS to supervise students in their child's class. On the day of the Field Trip, chaperones must come in person to the school with a valid ID to obtain a raptor sticker. Please email [CES.Attendance@Hayscisd.net](mailto:CES.Attendance@Hayscisd.net) to sign up to be a VIPS.

# Health and Wellness

For the protection of our students, transportation of medications to and from school is recommended to be done by the guardian. The nurse will take possession of medication, review that proper documentation is provided by the parent and/or MD, and discuss any concerns at that time.

Medication administration forms are available on the CES website in the Nurse Section and must be completed by the parent and the student's doctor.

Medication must be in its original container and labeled with the student's name. The nurse cannot administer any medication that has expired.

A registered nurse is available for preventative health care, screening, first aid, minor illnesses and emergencies. Students are not allowed to self-medicate, i.e. cough drops.

# Grading Guidelines

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the grade level teacher. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed. These guidelines apply to both in person and virtual learners.

## Grading Standards – Elementary

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one daily grade per week and a minimum of three major grades per grading period for each content area.
2. Daily grades will count for 75% and major grades will count for 25% of the overall grade for a grading period.
3. Teacher discretion may be used to determine what assignments constitute a daily or major grade, except for district-required Curriculum Based Assessments, which are to be recorded as a daily grade and eligible for reassessment.
4. Homework may be assigned and rewards or consequences given for completion or non-completion. Homework may not receive a numerical grade in the gradebook.
5. Students may not receive grades for participation without demonstrating mastery of the objective standards and district curriculum or as documented in their IEP.
6. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do the daily grade assignments.
7. Students may re-submit daily grade assignments and re-test only one time per assignment.
8. Students may receive a maximum grade of 75 on all re-submitted daily grade assignments and tests.
9. Major grades are not eligible for re-do.
10. Assessments given within the last week of the grading period will be recorded on the following grading period.

### **Re-teaching and Reassessment for Mastery – Elementary**

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. Since a single skill is addressed numerous times throughout a grade level's curriculum, a student has many opportunities to demonstrate mastery of that skill. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may or may not use the same assessment to determine mastery.

### **Late and Make-up Assignments – Elementary**

Students are expected to complete all assignments. If a student is unable to complete their work during allotted time, teachers will provide opportunities during normal school hours to complete their assignments with ongoing communication to parents and guardians.

1. Students will be expected to make up assignments and tests after an absence. Teachers will communicate and provide the make-up assignments required to be completed and communicate a reasonable amount of time to complete the assignments.
2. Each Campus will provide additional and timely interventions to ensure that missed or late assignments are completed and skills are mastered.
3. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
4. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
5. Conduct will be reported separately from academic grades. Conduct codes reflect behavior, class or group participation, and completion of assignments.
6. Any assignments not completed and submitted may be given the grade of a zero.

## *Progress Reports and Report Cards*

Report cards are sent home every nine weeks electronically via the e-mail address(es) on file for students in Kinder through 5<sup>th</sup> grade. Progress reports are sent home at the end of every fourth week for 2<sup>nd</sup>-5<sup>th</sup> students. Parents or teachers may request a conference at any time to discuss a child's progress.

You should also utilize the Parent Self-Serve to monitor attendance and grades. It is the expectation that our teachers in 2nd - 5th grades submit grades every Tuesday night, please feel free to review the parent portal on Wednesdays for updated grades.

## *Teacher or Classroom Placement Requests*

At Cullen we pride ourselves on hiring the best teachers and staff. Due to this, we do not accept teacher requests as we are confident that your child will be in great hands regardless of the teacher they are assigned.

Please also do not request that your child is placed in a class with a particular friend.

Requests to not be placed in a classroom with a specific child will be addressed on a case by case basis.

## *Lost and Found*

Lost and found is located in the cafeteria. Smaller items may be sent to the office. To avoid losing articles, label all items (coats, backpacks, lunchboxes, hats, umbrellas, etc.) so they may be returned to their rightful owners. Throughout the year, clothing will be sent to charities if unclaimed.

## *School Clubs*

The campus will communicate any club offerings as those develop throughout the school year. Please be sure to pick up your child promptly at the time specified by your club sponsor.

## *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 and may only be served in the last 15 minutes of the school day. Contact your child's teacher before the birthday treats are provided to make sure there are no known allergies.

For your convenience, Child Nutrition offers catered birthday treats for a minimal cost. Please contact the front office or your child's teacher for information.

Parties and Celebrations are a way for students to build memories with one another and their teacher(s); therefore, visitors are not allowed to attend.

## *Pledge of Allegiance/Moment of Silence*

Our school day begins at 7:30am with the Pledge and Moment of Silence. Students who come in during the Pledge or Moment of Silence are asked to stop and observe this with us before proceeding to class.

## *PTA*

We value the partnership we have with parents, and encourage parents to sign up for the PTA. This is a great way to meet other families, support our school's mission and vision and help us achieve our goal to involve more parents in our school community. Please contact a PTA Board member for more information.

All volunteer opportunities will be scheduled through our PTA.

# *Safety/Emergency Procedures*

Throughout the year various emergency procedures will be practiced ranging from fire and tornado drills, to lockdown and emergency evacuation procedures.

In the event there is a true emergency and it becomes necessary to cancel school or delay the school start time, a Parent Alert message will be sent by email from Hays CISD or via phone.

## *Visitors*

For the safety of our students and staff, we are a closed campus. With the exception of lunch or planned events/meetings and volunteer activities, our campus is closed to visitors.

**Every visitor is required to check in at the school office with a valid state issued ID and obtain a visitor sticker every time.**

**Per district safety protocols, Concealed Handgun Licenses and Military ID's are no longer an acceptable form of ID as they do not scan through our system.**

## *Volunteers*

Volunteers, thank you so much for all of your dedication to helping our students, our teachers, and our school be successful. I know you are all looking forward to being on campus and helping out in any way that you can. In addition to the guidelines set forth above, we are asking the following from our volunteers.

- Please sign-in using our VIPS system when you are here to volunteer
- If you are here to eat lunch with your child, please bring your ID to Raptor in. Do not use your VIPS badge.
- Please do not bring younger children with you to volunteer.
- To respect instructional time, do not go to your child's classroom to observe them, check them out for the day, or speak with them. Please also do not go to have a conversation with their teacher; instead set up a conference with them.

If you would like to sign up to be a VIPS, please send an email to [CES.Attendance@Hayscisd.net](mailto:CES.Attendance@Hayscisd.net) to sign up to be a VIPS.

# Cullen Elementary

## PARENT AND STUDENT HANDBOOK SIGNATURE PAGE 2024 - 2025

After reading the Parent Handbook, please sign the appropriate lines below and return the form to your child's teacher.

I/We, the parent(s)/guardians of \_\_\_\_\_ have read and understand the contents of the Parent Handbook. We agree to follow the policies outlined in the Parent Handbook.

We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School.

Signature of:

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Student's Homeroom Teacher: \_\_\_\_\_