

CES School Bell Times

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 front of the school 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.

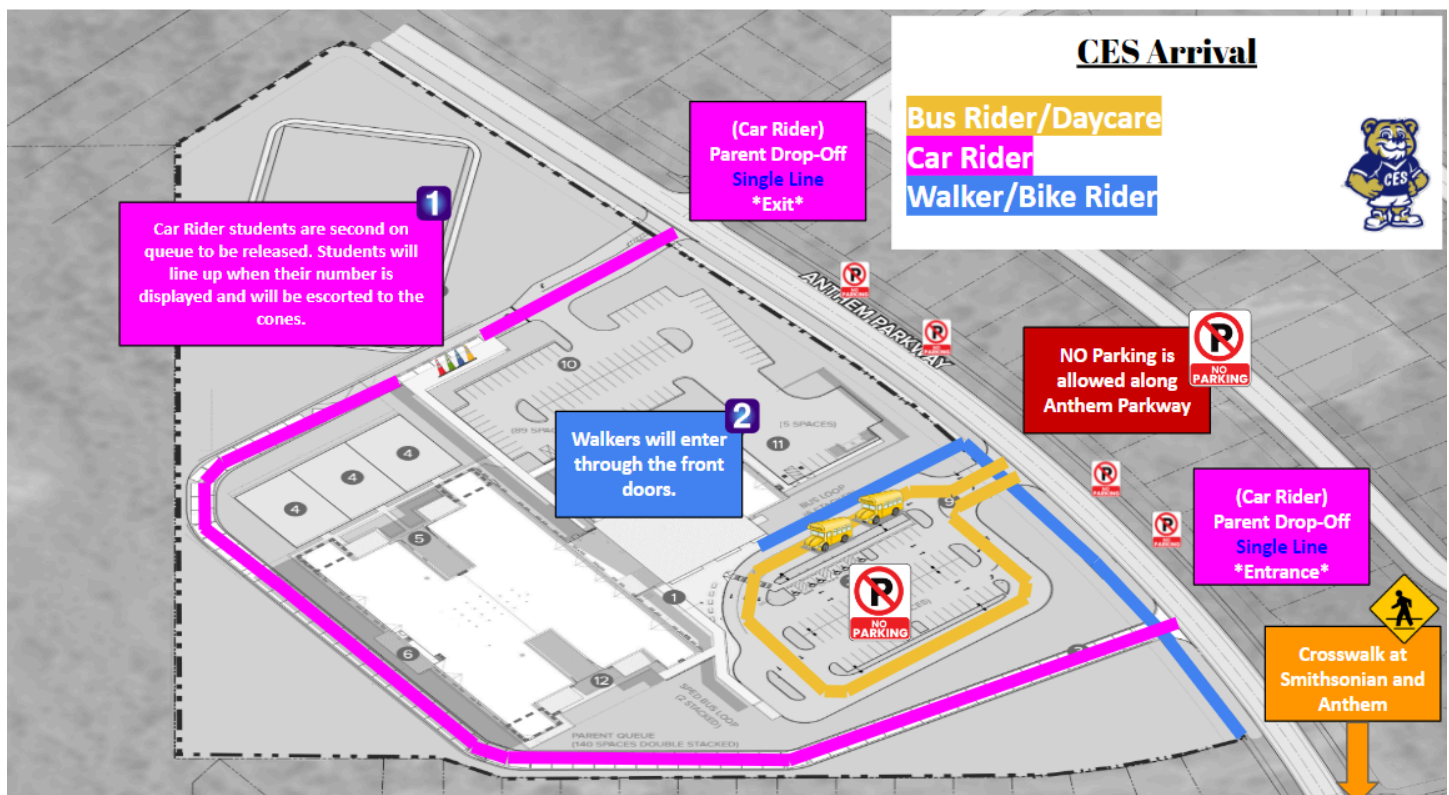
Please Slow Down when coming through the car rider line

- 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 at our front entrance. The lines will move slower on these days. We will notify you 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 students and staff members. By doing this we reduce the length of the walk for our students in the cold as well as prevent our staff from standing in extreme temperatures for an extended period of time.

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.

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 offers after school childcare at our campus. You can contact them for more information.

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 through driveways to ensure safe crossings and will then proceed on their own. Our crossing guard will assist them at the corner of Anthem Parkway @ Smithsonian. Anthem@Tubman will be the other location once we have established a need for this area. Currently we do not have students with this need.

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. **Currently we only have one area to release walkers, as the neighborhood expands, we may add additional areas (Anthem@Tubman) to release walkers so they may head in the direction of their home and not the opposite direction.**

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. **This is ONLY for true walkers. If you are in a car, please go through the car rider line, do not park and wait for your child. Per MUD rules, parking is not allowed on Anthem St or Smithsonian St.**

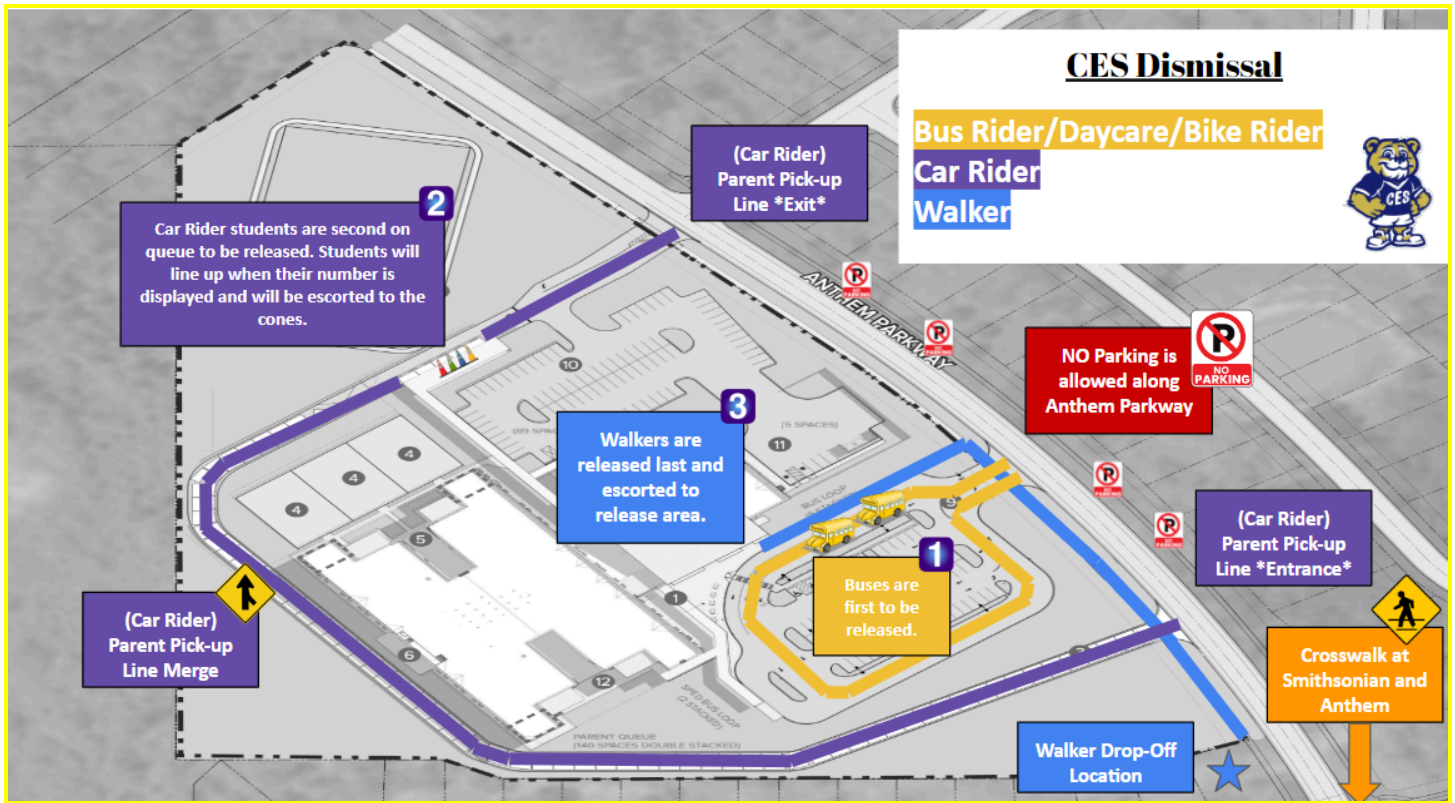
*****Walkers - Very Important*****

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.

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. 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!