



School Bell Times

Doors Open 7:05 am

Tardy Bell 7:30 am

Dismissal 3:00 pm

Please do not drop off your child prior to 7:05 am as there will be no adult supervision.

Per District Policy, parents are not allowed to walk their student(s) to class. You may walk students to the rear of the school by the cafeteria 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.

The front entrance of the school WILL NOT be opened until 7:30. ALL walkers and car riders will be required to enter the building through the cafeteria doors.

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

Walkers: Please instruct your child to walk on the sidewalk leading to the cafeteria doors. 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. Additionally, remind students to walk down the sidewalk hill; this will keep them safe from nearby traffic. **Please only use the crosswalk where the crossing guard is located near Marsh Ln @ Painted Desert.**

Unsafe Locations: Students are not allowed, with or without parents, to walk across the grass area in front of the school. All students will be required to use the sidewalk with the crossing guard. If a student goes to the front of the school, they will be required to go to the cafeteria. **DO NOT** park in the No Parking Zones in front of the school and walk your student to the cafeteria doors. Please do not park on Marsh Lane in front of the school or on the new part of the street. This has created unsafe conditions for our students and staff.

Our front Parking Lot is not open for parking unless you have been given special permission by our Principal.

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 to assist with car doors for your

children when needed at the designated spot. Staff will not open all doors, so please be sure your child has everything they need and is ready to exit your vehicle promptly. **If your child is not ready by the designated cone, 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.

Unassisted Drop-off: Starting at 7:20 am, the front drop-off will be opened. However, this is 100% unassisted by any staff. The student needs to be dropped off at the designated spot to enter the building through the cafeteria doors. No students will be allowed to enter the building through the front doors before 7:30 am.

The car rider line closes at 7:30 am. If you arrive past 7:30 am and there are no staff members there, please drive around to the front office to drop off your child.

The car rider line forms on Marsh Lane in both directions. Painted Desert should not be used to enter the car rider line.

Please Slow Down when coming through the car rider line and stay OFF of the phone

- Please do not go around other cars, as you cannot always see what is happening in the car in front of you, usually cars are stopped for a reason
- Our students' and staff members' 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.

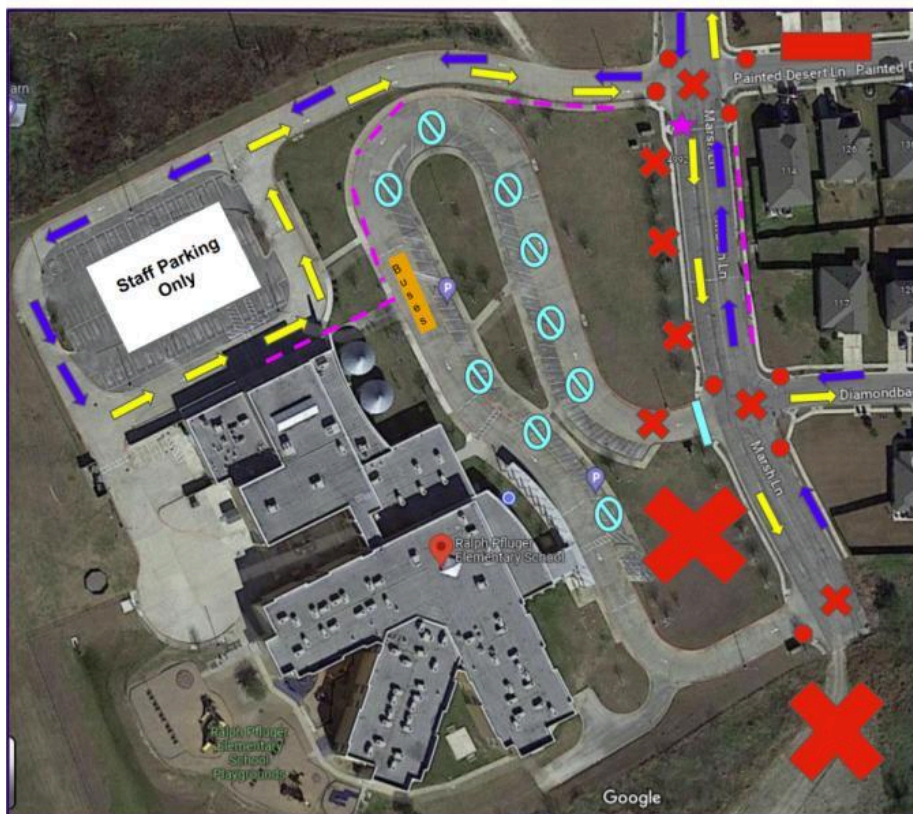
We are doing this for the safety and health of our staff members, as standing in extreme temperatures for an extended period of time can be detrimental to their health.

Hug Zone is no longer available in front of the school due to the entrance moving to the cafeteria doors.

Tardies:

Arriving early/on time to school helps students set their day up for success and builds lifelong habits for future careers. **Students need to be in the classroom by the 7:30 am bell.** If in the building, but not in their room, the student will be marked tardy.

To ensure the safety of our children when tardy, we ask that all parents or guardians accompany their child to the front office and sign them in for the day if the student arrives after 7:30 am.



PES Arrival Map

2026 - 2027

Legend:

- Outgoing Traffic
- Incoming Traffic
- Crossing Guard
- No Parking during arrival or dismissal.** Unless with approved exception.
- Stop Signs
- Path for Walkers
- Painted Desert is not an entrance to Car Rider Line
- For safety reasons this is **not** a student drop off zone
- The back of the school by the cafeteria is designated for Car Rider Line, Walkers, Bike Riders and Staff Parking.
- The front of the school is designated for Buses. There is no longer parent/visitor parking for arrival.

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.

Parents/adults on the contact list must come 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 IDs 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 512-268-8510 before **1:30 pm**. We cannot guarantee that the change will reach 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 may only go home with approved adults listed on your child's file. We will not send a child home with another person without written 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 later. We do this for the safety of our students.

Bike Riders: All bike riders in grades Pre-K – 5th will be escorted by staff members to the corner of PES @ Marsh Ln. Staff members will walk the students across the lanes to ensure safe crossings.

Walkers: All walkers in grades Pre-K – 5th will be escorted by staff members to the corner of PES @ Marsh Ln. 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 is 3:10 – 3:25 pm.

*****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.

In the event that we have lightning in the area, walkers will be held in the cafeteria. Communication will be sent out to notify families if walkers will be held. If students are not picked up in the car rider line by the time we receive an all-clear weather alert, remaining walkers will be sent as walkers.

Car riders: We have two separate car rider pick-up areas. Please ensure that your student's car rider tag is visible from your rearview mirror with legible and dark print. Your child's teacher will be able to provide you with a car rider tag.

PK - 2nd grade students with no siblings or with no older siblings will be picked up in the driveway at the front of the school. Parents, please drive in through the front driveway entrance.

3rd - 5th grade students with no siblings or with younger siblings will go just outside the cafeteria. Parents, please drive in through the back driveway entrance.

You can find a detailed map of our dismissal areas at the end of the handbook.

Extreme Heat/Cold Procedures:

We will follow the Hays CISD Weather Guidelines for extreme heat or cold.

When the heat index is above 105°F or the Wind Chill is below 35 °F, students will follow the general dismissal procedures with the exceptions below.

Students in PK-2nd grade will remain in the foyer and hallway.

Students in 3rd -5th grade (and younger siblings) will remain in the cafeteria.

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 3:10 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 call the front office once at our front doors. 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 does offer after-school childcare at our campus. You can contact Extend-A-Care for more information.

Reporting Late Pick-Up:

If a student is being picked up late on a regular basis, the school can report this to the proper authorities. Please make arrangements to get your child picked up at the correct time.



PES Dismissal Map

2026 - 2027

Legend:

- Walker parents wait here. Please do not stand on private property.
- Crossing Guard
- Car Rider line starts here
- School Buses or Private Daycare Vans

Pick up for Car Riders Grades PK-2nd students with no siblings or with no older siblings : Enter Pfluger through the SECOND entrance (see pink arrows). Form ONE LINE against the curb. DO NOT form a second lane in this area. After buses depart, the pick-up line will move forward. Be sure you have your car tag displayed to help speed pick-up!

Pick up for Car Riders Grades 3rd - 5th students with no siblings or with younger siblings : Enter Pfluger through the FIRST entrance (see blue arrows). This is an entry and exit, please remain on the right side of the lane. Proceed in one line around the circle and pick-up your children in front of the cafeteria. Be sure you have your car-tag displayed to help speed pick-up for everyone!

Walkers & Bus Riders: All walkers in grades Pre-K - 5 will be escorted by a staff member to the stop sign at the corner of Marsh Lane @ Painted Desert Lane. Staff members will walk the students across the lane to the parent area. For safety reasons, please do not walk up to the school entrance as cars will be moving through the car rider lane.