



LINDA HERRINGTON ELEMENTARY

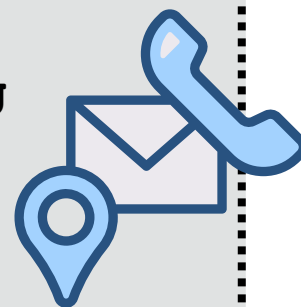
Spanish Language and Culture Institute
PK-5

PARENT GUIDEBOOK

2850 Paloma Lake Blvd. Round Rock, TX 78665 Julie Carrera, Principal

STAY IN TOUCH

- **herrington_office@roundrockisd.org**
- **Main: 512-704-1900**
- **Attendance/ Registration: 512-704-1907**
Nurse: 512-704-1912
Fax: 512-704-1990



- Staff email addresses follow this protocol:
first name_last name@roundrockisd.org
Please be mindful that a teacher may not be able to access their email during the school day. Therefore, do not use email for urgent communications or those that require immediate action.

CAMPUS PROCEDURES



- **School Day 7:35-2:55:**
Students who are not in their classrooms by **7:35 AM** will be counted as tardy.
- **Reporting an Absence:** If your child is absent, please use the Report an Absence button on the Herrington website.
- **Changes in Transportation:**
If you need to make changes to your child's dismissal plans, please call the front office at 512-704-1900. Note: Teachers may not be able to check their email until after school. For permanent changes, kindly email your child's teacher.
- **Early Pick-Up:**
To ensure a smooth process, we ask that you check out your student by 2:00 PM. Visitors should be prepared to show their ID through the video intercom system.



LINDA HERRINGTON ELEMENTARY

Spanish Language and Culture Institute

2850 Paloma Lake Blvd. Round Rock, TX 78665 Julie Carrera, Principal

TABLE OF CONTENTS

Arrival

Dismissal

Traffic Pattern

HAWKS Cafe + Food Service

A Day in our Classrooms

Attendance & Health Policy

Chromebooks & Personal Technology

Birthdays at Herrington

Stay Informed

PTA/ Apply to be a Volunteer

After School Care



ARRIVAL

ARRIVAL : Doors open at 7:15 a.m. Classes begin at 7:35am

Students who are not in their classrooms at 7:35 will be counted tardy

Students go straight to their grade level designated area: classrooms, common areas, or cafeteria. Breakfast will be served from 7:15 - 7:30 a.m. every day. Students who plan to eat breakfast should go directly to the cafeteria.

ARRIVAL PROCEDURES

- **CAR RIDER**-Parents will enter the drop-off lane from CR 117. All car rider students will enter the building through the car rider entrances. Staff will be on duty to help. At 7:35, staff will return to the building. After 7:35, please drive around to the front of the building to drop off your child. After 8 a.m., an adult must walk up to the building to sign the student in.
- **WALKING**-students will enter the south entrance that is close to the track or through the front doors of the building. Parents who wish to park and walk students to the building must park on the street and walk their students across the street at the crosswalk.
- Only **BUS** and **DAYCARE vehicles** may enter the front parking lot between 7:15 and 7:35. Students arriving by bus or daycare vehicles will enter through the front doors next to the office.
- The front drive is NOT a car drop off area between 7:00am and 7:35am.



DISMISSAL

School ends at 2:55 p.m.

Teachers and staff will escort students to their dismissal destinations. Please be sure to fill out the Transportation form that will come to you in the email from your classroom teacher at the beginning of the school year, so teachers will know how your child is getting home the first day, the first week, and the rest of the school year.

DISMISSAL PROCEDURES

- **Day Care** riders will exit the building through the front entrance.
- **Car Riders:** Have car tags ready, drivers will enter through the car Rider pick-up lane on CR 117 and drive all the way up to the next color cone available to pick up.
- Do not get out of car while in line.
- If you need to help buckling your child, pull up to the white cone.
- Please help your child practice buckling themselves for future independence. **See next page for traffic pattern.**
- **YMCA students** will be escorted to the cafeteria for YMCA After School care. Parents use the car rider entrance.
- **Walkers and Bike Riders:** will exit the gates on the south side of the building by the field. If you are walking or parking-and-walking to pick up your child at the end of the day, please wait in this area for your child to be dismissed. Students will be released by grade level starting with 5th grade. **DO NOT cross in the middle of the parking lot or street-use crosswalk!**



Every family receives a car tag

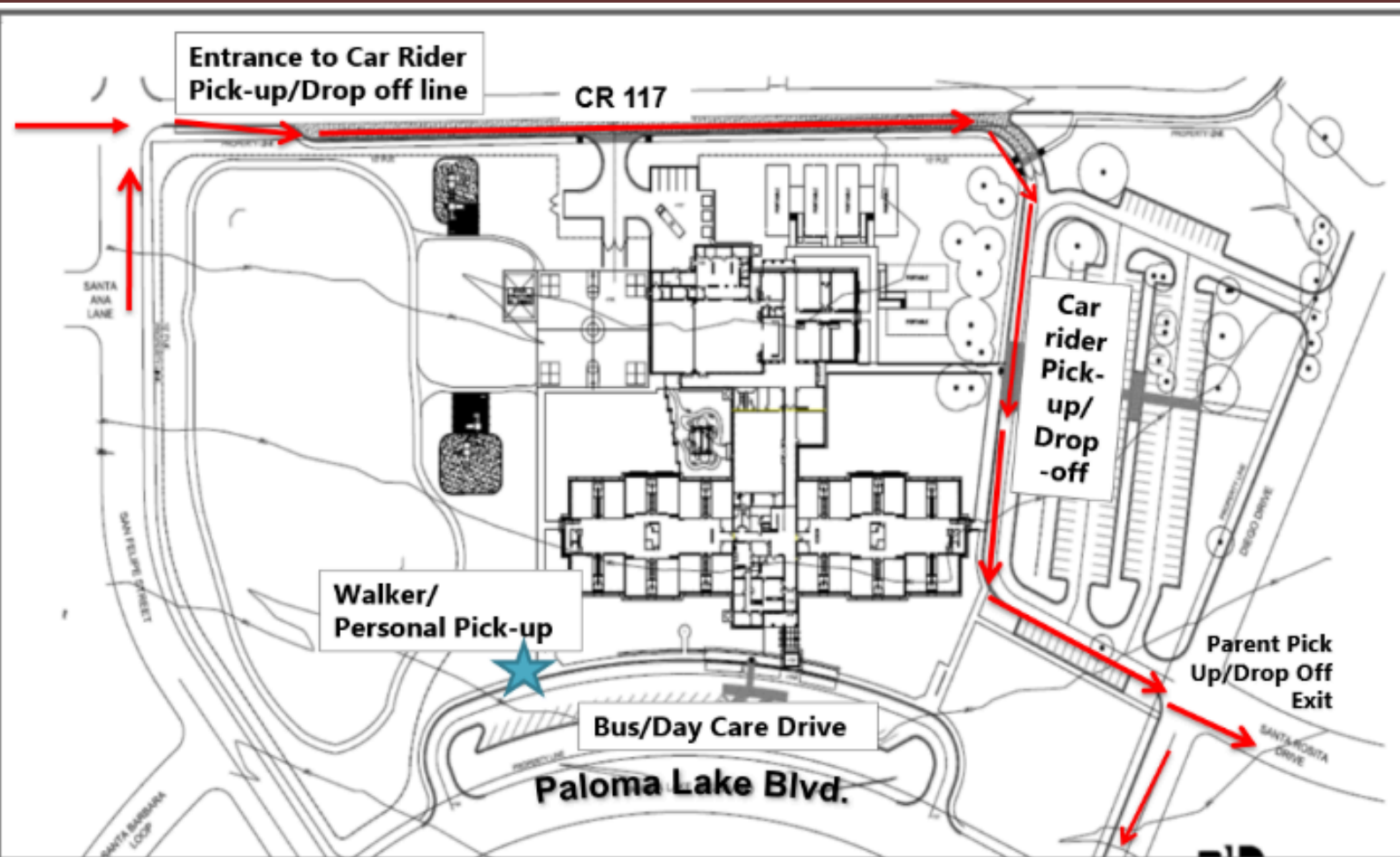
This number is your family's car number and it will stay with your child/children during their time at Herrington.

Please keep your car tags somewhere safe in case you ever need to pick them up in the car line. This will be helpful for bad weather days.



Please place your car tag in the correct spot

TRAFFIC PATTERN



What Makes a Meal

HAWKS CAFE

BREAKFAST: must select a fruit and/or juice and (2) additional components (Whole grains, protein or milk).

LUNCH: must select 3-5 components (Whole grains, protein, fruit, vegetables or milk), one of which must be a fruit and/or vegetable.

Students are not required to take milk during breakfast or lunch.

Elementaries no longer receive printed menus. Parents, teachers, and administrators are encouraged to view menus via the Herrington Website or RRISD Food Services Website

Every morning kids choose either that they brought Lunch from home or Choose from Lunch menu choices 1,2,3, or sometimes 4



Sunbutter Sandwich offered at lunch daily

Vegetarian entries are written in green

FRIDAY	
Glazed Cinnamon Roll	1
Cereal & Toast	
Cheese Pizza	2
Pepperoni Pizza	
SunButter & Jelly Sandwich	3
w/Cheese Stick	
Vegetable Baja Salad	4

Breakfast

Lunch

Breakfast Prices

Paid: \$1.50

Reduced: \$0.00

Lunch Prices

Paid: \$3.00

Reduced: \$0.40

Cafes also offer snack (a la cart) items for purchase. If you would like to limit student purchasing on a la cart items please fill out the Student

Account Restrictions Request Form on the RRISD Food Services Website.

FOOD SERVICES

Apply for free and reduced-priced meals [online](#) or obtain a paper application with your office staff. Student status is always confidential. THIS MUST BE COMPLETED EACH YEAR.

Payment with a credit card can be made online at [MySchoolBucks.com](https://myschoolbucks.com). A fee of \$2.49 per transaction will be applied but there is no charge to set up low-balance alerts or to view account activity. You may also add funds to your student's food service account by sending either cash or check.



WATER BOTTLES AND HEALTHY SNACKS

Each child will need to bring a water bottle DAILY, especially during hot weather. Please make sure the water bottle has a spill-proof top or lid. You may also send a healthy snack, as we will have a daily snack break. Snacks should be easy to open, require no utensils, and no clean-up other than throwing the trash away. The children have a very short amount of time for snack, so only one item is allowed



Lunchtime Visitors

Parents are welcome to eat with their children. There are designated tables outside of the cafeteria for students to eat with their parents on these occasions. Due to space restrictions, parents and visitors must eat at these tables. Students can return to the cafeteria when their adult leaves or they can join their class as they exit the cafeteria.

A DAY IN OUR CLASSROOMS

Our daily schedule varies by grade level. Each day includes essential subjects, such as:

Language Arts (reading & writing),
Math,
Science and
Social Studies.

Specials and Recess

Students will also attend “specials” classes that include P.E., Music, Art. Every grade level has a 20 minute recess.

Spanish

All K-5 students attend Spanish class 2-3 times per week!

Kindergarten & 1st Grade: 35-minutes
2nd to 5th Grade: 50-minute classes

The Spanish Language & Culture Institute is a unique opportunity for EVERY student to gain a strong foundation in the Spanish language, increase cultural awareness, and boost overall learning and language skills.

-Visit the Herrington website to find out more about our Spanish Program!

Library

Students will visit the library once a week, depending on the library's schedule. For more information, please visit the Herrington Library website.



Please ensure your child is dressed appropriately for P.E. and recess.

Suggested attire includes:

Tennis shoes (no sandals)

Shorts under skirts for comfort

THE UNEXPECTED

For our younger students, please prepare an extra change of clothes conducive to the weather to remain in your child's backpack. Accidents do arise.

Class requests

In the Spring of every school year, a Parent Input form is sent out, and parents can indicate information they would like the campus to consider when making class placements. We do not accept requests for specific classes.

Class changes will not be made within the 1st three weeks of school. In the event there is a class concern during the school year that can not be resolved with the teacher and grade level administrator, parents may submit a written request to the principal for consideration.

ATTENDANCE & HEALTH

HEALTH GUIDELINES FOR SCHOOL ATTENDANCE

Students should not attend school if they are sick, a child who is unable to participate at school in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, school staff, and visiting community members from contracting an illness that can be spread from person to person.



Fever & Diarrhea: A child with fever equal to or greater than 100.0° F or diarrhea must stay home and may only return to school after they have been **fever free or diarrhea-free for 24 hours** without the use of medication.

DISTRICT ATTENDANCE POLICY

Minimum attendance requirement: 90% of days class is offered.

Absences and tardies impact your child's academic success. Please make every effort to get them to school every day, on time.

A parent or legal guardian must provide an explanation for any absence upon the student's return to school. This can be done via a written note, phone call, email, or our [online reporting form](#), and must be submitted within five days.

The following absences will be marked as "excused":

- Death of an immediate family member
- Personal illness
- Illness resulting in five or more consecutive missed days requires a doctor's note submitted within five days of return.



1:1 CHROMEBOOKS

Round Rock ISD provides students with a district-issued Chromebook to promote consistency and equitable access for all of our students. PK through second grade students will keep their Chromebooks at school. Third through Fifth grade students are expected to charge and bring their Chromebook to school with them each day. Each device has a Gumdrops case and must not be removed. Fees will be collected for damaged or lost devices and/or chargers.

Personal Technology Use Expectations

All personal devices must be silenced and stored in backpacks during the school day. Devices used during school hours will be collected. Administrators will determine whether to return the item at the end of the day or to contact parents/guardians to come pick up the device.

Herrington is not responsible for lost, stolen, or damaged personal devices.

No videos, photos, or social media use allowed during school hours or on school property.

If students use their phone or another device to bully, share information that disrupts school operations or learning, or otherwise use their phone in a way that is inappropriate while at school, the phone will be collected as part of the investigation and the parent/guardian will be required to pick up the device from the office.





Herrington Elementary Birthday Guidelines

We love celebrating our students' special days! In order to keep instruction the main focus, please adhere to the following guidelines:

- **Flowers, Balloons, Decorations, and Gifts:** Please do not bring these items to the school.
- **Birthday Parties:** Birthday parties are not allowed at school. However, parents may send non-edible treats (like stickers or pencils) or commercially prepared snacks with an ingredient list. Please coordinate this with your child's teacher in advance to determine the best time for distribution.
- **Class Lunches:** Providing lunch, such as pizza, for the class is not permitted.
- **Birthday Book Club:** Celebrate your child's birthday by donating a book to the Herrington Library through the Birthday Book Club—it's a great way to leave a lasting legacy.
- **Birthday Invitations:** Teachers may hand out birthday invitations at school only if the entire class (or all boys or all girls) is invited.
- **Birthday Treats:** Participation in birthday treats, whether sending or receiving, is optional and up to the parent's discretion. If you prefer your child not to take part in any birthday celebrations with the class, please let your child's teacher know.

Thank you for helping us keep our celebrations fun and inclusive for everyone while maintaining our focus on learning



STAY INFORMED

eNews

Herrington eNews is delivered every Thursday straight to your inbox!

If you provided an email address during student registration, you are automatically signed up to receive important updates from both Herrington Elementary and Round Rock ISD, including key dates and upcoming campus events.

If you are not receiving these emails or need to update your contact information, please reach out to the office at your student's campus for assistance.

You can also check out our [Herrington Facebook](#) page and our [Herrington PTA Facebook](#) page.

Thursday or Friday folders will come home each week with information about school events and/or student work.



Virtual Coffee with the Principal

Join us for Coffee with the Principal, a monthly video series featuring Mrs. Carrera! Each short video will include important campus updates and responses to timely questions from our Herrington community.

Videos will be released on the first Friday of each month. Have a question you'd like Mrs. Carrera to answer? Be sure to check our eNews for the question submission form!



PARENT TEACHER ASSOCIATION

The PTA plays an important role in bringing together the efforts of parents and teachers to help make Herrington the best learning environment for our children.

-Click [here](#) for more information about PTA



[Shop Spirit wear](#)

FALL CAMPUS EVENTS

- Kinder Playdate
- Meet the teacher
- ITK = In The Know Night
- Boosterthon Fun Run
- PTA Trunk or Treat
- December PTA Event (movie night)
- Book Fair

SPRING CAMPUS EVENTS

- Family dance
- Book Fair
- PTA Carnival
- One school, One book

[Apply to be a Volunteer](#)



After School Child Care

Stepping Stone - Round Rock - Grimes

2301 N. AW Grimes

Round Rock 78665

512-733-1313

All Star Cheer

512-251-0034

Capital Area Gymnastics

4600 Campus Village

Round Rock 78665

512-244-4999

Best Kids

512-925-0344

Kids R Kids

Forest Creek - **512-248-2178**

RR/Teravista - **512-310-1120**



Children's Lighthouse Round Rock

4350 E. Old Settlers Blvd

Round Rock 78665

512-276-2606

On Campus Daycare

Y.M.C.A

512-246-9622

Kiddie Academy of RR

5080 N. AW Grimes

Round Rock 78665

512-270-9988

