

**School Colors:**

Black &amp; Yellow

**School Mascot:**

Tigers

**2023-2024 Theme:***Our Future is BRIGHT @  
Hemmenway!*

2023-2024

**HEMMENWAY ELEMENTARY SCHOOL**

20400 W. Little York Rd

Katy, TX 77449

Phone: 281.856.9870

FAX: 281.856.9850

<http://hemmenway.cfsd.net/en/>*Please keep this information page where you can use it all year.***School Hours:**

8:45am – 4:10pm

**Doors open at 8:20 for students****Club Rewind:**

AM – 6:30-8:45 PM – 4:00 – 6:30

**ARRIVAL AND DEPARTURES**

**ARRIVAL:** All students may enter the building at 8:20am. There is no supervision available for students who arrive on campus before 8:20am or remain after 4:15pm. **PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED OUTSIDE OF THE BUILDING.**

**DEPARTURE/TRANSPORTATION CHANGES:** If a child's end of day transportation needs to be changed, the parent/guardian must send a note with the date of the change and a signature. **No changes in your child's after school transportation will be made after 3:00 p.m (as it increases opportunity for errors).** **ALL changes in dismissal procedures must be in writing and turned in to the front office.** There is no supervision for students who remain after 4:15pm unless they are participating in an after-school event. For information about CFISD's before/after school childcare program, contact Club Rewind at 281.807.8900.

**BUS RIDERS:** A student may not ride a bus other than their assigned bus except in emergency situations. It is the practice of CFISD that no Pre-K or Kindergarten student will be dropped off at a bus stop unless a responsible caretaker is there to receive them. When a caretaker is not available, the child may be brought back to the school and the parent will be called to pick up the child from school. A bus badge will be issued (free of charge) to each Hemmenway student. They use the badge to scan on and off the bus. If they lose their badge, they will be required to purchase a new badge at the front desk. The cost of the new badge is \$5.00. To register your student's badge, to get text alerts when they scan their card, please go to [www.cfsd.net](http://www.cfsd.net), Parents & Students> Transportation> Let's Talk> Z Pass Enrollment (yellow boxes in the middle of the page).

**CAR RIDER DROP-OFF:** All car riders must go through the car rider line at the front of the school. Students will lead the way in opening/closing their own car door in a safe staff monitored zone. Parents needing to come inside should park in the lot and check-in at the front office.

**CAR RIDER PICK-UP:** Parents will register to be given a number to place in the front window of the car for identification purposes. Parents must stay in their car and go through the car rider line. **Parents are not permitted to walk up and take a child from the car rider line.**

**WALKERS & BIKE RIDERS:** All walkers and bike riders enter the school through the front doors and are released from this door without an adult there to receive them. Bike riders must walk their bikes on school property, both to and from school.

**SCHOOL VISITATIONS**

We welcome your visits to Hemmenway. For the safety and security of our children, you must check in at the front office. Your driver's license or government-issued ID will be scanned, and you will be given a personalized nametag for your visit, including the area in which you are to visit (must be worn at all times).

**Cafeteria Visits:** The cafeteria will be open to lunch visitors each Tuesday and Friday. To eat lunch with your child, parents must use the lunch signup link (<https://bit.ly/2324Hemmlunch>) before their visit. ALL non-parent/guardian visitors must be accompanied by the parent/guardian. Other family members must be signed up and have a note from a parent or guardian permitting them to eat with their child. This includes grandparents, other family members, etc. You may bring lunch for your child only. Please sit on the stage with your child only. This allows you priceless, quality, one-on-one time with your child.

**Classroom visits:** Appointments are required and must be set up with the assistant principal. Visits are limited to 20 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook)

**Playground:** For safety reasons, visitors will not be allowed on the playground during the school day (8:45am-4:10pm).

**WHO CAN HELP YOU?**

Homeroom Teacher	First Contact	281.856.9870
Nurse	Abby King	281.856.9853
Librarian	KimberLeigh Nagel	281.856.7080
Counselor: 1,3,5 & LS	Vicki Jones	281.856.9829
Counselor: PK, K, 2 & 4	Elizabeth Solano	281.856.9829
Diagnostician	Michelle Catron	281.855.9563
Cafeteria Manager	Dora Cortes	281.855.9580
Attendance Secretary	Claudia Sanchez	281.856.9852
Administrative Secretary	Debbie Blasdell	281.856.9835
Principal's Secretary	CaTasia Paige	281.855.9704
Assistant Principal: PK, K, 2, 4, ECSE	Regina Butler	281.856.9835
Assistant Principal: 1, 2, 3, LS	Andrea Richardson	281.856.9835
Principal	Christal Hammond	281.855.9704

**ATTENDANCE:** Attendance is taken at 10:30am. Students who leave school prior to 10:30am roll time, or students arriving at the 10:30am roll time or after are marked absent for the entire day. If your child is absent, please send a doctor's note within three days for the absence to be excused. A phone call does not excuse the absence(s). Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Please read the CFISD Handbook/Code of Conduct provided online for further information.

**TARDIES:** Children who arrive to class after 8:45am are tardy. Tardy slips will be issued from the office beginning at 8:45. Children arriving after 8:45 must be signed in by a parent at the front door using a QR Code and device. Children who are habitually late (10 minutes or more) may receive a court warning letter.

**EARLY DEPARTURE:** If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and reason. We will make every effort to have your child in the office at the requested time. The person picking up your child must be listed on the student's emergency contact list and **must** show their driver's license. Children who are habitually picked up early (10 minutes or more) may receive a court warning letter. No transportation changes should be made after 3:00pm.

**INCLEMENT WEATHER:** Inclement weather (heavy rain, thunder/lightning, hail etc.) will only be determined under **severe** weather conditions and will be determined at 3:00pm. Please ensure your child's rainy day transportation plan is on file with the front office.

### BIRTHDAYS

\*Student birthdays are acknowledged at school during the morning announcements.

\*Due to state regulations, cakes, cupcakes, food, favors, etc. are NOT allowed for any special occasions. Treats may be purchased from the cafeteria with 5 days' notice. Contact Ms. Cortez, cafeteria manager, for details.

\*Due to the Privacy Act, homeroom lists may not be provided to individuals.

\*Students may not distribute invitations at school to personal parties unless an unaddressed invitation for every child in the class is provided to the teacher.

The delivery of gifts such as flowers, balloons, etc. is not allowed.

\*Parents may choose to acknowledge their child's birthday by joining the Hemmenway Birthday Book Club. Contact KimberLeigh Nagel, librarian for more information.

### FORGOTTEN ITEMS

If you need to drop off forgotten items, please call first. We will see if we will be able to deliver to your child.

### PERSONAL ITEMS

To prevent classroom disruptions, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to: toys, trading cards, sports equipment, cameras, stuffed animals, markers, gel pens, excessive jewelry, makeup, fidget spinners, etc.

### BUYING & SELLING ITEMS

Students are not permitted to buy or sell any items at school except for Hemmenway sponsored activities and events.

### CELL PHONE POLICY

Students are not permitted to carry a cell phone on their person throughout the school day. Upon arrival to school, cell phones must be turned off and be placed in student backpacks.

### Let's Work Together

-Please ensure that your contact information is up to date at all times with the front office. We need to be able to reach you in case of an emergency.

-Read notices and newsletters from our school

-Limit TV and encourage reading

-Set a regular bedtime

### STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of school. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Please refer to the District Student Handbook for complete information regarding dress code. General guidelines for our Hemmenway students include:

- Shorts, skirts and dresses must be mid-thigh length or longer.
- Students should wear shoes that allow for safe play during recess. Athletic shoes must be worn for P.E. class. Shoes with wheels or cleats are not permitted.
- Hats, scarves, and other head coverings are prohibited unless it is for religious or medical reasons
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to, midriff tops that reveal bare skin on the mid-section of the body while standing or sitting, tanks tops, tops with spaghetti straps, backless apparel, spandex shorts and oversized or baggy clothes.
- A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.
- Pierced earrings are allowed, but all other body piercing jewelry is prohibited. Noisy, distracting, or excessive jewelry or accessories are prohibited.
- The student's hair style/color must not distract from or interfere with the learning environment.
- Body tattoos, permanent or temporary, must be covered at all times.
- Students are prohibited from wearing tear-away type apparel, dusters, overcoats and trench coats.

*A good rule of thumb: When in doubt if clothing is school appropriate, it's best to make another choice.*



### Food and Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only. The exceptions to this policy are three designated days determined by the principal.

### CAFETERIA

Meal Prices: All student breakfast & lunch: No charge  
Adult: Lunch \$4.25

\*Hemmenway has qualified for free breakfast and lunch for all students through the Community Eligibility Program. Please be sure to fill out the Income Survey Form.

### MEDICATION POLICY

\***All Medicine**, including cough drops and medicated lip balm, must be brought to the clinic in the original container by a parent/guardian or responsible adult.

\*Non-prescription medications will be given to students, when necessary, only upon receiving a written request with specific instructions from the parent/guardian.

\*Prescription medication must be in the original container properly labeled with the child's name, name of medication and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.

\*When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

### Volunteers

**We are excited to have volunteers in many ways to assure the success of our children! Be sure to attend a Parent Orientation at scheduled times throughout the year to allow you to volunteer or chaperone field trips.**

### EMERGENCY SCHOOL CLOSINGS

Listen to TV channels 2, 11, 13, 26, 39, 45, 47 and CFTV Comcast 16;  
Radio Channels FM 100.3 (KILT), FM 102.9 (KLTN), AM 740 (KTRH).

Visit [www.cfisd.net](http://www.cfisd.net), Facebook, Twitter

### Code of Conduct

The District Student Handbook/Code of Conduct will be available on-line through the district website: [www.cfisd.net](http://www.cfisd.net). You will only be required to sign the acknowledgement form one time in elementary school. You are asked to become familiar with the very important document and to use it as a reference as questions arise. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks, and Dress Code. A paper copy of the handbook is available at Hemmenway Elementary for your convenience.