



# Horne Elementary School Quick Reference Guide

14950 W LITTLE YORK RD, HOUSTON, TX 77084 - <http://horne.cfsd.net/en/>  
TELEPHONE: (281) 463-5954 FAX: (281) 865-1451

@HORNEELEMENTARY #WILDABOUTLEARNING

## ATTENDANCE

Your child's attendance is very important. If an absence is necessary, please stay in contact with the homeroom teacher. Students must provide a note for each absence within 3 days. This note should include the student's name, grade, reason for the absence, phone number and parent signature. Phone calls do not excuse absences.

**TARDIES** - Students who arrive after 8:45 a.m. until 9:59 a.m. will be issued a tardy slip.

Tardy students **MUST** be signed in by a parent.

Attendance is taken at 10:00 a.m. Students who leave school prior to 10:00 a.m. or arrive after 10:00 a.m. are marked absent for the entire day. **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 the child needs to leave. We will make every effort to have your child in the front office at the requested time. We have a very firm procedure regarding the early release of students. The person picking up the child must be designated in the note and show their driver's license. If an early departure note is not sent, anticipate delays. Brothers, sisters, aunts, uncles, grandparents, friends, etc. will not be allowed to pick up a student unless we have written permission from the parent. Picture ID must be shown. Change of transportation requests must be submitted prior to 3:30 pm.

## CUSTODY

Either parent will be allowed to take the student from school. If parents are divorced or separated, the school will release the student to the parent of record. In the event that one parent has limited custodial or visitation privileges. The school must have a copy of the most current divorce decree stipulating the custody agreement. In the event a student has a guardian, the school will release the student to his/her legal guardian with a certified copy of the guardianship order. It is the parent's responsibility to provide the campus registrar with current legal documents when custody rights have been determined by a court of law. Legal documents are those that have been signed by a judge and contain a court's stamp.

## WHO CAN HELP?

Classroom Teacher	First Contact
Nurse	Chelsea Lemon
Librarian	Rhonda Estereak
Counselor	Ayesha Baig
Counselor	Eugene Alvarez
Sped Secretary	Barbara Bayless
Attendance Secretary	Karina Trujillo
Administrative Secretary	Emma Medrano
Principal's Secretary	Maria Galvan
Assistant Principal (PK/K/1/3/PEAMS)	Erika Sanchez
Assistant Principal (2/4/5/SPED)	Tashemia Wallace
Principal	Dr. Tracey Bennett

## SCHOOL COLORS

Blue and White

## SCHOOL MASCOT

Hound Dog

## SCHOOL HOURS

8:45 a.m. - 4:10 p.m.

## ADDRESS/PHONE CHANGES

Changes in address/phone number should be communicated to the registrar immediately as well as to your child's teacher(s).



## COMMUNICATION BINDER

Our communication binder will go back and forth to school and home daily. Look for school information on a weekly basis. Please put all notes to teachers inside the binder so our teachers will see them in the morning.

## CAFETERIA

All students receive free breakfast and lunch. Students may purchase cookies and ice cream for a minimal cost during lunches. You may add money to your child's lunch account at <https://www.schoolcafe.com/>

## SNACKS

Students may bring snacks to class. The snack should be a dry, peanut free snack and water bottles. They are not permitted to bring any other drink to the classroom.

School aged children not enrolled at Horne will not be allowed at any on campus function during school hours.



## BREAKFAST

Students will be served breakfast from 8:25 a.m. to 8:45 a.m. daily. Staff will monitor arrival as students get their meals and go to class.

## DRESS CODE

Jeans with large holes and rips above the knee are not permitted. Please refer to the CFISD Student Handbook and Code of Conduct for detailed information about student dress code. The school may call you to bring school-appropriate clothing. For your child's safety, please ensure children wear appropriate clothing and shoes for PE and recess daily. Failure to do so could impact his/her conduct grade (prepared for class).

## EMERGENCY CARD CONTACTS

It is important that parents keep the student emergency information updated. Changes should be updated in the front office or can be made through your child's HAC. It is important to notify the school and teacher each time a cell phone number or home number is changed for each emergency contact. Person(s) who are listed on the emergency card are called only in an "EMERGENCY" when parents cannot be reached. Any other visitors will not have access to your child without written parent permission. This includes siblings, grandparents, aunts, uncles, etc.

## MEDICATION

If it is necessary for medication to be administered to your child at school, the medication must be delivered to and from school by the parent/guardian. Students are not permitted to transport or be in possession of any medication (over-the-counter cough drops or prescription). All medicine must be in original container(s).

## DEVICES

Students need to bring their district assigned device to and from school each day. Chargers should stay at home. Please ensure your child charges the device each night so it is ready for daily instructional use.

## BACKPACKS AND PERSONAL ITEMS

We request that each student bring a backpack to school daily. This teaches responsibility for their belongings, and it provides a convenient means of transporting their Chromebook and items between school and home. Please remember to label all personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. This will assist us in identifying lost or misplaced items. Students should not bring toys or sports equipment to school, as these items become distractions in the school environment.

## LUNCH VISITORS

Students may have a weekly parent/guardian visit for lunch. Only adults will be allowed to eat lunch with students. Babies and small children will not be allowed in the cafeteria. Due to the size of our cafeteria, the fire safety guidelines we must adhere to, and the number of parent tables we have, this is necessary so that we can accommodate those who come in for lunch. School age children from other grade levels are not allowed at lunches as they should be in class. If they are sick at home, they should stay home to keep other children healthy. If you come for lunch, it is important that you arrive on time. Lunch periods are only 30 minutes. Being late for lunch does not guarantee that you will be able to meet your child or have a meal delivered. No fast food, Uber Eats, DoorDash lunch drop offs. We cannot guarantee that the staff will be able to deliver lunches. You may bring a lunch for your child if you come to eat with them. Videos and photos are not allowed in the cafeteria during lunch. Due to the confidentiality that affects all of our students, we ask that you do not take videos or photos of students/staff during lunch in the cafeteria.

[Click here for the LUNCH SCHEDULE](#)

## BIRTHDAYS

Student birthdays will be recognized during morning announcements. No treats nor birthday party invitations can be passed out during the day. If parents would like to do something special, they can purchase cookies for the class through the cafeteria. Due to State guidelines, parents are not permitted to bring any food or drinks to the school to share with classmates. We have established the following procedures:

Parents may choose to purchase either cookies or ice cream for their child's birthday from the cafeteria. The items must be purchased in advance in order for our cafeteria to guarantee enough on the special day.

- Cookies/Ice cream can be purchased for your child's homeroom
- Please contact the cafeteria manager [carol.gironvalenzueladepaz@cfisd.net](mailto:carol.gironvalenzueladepaz@cfisd.net) and provide two weeks notice.
- Parents can purchase a birthday spot on the marquee to celebrate their child! Pay using [Schoolcash](#). The message will run for ONE week. - Marquee Birthday Announcement - Name Only \$15 to include a picture is an additional \$5

## CAR RIDER DROP-OFF

Parents who provide transportation for their children are asked to use the appropriate drop-off line through the Horne parking lot. Students can be dropped off beginning at 8:25 A.M. Students should **NOT** be dropped off before 8:25 A.M. as staff members will not be on duty to supervise them. Staff will go in at 8:45 each morning. At that time, please drive to the front, park and walk in to sign in your child.

## CONDUCT AND WORK HABITS

All students are expected to follow school, grade-level, and classroom expectations of PAWS based on our PBIS skills (Positive Behavior Interventions & Systems). Should inappropriate behavior continue, parents will be contacted and an administrative intervention may occur. Repeated infractions in any area over a nine-week period may result in an N on the report card.

It is also our goal to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing classwork and homework). If a child is having difficulty with a particular work habit, the teacher will provide assistance so that the student can develop the appropriate skill. Repeated difficulty with a work habit over a nine-week period may result in an N on the report card.

## BUS RIDER

Bus transportation is available to all Horne students. Students are not allowed to board another student's bus. Misbehavior on the bus can lead to unsafe conditions. Students must exhibit respect to the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus expectations will result in parent notification through a bus report. Repeated bus reports will result in the removal of the student from the bus. Information concerning student conduct on buses is outlined in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.

### INCLEMENT WEATHER-

On these days, please be patient as dismissal may take longer.

## TRANSPORTATION

The modes of transportation are bus, car, day care van, or before/after school Club Rewind program.

School bus transportation is available to every student; therefore, we encourage all students to ride the bus. If you decide to provide car transportation for your child, we ask that you drive through the car rider line in the back parking lot. A staff member will assist your child.

## TRANSPORTATION CHANGES

Temporary changes in transportation must be kept to a minimum. To make a temporary change, please send a note to your child's homeroom teacher. It is a good idea to call the front office to make sure that the school received the transportation change.

**Note: All transportation changes must be received in writing before 3:30 p.m. Students leaving for appointments must be picked up by 3:30 p.m.**

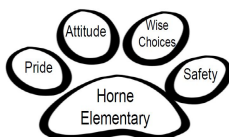
### CONDUCT

The Student Code of Conduct is available online at [www.c-fisd.net](http://www.c-fisd.net).

Student conduct is communicated through phone calls, parent conferences, office referrals, progress reports, and/or report cards. Students are expected to follow the Code of Conduct, all school expectations. Students are expected to demonstrate respect for themselves, their peers, and adults at all times.

## PBIS

One of our goals is to create a positive and engaging learning environment through our PBIS skills (Positive Behavior Interventions & Systems). We ask our students to "Show their P.A.W.S."



## VISITATION PROCEDURES

For the safety of our students, school personnel will request the reason for your visit and your child's name prior to admitting you into the building. They will also ask for identification from any person on school property. All visitors are required to sign in and show ID at the front desk. Visitors will be asked to visibly wear a school issued name tag that has a designated location where the visitor will be permitted. This procedure helps ensure the safety of all our students.

## VISIT TO THE CLASSROOM

If you would like to visit your child's classroom, we request that you make an appointment in advance by contacting the grade level AP. This enables them to advise you of any schedule changes or instructional/testing times that might impact your visits. Visits to the classroom can last up to 30 minutes.



Conferences can be scheduled with the teacher as needed for every student. Appointments can be made by phone, email request, or by sending a note to the teacher. Conferences are scheduled during the teacher's daily planning time. In some cases they may be scheduled before or after school.