

Holbrook Elementary Student-Parent Reference Guide

6402 Langfield Rd.—713.460.6165—<https://www.cfsd.net/Holbrook>



ATTENDANCE INFORMATION

- ★ **TARDIES**—Students arriving to school after 8:40 AM will be counted as tardy. Parents will need to park and walk their child inside to sign them in for the day.
- ★ **ABSENCES**—Attendance is taken at 9:55 AM. Students who leave school prior to 9:55 AM, or students arriving at 9:55 AM or after, are marked absent for the entire day. If your child is absent, please send a note within 3 days for the absence to be excused.
- ★ **EARLY DEPARTURE**—Students are able to be picked up prior to 3:45PM. Please send a note in the morning stating the time and reason your child needs to leave. We will make every effort to have your child in the front office at the requested time. The person picking up the child must be listed as an emergency contact and show their driver's license. If an early departure note is not sent, please expect delays. Early pick-ups or changes to transportation may not be granted after 3:45 or at any time over the phone or through email.
- ★ **INCLEMENT WEATHER**—Inclement weather (heavy rain, lightning) will be determined at 3:45 PM. Please ensure your child's Rainy Day transportation designation is on file with the front office.

WHO CAN HELP YOU?

Homeroom Teacher	First Contact	713-460-6165
Nurse	Kristin Bruner	713-460-6167
Counselor – LS, 1 st , & 3 rd	Leonor Cardenas	713-460-6168
Counselor – PPCD, 2 nd , 4 th , & 5 th	Nichole Clark	713-460-6168
Diagnostician	Barbara Riddell	713-460-6174
Cafeteria Manager	Brandy Read	713-460-6170
Registrar/Attendance	Tamie Espinoza	713-460-7823
Administrative Secretary	Karen Thomas	713-460-6175
Principal's Secretary	Diana Villalpando	713-460-6165
Assistant Principal PK, 1, 3, 5, & ECSE	Karri Saxton	713-460-6175
Assistant Principal K, 2, 4, & Life Skills	Cat Dye	713-460-6175
Librarian	Lianett Puentes	713-460-6165
Principal	Becky Mendez	713-744-7610

CONTACT INFORMATION:

In case of an emergency, it is vital that we are able to contact you. Please keep phone numbers, emails, and addresses up to date in the office at all times. Changes may be made in person at the front office or by sending a note with your child.

BIRTHDAYS

Student birthdays are acknowledged at school during morning announcements. Due to State regulations, cakes, food, favors, etc. are not allowed for any special occasion, exceptions: District approved party days.

Due to Privacy Act, homeroom lists may not be provided to individuals. Students may not distribute invitations to personal parties at school, 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 prohibited.

Helpful Hints

- ★ Put your child's first and last name on everything including backpack, jackets, lunch kit, etc.
- ★ Keep toys/games/electronics at home unless they are for a specific school project or requested by the teacher.
- ★ Cell phones that disturb instruction by ringing or sounding alerts will be removed from the student. Cell phones should not be used during school hours.
- ★ Sign up for School Messenger Updates by texting "Y" to 67587

SCHOOL HOURS:

8:40 AM – 4:10 PM

SCHOOL COLORS:

Blue & White

SCHOOL MASCOT:

Cougar

Medication Policy

STUDENTS MAY NOT TRANSPORT ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATION TO OR FROM SCHOOL.

All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the 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 dosage directions.

CODE OF CONDUCT

For more information regarding any District policies, please refer to the Student Handbook/Code of Conduct, available online at www.cfisd.net. A paper copy of the handbook is also available at the front office for viewing.

ARRIVAL & DEPARTURE

ARRIVAL: All students may enter the building at 8:20 a.m. Students should not be dropped off prior to that time as there is no adult supervision for them.

DEPARTURE/TRANSPORTATION CHANGES: If a child's end of day transportation needs to be changed, the parent/guardian must send a handwritten note with the date of change and a signature. Emails are not an allowable form of communication for transportation changes. No changes in your child's after school transportation will be made after 3:45 p.m. ALL changes in dismissal procedures must be made in writing and turned in to the front office. There is no supervision for students who remain after 4:10 p.m. unless they are participating in an after-school event. For information about CFISD's before school/after school childcare program, contact Club Rewind at 281-807-8900.

BUS RIDERS: A student may not ride the bus other than his/her assigned bus. It is the practice of CFISD that no Pre-K or Kindergarten students will be dropped off at a bus stop unless a responsible caretaker is available to receive them. When one is not available, the child will be brought back to school and a parent will be called to pick up the child from school.

CAR RIDER DROP-OFF: All car riders must go through the car rider line in the main parking lot of the school. Parents needing to come inside should park in the lot and check-in at the front office.

CAR RIDER PICK-UP: Parents will be given a tag to place in the front window of the car for identification purposes when picking up students. Parents must stay in 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: All walkers enter the school through the front doors and are released from the side door next to the park. No Pre-K or Kindergarten students will be released from this door without an adult there to receive them.

Student Lunch Times



Grade	Lunch Time
PreK	12:45 – 1:15
Kinder	11:00 – 11:30
1 st	12:00 – 12:30
2 nd	11:30 – 12:00
3 rd	1:00 – 1:30
4 th	12:30 – 1:00
5 th	1:30 – 2:00

Teacher Conference Times:



Grade	Conference Time
PreK	1:15 – 2:10
Kinder	1:00 – 1:55
1 st	2:05 – 3:00
2 nd	3:05 – 4:00
3 rd	11:35 – 12:30
4 th	9:35 – 10:30
5 th	10:35 – 11:30

SCHOOL VISITATIONS:

School visitors will be welcome to campus beginning the week of September 14, 2021.

Our designated lunch visitor days will be Tuesday, Wednesday, and Thursday beginning September 14, 2021.

The following will be the procedures used:

Entrance: You must check in at the front office. Your driver's license or ID will be scanned and you will be given a personalized V-Soft sticker which includes the area you are to visit.

To eat lunch with your child: ALL non-parent/guardian visitors must be accompanied by parent/guardian or have a note from them giving permission to eat with the child. This includes siblings and grandparents, etc. You may bring lunch for your child only. Please get with your child's teacher to have your child join you. Once you've received your student, please sit with your child only at the designated parent table. This allows you quality, one-on-one time with your child. **Our designated lunch visitor days are Tuesday, Wednesday, and Thursday beginning September 14, 2021.**

Classroom: Appointments are required and must be set up with your child's teacher. Visits are no more than 15-30 minutes. The teacher has the discretion to request another date because of possible interference with class activities. Only parents/legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook). When in the instructional area, parents should not attempt to talk with the teachers during a classroom visit. The teachers' first obligation is to the students in their charge. Please schedule a conference if you would like to meet with the teacher following a classroom visit.

Playground: For safety reasons, visitors will not be allowed on the playground during school hours without administrative approval.

"Welcome to Holbrook! We know that this will be a successful and enjoyable school year. Our entire staff is dedicated to creating a caring, rewarding, and challenging learning environment for all students. We would love to have you volunteer or visit your child for lunch. This year we are launching The Leader in Me at Holbrook. Stay tuned for more details. We have many great things planned for all our Cougars!"

Becky Mendez, Principal



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