

# COLLEGE STREET ELEMENTARY

## Parent information sheet 2022-2023

Thank you in advance for your cooperation in helping us have a safe and wonderful school year!

### **PTP**

We invite and encourage you to become very involved parents in your child's educational process. Good parent-teacher relationships are important for your child's success. We have a Parent Teacher Partnership (PTP) and we hope that you will get involved! It is not a traditional organization in which you pay fines, we simply ask for your partnership!! Please join the College Street Elementary PTP 2022 - 2023 Facebook page for current PTP events happening at CSE and for ways to support our campus! If you would like to donate to our PTP, you can go to our CSE website and donate or fill out the form that is in your child's take home folder from our PTP coordinators. The money goes straight to providing lunches, snacks, and goodies for our staff.

**\*\*Reminder\*\*** To help our students get acclimated to school the first few weeks of school, we kindly ask for no lunch visitors until September 6<sup>th</sup>.

### **Drop off and Pick-up Procedures**

Safety is our top priority! Please carefully follow all traffic procedures for the safety of our children. If it is raining in the morning, we will not have a crosswalk guard. On those days, please go through the car line or walk your child up to the awning at the front of the building.

Please do not park along the rock wall during morning drop off due to safety concerns.

### **MORNING DROP OFF**

We open our doors at 7:25 AM for car riders. PLEASE, PLEASE, PLEASE do not leave your child unattended at the front of the building before we open the doors. We will open the car door for your child if you are driving through the car line. You may walk your child up to the front door/foyer at the front of the building if you would like. Please do not pull around to the back of the building to drop off your child as bus riders will be unloaded in this area. All students eating breakfast should be here no later than 7:45 and go directly to the cafeteria. First and second grade students not eating breakfast will stay in the gym until classes begin. Third grade students will remain in the cafeteria until classes begin. All students will be taken to their classrooms at 7:55 AM. Our tardy bell rings at 8:05. If your child arrives after 8:05, please walk into the office with your child for a tardy slip before sending them to their classroom.

The first day of school, you may walk your child to their appropriate area in the morning. After the first day, all students will walk on their own to their designated area. You may still walk them to the front doors/foyer each day if you would like.

## **AFTERNOON PICK-UP**

Each student will be issued two (2) student pick up cards at the beginning of the school year. Please refer to the afternoon pick up procedure map that has been included in your child's beginning of the year information. All children will be picked up in their appropriate car line. Anyone who does not have their pick-up card will be asked to go to the office with their driver's license. For safety purposes, we do not allow walk-ins for afternoon pick-up. If you walk from your house to pick up your child, you may request a "CSE WALKER" card. If the pick-up cards are forgotten or lost, our office staff will be happy to issue another one with proper identification. Please inform any person picking up your child of our pick up procedures.

## **WALK-IN PICK-UPS**

Early dismissal is allowed for doctor, dental and other necessary appointments but otherwise students should remain at school until the scheduled dismissal time. Beating the traffic is not a reason for early dismissal. If you choose to walk in and pick up your child at the end of the day, they may be picked up after all buses have run.

If it is necessary to change the way your child is to go home from his/her normal routine, please call the office before 2:00 PM or send a note that morning. We will send a child home the usual way unless a note or phone call comes from the parent.

## **Bus Riders**

Parents are responsible for contacting the transportation office to get their child's bus number. Bus transportation must be set up each year. The transportation office number is 903.881.4110.

## **Visitors**

Visitors to CSE are most welcome!! For security reasons, all visitors are expected to enter through the main entrance and are required to check in at the front office to get a visitor's badge (you will need to present a valid state issued ID) before going anywhere in the school. Visitors are also asked to check out as they leave the building.

## **Student Attendance**

Your child's attendance at school is very important! It is a vital factor in the success your child will experience in school. The majority of our activities are group oriented and involve interactions with classmates. When your child misses instruction, it is almost impossible to make up work at home. We hope that you view school as a priority and make every effort possible to have your child at school except in cases of illness or emergency.

If your child is unable to attend school, please call the office by 10:00 AM explaining the absence or send a note when the child returns to school. We ask for your support in having your child in school every day. Please remember our tardy bell rings at 8:05 AM.

### **Nutrition Policy**

The Texas Department of Agriculture issued the Texas Public Nutrition Policy, which was effective beginning August 1, 2004. Please see the attached information regarding this policy. It will be very helpful when sending snacks to school.

### **Medication**

Please familiarize yourself with the policies regarding medication. Providing protection for students as well as our staff is of utmost importance as we endeavor to administer medication at school. Please feel free to call our school nurse if you have any questions.

### **Behavior**

Positive behavior is an important aspect of the school day. Our teachers have been trained in classroom management and expect students to follow the rules and procedures. We believe behavior skills precede academic skills. The students are trained at the beginning of the year in school rules and procedures that will allow more time for teachers to attend to academics and students to become responsible for their actions. Parents are a vital part of this process; therefore, we need your assistance in working with your child to succeed.

### **Student Dress Code**

If you have questions regarding the student dress code, please refer to our student handbook at [www.lindaleeagles.org](http://www.lindaleeagles.org).

### **Birthday Parties**

Birthdays will be celebrated at the end of the school day. The exact time will depend on the teacher's class schedule. Please contact your child's teacher several days in advance to make these arrangements. No cupcakes/cookies/cookie cake will be served before lunch. These MUST be store bought and list ingredients on the label.

If you want to send party invitations to school, please include all of the students in your child's class (or all girls or all boys) to prevent hurt feelings. We have very young children and they don't understand being left out. Otherwise, please pass out all invitations after school is dismissed.

***Thanks for your support!***

***This will be a great year at CSE!***

***Please let us know in the office if we can assist you in any way!***