



Welcome to 2024 - 2025

Hunters Creek Elementary
10650 Beinhorn
Houston, TX 77024
713-251-6000

SBISD Core Values

<https://www.springbranchisd.com/about/values-in-action>



SBISD Core Characteristics Of a T-2-4 Graduate

<https://www.springbranchisd.com/about/core-characteristics>



To learn more about Spring Branch ISD visit the website. [HERE](#)

Mission

We will positively affect the life of every student at HCE every day.

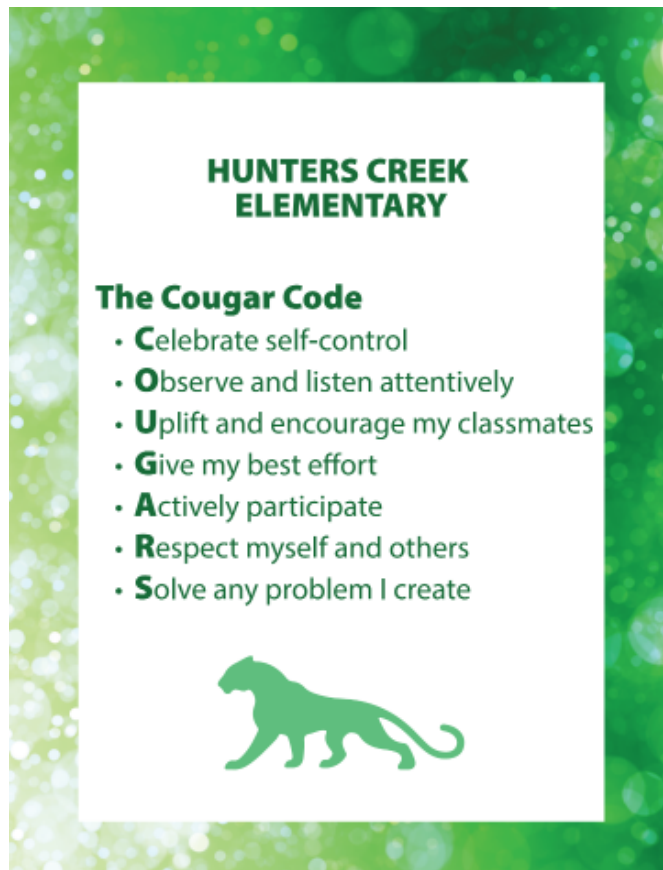
Vision

TOUGH MINDS - TENDER HEARTS

Together, with faculty and families, our students are building:

- High expectations for themselves as self-advocates
- An ability to problem-solve with perseverance to develop strengths and overcome obstacles
 - An empathetic and respectful character
- The capability to collaborate and think critically to create their own unique futures

Reaching Potentials
Deep, Not Wide
Making Connections
Cougar Pride!



Office Hours

7:30 - 4:00

School Day Hours

7:50 - 3:05

Arrival and Dismissal Times

7:30 Doors Open, Parent Drive Starts

7:30-7:45 Breakfast is served in the cafeteria (it will remain open for late bus arrival if needed)

7:45 Parent Drive Closes (come through the front door after 7:45)

7:48 KHCE Morning News Begins (we start a bit early so all grades can watch)

7:50 School Starts - students not in class when school starts are tardy

3:05 Dismissal Bell - students will head to their end of day spots shortly after 3:05.

Walkers should come out by 3:10 at the latest and parent drive begins by 3:10 at the latest.

Phone Numbers

The main phone line 713-251-6000, is the best way to communicate. Below are the numbers for faculty/staff who have a direct line that will ring during the school day.

Principal:	Robye Snyder	713-251-6010
Assistant Principal:	Rachel Odom	713-251-6011
Administrative Assistant:	Vivian Brown	713-251-6009
Attendance Specialist/Registrar:	Janis Causey	713-251-6005
Receptionist/Textbook Clerk:	Bessanne Maida	713-251-6000
Nurse:	Amy Turner	713-251-6025
Counselor:	Hallie Deschamps	713-251-6044
Diagnostician:	Constant (Cici) Barone	713-251-6012
Speech Therapist:	Talisa Gervais	713-251-6057
Cafeteria Manager:	Eugenia Diver	713-251-6023
District Transportation for bus issues		713-251-1060

HCE MASTER SCHEDULE

This schedule may be adjusted for testing and special events. If the schedule changes, it will be announced in the Cougar Express and/or sent by email from your child's teacher.

2024-2025	Lunch	Recess	Specials (55 min.)
Sp Plan			7:50-8:50
Kinder	11:00-11:30	11:30-12:00	8:50-9:45
1st	11:35-12:05	1:40-2:10	9:45-10:40
Sp Break			10:40-10:55
2nd	11:55-12:25	12:25-12:55	10:55-11:50
Sp Lunch	11:50-12:20		11:50-12:20
3rd	11:15-11:45	11:45-12:15	12:20-1:15
4th	12:10-12:40	12:40-1:10	1:15-2:10
5th	12:37-1:07	12:07-12:37	2:10-3:05

Early release is at noon (12:00 PM)

Dates for Early Release

Sept 25, Oct 24, Oct 25, Feb 6, Feb 7, May 29

Please arrange after school care for these days to begin at noon. The buses will run their normal afternoon routes on these days at noon dismissal time. If your child stays for iKids Inc after school, they will usually stay for after school care beginning at noon on these early release days. They do not stay for early dismissal on the last day of school, May 29.

The following information in this HCE Student Handbook are things specific to HCE and important information from the SBISD Student Handbook. Always consult the SBISD Handbook for additional information. Visit the SBISD website, hover over Students and Families, choose Handbooks. You can also find the SBISD Code of Conduct the same way.

AFTER SCHOOL PROGRAMS

iKids U is a customizable, after-school program located on elementary school campuses and other places. Following the school day, students have the opportunity to participate in optional Enrichment classes or One-on-One instruction, or they can take part in our daily Stay & Play program! Students also may participate in Early Dismissal Play Days and Drop-in Days. In addition to exciting activities, students may enjoy snack time, recreation and homework assistance. iKids U offers a variety of flexible after-school arrangements. iKids U provides several program options tailored to fit the needs and interests of all of our students and families! We offer part-time to full-time options up to five days a week with different activity choices every day. iKids U typically operates from school dismissal until 6 pm.

Visit their website for more information. <https://ikidsinc.com/>

This year we will also have ChessWizards after school and CookGrowLearn after school. We will share registration info in Back to School information. We have very active Scouting programs for girls and boys in all grades.



ARRIVAL AND DISMISSAL PROCEDURES

To ensure the safety of all students at HCE it is important that everyone follows our arrival and dismissal procedures. The safety of your children is our priority.

At the beginning of the year your child's teacher will ask you how your child will go home each day. Once you have set the means of transportation, we will not change end of day transportation without a written note from the parent to confirm the change. The parent must send the note in the morning with the child to the teacher. This is a district procedure. We do not accept phone calls or emails for change of end of day transportation.

Our PTA will continue to fund a Memorial Villages Police Officer to help cars to exit onto Beinhorn Rd. in the mornings.

Please click [HERE](#) for very detailed procedures for arrival and dismissal which must be followed by all parents. Parents consistently not following these procedures will be asked to put their child on the bus for morning and afternoon.

IMPORTANT---- If you come to the office at dismissal time, at or after 2:45, we will NOT BE ABLE TO CHANGE your child's transportation. That means, if you have an appointment shortly after school, and you didn't send a change of transportation note that morning to the teacher, you should pick up your child before 2:45 as we WILL NOT BE ABLE TO CHANGE your child's means of dismissal from school at or after 2:45

ART

Our fabulous art teacher is Maggi Cummings. Students attend art at least 57 minutes each week. Mrs. Cummings provides unique experiences that allow the students to successfully express themselves while developing skills and concepts that are the basis of art education. Emphasis is placed on integration of Art History as well as studio time to give the students an historical background along with technical instruction.

Mrs. Cummings presents a fabulous art gallery in May to display the creativity and artistic talents of the HCE students.

ASSESSMENTS

Students K-5 are given informal and formal diagnostic assessments throughout the year. Diagnostic assessments are used to help teachers plan instruction for individual students and to form small needs based groups for instruction and do not always count as a grade.

Students in grades 3-5 will take the state mandated STAAR test in late April - early May. These tests tell us how the student has mastered the Texas Essential Knowledge and Skills at their grade level. Students who are identified as second language learners will also take the state mandated TELPAS test.

In addition to the scheduled assessments, teachers give quizzes, content tests and other types of assessments to ensure they are continuously monitoring the progress of each student.

ATTENDANCE & TARDIES (Student Attendance)

Students are considered tardy if they are not **in class** when the 7:50 am bell rings to signal the start of school. If you drop off at 7:45 am, there is a good chance your child will not be IN CLASS when the 7:50 am bell rings!

Please make every effort to arrive at school on time - between 7:30-7:45 am. It is best for each child to be in his/her classroom by 7:45 A.M. each day. From 7:45-7:50am, students unpack backpacks, turn in notes and homework and watch our KHCE morning news.

This early morning period is a crucial time as children settle in for the day and get organized for a great start. It is very disruptive for the teacher and the other children to stop the routine and flow of the morning to admit a tardy child.

Your child depends on you to be certain that he/she arrives on time each day. If there is persistent tardiness, more than one a week or more than 10 for the year, the principal will request a conference to problem solve so that parents are able to get their students to school on time. Even if tardy just one time per week, that is 36ish tardies for the year.



Attendance is taken daily at 9:15 A.M. According to TEA regulation, children who are not in class at this time are counted absent. If your child is unable to attend school, please contact the office by 8:30 A.M at 713-251-6000. This safety precaution enables the staff to account for all students. Our automated system will call parents of students marked absent to confirm that the student is home with the parent. This is a safety precaution. If you get this call and you believe your child is at school, please call the school immediately. If this happens it is usually an error on our part when marking absences.

Following an absence, send a note or send an email to the teacher & our Registrar/Attendance Specialist (Janis.Causey@springbranchisd.com) stating the reason for the absence. **The note must be received within 2 school days for the student's absence to be considered for an excused absence.**

BACKPACKS

Backpacks are recommended to help students carry homework, books, and correspondence to and from school. **Students will not be allowed to use rolling backpacks.**

If your child has a unique circumstance and needs to use a rolling backpack, please contact the principal.

BIRTHDAYS

Children with birthdays can be acknowledged in several ways. Students are invited to come to the KHCE Morning News broadcast studio on their special day to be recognized on the news. Classroom teachers may share small tokens or moments of appreciation. We do not have other birthday celebrations at school.

Edible birthday treats from home are not allowed. Please do not bring any edible treats to be shared with classmates. That means no birthday cupcakes, cookies, cake, candy or other food for a birthday celebration.

The PTA sells space on the marquee for birthday salutations from parents. These are sold online as an auction item. You do not have to attend the auction to purchase. Go to [HCE PTA](#) to the PTA Store and then AUCTION Store. .

Finally, in order to keep an academic focus at school and to not cause hurt feelings, we do not allow students to distribute birthday invitations during class time, unless they bring an invitation for each student in the entire class. If you want to send invitations to the entire class, you can send them to school with your student who should give them to the teacher. The teacher will hand them out at the end of the day or put them in students' mailboxes. Students may not pass out their own invitations. The teacher will do that to ensure there are enough for all students in the class.

BOOK FAIR

HCE's book fairs feature some of the best new and currently published books to inspire and enhance reading. Money raised at a book fair is used to buy books for the library, provide author visits, provide materials to be used with students, and provide professional materials for teachers. The book fair would not be possible without the help and support of HCE's parent volunteers. In the last 2 years we have not been able to hold a book fair based on direction from the district. We hope to be able to have a book fair this year!

BULLYING

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic methods, or physical conduct that:

- 1) Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- 2) Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- 3) Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- 4) Infringes on the rights of the victim at school.
- 5) Bullying includes cyberbullying.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. Procedures for reporting allegations of bullying may be found in the SBISD Student Code of Conduct.

Teasing, bothering, irritating or annoying behaviors are not always considered bullying. Please help your child make the distinction between a student who is being annoying or teasing and one who is being a bully – as defined above. When the word ‘bully’ is used, it is very serious and triggers a full formal investigation.

On our HCE campus website there is a link to report bullying incidents anonymously on the bottom of the page, however, it is much better to report directly to the child’s teacher or an administrator as soon as possible so an investigation can be completed.

BUS TRANSPORTATION

Bus routes are available [HERE](#). If you have any questions about routes and times, please contact the Spring Branch Transportation Department at 713-251-1060 or check the SBISD website. We strongly encourage parents to have students ride the school bus. It is an easy and safe way to be transported.

Kindergarten Bus Riders: For delivering in the afternoon - Parents of kindergarten students must show the bus driver a campus-issued blue card verifying that they are authorized to pick up the child at the bus stop. Children who do not have a parent or parent designee with the appropriate blue card at drop-off location will be returned to the campus. Each day the parent or parent designee must bring the blue card to the stop to pick up their child. Blue bus cards can be obtained from the HCE front office.

BUS PASS REQUIRED FOR KINDERGARTEN STUDENTS – BLUE CARD

★★★ For added security AN ADULT (18 or older) must meet the bus in the afternoon at the designated bus stop for all Kindergarten students every day of the school year. ★★★

Students may ride a bus as a ‘guest rider’ only on special occasions. To be a guest on a bus the student must bring a note to the teacher that includes the following:

1. DATE
2. Name of your child
3. Name of student with whom your student is going home
4. Address and phone number of home to which your student is going
5. Your phone number in case of questions
6. Parent Signature

School bus transportation is a privilege, not a right. Safety is the priority. Students can, and will, be suspended from riding the bus for several days or weeks or for the year if their behavior is disruptive to the driver in any way. The assistant principal spends time each week dealing, almost daily, with bus conduct reports. When a student is disruptive it puts other children and the bus driver at risk. Bus misbehavior will not be tolerated.

Decisions about discipline will be made in accordance with the Student Code of Conduct.

The administration may suspend a student from riding the school bus for any violation of the following rules and regulations:

- Students shall obey the driver's guidelines and help the driver to always assure safety.
- Students shall occupy any seat assigned by the driver.
- No eating or drinking is allowed on the bus.

- The student must ride only the bus he/she is assigned. Buses will load and unload only at designated stops.
- Students are to keep feet on the floor and out of the aisles. Head, arms, and hands are to be kept inside the bus. Students may not kneel in their seats.
- Students must not shout or throw objects at passing people or vehicles.
- Fighting and profane language are not permitted.
- Parents are not permitted to ride buses unless they are a designated chaperone for a field trip.
- Students must remain seated during the entire duration of the bus ride. They may not move to a different seat once the bus has left the campus.
- See the paragraph below about mobile devices on the school bus.
- Parents are responsible for supervision of the bus stop area prior to the arrival of the bus.
- Should you have a concern about an incident that occurred on the bus, please notify SBISD Transportation @713-251-1060.
- Further information can be found in the SBISD Student/Parent Handbook.

Many parents allow students to bring mobile devices to school and, although not allowed to be out of their backpacks during the school day, many students use their mobile devices on their bus ride home. The acceptable use policy remains in effect on the bus ride with their own devices. Students should not take pictures or videos or record conversations, let other students handle or view their personal mobile device, make phone calls, communicate over social media, text or any other action that might be inappropriate with other students or interfere with safety on the bus. If a student is found to do any of these things, the student will not be allowed to bring the device to school.

There are several cameras with audio on each bus. If there is a report of misconduct on the bus from the driver, student, or parents, we are able to review the video/audio to determine what happened. Students can, and will, be suspended from riding the bus for several days or weeks if their behavior is disruptive to the driver in any way.

Bus routes are available [HERE](#). If you have any questions about routes and times, please contact the Spring Branch Transportation Department at 713-251-1060 or check the SBISD website.

CAFETERIA & MEALS

The "Point of Sale System" is used in the cafeteria. **Every student has an account with the cafeteria.** Students enter their ID number into a keypad. A student's lunch number is the assigned ID number given at registration. This number will remain with the student as long as she/he is enrolled at a SBISD school PK-12 and is also used as their log in on district computers.

Prices and an application for free or reduced price lunch can be found on the SBSD website. Hover on Students and Families, then click on Meals and Online Payments

Student Behavior in the Cafeteria

The following behaviors are expected to be displayed by all students in the cafeteria during lunch time:

- Use a quiet (6-inch) voice to communicate with peers
- Raise hand for assistance and all questions
- Remain seated unless given permission to move from the table

- Use appropriate table manners
- Clean up eating area including the table and the floor
- Sharing of food is prohibited

EARLY DISMISSAL DAYS

Early release days for 2024-2025 are Sept 25, Oct 24, Oct 25, Feb 6, Feb 7, May 29

Please arrange after school care for these days to begin at noon. The buses will run their normal afternoon routes on these days at noon dismissal time. If your child stays for iKids Inc after school, they will usually stay for after school care beginning at noon on these early release days. They do not stay for early dismissal on the last day of school, May 29. .

On the district yearlong calendar the last 3 days of each semester is early dismissal for middle school and high school for finals. Elementary noon dismissal is only the last day of each semester: Dec 20 and May 29.

Please arrange after school care for these days to begin at noon. The buses will run their routes on these days. iKids will be at school for some early release days and will have special activities for students. Be sure to make arrangements for your child on these days with day care, car pools, etc. iKids will communicate with their parents about noon dismissal days.

EATING LUNCH WITH YOUR CHILD

We will not have lunch visitors until after Sept 2nd to allow students to learn and practice cafeteria procedures.

One or two adults who are on the students' information in Skyward, may eat with a child in the cafeteria. Due to limited space at the class tables, a separate table has been designated as the guest table. Only an authorized lunch visitor and the student for whom the visitor is approved may sit at the guest table.

Students may not bring a friend to sit with them at the visitor table.

Parents and students must remain in the cafeteria or at the picnic tables during lunch time, unless the parent has checked the student out of school.

Parents may only bring food for their own children. **Parents may not bring food for other students.** This is for all students' safety. That means you can't bring a tray of chicken nuggets for all to share or bring lunch to school for another child.

No carbonated drinks are allowed in the cafeteria. Most grade levels allow students to bring a healthy, non-greasy, easy to eat snack for a scheduled snack time. We encourage all students to have a refillable water bottle to keep at their desk or handy. There are bottle filling stations for students to refill throughout the day.

Be sure to exit out of the front of the school and turn in your visitor badge.

EATING BREAKFAST WITH YOUR CHILD

Parents may not visit the cafeteria in the morning to eat breakfast with students. The line for breakfast closes at 7:45, except for late buses. If a student is not riding the bus and needs to eat breakfast, he or she should arrive by 7:35 in order to get in line before breakfast closes at 7:45.

LUNCH DELIVERIES

You may drop off lunch for your child but we will not deliver them to classrooms. Forgotten lunches will be delivered to the stage for students to pick up when they go to lunch. Please do not use a delivery service to deliver student lunches.

If a student thinks a parent is coming to eat lunch with them and bringing them lunch and the student's lunch has not arrived by the time the lunch line for their grade level is gone, the student must go through the line and purchase a lunch. It's better to surprise your child and show up for lunch than to tell them you are coming and then not be able to get here.

If students do not have money in their meal account, their account will be charged for the price of a student meal. At times the cafeteria will sell 'extras' such as water, goldfish or cookies. Anything they sell in the cafeteria must meet the guidelines for foods of minimal nutrition value. Students must have money in their account to purchase extras. Some grade levels are able to go back for seconds. Students must have money in their account to purchase extras.

Parents will get a reminder if their student has accrued "borrowed" lunch money as this must be reimbursed. Sometimes you will put an amount that should cover lunch for a month but your child buys extras each day so the money runs out before the month ends!

MENUS & PAYMENTS

To find menus, payment information and to apply for Free and Reduced lunches, go to the SBISD website under PARENTS & STUDENTS, then ONLINE MEAL PAYMENTS. OR - [HERE](#)

Snacks - MUST BE NUT FREE!!!

Most grade levels provide a snack time for students. Students should not bring in any drink but water or colorless flavored water. Coffee drinks, smoothies, hot tea, sodas, etc are not allowed.

Suggestions for healthy snacks that are appropriate for school:

- Cut up veggies - carrots, cucumbers, etc
- Cut up fruit - apples, pears, etc. Oranges are very messy and cause drips and sticky fingers.
- Dried fruit
- Small individual package of goldfish, pretzels, popcorn, or other healthy cracker-type snacks.
- A pouch of yogurt, applesauce or such, only if no utensil is needed to eat it.
- Water or colorless flavored water.

Students may not bring:

- Full sized bags of chips, popcorn, etc.
- Foods such as chips, candy, Takis, cheetos, cookies, etc
- Yogurt, applesauce, pudding, ramen, soup, or anything else that requires a utensil.
- Fruit that must be peeled or cut to eat.

- Anything that is colored, carbonated or has fizz. We recommend only water or flavored water with no color added.

CAMPUS IMPROVEMENT TEAM (CIT)

The members of CIT include faculty, parents, business and community members. CIT advises the administration on decisions in the areas of goal setting, curriculum, budget, staffing, and organization. They will also monitor our Campus Improvement Plan. If you have questions, concerns or suggestions, please contact one of the CIT members. Membership and the minutes from CIT meetings are available on the school website. The CIT usually meets at least 6 times each year. Each year the principal will host an open CIT meeting in the fall and invite the community in order to share the yearly school data.

NAME	POSITION	Year Elected	In Year __ of 2 yr term	Email Contact
Danielle Ryan	Community Rep	Lottery 2024	1	ddryan@utexas.edu
vacant	Business Rep	Lottery 2024	1	
Martin Van Koolwijk	Parent	Lottery 2023	2	dr.kool@mac.com
Callie Johnson	Parent	Lottery 2023	2	callie.johnson@eastexcrude.com
Ashley Weathers	Parent	Lottery 2024	1	ashley.r.weathers@gmail.com
Shannon Werme	Parent	Lottery 2024	1	shannonwerme@gmail.com
Alicja Ozturk	Faculty	Elected 2023	1	alicja.ozturk@springbranchisd.com
Kallie Parria (1)	Faculty	Elected 2023	2	kallie.parria@springbranchisd.com
Jessica Singletary (Intv)	Faculty	Elected 2023	2	jessica.singletary@springbranchisd.com
Heidi Kaim	Faculty	Elected 2024	1	heidi.kaim@springbranchisd.com
Jessica Murphy	Faculty	Elected 2024	1	jessica.murphy@springbranchisd.com
Vacant				
Listed below are the administrators.				
Robye Snyder	Principal			robelyn.snyder@springbranchisd.com
Rachel Odom	Asst Principal			rachel.odom@springbranchisd.com

CELL PHONES - WATCHES/Personal Devices for students

District Guidelines [HERE](#)

At Hunters Creek, if a student brings a personal device to school, it should stay **powered off** and in their backpack the entire school day. If a student is using a personal device during the school day without teacher permission, it will be taken and turned in to an administrator. The parent will be notified and will need to pick the device up from school during school office hours. Personal devices include phones, watches, fitness bands or any other device that connects to the internet or makes phone calls.

Students should not text or call parents during the day without permission from a teacher. Parents should not text or call students during school hours. If you need to get information to your child, call the front office to relay the message.



Students may not use their phone at school or on the bus to take photos for any reason. If they are taking photos or video on the school bus, an administrator will take the phone and keep it for the parent to pick up.

The second time a student doesn't follow these rules about personal devices, the student may not bring a device to school at all.

Please read the complete information regarding this in the SBISD Elementary Student Handbook. There you will find explanations about what happens when a student uses a device without permission or inappropriately. SBISD and HCE are not responsible for damaged, lost or stolen personal devices.

CHANGE OF TRANSPORTATION DURING THE SCHOOL DAY

Please refer to the SBISD Student Handbook. SBISD procedure must be followed!!

If you plan to pick up your child after 2:45pm and did not send a note in writing to the teacher with the student in the morning, this is a change of transportation.



IMPORTANT ---- Should an emergency arise which requires a change in transportation, and a written note has not been sent to school with the student in the morning, parents must call and speak to the principal or assistant principal. Please understand that, if we don't know your voice, we will ask a question to verify that it is really you - the birth date, teacher name, or middle name of your child. The safety of your children is what drives these changes in practice during student dismissal. We thank you for your cooperation and understanding.

CHECK IN/OUT PROCEDURES FOR STUDENTS

We use the RAPTOR system for signing students in and out during the school day. These procedures are important for safety and accountability.

Please report to the office to sign your child in or out of school if it is different from the bell time. If your child arrives at or after 7:50 in the morning, please park and escort your child into school. You will need to sign your child in as tardy. When checking your student out, be prepared to show proper identification.

Students will not be checked out through the front office at or after 2:45pm. If you need to pick your child up early from school you must arrive before, not at, 2:45 pm. We will not call classrooms from 2:45-3:05 to dismiss a student.

Taking Siblings to Student Performances.

If you want your student to watch their sibling's performance, do not let the student go to class to start the day. Our performances begin at 8:30 and we open for seating at 8:00. Take them with you at 8:00 to be seated for the performance. Students must sit with their parents for the entire performance. Our performances usually last about 35-45 minutes. After the performance you may not send the siblings to class. You must go to the front office and sign them in. This means the student watching the performance may not be in their classroom at 9:15. Please be aware that they will be counted absent if not in their classroom at 9:15. It is disruptive to send students to class and then have to pull them out so early in the morning.

CLINIC GUIDELINES

The school nurse is Amy Turner. She will assist students if they are sick or injured or if they need to take medication at school. Students are encouraged to go to her with health-related problems or concerns.

Students are never permitted to use or take medication (even cough drops, sunscreen or bug spray) unless they are in the clinic and supervised by the nurse.

Medication may not be sent with a child in a pocket, lunch box or backpack for “self-medicating” at school. Parents should deliver the medication with proper forms to the clinic.

Spring Branch ISD Health Services information can be found [HERE](#)
You will find info about medications, forms, immunizations requirements and more.

Sick Child at School

When a child becomes sick or injured at school, the nurse will reference the Clinic Emergency Card and Skyward for contact information. The child will remain in the clinic until a parent or designated person comes to the school to address the situation. A child should be fever-free for 24 hours **without** fever-reducing medication before returning to school.

Doctor Excuse for No Physical Activity

If your child has an illness or injury that would prevent them from participating in health fitness, you must provide a note from the doctor to tell the nurse what activity they may not do and when they can begin to participate. If your child has a doctor’s note to be excused from activities in Health Fitness due to injury or illness, he/she will not be permitted to participate in physical activity at recess. Students with an excuse for not participating must still attend the Health Fitness class. Students with an excuse for not participating may not opt to go to art, music, library or any alternate activity during Health Fitness.

COMMUNICATION OF ALL KINDS

Conferences

Conferences are scheduled in the Fall for all students at the end of the first nine weeks. There are two early dismissal days for scheduling Fall conferences. Check our school calendar for specific dates. Teachers will arrange times on those days, or after, to have a conference with each child’s parents. The first 9 week report cards are given out at the Fall parent conference.

In February we will have conferences with parents whose children are at risk of not meeting promotion standards due to failing grades or excessive absences. These are called Grade Placement Meetings.

Conferences may be held at any time during the school year by request of the teacher or by parent request.

Report Cards

Report Cards are sent home with students beginning the second nine weeks. The first nine week report card is distributed at the October conference.



Report cards will come home in a special envelope that has a place for the parent to sign. These envelopes need to be returned to school the next day.

As part of our journey towards personalized learning for every student, our 1st grade students will receive a standards based report on their progress towards mastering the grade level standards. .

Progress Reports

Progress Reports are sent after the 4th week of each nine weeks to all students. Please sign and return these as soon as possible.

Newsletter and Tuesday Folder

Correspondence including study trip permission slips, PTA fliers, and school fliers are sent home in the Tuesday Folder. Please subscribe to the Cougar Express sent jointly by the principal and the PTA each Friday with information about calendar items, events, news, and more.

To subscribe to the Cougar Express newsletter:

Go to [HCE PTA website](#) and click the green button Register → Log In to provide information and choose preferences. .

Teachers communicate in many ways, including email, texts and notes in the Tuesday Folder. When a parent emails a teacher, **the parent should expect a reply within 48 hrs or 2 school days**. Ms. Snyder encourages teachers to “unplug” on the weekends, so weekend emails may not be answered until the end of the day Tuesday.

Call Outs

Call-out System is used periodically to remind or inform parents. An automated system calls all families and gives a recorded message in emergency situations, or as a reminder for school-wide events. We also use this method when we want to be sure every single parent is reached about something important or with a quick turn around. .

COMMUNITY OF LEARNERS

In order to ensure that every child feels like a valued and respected member of our Hunters Creek community, teachers hold classroom meetings periodically. Class Meetings are a strategic and fun way to build community in the classroom each and every day. Benefits include:

- building relationships among peers and teacher-to-student
- setting a positive tone for each day
- increasing excitement about learning
- improving academic and social skills
- learning about the SBISD Core Characteristics

COUNSELING SERVICES

Due to a \$35 million budget deficit due to lack of state funding, our district made the difficult decision to no longer fund a school counselor. Thankfully, our fabulous PTA, knowing how important a school counselor is, raised the funds to pay the salary of our school counselor!

There are four components of a school counseling program: guidance curriculum, responsive services, individual planning and system support. Our school counselor, Hallie Deschamps, meets with small groups, supports and/or conducts classroom lessons that focus on self-esteem, motivation to achieve, decision making, goal setting, problem-solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness, and responsible behavior. Individual school related counseling services may be requested by parents, students or teachers. For more information, contact Hallie.Deschamps@springbranchisd.com.

DISCIPLINE

If a child has demonstrated unacceptable school behavior, consequences shall be based upon a careful assessment of the circumstances of each case. Disciplinary action will follow guidelines set in the Student Code of Conduct which can be found on the SBISD website..

HCE faculty and staff believe the basic principles of a positive discipline system include sharing control and thinking between adults and students, balancing natural consequences with empathy, and always maintaining a student's dignity. By providing students choices within enforceable limits, our goal is to teach children to think for themselves and raise their level of student responsibility.

We strive to use misbehavior as a teaching time, a time to learn a lesson about how to behave the next time a student is in the same or similar situation. We all learn from our mistakes, and we will treat those mistakes as learning opportunities.

When further measures are necessary for individual situations, teachers will notify parents and ask for their support. If the issue continues, or if the issue is preventing the teacher from teaching, students may receive an office referral which will require parent involvement. Most office referrals are made for persistent misbehavior, harmful misbehavior (hurting another person) or serious disruption of instruction. In cases of persistent misbehavior, parent contact will always occur as a step before an office referral is made. A teacher may need to make an automatic office referral without previous parent contact for things such physical aggression or serious disruption of instruction.

Decisions about discipline will be made in accordance with the Student Code of Conduct.

Please refer to the Student Code of Conduct and the SBISD Elementary Student Handbook for additional information.

Recess and discipline

Can teachers use recess as a consequence?

- When it is a part of a formal behavior contract that the parent has full knowledge of, teachers may take away a short portion of recess, 10 minutes at the very most.
- Students should never miss even a portion of recess for not having homework or for a disciplinary consequence that is not a part of a behavior contract approved by an administrator and the parent!

- If the consequence is part of a behavior contract, students should be sitting out near a teacher, not walking laps. Consequences should not exceed 10 minutes.
- Restricting students to a smaller play area for the entire recess/over a few days is appropriate.
- Walking laps is not appropriate or allowed as a consequence.

Not using recess for discipline is an SBISD policy. Homework is not a discipline offense but is a part of the student's study/work habits grade. Homework issues should be addressed with the child's parents.

DRESS CODE FOR STUDENTS

This is the HCE Dress Code and has a few more items than the district list.

- Students may not pull up their hoody top to wear when inside the school building.
- Clothing should be neat and clean and fit appropriately.
- Shoes or sandals with a back (no flip flops) must be worn.
- All students in grades K–5 are required to wear tennis shoes for participation in Health Fitness classes. All other shoes, regardless of rubber soles or leather tops (saddle oxfords, deck shoes, topsiders, etc.), are not considered safe for Health Fitness activities. Shoes with individual toes are not safe for recess or health fitness.
- Shoes with built in wheels are not permitted.
- The District prohibits any clothing/grooming that, in the principal's judgment, may cause disruption of, or interference with, normal school operations (i.e. tattoos, designs shaved in the hair and revealing clothing, dangling or clanging jewelry).
- **Fingernails must be short enough to hold the pencil grip correctly or to type correctly. Glued on fingernails are not allowed, as they tend to get hung and rip off, taking a fingernail with them!**
- Clothing may not be worn if it displays (written or pictured) obscene or distasteful slogans or advertising tobacco, alcoholic beverages, drugs or "gang insignia" or logos inappropriate for school.
- Pants must be worn above the hip bone with a belt, if a belt is needed to keep pants there.
- Clothing should not reveal midriffs, have string type straps or be too low cut or revealing.
- Shorts should be visible – sticking out from the bottom of a t-shirt. This is a big problem as the shorts girls wear reveal their "behind cheeks" because they are so short. These should not be worn to school.
- Please check the length of shorts by having your daughter sit criss-cross in shorts to check for modesty. When shorts are short and full, the girls are exposed when gathered on the floor sitting criss-crossed. Please do not let them wear short shorts that expose them at school when they are sitting criss-crossed..
- Girls should wear shorts under dresses and skirts.
- Caps, hats, bandanas, and colored beads may not be worn at school except on special occasions.



DRESS CODE FOR VOLUNTEERS

We love our volunteers! Volunteers are an integral part of the excellence of HCE. Please remember that a school is a special place. It is the work place for our faculty and for your students. We want students to know that those working with them consider it an important job and that they dress nicely to go to their job, just like students will have to dress nicely when they go to their jobs. To help us keep a professional atmosphere, please consider your attire when you come to volunteer.

DYSLEXIA SUPPORT

Our Dyslexia Support Teacher provides small group reading instruction to students who are identified as having characteristics of dyslexia. Our DST is also available to help in the screening and identification of students who have difficulty with reading and/or writing and may have characteristics of dyslexia. The DST works closely with our RTI facilitator to identify students in need of additional reading support. Please refer to the RTI section of the handbook for additional information.

EMAIL

Email is an excellent way to communicate with your child’s teacher, if your communication is not urgent. Each teacher will provide you with their email address. Teachers will usually check email before and after school. They will not always have a chance to check email during their conference/planning time. Teachers have many emails during the day and may not be able to reply to all of them that day.

Please give the teacher at least 2 school days (48 hours) to reply to your email. Ms. Snyder encourages teachers to “unplug” on the weekends, so weekend emails may not be answered until the end of the day Tuesday.

If you need to get an emergency message to a teacher before the end of the school day – do not rely on email. Call and ask to speak to an administrator or the counselor, so we can get to the teacher before the end of the day. This is only for emergencies - not for a change of transportation, lunch instructions, to schedule a meeting or any other non-emergency.

Staff members’ email addresses may differ from the names you are familiar with. The following are examples:

Robye Snyder	Robalyn.Snyder@springbranchisd.com
CiCi Barone	Constant.Barone@springbranchisd.com

EMERGENCIES CAUSING A SCHOOL CLOSURE

School closings due to inclement weather are announced on the radio or TV, usually by 5:30 am. Our district will send automatic call-outs in the event of school closure, so be sure your updated phone numbers are correct in Skyward. You can update them yourself through Family Access or call the school office to update.



See the safety section in this handbook for more information.

EMERGENCY SITUATIONS

HCE has an Emergency Preparedness Committee trained to handle campus emergencies. We have extensive plans and procedures in case of an emergency that are reviewed on a regular basis with all faculty and staff at Hunters Creek. These plans include: Lockout, Lockdown, Evacuate, Shelter and Hold. We have drills on a monthly basis, to practice these situations. Each year we lead the students through these drills so that they will not feel anxious if an actual event occurs. Please be assured that we all know what to do to keep your child safe.

During several of our drills, no one will be allowed to enter or leave the campus for any reason. That means that you would not be able to come and get your child. Please be assured that we are fully prepared to keep your child safe and comfortable if an event such as this occurs. If you are on campus during a drill, we expect you to fully participate in the drill until it is over. Your cooperation is much appreciated.

Please see more about safety in the Safety section of the handbook.

ENGLISH LANGUAGE LEARNERS

English as a Second Language program (ESL) provides instruction for qualifying students in the most appropriate program format in accordance with guidelines from the Texas Education Agency. The TEA endorses

the goal of literacy in both English and another language for qualifying students. In addition, it promotes understanding of, and respect for, diversity by students, parents, staff and community.

GIFTED AND TALENTED (G/T)

SPIRAL DAY FOR GRADES 3, 4, 5 IS WEDNESDAY for 2024-2025

Parents can refer their child to be tested for the Gifted and Talented (GT) program. For details and explanations go to the SBISD GT webpage.

This fall the window for GT referrals open until October 20. Once students are referred, testing occurs October-January. Results are sent to parents on or before March 1st through Skyward. Services for newly identified students begin in the fall of the year following GT identification, except for Kindergarten who will begin this school year.

For students new to SBISD for the 2023-2024 school year or who came after October of the last school year, summer testing is available. Summer testing is appropriate for students only in the following situations:

1. Students moved into SBISD after the GT referral deadline in (October) for the previous school year.
2. Students are entering SBISD from a private school or home school that did not offer gifted services.
3. Students are transferring in from another public school district without a GT program.

For families meeting these criteria, a Summer Evaluation may be requested for students entering grades 1st-12th.

For GT identification questions contact Linda.Bimler@springbranchisd.com.

HCE serves children who have been identified as Gifted and Talented through the district's elementary screening procedures. Kindergarten - 2nd grade participate in the Primary Gifted Program (PGP) at HCE. 3rd – 5th graders participate in the SPIRAL program and travel to Bendwood Elementary once a week. Our SPIRAL day is Wednesday.

HCE GT students are cluster-grouped with a teacher who has completed the required GT staff development. According to SBISD procedure, between 6 and 10 GT students in a grade level may be placed in the same class. If the group in a grade level is more than 10 students they will be split between 2 or more classes. The GT Program is designed to serve the special education needs of GT students. These students need services beyond what is provided in the regular program in order to develop to their full potential.

HCE's counselor, Hallie Deschamps, and enrichment intervention specialist, Natalie Rhodes, facilitate the testing process for students referred for our GT program once a school year.

ENRICHMENT

Our PTA funds an Enrichment Intervention Teacher, Natalie Rhodes. Mrs. Rhodes will collaborate with and support the grade level teachers to design and deliver lessons and activities that will provide challenge and rigor for our K - 5th grade high achieving students who do not have the opportunity to attend PGP or SPIRAL. GT students might also be included in the push in or pull out enrichment intervention provided throughout the day in special circumstances. .

GRADING EXPECTATIONS

SBISD Grading Expectations can be found at...

<https://www.springbranchisd.com/studentsfamilies/course-catalog/grading-expectations>

HEALTH FITNESS

Health Fitness has a direct bearing on a child's physical, mental, and social well-being. HCE's health fitness teachers, Coach Krissy Scott and Coach Corbin Smith, strive to provide our students with the essential knowledge and skills of movement, health and wellness concepts. This instruction is intended to help students make sound decisions concerning their health and physical well-being.



Students are required to wear or bring tennis shoes to participate. If students do not have tennis shoes to wear during Health Fitness they will not be allowed to participate which will adversely affect their grade.

Please refer to the SBISD Elementary Student/Parent Handbook for an explanation of not participating in HF due to an injury or illness. If students do not participate in HF due to an injury or accident they will also not participate in recess.

HOMEWORK

Our district has adopted the following policy regarding homework. The assignment and grading of homework shall be aligned to expectations outlined in the SBISD Grading Expectations and curriculum documents. The principal at each campus will work with faculty to develop campus homework practices that comply fully with the requirements set forth in this Policy [EIB (Local)]. No homework shall be assigned to be completed over Thanksgiving, Winter Break, Spring Break and religious holy days. Each grade level does homework a bit differently and will communicate that early in the year.

Homework is not graded and does not affect a student's grade for the nine weeks in a particular subject.

Graded work reflects a student's ability to complete a task independently. Homework is checked, not graded. If a student does not complete homework, the work habit grade will be affected. To promote student responsibility, we request that parents not deliver forgotten homework to the student at school. When a student has not completed and returned homework, a lower grade will be earned in 'Work Habits'.

Please check with your homeroom teacher for more information and check the district grading expectations on the SBISD website.

INSTRUCTIONAL INTERVENTION SPECIALISTS

The HCE PTA funds six instructional specialist positions:

Full Time Literacy Intervention:	Ashley Johnson
Half Time Primary Literacy Intervention:	Julie Boyd

Full Time Mathematics Intervention:	Tracey Tomaro-McCall
Half Time Mathematics Intervention:	Joan Salamanchuk (Works Jan - May)
Enrichment Intervention:	Natalie Rhodes
Instructional Intervention/SSC, 504 Coordinator:	Jessica Singletary

All classroom teachers provide intervention as part of effective classroom instruction. Some students require additional intervention from a specialist. Within the realm of 600+ students, they work with students for a variety of purposes – enrichment, remediation, pre-teaching and more. Using data and keeping our HCE goals in mind, the teachers and specialists determine, together, which students will meet with the specialists.

Students meet in small groups either in the classroom or as a pull-out. The groups are fluid and may meet 1 – 5 times per week approximately 30-45 minutes, depending on need and schedules.

Our Instructional Intervention teacher works with all grade level teachers within the entire intervention process. Response to Intervention (RTI) is a critical component of ensuring we provide for the success of every child. Our 504 and Student Support Committee (SSC) meetings fall under her direction. She will help to plan for intervention, plan targeted, measurable goals for intervention, and facilitate the 504 and SSC meetings. She will also support the assistant principal and counselor with state and district testing programs.

LEADERSHIP COUNCIL

Mrs. Deschamps, our school counselor, leads this group of peer-selected students. HCE Leadership Council consists of one new representative from each third, fourth and fifth grade classroom each year.

If elected in 3rd grade, students continue on the council through 4th and 5th. If elected in 4th grade, students continue on the council through 5th. This way the council stays at about 30 students. These representatives lead campus-wide service projects for our school and community.

LIBRARY - now called Media Center

Due to a \$35 million budget deficit due to lack of state funding, our district made the difficult decision to no longer fund a school counselor. Instead of a librarian at each school, there are district level Media Specialists who will be assigned to each elementary school. They will not be at our school on a regular basis. In addition to the district level Media Specialists, each school will have a Media Center Assistant who will be trained by and will work with the district Library Specialist to keep our libraries functioning.

Our Media Center Assistant is Maria Constante. The mission of the library remains to promote information literacy, support curriculum-based collaborative teaching, and endorse literature appreciation so that all students become self-directed lifelong learners and effective community citizens.



We will build together the way we will use our library with our Media Center Assistant and our district level Media Specialist.

The library will have an open checkout policy enabling students, with a pass, to check out new books throughout the day aside (or instead of) a weekly scheduled library time. Parents and community members are encouraged to obtain their own library barcode from the librarian, so that they too can access and check out books from the HCE library on their own account.

If a book is not returned or renewed weekly, it becomes an overdue book. Reminder slips for overdue book(s) are sent home on a weekly basis.

Parent volunteers will remain an integral part of the HCE library program and are more important now than in the past. Please consider joining the group of library volunteers by contacting [Angela Bullock](#) or [Lindsey McConn](#).

LOST AND FOUND

The lost and found is located inside the cafeteria on the hanging rack. Please label all items such as sweaters, lunch kits, water bottles, and jackets with your child's first and last name. Efforts are made to return items to the owner if they are clearly labeled with first and last name. Unclaimed items are donated to a non-profit organization periodically throughout the year.

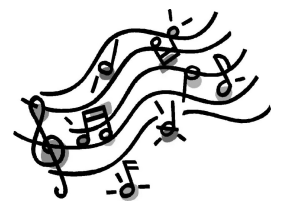
HCE and SBISD are not responsible for stolen items taken from the lost and found. Students are encouraged to keep expensive personal items at home and should carefully guard their personal items while at school.

MORNING NEWS - KHCE

Fifth grade students may apply to be on the KHCE Broadcast Crew. They serve for 9 weeks. Each nine weeks 5th grade students may apply. To be able to serve on the KHCE Broadcast Crew, students must arrive at school by 7:35, go to class to drop off their backpack and report to the KHCE Studio by 7:40. They may also spend part of recess a few times for training at the beginning of their 9 week time. During the last nine weeks, we will bring in 4th graders to be trained to start the following year off the first day of school!

MUSIC

Our music teacher is Heidi Kaim. All students participate in music class for at least 57 minutes weekly. Emphasis is placed on active participation in music-making and in special enjoyment inherent in musical activity. The curriculum is based on a sequential and developmental program of skills and experiences designed to achieve success in musical involvement throughout life. Every effort is made to synergize music with the themes of study in the curricula of each grade.



PARENT CONCERNS

There may be a time during the year when you have questions or concerns about your child, an issue with your child's teacher, or the teaching and learning taking place in your child's classroom. The first step to take, when a situation like this occurs, would be to talk directly with your child's teacher. Hopefully resolution with the issue can be reached at this initial meeting. If the issue is not resolved, then the next step would be to involve an administrator. In most cases, meeting with the teacher can bring about clarification and resolution. If the matter needs to be addressed with administration, a conference with all parties can be scheduled.

Refer to the [SBISD Code of Civility: A Parent Protocol for Problem Solving](#)

PARENTS/VISITORS IN THE BUILDING

Having active, supportive parents serving the school is a huge advantage for students and teachers. In order to keep your children's learning environment as safe as possible, we must limit the amount of adults in the hallways as much as possible.

Safety is our number one priority and knowing who on campus at all times helps us to keep your children safe. All visitors should enter the campus at the front of the school and go straight to the front office to sign in using the Raptor6 system in the front office before visiting any area of the school between the hours of 7:30 and 3:30. When signing in, HCE staff at the front desk will ask you where you are going, as this must be indicated on the ID badge. All visitors should wear the ID Badge in a visible spot and turn it into the office upon leaving.

Lunch visitors may be parents/guardians, non-school aged siblings, grandparents (with written permission from parents) and campus mentors but must be on the student's emergency information card or have other written permission from the parent to visit.

Parents should not stop faculty/staff in the hallways, cafeteria or stop by their classrooms to ask questions, give information or otherwise take their attention off their students.

The front office does not allow parents to go back to classrooms before, during or after school unless the parent has an appointment with a teacher, another meeting or a scheduled volunteer duty. Do not drop by the classroom when you are passing by for other reasons as this is disruptive to instruction.

Upon leaving campus, please stop back by the front office, sign out and return your ID badge to front desk staff. This is very important for safety reasons. We must have an accurate account of who is on campus at all times.

Parents may request to visit in a classroom by contacting the principal.

Main Points for Visitation:

- Classroom visits must be arranged in advance with the teacher and with principal approval.
- The length of the classroom visit is determined by the principal.
- Visitors may not disrupt students or teachers.

PARKING

Visitor parking is available in the parking lot to the east and in front of the school. The entry to that lot is on Flint River There is also visitor street parking on Wade Hampton.

Visitors should never park in the designated VIP Parking spaces unless your name is on the sign. Visitors should never park in handicapped spaces without the credentials to do so. You MAY not park and drop off a student at any place on or around the campus except for the parent drive.



For large events, parents are able to purchase reserved parking as a part of the school auction. Watch for these opportunities in the Cougar Express.

PARTIES

SBISD policy allows for two parties per school year. HCE celebrates Winter Holidays and Valentine's Day. Thank you to our wonderful homeroom parents for organizing these parties.

PETS ON CAMPUS

Pets are not allowed on the campus grounds before, during or after school. Please do not bring your pet on to the HCE campus when you come to drop off or pick up your child or are attending an event. Pets on the sidewalks closest to the streets are fine but not towards or near the school building. There are many children who are afraid of animals and many who have severe allergies to pet dander.

PLAYGROUND AND TRACK

The track, hardtop and playground are reserved for school use during school hours. Visitors, students and parents may access the playground and/or track after 3:15 p.m. unless there is a school event. Students are required to go home and check-in at home prior to playground use after hours.

At times the playground may be locked during after school hours for maintenance or treating the field.

For organized sports practice, the field can be reserved by emailing hcefields@gmail.com.

PROGRAM ASSEMBLY GUIDELINES

Parents/guardians and community members are welcome to attend all school programs and assemblies. Every effort will be made to keep parents/guardians informed of upcoming events. Please subscribe to the Cougar Express on the [HCE PTA website](#). Click the green Register button and follow the directions. Also, watch the school's marquee for program listings.

Taking Siblings to Student Performances.

If you want your student to watch their sibling's performance, do not let the student go to class to start the day. Our performances begin at 8:30 and we open for seating at 8:00. Take them with you at 8:00 to be seated for the performance. Students must sit with their parents for the entire performance. Our performances usually last about 35-45 minutes. After the performance you may not send the siblings to class. You must go to the front office and sign them in. This means the student watching the performance may not be in their classroom at 9:15. Please be aware that they will be counted absent if not in their classroom at 9:15. It is disruptive to send students to class and then have to pull them out so early in the morning.

Parent Behavior during programs

Parents are asked to be respectful of others during all programs. Please refrain from excessive talking and interfering with another's line of vision by holding up a device to take pictures or video. Also, don't forget to silence those cell phones! If you have a young child who is fussy, please take them out to prevent disruption to the program.

PTA (Parent Teacher Association)

Hunters Creek Elementary depends upon the unbelievable amount of support from our PTA. Please join and become involved in the MANY activities and jobs which make the PTA such a success. You should have received many correspondences from the PTA in the first day packets. If you have questions, please contact this year's President of the PTA, Elizabeth Gardner at elizabeth.s.gardner@gmail.com

Some of their fabulous events are: Beginning Bonanza, Auction, Spelling Bee, Book Fair, Hands on Science, Cougar Carnival and many types of school volunteer opportunities and much, much more.

In addition, the HCE PTA provides instructional materials, study trips, technology, instructional staff, teacher staff development and SO MUCH MORE. WOW!!!

<u>PTA Executive Board Meeting</u>	<u>PTA General Meeting</u>
Tuesday 8/29 Exec Meeting 9 AM in MPR	Thursday 9/14 Open House/PTA Meeting 5:50PM
Tuesday 10/3 Exec Meeting 9 AM in MPR	Thursday 11/9 PTA Meeting 9:30 AM in MPR
Thursday 11/2 Exec Meeting 9 AM in MPR	Thursday 1/25 PTA Meeting 9:30 AM in MPR
Tuesday 1/16 Exec Meeting 9 AM in MPR	Thursday 3/21 PTA Meeting 4:30 PM in MPR
Tuesday 2/6 Exec Meeting 9 AM in MPR	Wednesday 4/17 PTA Meeting 4:30 PM in MPR
Tuesday 3/5 Exec Meeting 9 AM in MPR	Thursday 5/16 PTA Meeting 9:30 AM TBD
Tuesday 4/9 Exec Meeting 9 AM in MPR	
Tuesday 5/7 Exec Meeting 9 AM in MPR	

PUBLISHERS' PICNIC

Thursday, May 2, 2025

Save the date to join your child with a picnic lunch. During lunch students will share their portfolio of the year's accomplishments. You don't want to miss this. It's a family affair and one of our favorite days!

SCHEDULE:

- K 9:55-10:35 (bring afternoon snacks)
- 3 10:35-11:25
- 1 11:25-12:05
- 2 12:05-12:45
- 4 12:45-1:25 (bring morning snacks)
- 5 1:25-2:05 (bring morning snacks)

RECESS (refer to Discipline section for recess as a consequence)

Recess is a daily event for all students. Playground procedures/rules are discussed with students in homerooms and Health Fitness to ensure safety for all. Alternative activities (e.g., board games) occur in the homerooms in the case of inclement weather. Please help your child dress appropriately for the possible weather changes.

Recess is free play time but, due to the number of children outside at one time we must put rules and a few limitations in place. Any organized game (football, soccer) must have rules that the students compose and agree



upon. We have different rules for different grade levels regarding areas where they can play, how they use the equipment and how they go back into the gates for using the restroom. If you have questions, ask your child or the child's teacher.

If your child has a doctor's note to be excused from activities in Health Fitness due to injury or illness, he/she will not be permitted to participate in physical activity at recess. Students with an excuse for not participating must still attend the Health Fitness class. Students with an excuse for not participating may not opt to go to art, music, the library or any alternate activity during Health Fitness.

We follow the [SBISD Guidelines for weather](#) to determine if it is too hot or too cold to have students outside.

RESERVED PARKING SPOTS

There are VIP parking spaces on the Wade Hampton side of the school that are sold at the HCE auction. They are clearly marked with a sign with the VIP parking space owner's name.. No other parent should park there. You may only park there if your name is on the sign. That means even for a quick run to the office, you may not park in the VIP space unless your name is on the sign.

RESPONSE TO INTERVENTION (RtI)

Interventions are a form of personalization. When students struggle with learning, we provide a variety of interventions. The majority of interventions are delivered by the classroom teacher, not by an intervention specialist. Classroom teachers provide interventions daily for many of their students. The effectiveness of the intervention is determined by the way the student responds to the intervention. This response to intervention (RtI) is a determining factor for increased support through the Student Support Committee (SSC), dyslexia services, Section 504 or Special Education.

At times the intervention a student needs is to go even deeper into the learning standards, as they already know the basics so that they can move ahead or accelerate. Some strategies for this are small-group instruction within the classroom or with an intervention specialist, as well as going up to another grade level for a certain content or group. Personalization meets our students where they are and moves them forward, even if it is in another grade level.

HCE PTA funds 4 full time and 2 halftime specialist intervention positions, Mathematics, Literacy, Enrichment and Instructional . They work with students and teachers for a variety of purposes. Using data and keeping our HCE goals in mind, the teachers and specialists determine, together, which students will meet with the specialists to receive outside intervention *IN ADDITION* to the intervention the teacher is providing on a daily basis. This could be for enrichment or to support areas of need.

Our Instructional Intervention teacher is also the coordinator for SSC, 504, Dyslexia referrals and follow up meetings.

SAFETY

Efforts to keep HCE a safe place for learning is a priority. We will refine and adjust safety procedures throughout the year to continue to be on the highest level of alert and have the highest level of security for our students.



No students should arrive at school, or be dropped off, before 7:30 a.m., as students are not supervised until 7:30 am. It is not safe to drop your child off if an adult is not on duty.

All visitors to the campus must enter through the front door and be prepared to show a picture ID for clearance using the SBISD required Raptor6 system. ID Badges, given upon check in, must be worn by all non-SBISD adults while at Hunters Creek, including family members of faculty and staff of HCE. You will be escorted to the front office to check in if you are not wearing an identification badge and are on the campus. Identification badges must be worn so that they are prominently displayed in a visible location and returned upon your leaving the front office.

All faculty and staff members and any SBISD employee on the school campus must wear an identification badge at all times.

The HCE Emergency Preparedness Committee is trained to carry out an emergency plan for several different scenarios. Our faculty is trained each year at the beginning of the year and refreshed throughout the year. Our Emergency Operation Plan is reviewed throughout the year.

Our HCE volunteers and substitutes will be trained in emergency procedures.

Emergency procedures are posted in each classroom in a red pocket folder. Safety drills occur at least once a month and include lock out, lock down, evacuate, shelter and hold. We will also practice our reunification plan with assistance from the SBISD police department.

The Automated External Defibrillators are located near the clinic, cafeteria/gym and upstairs.

Safety on a daily basis:

- The only public entrance is through the front door. We will not open other entrances even for large events during the school day.
- A perimeter check is done each morning to ensure all doors and gates are closed and locked.
- We have a secure vestibule for entry. The first set of front doors are unlocked during the school day but once a person is in the front vestibule, there are only locked doors to get anywhere else.
- When we have public meetings in the MPR, there are only locked doors so there is no access to the inside of the building.
- Teachers have a system for ensuring that the gate/door is completely closed as they enter after recess or being outside for other reasons.
- Classroom doors are kept closed and locked throughout the day.
- Each teacher/interventionist/front office staff has a walkie talkie.

There were new requirements for safety approved as law in the recent legislative session. Our district is working on a plan to fulfill those requirements.

SAFETY PATROL

Students in 5th grade may participate in safety patrol. Students may apply the first week of school. Students must have satisfactory citizenship, be punctual and dependable about showing up for duty, and do their job without constant reminders.

Safety patrols support teachers on duty and are recognized as leaders of HCE. All students will be instructed to obey the patrols in matters of safety. The safety patrol program will be monitored by Coach Scott and the principal. Students on safety patrol must maintain satisfactory conduct/work habits. A student receiving an “N” in Conduct or Work Habits will be placed on probation until the next report is done. Students who consistently do not show up for their patrol duty will be put on probation until the next nine weeks.

SELLING THINGS AT SCHOOL

Students may not sell items at school to other students or faculty members. The only exceptions are through organized clubs such as Boy Scouts, Girl Scouts, Leadership Council, a grade level event or other SBISD related fundraisers.

SPECIAL EDUCATION

SBISD provides a continuum of special education services from self-contained special education classes to students who are in general ed classrooms with minimal support.

Our special education staff includes:

Alicja Ozturk - Dean of Student Support

Leah Harlan – Inclusion and Resource teacher

Nan Chandler - Inclusion and Resource teacher

Kaleigh Stallings - Inclusion and Resource teacher

Julianne Spittal - - Inclusion and Resource teacher

Joanna de la Fuente - Sp Ed Teaching Assistant for Resource

Erin Lindsey – APPLE class teacher (asst: **Mary Kile and Vacant**)

Kayla Van Buren – Life Skills class teacher (asst: Taylor Needham and Savery Cottrell)

Ashley Robinson - Structured Behavior Support class

Lily Serrata - Structured Behavior Support class

VACANT - Sp Ed Teaching Assistant for SBS

Mahsa Ahmadpoor - Sp Ed Teaching Assistant for SBS

Tialisa Gervais - Speech Pathologist

Constant (CiCi) Barone – Diagnostician

SPIRIT DAY/COLLEGE T-SHIRT DAY

Spirit Day is Friday. Faculty and students are encouraged to wear an HCE, SBISD T-shirt or a college t-shirt each Friday with jeans. Spirit items are sold by the PTA online.

STATE of TEXAS ASSESSMENT OF ACADEMIC READINESS – STAAR

The Texas Education Agency (TEA) implements an assessment program, the State of Texas Assessments of Academic Readiness or STAAR tests. The STAAR tests for elementary students in grades 3, 4, and 5 tests students in reading, mathematics, writing, and science.

<https://tea.texas.gov/student-assessment/testing/student-assessment-overview>

STAAR tests will be given on the following dates:

April 16, 2024	Reading, 3rd, 4th, 5th
April 23, 2024	Science, 5th only
April 30, 2024	Mathematics, 3rd, 4th, 5th

Make Up days follow each test.

STUDENT IDENTIFICATION BADGE

Each student is issued an SBISD identification badge on a lanyard. Students must wear their badge at school all day. **The lanyards & badges do not come home but are left at school for safe keeping.** If a student loses their badge, there is a \$6.00 charge for replacing the badge and badge protector with lanyard.

STUDENT INFORMATION - CHANGE OF ADDRESS OR PHONE NUMBER

Anytime you have a change of address or phone number, please notify the attendance specialist, Janis Causey at 713-251-6005, and your child's homeroom teacher. It is imperative for us to always have a daytime phone number in case of emergency. We ask that you list on the student information card at least one name and phone number of someone in the immediate area, other than parents, who may be contacted to come to school in case of an accident or illness.

STUDENT SUPPORT COMMITTEE (SSC) - RESPONSE TO INTERVENTION (RTI)

Spring Branch ISD's campus-level student intervention team is called the Student Support Committee (SSC). When a student is exhibiting signs of being at risk in any area including academics, health, social development or attendance, which affects academic performance, the teacher will confer with school personnel to put supports in place. If the student is still experiencing difficulty in that area, the teacher will request a meeting to develop a plan for success. This meeting is called a Student Support Committee meeting (SSC).

The SSC consists of a group of knowledgeable personnel (e.g., teachers, parents, interventionist, and/or administrators) who are familiar with:

- the needs of the student
- potential interventions
- strategies for remediating student performance
- resources available to help the student

Together, the team creates an action plan intended to increase student success. The team will reconvene to review and update the action plan when/if needed.

Please contact Hunters Creek Elementary's SSC coordinator, [Jessica Singletary](#), for more information about the SSC process at HCE.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

STUDY TRIPS (Field Trips)

Our teachers plan study trips throughout the year which are sponsored by our fabulous PTA. All field trips will go on our school calendar as soon as we have a firm date. Parent notification will be the permission slips that are sent home to be completed and signed on both sides. An HCE T-shirt is required for most trips, unless specified on the permission form.

Additionally, students in several grades go on one fine arts study trip each year. The Spring Branch Education Foundation Arts Partners sponsors these trips.

Only students who return permission slips will go on study trips. All students must have a signed permission slip at school in order to go on the trip. Students will not be able to call home the morning of the trip to get parents to bring a permission slip, or to have it sent through FAX or email on the morning of the trip. Teachers will give plenty of reminders as the deadline approaches. Students without permission will remain on campus either in the office or with a teacher from a different grade level.

When serving as a chaperone you will need to accompany the students on the school bus both going and returning as we are required to maintain at least a 10:1 student:adult ratio when leaving the campus for a bus trip. Chaperones must be registered and approved as a SBISD volunteer and are also required to fill out a medical release form which the homeroom teacher will provide.

TARDIES - SCHOOL STARTS AT 7:50. STUDENTS NOT IN CLASS AT 7:50 ARE TARDY

Students are considered tardy when they are not in the classroom when the bell rings at 7:50 a.m. Students not in their classroom will be sent to the front office to receive a tardy slip. If you arrive at or after 7:50 a.m. with your child, please come sign them in at the front office.

Being on time is a crucial part in starting the day off right. Please plan to arrive by 7:40 a.m., so your child has enough time to walk to their classroom and get unpacked and settled before the announcements begin at 7:48 a.m. If your child needs to eat breakfast s/he should arrive as close to 7:30 as possible. Only late bus students will be allowed to get breakfast after 7:50.

If excessive tardies are a problem, parents will meet with the principal to develop a plan to reduce them.

TECHNOLOGY

Students and volunteers must follow the "SBISD Student Acceptable Use Policy" found in the first day packets, or completed upon registration, to participate in the use of technology at HCE.

Each class has iPads (K & 1st) or Chromebooks (2nd - 5th). HCE is wireless throughout the building. We have Bright Links projectors with an interactive wall in each classroom.

Effort to integrate technology into curriculum and instruction continues to be a priority in Spring Branch ISD. Classroom teachers are responsible for teaching the TEKS for technology to effectively integrate technology into learning in the content areas. Screen time at school is a factor we consider with planning lessons, independent practice and projects. Our students who have read aloud, spelling assistance and transcribe as accommodations will use Read & Write for Google as a literacy support tool.

Repair for devices is a big cost. We have budgeted money to cover wear and tear repairs. We do not have money to cover misuse or intentional damage to a device. Each student will need to pay a \$25 fee for technology use.

TELEPHONE USE BY STUDENTS

Students are not permitted to use their cell phones, the office or classroom phones to call home during the day. Special circumstances may permit the use of the classroom phone based on the classroom teacher's discretion. Love and Logic encourages children to accept responsibility for their actions, such as forgetting an assignment or a lunch, and to accept the natural consequences of those actions. Students may not use their cell phones or school phones while at school to arrange after school plans.



TEXTBOOKS

Textbooks provided to students should be treated with care. Students are responsible for all textbooks issued to them. The school must be reimbursed by the student if a textbook is lost or damaged.

VISITORS IN THE BUILDING

Any visitor who enters the building must enter at the front door and check in at the front office through our Raptor system to get a visitor badge. Visitors must wear their visitor badge in a prominent spot on the outside of their clothing at all times on the campus.

All visitors must exit through the front office to check out of the building. ID badges must be returned to the front office as you check out. We appreciate your cooperation with this important safety procedure.

Parents may not go back to the classroom areas unless they have an appointment with a teacher. Parents may not walk students to class in the mornings and should give goodbye hugs and kisses at the front door.

The first day of school all parents may walk students to class.

There may be times when you are able to pre-register for large, school-wide events. Look for more information in the weekly Cougar Express.

VOLUNTEERS

Opportunities to volunteer at HCE are numerous - library, classrooms, study trips, carnival, mentoring/tutoring individual students, Hands-On Science and special events.



All volunteers must fill out a volunteer registration form online at the SBISD website and be approved by the district before working on campus **each year**. The software for volunteer registration has been updated this year and it takes 10 days - at the least - to be approved as a volunteer.

This registration must be completed and approved **every year** to continue volunteering, so please go [HERE](#) to register to volunteer. The system was upgraded and it will take AT LEAST 10 days for approval.

It is also important to always wear your Raptor6 generated ID on campus. For more information about the volunteer registration process, please contact the front office.

Revised July 2024

Code of Civility

Civility is the affirmation of what is best about each of us individually and collectively, not just an absence of harm. Therefore, SBISD requires that we communicate (faculty and staff, students, parents, guardians and members of the community) in the following manner:

Treat each other with courtesy and respect at all times:

1. Listen carefully
2. Share opinions and concerns in a civil manner
3. Refrain from loud or offensive language
4. Refrain from profanity or offensive gestures
5. Refrain from threats, including but not limited to causing property damage or bodily harm

Take responsibility for your actions:

1. Share accurate information
2. Manage anger appropriately
3. Refrain from disrupting or interfering with classroom or school operations

Cooperate with one another:

1. Obey school rules and district policy
2. Respect each other's time
3. Notify one another when we have information that affects student safety or success
4. Respond when asked for assistance
5. Understand that compromise is key

Parent Protocol for Problem-Solving Process

Although we strive for collaboration at all times, parents/guardians may require additional assistance in resolving a situation. Please familiarize yourself with SBISD's general problem-solving process which includes:

1. Contact the appropriate campus staff member immediately. The most direct route to resolving a concern is to confer directly with the person involved. (Example: If the concern is related to the classroom, the teacher should be the person contacted.)
2. If not satisfied, contact the appropriate administrator (Assistant Principal or Principal) in charge of the campus and responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available at the campus level.
3. Contact the appropriate central office administrator within a week. This may be a Director, Executive Director, Community Superintendent, or Associate Superintendent. This step should be taken only when steps 1 and 2 have not resolved the concern.

DID YOU KNOW?

- Our school is located in Hunters Creek Village and was established in 1954. The original school was added onto many times. In 2019, the school was torn down and a new building was built. We moved into this new building in August 2021.
- We are the Hunters Creek Cougars and our colors are green and white.
- Everyone is strongly encouraged to join the PTA which provides many, many things for HCE. A few things they provide are: field trips, additional funds for instructional materials, Hands on Science, additional instructional staff (4 full time and 2 part time instructional specialists), and much, MUCH more!!!!
- We have a great website that has links to many resources [HERE](#)
- Our PTA has an informative website. Visit their website [HERE](#)
- Grades K – 2nd are called the primary grades.
- Grades 3rd – 5th are called the intermediate grades.
- Our normal enrollment is 600-618 students, but in the 1980s the enrollment was as low as 240 students, and there was talk of closing the school. When we built the new building and moved in in 2021-2022 our enrollment increased to, on the last day of school, 620.
- Our 5th graders have the opportunity to be a safety patrol and to work in the TV studio, KHCE.
- Our students leave us to attend Spring Branch Middle School and Memorial High School.
- There is a lost and found in the cafeteria and it is ALWAYS full of sweaters, jackets, lunchboxes, etc. .
- We accept cell phones and toner/ink for recycling in the front office.
- Every time you shop at Kroger you could be earning money for our school. Register your Kroger Plus Card in the Kroger Community Rewards Program at <https://www.kroger.com/account/enrollCommunityRewardsNow/>. You must create an account and select HCE as your organization. The organization number is 83363.

Are you confused by some of the initials you hear around school?

Here are a few clarifications:

Admin Team	Principal, Assistant Principal, Counselor and Dean of Student Support
AIP	Attendance Improvement Plan
ARD	Admission, Review and Dismissal are meetings to develop Individual Education Plans for students who qualify for Special Education services
CIT	Campus Improvement Team
CIP	Campus Improvement Plan
DST	Dyslexia Support Teacher
EB	Emergent Bilingual (new name for ELL student)
ELL	English Language Learner
ELPS	English Language Proficiency Standards
EOP	Emergency Operations Plan
GPC	Grade Placement Committee
G/T	Gifted and Talented
HCE	Hunters Creek Elementary
IAS	Internal Accountability System
IEP	Individual Educational Plan (for Special Education students)
ILT	Instructional Leadership Team - Team Leaders, Interventionist and Admin Team
LEP	Limited English Proficiency
LPAC	Language Proficiency Assessment Committee
LSSP	Licensed Specialist in School Psychology
NRT	Norm Referenced Test
PGP	Primary Gifted Program for K – 2 nd Grade
PTA	Parent Teacher Association
RtI	Response to Intervention
SDI	Specially Designed Instruction
SSC	Student Support Committee
SLP	Speech Language Pathologist
SPIRAL	Spring Branch Program for Improving Reasoning & Accelerated Learning (3 rd -5 th GT program)
STAAR	State of Texas Assessment of Academic Readiness taken by all 3 rd , 4 th and 5 th grade students
TEA	Texas Education Agency
TEKS	Texas Essential Knowledge & Skills – state mandated teaching standards
TELPAS	Texas English Language Proficiency Assessment System taken by qualifying LEP students