



James B. Havard Elementary Frequently Asked Questions

Contact Info:

Main Office: 832-386-3710

Fax: 832-386-3711

Website: <https://hav.galenaparkisd.com/>

Facebook: <https://m.facebook.com/HAVCowboys>

Whom should I contact for questions not listed here?

- Your child's teacher
- Havard's Front Office 832-386-3710

What are school hours?

- James B. Havard Elementary
- 7:40 am – 3:20 pm for grades PK4 – 5th grade
- PK3 AM – 7:40 am – 11:25 am
- PK3 PM 11:35 am – 3:20 pm
- Early Release times: 7:40 am – 12:15 pm

How early can I drop my child off at school?

- Campus Entrance Doors will open at 7:00 am with staff members on duty. Please do not drop off students before 7:00 as they are unsupervised outside the building. This is a safety concern and we appreciate your cooperation.
- If you are dropping off your child by car in the mornings, please use the 2 lanes in the front of the building. PK3 drop-offs please stay on the right-hand side closest to the building.
- Please drive slowly and do not exit your vehicle at any time in the drop-off line, we will have our staff and Safety Patrol help assist in unloading students.
- The Bus Ramp is reserved for buses, Daycare vans, and children who meet specific criteria **ONLY**. You must have a bus ramp tag, approved by the administrators to drop off or pick up your child in this area.
- If you must exit your vehicle, please park in the Wallisville parking lot.

What are the pick-up procedures?

- Car Rider Identification tags should be hung on your rearview mirror as you are pulling up the pick-up line.
- Please follow the directions of staff members on duty and do not exit your vehicle at any time.
- If you have a lost or damaged car tag, only adults listed in a child's Skyward as guardian or emergency can request a new one. The person requesting must provide appropriate identification to receive a new tag in the front office. Please call ahead to request a new tag to be picked up before 2:30.
- After school pick up is from 3:20-3:40. If you are not in line by 3:40, you will need to park in the **Castlegory parking lot** and come to the front office with your car tag or valid identification.

When is my child considered late? Can I pick up my child early?

- Your child is considered late if they are not **seated in class by the 7:40** tardy bell.
- If your child is late please park in a parking spot and walk your child into the front office to be signed in.
- If you wish to pick up your child early, please arrive **in the building before 2:30 pm**. We cannot hold students in the office prior to parent arrival.

What should I do if my child is absent?

- Please contact your child's teacher via School Status.
- Please follow up with a note or doctor's note to the front office or email AttendanceHAV@galenaparkisd.com when your child returns. You have 3 days after an absence to submit an excuse. On the 4th day, the absence will be marked as unexcused.



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What if I need my child to go home a different way?

- You must call the front office @ (832) 836 3710 AND message the child's teacher via School Status before 2 pm on the day of dismissal change; otherwise, each student will be sent home the way you indicated at orientation.

What is the breakfast/ lunch schedule and the price for my child to eat at school?

- Student Breakfast is served from 7:00 - 7:35 and is free for all students.
- Please remember teachers start instruction at 7:40 (tardy bell). To avoid your child missing any instruction, please be sure to drop off your child between 7:00-7:30 to eat a school breakfast.
- ***NEW* Starting for the 25-26 school year:** Students will only be allowed to eat breakfast in the cafeteria from 7:00-7:35. If students bring breakfast from an outside entity, please be sure they arrive at school with enough time to eat in the cafeteria. Students will not be allowed to eat breakfast in the classroom and staff will not be available to monitor the cafeteria after 7:40.
- Student Lunch is 30 minutes long for all students. Please check with your student's teacher for the exact lunchtime. Lunch is also available for all students for free.

What do I need to bring when visiting the school for an event? What can I bring inside?

- All visitors must have a physical form of identification to present to the front office (examples: Driver's license, State issued ID, Passport, etc.).
- Visitors can only bring approved bags onto campus, please check out the GPISD Visitation Policy @ <https://www.galenaparkisd.com/parents/visitation-policy>
- No outside food is allowed during lunches, all lunches should be in a lunch box and drinks should be in a leak proof cup. Lunches may only be brought in for your child and no other students may be invited to join you or eat what you have bought.
- During events and award ceremonies, balloons, flowers and gifts are not allowed on campus. Please keep at home or in your vehicle.

Can I bring treats for my child's birthday? Am I allowed to pass out to/ be in the class?

- Yes, you may bring any store-bought, individually wrapped snacks for birthdays. Nothing that requires cutting or sorting is allowed. We hold the treats until 2:40 and teachers will distribute them to classmates at the end of the day. Please do not send balloons or toys for distribution. Pizza and other food deliveries are not permitted for birthdays.
- Parents/guardians are not allowed to pass out treats in the classroom.
- Please reach out to your child's teacher at least a day before you bring in treats so that they are aware.
- Teachers can only pass out birthday invitations if every student in the class receives one.

When can I call or come visit with my child's teacher?

- We will not interrupt instructional time for teachers to take phone calls, but you are welcome to leave a message. Teachers are able to return your call or schedule a conference during their scheduled conference time. Teachers are required to return phone calls within 24 hours.
- You may request a conference with teachers at any time. Teachers are required to extend an invitation to a conference once in the fall and again in the spring semester as needed.



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What do I do if my child forgets an item needed for school?

- You may drop off a forgotten lunch, glasses, homework, or other needed items in the office by 8:00 am. We will deliver these items to your children. However, we will not interrupt instruction time to call your child to the office.

How can I volunteer to help at Havard Elementary?

- GPISD requires that any individual that is interested in volunteering must complete a background check that can be found @ <https://hav.galenaparkisd.com/parents/volunteer-information> . Parents please note that approval may take up to 2-3 weeks, so please plan ahead and fill out the form online on time.
- Complete the interest inventory.
https://docs.google.com/forms/d/e/1FAIpQLSeUjB_mZxDDPfxmkl7BzWeNfpKNM4iBdcZ06PqX09k8VhTYg/viewform

What forms of communication are available for me to keep up with events at Havard?

- Visit us at <https://hav.galenaparkisd.com/>
- Join us on Facebook at Havard Elementary at <https://m.facebook.com/HAVCowboys>
- Follow us on Instagram @gpsidhavardelementary
- Follow us on Twitter @GPISDHavardElem
- Teachers' newsletters via SchoolWeb link on our home page
- Electronic Newsletter and Blackboard messages from the Principal
- School Marquee
- School Status