

Ault Elementary School Parent & Student Handbook



21010 Maple Village Drive, Cypress, Texas 77433
Phone: (281) 373-2800

School Hours: 8:15 AM - 3:35 PM
Student Arrival: 7:50 AM - 8:15 AM

Who Can Help?

If you have questions about your child's school day, we are always happy to help you!

Name	Title	Concern	Contact
Krystal Sanchez	Receptionist	School information, phone messages to staff, transportation changes	(281) 373-2800 ault@cfisd.net
Danielle Toet	Attendance Secretary/ Registrar	Student registration, transfers, attendance records, bus information	(281) 373-2800 ext. *133104 danielle.toet@cfisd.net
Ann Rader	Principal's Secretary	School information, phone messages to principal	(281) 373-2800 ext. *133102 ann.rader@cfisd.net
Jeff LaCoke	Principal	General concerns, suggestions or staff recognition	(281) 373-2800 jeffrey.lacoke@cfisd.net
Megan Breidenthal	Assistant Principal - PK, 1, 3, 5, & Life Skills	Student concerns, student schedules, discipline	(281) 373-2800 ext. *133107 megan.breidenthal@cfisd.net
Lynlea Dickerson	Assistant Principal - K, 2, 4 & Life Skills	Student concerns, student schedules, discipline	(281) 373-2800 ext. *133108 lynlea.dickerson@cfisd.net
Julie Barrett	Instructional Specialist – Math/Science	Curriculum	(281) 373-2800 julie.barrett@cfisd.net
Jennifer Kerner	Instructional Specialist – Reading/Language Arts	Curriculum	(281) 373-2800 jennifer.kerner@cfisd.net
Laura Hernandez	Counselor	School adjustment concerns, parent groups, coping with family problems	(281) 373-2800 ext. *133109 laura.hernandez@cfisd.net
Cherita McGahee	Special Education Administrator	Special Education questions and concerns for diagnostician or speech pathologists	(281) 373-2800 ext. 133264 cherita.mcgaher@cfisd.net
Stephanie Potter	Special Education Secretary	Special Education scheduling questions	(281) 373-2800 ext. *133114 stephanie.potter@cfisd.net
Ashley Wallace	School Nurse	Student illness, student medications, immunization records and requirements	(281) 373-2800 ext. *133103 ashley.wallace2@cfisd.net
Courtney Kaler	Librarian	Lost library books, book fairs, and library concerns	(281) 373-2800 ext. *133105 courtney.kaler@cfisd.net
Lauren Pawlak	Testing Coordinator, 1:1 LTE Contact	GT, TELPAS/TELPAS Alt, STAAR/STAAR Alt, Credit by Exam, Chromebooks	(281) 373-2800 ext. *133124 lauren.pawlak@cfisd.net

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Address/Phone Changes

It is very important to keep student records up-to-date. Please remember to update your information in Home Access Center or send a signed note to the front office when your address or phone number needs updating. Proof of Residency (utility bill – gas, electric, or water; lease agreement; or closing papers) is required by the district when changing your address.

Arrival

The building is open to car riders and hiker / bikers beginning at 7:50 AM. Buses will unload beginning at 7:55 AM. There is no supervision for students before this time. If your child is arriving at school before this time, administration will contact you and ask you to make different arrangements. Please see the “Club Rewind” section for available before and after school child care.

Attendance

Students arriving after 8:15 AM are tardy. **Attendance is marked daily at 10:12 AM.** Students in attendance at that time are counted present for the day. If students are not physically present at the time, they must be counted absent for the entire day even if they come to school at 10:13 AM.

Students are required to provide a note from a parent or guardian for each absence **within three days** from the date of the absence or consecutive absences. This note may be mailed, faxed, e-mailed, or delivered in person. This note is to include the student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. The note excuses the absence; this means an explanation for the absence is documented, but it does not remove the absence. If the student does not provide a note for being absent, the absence will be counted as unexcused. If your child is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for 10 or more days or parts of days in a six-month period, they will be automatically referred to the campus attendance administrator for follow up. Subsequent absences will also be monitored.

In addition to earning passing grade, the state of Texas requires students to attend 90% of the instructional days each year to earn credit. Attendance rate is calculated using all absences, regardless of whether they are marked “excused” or not. When a student's attendance drops below 90% but remains at least at 75% of the instructional days offered, the student must earn credit for the class by completing a plan approved by the principal. If the student fails to successfully complete the plan, or when a student's attendance drops below 75% of the instructional days offered, the student, parent, or representative may request credit by submitting a written petition to the attendance committee. *For more information about Attendance for Credit, please refer to CFISD Board Policy [here](#).*

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Birthdays

Party invitations may not be dispersed at school. Parents may use the Ault directory for phone numbers and addresses **(available when parents join the PTO)**. This may aid you in dispersing invitations outside of school. Due to the “Foods of Minimal Nutritional Value (FMNV)” policy, parents may not bring cakes, cupcakes, cookies, or food of any kind for any child other than their own. Balloons, flowers, or gifts should not be sent/brought to school. If a parent wishes to order cookies or ice cream from the cafeteria the following guidelines must be adhered to: the order should be made 1 month prior to the child's birthday (contact the cafeteria manager); the order must be paid in full when requested; the order must include everyone in the child's classroom; if the child's account has a negative balance, the balance must be paid in full before the order will be processed.

Ault Cafeteria Manager: Mitzi Smith (mitzi.smith@cfisd.net)

Bus Service

Per CFISD student Handbook, “For safety reasons, district bus service to and/or from different locations on different days is not allowed.” For this reason, no student will be allowed to ride different buses home for any reason.

Students may receive transportation to one eligible pick-up address and one eligible take home address within their attendance boundary at the following eligible locations:

1. The student's primary residence
2. A state recognized childcare provider (including state recognized in-home care providers)
3. A grandparent responsible for providing before and after school care for the student

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Cafeteria Services

Student ID badges are used to purchase breakfast and lunch. Cafeteria personnel have quick and accurate access to your child's account balance and will notify your child when the funds in his/her account have been depleted. If you would like to view your child's account, add money to the account, or manage your child's purchases, please go to the **SchoolCafe** system at <https://www.schoolcafe.com/> for information.

Forms for free and reduced meals are available through the cafeteria or front office. **Reapplication must occur each year.**

Copies of the food service monthly breakfast and lunch menus can be obtained by checking with the [Food Service website](#).

- **Breakfast:** Breakfast will be available for those students who wish to purchase beginning at 7:50. Students will use the Grab-n-Go program to eat breakfast in their classroom.
- **Lunch:** Grade level lunch times are as follows:

Pre-K: 10:45-11:15	Kindergarten: 12:45-1:15	1st Grade: 12:15-12:45
2nd Grade: 1:15-1:45	3rd Grade: 10:45-11:15	4th Grade: 11:45-12:15
5th Grade: 11:15-11:45		

Cell Phones/Communication Devices

Texas State Law (House Bill 1481) prohibits the use of personal communication devices on campus. CFISD has adopted the policy of "Away for the Day." Student personal communication devices should be turned off completely and put in backpacks from the time students walk into the building until they leave the building after dismissal.

Parents are requested not to contact their child during the instructional school day via cell phone or telecommunication device. If an emergency occurs and parents need to speak to their child, please contact the school for assistance by calling the front desk.

Chromebooks

Per CFISD policy, pre-k, kindergarten, and first grade students will leave their Chromebooks at school. Second through fifth grade students will bring their Chromebooks home after school each day.

When a District issued Chromebook is lost or intentionally damaged (deemed not accidental), the charge for total or components will be added to School Cash for the parent/guardian to pay. Intentional damage includes keys that have been popped off, scratches or engraving on the Chromebook, damage caused by throwing, slamming, etc., and more. The student will receive an office referral for intentionally damaging district property, and when necessary, an investigation may be conducted.

There will be 2 options available if the entire device needs to be replaced.

Option A - Pay in full

Option B - Pay over time

When the first payment is made the student will be issued a device to use in school only. Once the charge is paid in full, the student will be authorized to take the device to and from school. If payments are not made regularly, the in school use will be revoked. **Regular payments must be made per the payment plan.**

In the event that a student continuously damages (either intentionally or accidentally) his/her Chromebook, the device may be put on restricted status and must remain at school.

Class Change Requests: If at any point a parent feels it is necessary to request a class / teacher change, please email your child's assistant principal. The formal process is as follows:

- The parent requesting the change will complete a Class Change Request Form. When the parent has completed the form, please email it back to your child's assistant principal.
- Within 2 days of receiving the class change request form back from the parent, a class change committee at Ault - made up of staff members and teachers (not including the current homeroom teacher or any other teachers on the student's grade level) - will review the request form and decide whether to grant the class change or not based on the circumstances described by the parent.
- After the committee has made their decision, a letter will be sent home informing the parent of the committee's decision and the rationale for the decision that was made.
- If a class change is granted by the committee, a new homeroom will be assigned based on current grade level class sizes and any specific special programming needs of your child. Specific teacher requests for the change will not be accepted.

Clinic

Should your child become ill at school, we ask that you pick him/her up promptly once notified. Students with a temperature (100 or above) or suspected communicable disease will not be allowed to remain at school; before returning, children must be free of symptoms/fever for 24 hours without the aid of fever-reducing medication. You may review the district's policy for keeping sick children home [here](#).

The nurse will not call each time a child is referred to the clinic. Ashley Wallace, R.N. will use her professional judgment and notify parents when necessary. The clinic phone number is 281-373-2810.

When dropping off medication at school please bring the district required paperwork. A medication administration form is required for all medications in the clinic.

Any Seizure, Asthma or Allergy medication is required to have the appropriate Action Plan on file. All of these forms are located [here](#). Please scroll down to see the medication administration form.

Club Rewind

Club Rewind is a Cy-Fair ISD before/after school care program at each elementary campus. It is open to students in Pre-K through 5th grade. The program is managed separately from the school through the office of Community Programs; however, Club Rewind administration works closely with the school principal/office staff to ensure the program functions optimally. Hours of operation of Club Rewind are as follows: Morning care begins at 6:30 AM and ends when students are allowed to go to the classrooms. After-school care begins immediately after school dismissal and closes at 6:30 PM. Registration and other information can be found [here](#) or by calling 281-807-8900.

Communication

Establishing clear, open communication between school and home is a school goal. This requires the child to serve as the necessary link between school and home. Please check your child's backpack daily. The Home Access Center is an electronic way to monitor your child's current, most up-to-date grades. We recommend all parents regularly check the Home Access Center (grades 2-5 only). If you can not access your child's Home Access Center, please contact the Help Desk at 281-897-HELP.

Please refer to the following guidelines regarding electronic communication:

- Parents will receive weekly communication through email from their child's teachers regarding upcoming events and specific class or grade level communication.
- The Ault Advisory and most other whole campus communication will be distributed electronically.
- Parents will still need to check their child's backpack/binder daily for any graded papers or teacher communication that personally addresses their child. Please keep in mind that some assignments and graded work may be digital, so you would need to check your child's Schoology account to view these assignments.
- Additional flyers, etc. that cannot be sent electronically will be sent home on Fridays.
- School Messenger is the district's mass notification system. School Messenger will keep you informed about district and school activities, attendance, transportation, and food service; most importantly, it is used to provide accurate and real-time information during an emergency situation. Registration information can be found [here](#).

Conduct

Student conduct is communicated through phone calls, conferences, office referrals, progress reports, and report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. Please refer to the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* located [here](#) for specific guidelines.

Conference Times / Teacher Planning Times

Grade level conference times are as follows:

Pre-K: 11:30-12:25
Kindergarten: 11:15-12:10
1st Grade: 10:15-11:10
2nd Grade: 9:10-10:05
3rd Grade: 1:45-2:40
4th Grade: 12:45-1:40
5th Grade: 2:40-3:35
Large Group (PE, Art & Music): 8:15-9:10

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Dress Code

Please refer to the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* located [here](#) for specific guidelines about student dress. Students in violation of the dress code may be sent to the office to call the parent for a change of clothes. In some cases, the student may be asked to change into clothing that is available from the clinic.

Drop-Offs

Students who have forgotten items at home will not be permitted to call home. Students are encouraged to get their things prepared and packed the night before, so items are not left at home. If you notice that your child left their Chromebook or glasses at home, parents/guardians are allowed to drop these items off on the cart outside the main front doors. The only items Ault allows to be dropped-off are Chromebooks, medication (to the clinic), and eyeglasses. No other items will be allowed for drop-off for any reason.

Students who have forgotten their lunch at home will be permitted to come to the front office before announcements to call home. Parents are asked to drop off forgotten lunches on the cart outside the school. Please make sure these lunches are in a lunchbox or brown bag and are labeled with your child's name and grade. We do not have extra staff to support delivery of these lunches so they will eventually be moved inside to the mall hall where your child will need to grab it on the way to lunch.

If you are bringing your child a fast food lunch, we ask that you join them for lunch as we do not want it sitting in a non-insulated bag outside, taken by someone else, or the drink spilled. Thank you for understanding. We do not allow food delivery services for students' lunches.

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Early Pick-Up

On rare and special occasions, a child may need to leave school early. In these situations, a parent-signed note should be sent to school with the child including the time the student will be picked up. Emails will also be accepted to aalt@cfisd.net and **must** include a picture of the parent/guardian photo ID. **For safety reasons, please avoid picking up your child after 3:00 PM, as staff may not be available to assist and delays are likely. After 3:00 PM, your child will need to be dismissed with regular dismissal beginning at 3:35 PM.** Thank you for your understanding and cooperation; this helps our staff ensure that we are able to dismiss over 900 students safely and efficiently.

E-mail

Teachers and staff check their email daily. Please understand that it may be up to 24 hours before you receive a response. Teachers are encouraged to call if the e-mail concerns specifics that require a two-way conversation. Teachers are not permitted to discuss student grades or conduct via email.

End of Year Placement

State law mandates minimum performance standards for promotion from one grade to the next. Board policy states, "To be promoted at the end of kindergarten and first grade, a student must earn an end-of-year grade of satisfactory in reading, language arts, and mathematics. To be promoted at the end of grades 2–5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies. Additionally, students must attend 90% of the instructional days offered to meet promotional requirements.

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Grading

In an effort to communicate progress to parents, work samples are collected and graded to show a student's mastery of specific skills. However, all assignments that come home are not necessarily graded. In addition, some assignments that come home with grades may not be recorded in the teacher's grade book. In grades K – 1st, teachers assess student work samples and record their achievement. In grades 2nd – 5th, graded work is recorded by the teacher and averaged each nine weeks to determine your child's nine weeks grade. These grades (2nd - 5th) can be accessed via the Home Access Center. Numeric grades may be converted as follows: A = 90 – 100, B = 80 – 89, C = 75 – 79, C- = 70 – 74, F = 0 – 69.

Per Board Policy, grade averages on report cards should:

- Reflect the level of mastery of TEKS designated in the District's scope and sequence for each nine weeks for elementary school students;
- Include a balance of assessment data—daily grades, test grades, and the like;
- Include a variety of student work samples—oral activities, journals, projects, worksheets, reports, and the like; and
- Reflect a sufficient and reasonable number of grades to support the nine-week average.
- The number of grades taken on components should correlate with the amount of time spent on each component during direct instruction. Assignments taken for a grade should emulate the instructional grade level standards.

Subject	# Grades per Grading Period
Reading/Language Arts	Minimum of 12 daily grades.
Math	Minimum of 10 daily grades.
Science	Minimum of 10 daily grades.
Social Studies (Integrated into RLA)	Minimum of 6 daily grades.

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Homework

Ault is a "No Homework" campus, which means we do not assign homework assignments and take them for a grade. However, teachers may use their professional discretion to provide individual students or groups of students with opportunities to practice and/or reinforce specific skills at home based on their observations in the classroom (these opportunities will not be graded). Parents/guardians who would like for their child(ren) to continue their learning at home may utilize the digital resources provided by the district through my.cfisd.net on student Chromebooks.

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I.D. Badges: All students will be issued two I.D. badges. One badge will be attached to the backpack (for use on buses), and one will remain in the classroom (for library and cafeteria). If the badge stops working and is undamaged, the campus will replace the badge. In the event that the badge is lost or damaged by the student, the cost for replacement is as follows. Charges will show up in [School Cash](#):

Bus Badge (attached to backpack): \$5

Cafeteria/Library Badge (kept in class): \$4

Immunizations: Texas law requires certain immunizations before a student may attend school. These immunizations are listed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*. More information can be found [here](#).

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Late Pick-Up: For students who are car riders, the expectation is that all students dismiss and go home by the end of the car rider line (usually by 4:00 pm). If students are consistently (more than three times) picked up late (after 4:10 pm), parents/guardians will be contacted to discuss a change of dismissal transportation to become a hiker/biker, bus rider, or to go to Club Rewind. Our staff hours end at 4:00 pm, so we do not have staff available to monitor students past normal dismissal time.

Late Work: At Ault Elementary, it is expected that students will complete and turn in all assignments on time. Teachers will establish when an assignment is complete and ready to be graded. It is up to teacher discretion to determine if an assignment will be graded "as is." If a student is continuously showing difficulty with completing work, the teacher will communicate this to parents. If the student shows difficulty in completing assignments, this can be indicated with an N on their work habits. Students will not be permitted to call home to retrieve forgotten work. They may bring their late work the following day.

Library Books: If a book is not returned or found before the last day of school, the student will be responsible for the cost of that book(s). Please ask your child's teacher for specific library check-out days.

Lost and Found: Please ensure that your child's personal items have their name on them in permanent marker (i.e. coats, hats, lunch kits, waterbottles). Lost and Found is located in the hallway near the cafeteria. If an item is lost, students/parents are urged to check the lost and found located in the cafeteria. Twice per year, all unclaimed items will be disposed of or donated to a charitable organization.

Lunch Visitors: Parents/guardians may eat lunch with their child Monday through Friday unless other communication has been sent out by the school. In order for a visitor other than a parent/guardian to eat lunch with a student, a note must be sent in by the child's parent/guardian indicating the first and last name of the visitor as well as a photo ID of the parent/guardian. Emails will also be accepted at ault@cfisd.net.

There will be a special table for students who have visitors at lunch. Lunch visitors may only eat lunch with their student; students may not invite other students to eat with them and their visitor. Additionally, visitors may only bring lunch for their child - they may not bring lunch for other students.

NOTE: In order to teach and review cafeteria procedures and routines, lunch visitors will not be allowed at the beginning of the school year and at mid-year. A schoolwide communication will be sent out with details regarding when lunch visitors will be allowed. Lunch visitors will end the last two weeks of school.

While we encourage you to spend this time with your student, we ask that if you are joining your child for lunch that you arrive on time. To protect instructional time, any student waiting on a visitor ten minutes after lunch has begun will be sent through the cafeteria line.

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Make-Up Work: Board policy states that students will be allowed the same number of days he/she was absent to turn in make-up work. Students shall not be given make-up work in advance of anticipated absences; however, in the instance that a student is absent for longer than three days, parents may make arrangements with the teacher to pick up missed work at appropriate intervals.

Medication: If it is necessary that medication be administered to your child at school, the medication must be delivered to the school by the parent/guardian. In addition, parents must transport the medication home. The medication must be in the original container with dosage information indicated. If the medicine is a prescription from a doctor, the dosage information must be listed on the original container. *Students are not permitted to transport or be in possession of any medication (over-the-counter or prescription) including cough drops.* More information may be

found [here](#).

Money: If you must send money to school for any reason, we ask that you send it in a sealed envelope that has been clearly marked with your child's name and the purpose for which the money was sent. We are not responsible for lost or misplaced money.

We do not accept cash at the front desk for any reason. If payment is requested from the school (lost library books, lost badge fees, etc.), payments will be posted on and can be paid through [SchoolCash](#).

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Parent-Teacher Organization (PTO): The school has an established Parent-Teacher Organization. One of the most important functions that this group performs is the organization of its Volunteers in Public Schools (VIPS) program. Parents volunteer their time in a variety of ways to enhance the education of students. Ault values and appreciates the VIPS and their dedication to our students and staff. Please visit the [Ault PTO Facebook](#) page for more information.

PBIS (Positive Behavior Intervention & Supports): Ault is a PBIS campus (Positive Behavioral Interventions and Supports). We utilize school-wide rules and procedures which are consistent behavioral expectations throughout each and every classroom and location in the building. Our PBIS motto is "S.U.P.E.R." which stands for "Safe, United, Prepared, Effort, and Respect." These rules and procedures are routinely taught and reinforced daily. All students are expected to be safe, to be united, to come prepared, to give effort, and to show respect throughout the building. Staff will follow a continuum of consequences when students do not follow the S.U.P.E.R. matrix.

Personal Property: Students should not bring items to school other than school supplies. Other personal items (cameras, toys, etc.) should not be brought to school. We cannot be responsible for valuables being lost or stolen. Such items will be taken up and held in the office or by the assistant principal to be picked up by parents.

Physical Education (P.E.): State law requires that children have access to a minimum number of physical education minutes each week. Under some circumstances, a child may be required to refrain from physical education activities due to certain health issues. In this case, the parent may write a note to be given to the P.E. teacher and the nurse. If the amount of time requested exceeds three P.E. classes, a doctor's excuse from physical activity will be required. Students not participating in P.E. will complete class work assigned by the P.E. teachers. Students who are unable to participate in P.E. will also sit out during recess for their safety.

Pictures: Pictures are permitted to be taken **during special school events** only. Photographs including any child other than your own should not be published (including published to websites such as Facebook) in order to honor the privacy of others.

Progress Reports: Students in kindergarten and first grade will receive paper copies of progress reports in the middle of each nine week grading period (students in pre-k do not receive progress reports). Students in grades 2-5 will not receive a paper copy of their progress reports; instead, progress reports will be available in HAC in the middle of each nine week grading period. Parents will need to ensure that they know their Home Access Center parent login information. This will be sent via email from CFISD. If, for any reason, you do not know your parent login information, you will need to contact the district help desk at 281-897-HELP. Ault staff does not have access to provide this information to parents.

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Redo/Retake Opportunities: Board policy states that the District shall permit a student, who meets the criteria details in the grading guidelines, a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. A student may have three opportunities per subject area each nine weeks to redo assignments/major grades for which the student earned a grade of 69 or below. The request for a redo/retake must be made by the parent/guardian within two weeks of the grade being posted in Home Access Center.

Report Cards: Students in grades pre-k - 5th will not receive a paper copy of their report cards; instead, report cards will be available in HAC at the end of each grading period. Parents will need to ensure that they know their Home Access Center parent login information. This will be sent via email from CFISD. If, for any reason, you do not know your parent login information, you will need to contact the district help desk at 281-897-HELP. Ault staff does not have access to provide this information to parents.

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School Hours: 8:15 AM - 3:35 PM. Students may enter the building beginning at 7:50 AM.

School Supplies: Parents/guardians will be responsible for purchasing grade level school supplies for their student(s). Many items are "pooled" for use as classroom supplies throughout the year. Students should not bring supplies other

than those on the school supply list or requested by the teacher. Consumables may need to be replenished throughout the year.

School Telephone: The telephones in the school building are business phones and are not for student use. Parents should not call the school to talk to a child or leave messages for him/her. After-school plans should be made in the morning before your child leaves home. Assignments or items left at home do not constitute an emergency.

Snack Time: All students will have a designated snack time in the classroom. Each grade level will determine the time that their students will eat snack. Students should bring snacks that are healthy, dry, and non-greasy. Please do not send snacks that contain liquid, leave residue on fingers, or can spill or splatter.

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Transportation: Parents will indicate **ONE** permanent mode of transportation for dismissal at the beginning of the school year. Students will be sent home daily as parents have indicated. Parents must send a note to school regarding any transportation changes. A note needs to be sent every day that a student will go home a different way than what is indicated by the one permanent mode of transportation.

Transportation changes must be received in writing by 2:45 PM on the day of the change. Emails will be accepted only by our front desk receptionist at aault@cfisd.net; emails **must** include a picture of the parent/guardian's photo ID to be accepted. Emails to teachers will not be accepted as transportation changes. 3:00 PM is the latest a child may be picked up early in order to not interfere with campus dismissal procedures.

In the case of an emergency, parents may email the school at aault@cfisd.net. A copy of the parent's driver's license **must** accompany the email. **Phone changes will NOT be accepted.** All transportation changes **must** be made before 2:45 PM so that we may have adequate time to get a message to the teacher.

- **Bus Rider:** Board Policy and the Texas Education Agency (TEA) guidelines for transportation funding eligibility both make an allowance for parents to establish their student's transportation address as one of the following:
 1. Residence
 2. State recognized (Department of Family and Protective Services licensed, certified, or registered) and parent designated child care provider
 3. Grandparent's home (when the grandparent is responsible for providing before and after school care)

Each student will be placed on his/her scheduled bus each day, unless written permission is received to allow another means of transportation. Students riding the bus **MUST** have a badge in order to get on the bus; students who do not have a badge will not be permitted to ride the bus home. Students are not allowed to board another bus.

We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions and will not be allowed. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus rules will result in parent notification through a bus report. Excessive bus reports may result in the denial of this transportation privilege. Information concerning student conduct on buses is detailed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* located [here](#).

- **Car Rider:** Those parents that provide transportation for their children are asked to use the appropriate drop-off/pick-up location which is at the back of the school. Students should **NOT** be dropped off before 7:50 AM. The doors to the cafeteria will be closed and staff will not be available to unload cars before 7:50. The car rider line will end at 8:15 AM. Students who arrive after 8:15 AM are considered tardy and must be escorted into the front office by their parent/guardian to sign-in at the front desk.

When picking up your child, we ask that you wait patiently in your car until he/she is released by school personnel. A double car rider line will be implemented in the afternoon in order to increase efficiency. It is essential to follow all signs and directives by school personnel in order to ensure student safety. Please do not drive around other cars unless directed to do so by school car rider staff. Car rider tags with students' car rider number should be displayed at all times while in the car rider line; please keep your car rider tag visible until you have your child in the car.

- **Cross Walks:** Ault has two crosswalks for the safety of our students. One is located at the corner of Vintage Falls and Chappell Knoll, and the other is located near the corner of Maple Village and Chappell Knoll. If your child is a biker or walker, they will be required to cross **at the crosswalk**. Please **DO NOT** park your vehicle on Maple Village, Vintage Falls, or the Garden Grove Pool during arrival or dismissal times. This area is reserved for our hiker / biker students **only**. Car pickup is restricted to our car rider line in the back of the building. Cars parked along these routes during arrival and dismissal times block the vision of other traffic and students. We appreciate your support in helping us maintain safety for the benefit of our students and families at Ault!
- **Hiker/Biker Dismissal:** If your student is in Pre-K or Kindergarten and is a hiker biker, they must have an older sibling to walk or bike home with OR a parent/guardian. If they do not have an older sibling or a parent/guardian, they will be held in the front office and parents will be notified. Parents must designate an

alternate mode of transportation for inclement weather days.

- **Hikers (Walkers):** We provide crossing guards for students who walk to and from school. Parents who choose to have their child be a walker assume full responsibility for their child's safe journey. All walkers will arrive and exit through one of two building doors - either the door on the hardtop (Hardtop Hiker/Bikers) or the door on the pool side of the building (Pool Side Hiker/Bikers). We request that parents who meet their walkers do so outside the gates. We urge you not to have your children rely on meeting you in your car along their route home. There have been instances where a parent has been running late and the child becomes scared and returns to school upset and afraid.
- **Bikers:** Bike riders should walk their bike on all crosswalks surrounding the school. Bikes need to be parked at the bike racks inside the gates on the playground (located on both sides of the school). **No motorized bikes or scooters will be allowed due to the safety of others.** Bike riders shall enter and exit through one of two building doors - either the door on the hardtop (Hardtop Hiker/Bikers) or the door on the pool side of the building (Pool Side Hiker/Bikers). Ault Elementary assumes no responsibility for lost or stolen bikes and parents who choose to have their child ride a bike to school assume full responsibility for their child's safe journey to and from school.
- **Inclement Weather Dismissal:** The school will send a message calling Inclement Weather Dismissal through School Messenger when there is lightning in the area. If it is raining, but there is no lightning in the area, students who walk or ride their bikes will still be dismissed. Inclement Weather means no students will be allowed to walk or ride their bike; students will be placed on a bus or in the car rider line to go home. At the beginning of the year, parents will choose their students' inclement weather transportation.

Teacher Requests: We do not take parent requests for specific teachers; however, if a parent feels their child would benefit from certain teaching styles or personality traits, we welcome parent input. Parents may share this information with their child's assistant principal via email.

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Visitors: For security reasons, all visitors must use their driver's license or government issue identification to sign in. This will generate a name tag which must be worn at all times during your visit. Visits to individual classrooms during instructional time are permitted only with prior approval from school administration. Parents who wish to visit a classroom during instructional time should contact the child's assistant principal. The assistant principal will set up a date/time that will not be disruptive to any classroom activities.

Student visitors (school-aged children) are not permitted during the instructional day for any reason including party days. This includes children who may have been checked out from other campuses (i.e. middle school or high school), visiting from out of state, or who may be home-schooled. Parents may not check-out school-age siblings to attend events during the instructional day such as Field Day, music programs, grade level activities, etc.

School personnel may ask any person not having legitimate business to leave the premises. This includes visitors sitting in parked cars in our parking lots, car rider line, and side streets for long periods of time.

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Withdrawal Process

If you find it necessary to withdraw your child from enrollment at Ault before the end of the school year, you will notify the registrar. Two business days are needed to complete the withdrawal process. All school resources, library books, and the student's Chromebook/charger must be returned or paid for before withdrawing from Ault.