Clift Elementary School Procedures 2026-2027
Welcome to the BISON family! We are so glad to have you back!

★ **Beginning of School Day and Tardies**

The school doors will open at 7:30 a.m. If you need to get to work prior to 7:30, please make arrangements with the local daycares. For your child's safety, we ask that you please refrain from dropping students off, at our front doors, prior to 7:30. Breakfast begins at **7:30 a.m.**, and ***classes begin at 8:05 a.m. Any student walking through the campus doors after 8:05 a.m. is counted tardy for the day.*** If you arrive after 8:05 a.m, please walk your child into the office and sign them in. Guidelines regarding tardiness for the 2026-27 school year are outlined in the Elementary Handbook *(available online @ www.wisd.org)*.

★ **Absences**

Texas has a **Compulsory Attendance** law and schools are required to report certain attendance violations. A complaint against a parent may be filed in the appropriate court if the student is absent **10 or more days** or parts of days within a 6 month period *(TEC Section 25.093).* Upon return to school, you can submit a written note signed by the parent listing the full name of the student, teacher's name, grade, date of absence, reason for the absence, and parent contact information. If your child violates the 90% attendance standard, parent notes may no longer be sufficient documentation. Attendance laws make allowances for absences caused by extenuating circumstances; please contact Ken Lynch for more details at 972-923-4720. We have also set the standard for students to have **10 or less absences** in addition to 3 or less marks in order to attend **Lunch with the Principal** at the end of the year.

★ **End of School Day and Dismissal Plan (dismissal map attached to newsletter)**

School ends at 3:40 p.m. for K-5th grade. K-2 students and families with multiple children (referred to as siblings) will dismiss through the car line in the front loop. 3-5 students will pick up through the car line in the back loop. Please remember that dismissal takes a little longer the 1st two weeks of school as we are training students/staff on the routine and procedures. After about the 2nd week, we are able to get into the routine and will accomplish getting 500 students home safely in about 20 minutes.

Please have your pick-up card visible until your student is in the car, as staff on duty verify the card and call for your child. If you lose your card or require an extra card, replacements can be printed in the office. If you do not have your card, you will be asked to go to the office and provide identification. ***It is preferable that changes to your child's usual afternoon transportation are not made frequently. This becomes confusing for the student and is difficult*

*for the classroom teacher to keep up with. If you are going to change your child's way home, please call the campus office **and** Parent Square the homeroom teacher.*

If you need to pick up your child before school ends, or make changes to pick up, please be sure to call the front school office (972-923-4720) BEFORE 3:00 p.m. No child will be released after 3:00 p.m. for early dismissal; this is for your child's safety and due to the many transitions that take place at this time of the day.

★ **Walkers and Bike Riders**
Walkers will exit through the front doors and be guided by a staff member to the crosswalk this year. Please refrain from parking and picking up your child. Walking is reserved for students who live within a mile of the campus and truly walk home. Walkers and bike riders will line up in the building with staff for dismissal. Please walk the route with your child prior to school starting so they know where to go. We highly recommend students under 2nd grade do not walk home unless they have an older sibling to walk with them.

★ **Required Student Forms**
On Bring Your Supplies Night, you will receive several forms to be completed. Please submit these forms to school as soon as possible. ***In the event you change addresses, jobs, or phone numbers during the school year, please notify the school office so current information is always on file for emergencies.*** Should you have any questions about these materials, please call the school office at 972-923-4720.

★ **Lunch/Item drop off**
To help minimize instructional distractions and encourage student responsibility, Clift Elementary will no longer accept **routine/daily** drop-offs of lunches/door dash meals, water bottles, snacks, or other personal items during the school day. We encourage families to help students develop a morning routine to ensure they arrive prepared each day. Students who forget their lunch may receive a cafeteria meal, and water is available throughout the building.

★ **Visiting**
We highly encourage parents and community members to visit Clift throughout the year! For the continued safety and security of everyone during the instructional day, you may park in the front parking lot and use the main front entrance. All other doors will be locked during school hours. You will need your driver's license to enter the building for any event occurring during school hours.

All students can be walked into school on the first day.

Kinder students can be walked in the first 3 days of school. We love to have parents visit for lunch, but please allow students to learn the cafeteria routines without a guest for the first week of school. This also helps with their emotional state, as it is still hard to separate from their parents. After the first week of school, please feel free to join them for lunch at the "parent tables" on any day.

★ **Campus Safety**
We are committed to providing a safe, calm atmosphere and learning environment for all learners and classroom leaders. We routinely practice our Emergency Operations Crisis Plan, so do not be alarmed if your child talks about Shelter, Lockdown, or Fire Drills. If you happen

to be on campus during a drill (or actual event), you will be expected to follow the instructions given. Achieving the highest safety standard possible is critical to daily success.

★ **Toys**
Please do not allow students to bring toys to school. Toys include but are not limited to: squishies, Needoh, dumplings, fidgets, stuffed animals, dolls, action figures, playing cards, etc. Students will receive a warning for bringing toys, and then the toy will be confiscated for parent pickup.

★ **Clubs**
Extracurricular activities allow students to discover new interests, build friendships, develop leadership skills, and feel connected to their school community. We encourage all students to get involved to make lasting memories while at Clift. Be on the lookout for club permission slips. We have several student clubs on campus: Flag Patrol (4th/5th), Garden Club, Chicken Tenders Club, Clift Nation News Crew (3rd-5th), Safety Patrol (4th/5th), and The Bison Brotherhood (boys only).

★ **Communication**
Good communication and collaboration build trust amongst all of us. At Clift, we strive to be the BEST each school day at making a positive impact in the lives of our learners, helping each child realize his/her potential, and providing meaningful, engaging learning experiences. Classroom teachers use daily folders to keep you informed. We ask that you sign your child's folder every single night. Please go like us on Facebook. We also encourage you to sign up for Parent Square to get in touch with your child's teacher and also receive info on upcoming events. I send out a weekly 'Peek at the Week' email, which gives you all of the important activities happening within the upcoming week. Please reach out to me if you are not able to communicate with your child's teacher. All staff have 24 hours to respond to an email or ParentSquare message.

On behalf of the entire staff at Clift Elementary, we welcome you to our campus! We strongly encourage you to join our fabulous PTO (Parent Teacher Organization). Your active involvement in our learning community is one of our most valuable resources. Please join us in our campus enthusiasm and great expectations for the 2026-2027 school year, because ***We Are Clift Nation! We run with the HERD!***

With Love,
Stefani Foster
Principal