Important Information
Hunt Elementary School

Office Staff

Arron Moeller, Principal
Linda Washington, Assistant Principal
Lori Hanson, Office Manager
Lydia Chiang, Data Clerk
Susan Coffman, Counselor
Angela Tower, Nurse
Nancy Thrift, Receptionist

School Hours

7:40 AM – 3:00 PM Students will be allowed in the building at 7:00 AM. Supervision is provided for students in the GYM from 7:00 - 7:25 AM. Breakfast will be served from 7:00 - 7:30 AM. All early morning student drop off (prior to 7:25) will be in the rear of the building (cafeteria door). The tardy bell rings at 7:40. Students should be in their seats, ready to learn. Anyone arriving after 7:40 AM must stop in the office to receive a tardy slip before going to class.

Student Badges

Beginning with the 2026-27 school year, all Plano ISD elementary students will wear identification badges daily. All students will wear their badges home and return wearing them the next morning (this is a difference from last year's pilot program). As part of the pilot program, Hunt students will have their badges from last year until new badges are received. It is our goal to print badges for new students within a week from their start. More information regarding the program is available at student badges .

Absences

If your child is going to be absent from school, please call the Hunt Child Safe Line (available 24 hours a day) before 8:15 am at 469-752-4400, press 3, and leave a message with the following information:

- Child's name
- Grade
- Homeroom teacher
- Reason for absence

Parents can upload student absence notes to Skyward Family Access. Reach out to Hunt Data Clerk, Lydia Chiang, lydia.chiang@pisd.edu with questions. Absence notes must be received within three days of the absence.

Student work – Work may be requested **on the student's third day of consecutive absence**. Work will not be given prior to the absence or before the third day due to potential unexpected changes in teachers' instructional pacing or exact assignments.

After School

When you need to change how your student is dismissed, please email Hunt Receptionist, Nancy Thrift, nancy.thrift@pisd.edu , and copy your child's teacher. You may also send a handwritten note, but this method is not preferred as sometimes students fail to deliver notes to a teacher. Changes other than emergencies must be made before 2:00 pm. We cannot guarantee the information will make it to the classroom in time for departure if accepted after 2:00 pm. Make every effort that your child knows how to get home each day **before arrival at school**.

Dismissal MAP - **carpool**

Walkers - Students in grades K-2 will be released to designated individuals. Students in grades 3-5 will be released in their own care. If your student in grades 3-5 can not be released independently, supervision is provided in the carpool line.

If you cannot pick your child up by 3:00 PM each day, consider PISD's after-school program **Pasar**. Information regarding registration and tuition may be found here: Pasar.

Visitors

Entry doors are kept locked for safety. All visitors and volunteers must stop at the school office. Please note that you will be asked to provide a valid, government-issued photo ID when checking into the front office as a visitor or a volunteer. **You will be issued a name badge to be worn at all times in the school building, including before and after school.** When leaving the school, you should stop at the front office and check out.

Video/Photography

Any video or photos taken of students in an academic setting are considered educational records (see FERPA). **Parents are not allowed to capture photographic images of students other than their own in an academic setting.** Parents must have given written permission for their student's publication in district and/or campus publications.

Emergency INFO

It is very important that we be able to reach you in case of an emergency. For this reason, you must update/confirm emergency information in Skyward Family Access for each child every year. Please report changes in address to Hunt Data Clerk, Lydia Chiang, lydia.chiang@pisd.edu .

Forgotten Items

After 3:45, students will not be allowed to go back to grade levels for forgotten items. This measure is important in protecting the safety of unsupervised students and the security of campus property as well as students' personal belongings and confidential information. **There will be no exceptions**.

Birthday Treats

A treat may be sent to school for your child's birthday to be shared with their classmates. This treat will typically be eaten while students are working. This should not be considered as a party or interfere with instruction. **Please do not send decorations, balloons, or flowers. Any such items will be kept in the office. The receiving student will be allowed to leave the classroom for viewing in the office and will take items home at the end of the school day.**

Breakfast and Lunch

Breakfast	Breakfast	7:00 - 7:30 am
Lunch/Recess	Kindergarten	10:30-11:00 am
Times	1st grade	10:55-11:25 am
	2nd grade	11:20-11:50 am
	3rd grade	11:45-12:15 pm
	4th grade	12:10-12:40 pm
	5th grade	12:35-1:05 pm

Questions in regard to Nutritional Services' procedures may be directed to 145.fans@pisd.edu or found on the PISD Fans website: FANS.

Seating for visitors eating with students is limited. When students eat with parent(s), a classmate/friend may only join if a "Lunch with a Friend Pass" has been earned. There is to be no sharing of food between students or provided by a parent to students other than their own.

Schedules

Teachers' planning times occur during students' specials times		Art/Music/PE	Recess
	Kindergarten	11:55-12:45 pm	11:00-11:30 am
	1st grade	12:50-1:40 pm	11:25-11:55 am
	2nd grade	1:45-2:35 pm	11:50-12:20 pm
	3rd grade	9:45-10:35 am	12:15-12:45 pm
	4th grade	7:55-8:45 am	12:40-1:10 pm
	5th grade	8:50-9:40 am	1:05-1:35 pm

Medication Both prescription and over-the-counter medicine must be in an **original, labeled bottle** and must be accompanied by a permission slip. Medication Request forms can be found at this link: Medication Request Form
Children will bring medications to the clinic.

Dress Code Student dress code is found here: Dress Code. Athletic shoes are strongly encouraged for PTA participation.

Spirit Day **Every Friday is Spirit Day!** Show your spirit in Hunt Spirit Wear! Spirit wear can be purchased through the PTA: Hunt PTA

A Digital copy with active links will be available through the Hunt Herald.