

Elm Grove Elementary



Parent Handbook 2026-2027

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School Hours

7:30 am – 3:00 pm
Tardy Bell 7:30 am
Doors open at 7:00 am

Office Hours

7:00 am – 3:30 pm

Elm Grove Elementary

801 FM 1626
Buda, TX 78610
512-268-8440

Quick Facts!

Hays CISD Procedures and Regulations

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Quick Facts!

Elm Grove Elementary School Information

Bell Schedule:

- Doors open at 7:00 am.
- Breakfast is served until 7:25 am.
- School starts, and the tardy bell rings at 7:30 am. The car rider line doors will close at 7:30. You will need to drop your child off in the front office if you arrive after the tardy bell.

Attendance:

- If your student is absent, please email excuses and doctor's notes to our Attendance Clerk, Katelyn Reinhart, at eges.attendance@hayscisd.net within 5 school days. The student's first and last name, date, and reason for absence must be included for each absence. Attendance is taken at 10:00 am – if your student is not in the building at that time, they will be counted absent.
- If your student is absent due to fever, they must be **fever-free for 24 hours** without the use of medication to be cleared to return to school.
- Doctor's appointments are inevitable, but we do ask that doctor's notes be provided for any absence as a result of any type of appointment.
- Absences cannot be future-coded. Anytime your student is absent, you will receive an automated attendance message. This includes any time you send an email before the absence. The attendance clerk will code the absence after attendance is taken for that day.

Lunch:

- Visitors can have lunch with students in the cafeteria. You must stop at the front office with proper ID and receive your name badge first. Report to the cafeteria to meet your child – **only your child may sit with you in the designated area** – then check out with the front office when lunch has concluded and **turn in your**

Raptor badge. Classrooms and classroom hallways are **NOT OPEN** to visitors during instructional time, 7:30 am – 3:00 pm.

- The front office does not deliver. Your student will be called down from class to get any lunches, water bottles, or forgotten items. Please LABEL all items with the student's name and teacher.
- We will NOT accept food from meal delivery services! Visitors may still bring restaurant food for their students if joining them for lunch. Parents are only allowed to bring food for their children.

Dismissal:

- School dismissal is at 3:00 pm.
- Every family must choose ONE form of dismissal: Walker, Independent Walker, Car Rider, Bus, or After-School Care. If there are any variations to your student's dismissal, please notify the front office as early as possible. Your student's teacher will follow the SET SCHEDULE unless notified by the office of any changes.
- One-time transportation changes will be requested through the front office by 2:00 pm and only by calling 512-268-8440. When calling, please have your student's teacher's name.
- The LATEST time a student can be picked up early before dismissal is 2:15 pm.
- Students MUST be picked up at dismissal (3:00). If an emergency arises, please call the front office.

Birthdays:

- Please contact your student's teacher before bringing treats – they will give you classroom allergy info and class count.
- Parents may not attend birthday celebrations in the classroom. Birthday treats will only be handed out to students during the last 15 minutes of the day. Hays CISD recommends individually wrapped items (ex. Little Debbie treats). Homemade items will not be accepted. Please do not bring drinks. Please do not bring "goodie bags" for each student. Balloons are not allowed in the school.
- Parents are not allowed to bring food for other children for lunch – no "birthday pizza", etc., for the class. This is strictly prohibited due to federal guidelines.

Student ID's

- Students must wear their school-issued ID at all times. Two IDs will be provided at the beginning of the school year. One ID will remain on campus, and the teacher will hold onto the second ID unless the student is a bus rider. If they are a bus rider, they must have their ID attached to their backpack to scan while entering and exiting the bus.
- Lost student ID badges must be replaced as soon as possible. The cost is \$5.00 through RevTrak on the Elm Grove website.

Pets

To help keep all of our Eagles safe and comfortable, please leave dogs and other pets at home during arrival and dismissal. We know many pets are calm, gentle, and loved members of your family; however, some of our students are fearful or uncomfortable around dogs. Additionally, the large crowds, noise, and unpredictable movements during arrival and dismissal can be overwhelming for even the most gentle pets and may lead to unexpected reactions.

Bicycles

We love seeing our Eagles ride their bikes to school! To help keep everyone safe during the busy arrival and dismissal times, please have students walk their bikes once they arrive on campus. With lots of students and families moving through the same areas, walking bikes helps prevent accidents and keeps our sidewalks and walkways safe for everyone.

Campus-Wide Expectations

Be respectful, responsible, and safe.

Arrival & Dismissal Procedures

[Traffic Flow Map](#) (morning)

[Traffic Flow Map](#) (afternoon)

Arrival

Campus doors open at 7:00 am. Please do not drop your child off prior to 7:00 am. All students coming by bus will be dropped off at the cafeteria to eat breakfast or go to their grade-level hallway until 7:15 AM. Car riders can also go to the cafeteria for breakfast and/or go to their grade-level hallway until 7:15 AM. **All children who arrive as car riders must enter the building through the front office. Please do not drop off in the staff parking lot or the bus lane.**

We do not have a park-and-walk-up/in option in our car rider lane. All cars entering EGES must go through the car rider drop-off.

Dismissal

Our dismissal options are walkers, car riders, or buses. Students will line up in their hallway and be escorted to the car rider lane by staff members.

Please utilize your car rider tag with your family name for dismissal. These signs should be prominently displayed on your windshield or hung on your mirror to expedite the dismissal process.

Students must enter and exit the car curbside during our arrival/dismissal process. You may utilize the “Buckle Zone” after your child has been loaded into your car.

Walkers will be released beginning at 3:05 PM.

Student Pick-Up/Transportation Change

Parents who will be picking up a child for early dismissal due to illness or a medical appointment will need to check their child out of the front office with an ID.

- One-time transportation changes will be requested through the front office by 2:00 pm and only by calling 512-268-8440. When calling, please have your student's teacher's name.
- The LATEST time a student can be picked up early before dismissal is 2:15 pm.
- Students MUST be picked up at dismissal (3:00). If an emergency arises, please call the front office.

Attendance

The Compulsory Attendance Law of Texas requires that school-age children attend school every day unless they have an acceptable excuse. Excused absences include sickness or a death in the family. Vacations and family trips are **NOT** excused.

- If your student is absent, please email excuses and doctor's notes to our Attendance Clerk, Katelyn Reinhart, at eges.attendance@hayscisd.net within 5 school days. The student's first and last name, date, and reason for absence must be included for each absence. Attendance is taken at 10:00 am – if your student is not in the building at that time, they will be counted absent.
- If your student is absent due to fever, they must be **fever-free for 24 hours** without the use of medication to be cleared to return to school.
- Doctor's appointments are inevitable, but we do ask that doctor's notes be provided for any absence as a result of any type of appointment.
- Absences cannot be future-coded. Anytime your student is absent, you will receive an automated attendance message. This includes any time you send an email prior to the absence. The attendance clerk will code the absence after attendance is taken for that day.

Tardies

Arriving early and on time to school helps students set their day up for success. Students need to be in their designated location by the 7:30 am bell. If a child arrives after 7:30 am, you will need to sign them into the office and obtain a tardy slip. Please do not drop your child off unattended after 7:30 am.

Campus Safety & Visitors

1. Check in through the front office with your ID.
2. Sign in the visitor notebook.
3. Please wear your visitor sticker on your lapel at all times while you are on campus.
4. Remain in the areas indicated on your visitor sticker. Please do not walk with your child to class or the playground after lunch. Conferences or conversations with teachers need to be scheduled ahead of time while students are not present.

5. Return your visitor sticker and sign out before leaving the campus.

Breakfast & Lunch Visitors:

- You may bring food for your child only. No sharing of food with other students due to allergies and potential health concerns.
- Parents are welcome to purchase food in the cafeteria (only cash or check is accepted).
- Parent visitors will sit in the designated area by the stage with their children only.

Meal Delivery Services

As part of enhanced safety at campuses, beginning in the 2022-2023 school year, all Hays CISD campuses will no longer accept deliveries from meal delivery services or restaurants for student lunches. And, campuses will no longer have drop-off tables for meals. Parents may still bring outside food for their children if they plan to deliver the meals directly to their children during the child's designated lunch period. All guests are required to follow existing safety protocols and check in with an ID at the front office.

Meals

Breakfast (Students)-\$1.25

Lunch (Students)-\$2.70

Communication

Teachers

Communication between parents and teachers is essential to the success of a child's education. We encourage written correspondence, email, phone calls, virtual and/or in-person conferences between you and your child's teacher. Please reach out

whenever you have a concern or question. The sooner we have the information, the sooner we can address the matter immediately.

As a courtesy to our teachers and to protect instructional time, if you have questions or concerns, please contact the teacher to set up a conference. Elm Grove staff will respond within **24 hours on business days** unless a teacher is absent.

Administrators & Counselors

Our daily priority is student safety and learning. We ask that you first request a conference or call with your child's teacher before requesting a conference with an administrator. If an administrator or counselor's assistance is needed, please contact heather.scott@hayscisd.net to schedule a conference that values and protects both of our time.

Cell Phone Policy

During the 2025 legislative session, Texas lawmakers passed House Bill 1481, which requires all public school districts in Texas to prohibit students from using personal communication devices while on school property during the school day. The bill was signed into law by Governor Greg Abbott.

Hays CISD students can bring devices to school, but they must be stored in backpacks, purses, or lockers. The law requires school districts to adopt disciplinary consequences for students who violate the ban on the use of cell phones and other personal communication devices.

Learn more about the personal communication device prohibition at school on the Hays CISD website at: www.hayscisd.net/cellphones.

Nurse

Medication safety is of the utmost importance to Hays CISD. The district provides registered nurses on each campus to provide care for students, including medication administration. In the event that a nurse is not available, trained school staff are available to provide medications per policy. Medications should be given at home whenever possible, such as those medications that are administered once or twice per day.

However, we know that some medications have to come to school with students. In those cases:

- All medication (including over-the-counter and prescription) must be in the originally marked, labeled container and must be provided by the parent or guardian.
- All medications must be kept in the nurse's office unless the student is cleared by both the physician and school nurse to self-carry.
- All narcotics/controlled medications must be kept in the nurse's office at all times.

View the complete listing of rules and necessary medication forms for Hays CISD online at:

<https://www.hayscisd.net/page/medications-at-school>.

Dress Code

Student ID Requirements

The district's dress code includes the proper display of the student's campus identification card (ID). All students are expected to wear the campus-issued SmartTag ID while on campus. More information on SmartTag here

<https://www.hayscisd.net/smarttag>

General Guidelines:

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

1. Basic Principle:
 - Certain body parts must be covered for all students.
 - Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
 - All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:
- A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms); and
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts); and
 - Shoes

Students May Wear, as long as these items do not violate Section 1 above:

- a. Religious headwear.
 1. Hats facing straight forward or straight back that must allow the face and ears to be visible to staff and not interfere with the line of sight;
- b. Hoodie sweatshirts (wearing the hood over the head is not allowed),
- c. Fitted pants, including opaque leggings, yoga pants, and "skinny jeans";
- d. Ripped jeans, as long as underwear and buttocks are not exposed;
- e. Tank tops, including spaghetti straps and halter tops;
- f. Athletic attire; and
- g. Hairstyles of any length and style.

Students Cannot Wear:

- a. Violent language or images.
- a. Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under policy FNCF(LEGAL);
- b. Clothing that promotes gang affiliation.
- c. Hate speech, profanity, or pornography.
- d. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- e. Any clothing that reveals visible undergarments
- f. Swimsuits (except as required in class, field trips, or athletic practice)
- g. Accessories that could be considered dangerous or could be used as a weapon; or
- h. Any item that obscures the face or ears (except as a religious observance).

If your child is not in the dress code, an attempt will be made to provide alternative attire, or we will call parents to provide a change of clothes.

Grades/Parent Portal

Parents have 24-hour access to their child's grades. The parent portal also allows you to communicate with the teacher through that system. This is an excellent method to monitor progress and verify that assignments have been turned in. It allows for "no surprises" at the end of the 9-week grading period. Teachers are happy to answer any questions about grades or assignments.

[Grading Guidelines \(Updated 2026\)](#)

Toys

During school, we want your children to be focused on their learning. Please ensure that toys are not brought to school. Teachers will pick up the toys for safekeeping. With teacher approval, students may bring items to be used during recess time.