

Clift Elementary

We are a Clift Nation Family!

Welcome to Clift Nation! We are excited to be a part of your child's educational journey. We have designed a campus handbook to inform you of our campus guidelines and procedures. We have created the following procedures to help ensure we create a safe and productive learning environment for your child.

➤ **Beginning of School Day and Tardies**

Our building opens each instructional day at **7:15a.m.** and *classes begin at 8:05a.m.* Students who arrive prior to 8:00a.m. will be directed to wait in the gym, under adult supervision, until dismissed to their class. If students need breakfast, they will purchase breakfast from the cafeteria. ***Any student arriving after 8:05a.m. will be counted tardy for the day*** and must report to the office to check-in before going to class. Guidelines regarding tardies for 2024-25 school year are outlined in the Elementary Handbook (available online @ www.wisd.org). **Please do not drop your child off before 7:15a.m. as there will be no adult supervision available to ensure safety.**

➤ **Arrival**

All morning car riders will drop off at the front main entrance of Clift Elementary. There will be two designated lanes for drop-off. Please do **not** utilize the middle lane, it will not be used for passing. We will utilize two car lanes for arrival. Your child will be greeted by a staff member and escorted to the front entrance. Our car lines for pickup will move quickly and efficiently by following the procedures outlined below.

- If you are utilizing lane 1 (closest to the parking lot) your child should exit the car from the rear driver side.
- If you are utilizing lane 2 (closest to the school) your child should exit the car from the rear passenger side.

Do NOT exit your car to assist your child, but please teach him/her to exit independently. Specific directions regarding our **new arrival procedures** will be uploaded to the Clift Facebook page and sent via parent square.

➤ **End of School Day and Dismissal Plan**

School ends at 3:40p.m. each day. We ask that you do not come to classrooms or enter the building during dismissal time. The safety and security of all learners and their leaders is our first priority. Our dismissal procedures allow us the opportunity to end the day in a safe and organized manner. It is important that your child has a regular going-home routine each day and it remains **consistent**, as this will help avoid confusion at dismissal. Bus riders, daycare riders, bike riders, and walkers are designated to wait in specific areas of the building for a safe dismissal; your child will know where to report. *****It is preferable that changes to your child's usual afternoon transportation be made in writing or email to the classroom teacher and only when absolutely necessary.*** If you need to pick up your child before school ends, or make changes to pick up, please be sure to call the school front office (972-923-4720) before 2:30p.m. If you need to pick up your child early, please do so by 3:00p.m.

➤ **Car Riders**

All car riders (K-5th) will be dismissed at the back of the school building. **If you are using the car pick-up lanes, please be sure to have your child's name card displayed in the window of your vehicle.** This is for your child's protection. If you lose your student's name card or require an extra card, please call the front office. A replacement card can be printed and sent home in your child's backpack. We will utilize two car lanes during dismissal. Classroom teachers will escort students to their cars. Our car lines for pick-up will move quickly if your child can enter your car from the rear passenger side. **DO NOT EXIT YOUR CAR** to assist your child, but please teach him/her to enter independently. Specific directions regarding our dismissal procedures will be uploaded to the Clift Facebook page and sent via email.

➤ **Car Safety**

For the safety of your child and others, we ask that you wait in line for car drop-off and car pick-up. **As a reminder, cell phone usage in school zones is prohibited by state law.** Please also, be mindful of using appropriate speed while dropping off and picking up your child. Car riders must utilize the car pick-up lines at all times. **Please do not drop off your child at the flagpole to come across the crosswalk.** This action is very dangerous and slows down the drop-off process. Also, **please refrain from dropping off in the teacher's parking lot on the corner of Parks School House Rd. and Carter Ct.** We thank you for your cooperation!

➤ **Walker and Bike Riders**

All walkers and bike riders will line up in the building with an assigned staff member for dismissal. All students that walk home will gather in the Kinder, 2nd and Library halls and will be escorted out of the building at the crosswalk. They will be monitored by adults/ crossing guard at all times until they are safely past the crosswalk. Walker status is reserved for only those students who live within 2 miles to the school. Please do not stop on Parks School House Road to pick up students who are walking home as it is unsafe to ask your child to come out onto the road. Any student being picked up by car must be labeled a car rider and car rider procedures must be followed.

Bike riders will be escorted to the front of the building to the bike racks and will be released on the sidewalk adjacent to the school building, leading to the crosswalk. They will be monitored by adults/ crossing guard at all times until they are safely past the crosswalk. Please be sure to review bike safety, as well as safety reminders for walking if your child is going home alone.

➤ **Absences**

Compulsory Attendance: Section 25.092 of the Texas Education Code contains the provision of the law commonly referred to as "the 90 percent rule" which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to all absences, including excused absences. A student who is in attendance for at least 75 percent, but less than 90 percent, may be given credit or a final grade, if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

Truancy: A complaint against a parent may be filed in the appropriate court if the student has unexcused absences of 10 or more days, or parts of days, within a 6-month period (*TEC Section 25.093*) (TEC Section 25.087). Upon return to school, students will 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. This can also be submitted via email to dmoore@wisd.org. *Notes must be received within three days of the student's return to school. Parent notes will not be accepted for more than 5 days/absences.* Attendance laws make allowances for absences caused by extenuating circumstances. Please contact the attendance office for more details.

➤ **Parents Walking Students to Classroom**

For the 2024-25 school year, all parents are welcome to walk their child to their classrooms **only on the first day of school.** Kindergarten parents will be allowed to walk their child to class on the second and third day of school as well but starting the following week students will walk to class independently. Staff will be available in the hallways to ensure students are escorted to their classrooms.

➤ **Required Student Forms**

Please check your child's backpack daily for any additional or missing required registration forms; please complete and return 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.

➤ **Breakfast/Lunch**

Breakfast will be served from 7:30 a.m-8:05 a.m. Please make sure your child arrives early if breakfast is desired. If your child would like to purchase snacks or additional entrees, you may deposit money in your child's meal account daily, weekly, or monthly through MySchoolBucks (on WISD web page). A monthly menu selection is posted online to provide meal-planning options. Parents and visitors are welcome to eat lunch with their child at the assigned tables during their designated lunch time. For the safety and security of our students, only adults that are on the emergency contact list in the office are allowed to eat lunch with a student. Per district policy, students are not allowed to invite friends to eat lunch with them when guests come for lunch.

➤ **Visiting**

We highly encourage and welcome parents and community members to visit our school 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 secured front entrance. All other doors will be locked during school hours. You will enter the main office where you will discuss visiting needs with the receptionist, sign in, present ID to scan in the RaptorWare Program, and receive a sticker badge to wear while on campus. **Please complete the required background check form located online or in the school office if you (or other adults in your family) plan to volunteer when that opportunity is available again. Please exit through the front office and return your badge.

➤ **Campus Security**

We are committed to providing a safe, calm learning environment for all learners and leaders. We routinely practice our Emergency Operations Crisis Plan, so do not be alarmed if your child talks about Evacuation, Lockdown, or Shelter-In Place 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.

➤ **Communication**

Good communication and collaboration builds 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 or weekly folders to keep you informed. We also regularly post updates on our Facebook page, and we send school messages via email, phone call and parent square.

➤ **Dress Code Additions**

Our students are expected to follow the district code of conduct guidelines. You may read these on the district's webpage (www.wisd.org) or ask for a copy in the school office.

On behalf of the entire staff at Clift Elementary, please join us in our campus enthusiasm and great expectations for the 2024-25 school year where we are a **CLIFT NATION FAMILY!**

Here's to an amazing school year!

Your Partners in Education,

Angela Strong, Principal

Alicia Farmer, Assistant Principal