



# General Information



## School Hours

Kindergarten – 8<sup>th</sup> Grades: 8:00am – 3:00pm

Grades 9-12: 8:00 am – 3:50 pm

## Arrivals

Students are allowed to enter the building at 7:30 a.m. All students enter the Main Entrance. K-5<sup>th</sup> grade students go directly to their homeroom class. All students eating breakfast will go to the cafeteria. 6<sup>th</sup>-12<sup>th</sup> grade students go to the cafeteria and are dismissed to lockers and classes at 7:50am. No students are to be at their lockers before 7:50am.

## Dismissal

The dismissal bell rings for K-8<sup>th</sup> grades at 3:00 p.m. Many area day-care centers provide busing to and from school. We ask that you make prior arrangements for after-school transportation. We also have Zenith After school program here on campus, and clubs will start soon.

The dismissal bell rings for 9-12<sup>th</sup> grades at 3:50 p.m.



## Announcements



Announcements begin at 8:05 a.m. We begin the day with the school news, and the Pledges. Students arriving after 8:00 a.m. are counted tardy.

## Traffic

Reminder: traffic is often congested on the north side of our building due to the number of students being dropped off or picked up within a short time span before and after school. Make every effort to drop students off before 7:50 to minimize tardies. Please do not stop in the drive-through lanes, or get out of cars. It is imperative that these lanes be reserved for moving traffic.

We will expect students to use the crosswalks at all times. We encourage you not to call for your child to cross three lanes of traffic for obvious safety precautions. (The Faculty parking area is not a drive-through area.) We ask that you demonstrate courtesy toward others and set an appropriate example for our students.



## Absences

Attendance accounting is completed at 09:15 a.m. each morning. Students not present at this time will be counted absent. You must call the school office before 10:00 a.m. on the day of the absence to clear your child's absence. All uncleared absences will be declared unexcused within 24 hours. Please review information in the HPS Student/Parent Handbook regarding excused and unexcused absences. Homework may be requested and picked up after school from the teachers.



## Medical Appointment

In the event an appointment must be scheduled during the school day, a parent must come to the school office and sign the child out. Upon return, please have the student bring a note from the doctor to the school office.



## Medication

Ms. Gonzalez, our school Nurse, will only administer medications to if the students requiring medications during the school day have completed, current and signed PARENT/GUARDIAN AUTHORIZATION FOR OVER-THE-COUNTER MEDICATION form or the PARENT/GUARDIAN AUTHORIZATION FOR PRESCRIPTION MEDICATION form along with the MEDICATION ORDER from a licensed prescriber. Physician's orders are required for over the counter medications after the third day of administering the over the counter medication. Medication must be sent in an appropriately labeled bottle in a ziplock bag and in original container. Please note that our office **will not** stock these latter medications; parents must provide the medication for their own child, and must refill as prescribed by physician. Left over medication will be properly discarded if not picked up by parents after care plan completed or end of the school year.

All other HSAGP school staff are prohibited from providing or administering any medication, including aspirin, to any student per Texas State Law. Students are not allowed to carry any type of medications including cough drops during school hours. They must be turned in to the nurse and she will administer as indicated. Have a safe and healthy school year.

## Lunches

Student lunches are \$3.00. Breakfast is \$1.50. You may send a check written for a larger amount of money to the school front office, and the money will be placed into your child's computerized account. Your child will receive a note from the cafeteria when his/her account fund becomes low. According to HPS policy, students may charge one lunch if money is not available in the account. After one charge, the child will be given a sandwich and milk.



## Free and Reduced Lunch

If you feel you qualify for this program, it is to your advantage to complete a form. If you send the form back to school, your application will be processed in two or three weeks with notification sent to your home. REMEMBER THAT THOSE ENROLLED IN THE FREE/REDUCED LUNCH PROGRAM LAST YEAR MUST RE-ENROLL EACH YEAR. Your grace period ends September 30.

## Code of Conduct

We ask that you review the HPS Student/Parent Handbook carefully with your child. We consistently adhere to the consequences outlined for behavioral infractions in the district code. Dress code policies should also be reviewed in Student Code of Conduct. Please pay special attention to the section about school uniforms and student dress and grooming.



## Teacher Conferences

Communication between home and school is an essential component of successful student performance. We encourage you to request a conference with your child's teacher at any time you have questions or would like to share information. Wednesdays are team-planning days; therefore, teachers are unavailable to meet after school from 3:20-4:30pm. Please call the school office to schedule a conference. Remember that teachers must devote their full attention to students when school begins. Mini-conferences at the classroom door are discouraged to enable the teacher to devote his/her full attention to classroom supervision.



### *Building Visitors*

All visitors to our building must stop by the office and get a visitor's printed label. This includes visitation during lunchtime. Visitors without a badge will be asked to return to the office.



### *Tiger Pals*

If you are interested in volunteering or joining, you may pick up a volunteer application in the front office. Anyone volunteering for ANY school function must be on the approved volunteer list following a criminal background check. Student safety is a priority at HSAGP.



### *Mascot and School Colors*

Our mascot is the Tiger. Our motto is "Excellence is Our Standard." School colors are orange and black. We celebrate Spirit Day each Friday by wearing spirit shirts and jeans. We will have one day, usually the last Friday of the month, designated as the official Spirit Day. Class count of spirit shirts worn would earn the class with the most participants a prize. Spirit shirts are sold in the office.

