

Welcome to
Robert F. Hunt Elementary



Robert F. Hunt Elementary
Campus Information Guide
2023-2024

Inspiring to Dream, Working to Fulfill, Soaring to Success

Welcome to the 2023-2024 school year at Robert F. Hunt Elementary! We are excited about learning and growing with your child this year. Education is a team effort, and we know that students, parents, teachers, and support staff all working together can make this a wonderfully successful year for our students.

This guide is a campus specific supplement to the District Student Handbook and is designed to provide a resource for some of the basic information that you and your child will need during the school year. Please look over the information contained here and discuss with your child.

RFH School Contacts

Ashley Zucosky, Principal	azucosky@ndisd.org	(903) 663-8003
Caroline Eaves, AP	ceaves@ndisd.org	(903) 663-8003
Heather Winters, Secretary	hwinters@ndisd.org	(903) 663-8003 ext. 3803
Mallory Jackson, Counselor	mjackson@ndisd.org	(903) 663-8003 ext. 3802
Jenny Starr, Nurse	jstarr@ndisd.org	(903) 663-8003 ext. 3822
Amanda Green, Attendance	amgreen@ndisd.org	(903) 663-8003 ext. 3804
Krystal Fuller, Reception	kmfuller@ndisd.org	(903) 663-8003 ext. 3824
Nancy Essary, CIS	nessary@ndisd.org	(903) 663-8003 ext. 3809
Micki Hendry, Café Mgr.	vhendry@ndisd.org	(903) 663-8003 ext. 3808
Greg Pope, Transportation	gepope@ndisd.org	(903) 663-8000 ext. 8105

School Hours



Before and After School

- Morning Drop Off -7:05am

- Stopping in the parking lot and sending children across the lines of traffic is not permitted. This is a safety issue and it slows down the traffic of those dropping off at the sidewalk. Please stay in line and drop your students off at the curb.
- Pre-K thru 3rd grade is to be dropped off along the front sidewalk.
- 4th & 5th grade students are to be dropped off along the sidewalk in back. This is the new drive by the additional wing.
- Siblings are to be dropped off with the youngest siblings.

- Afternoon Pick Up -4:00pm

- Pre-K and Kindergarten will be picked up on the bus loop behind the school. Please stop at the orange line and cone and wait for the buses to load and exit before pulling into the drive.
- 1st grade, and 2nd grade (Dickerson's and Jordan's homeroom only) are to be picked up in the main parking lot in front of the school.
- 2nd grade (M. Roberts, Barrett, and Crowder's homeroom only) and 3rd grade students are to be picked up along the front sidewalk.
- 4th & 5th Grade students are to be picked up along the sidewalk in back.
- Siblings will be picked up with the oldest siblings.
- Please do not create a double line before 3:45 in the front of our building. Having the open lane until 3:45 allows us to maintain a path for emergency vehicles if there were ever an emergency around dismissal time.

Transportation Changes

Transportation changes for dismissal need to be made in writing and include the date and a parent/guardian signature. If an emergency should arise, parents may call the front office at (903) 663-8003 before 2:30pm to request a change with principal approval. Please do not email or text your child's classroom teacher with a transportation change.

Visiting the Campus

The safety of our students and staff remains the campus' primary concern.

For the safety of those within the school and to avoid disruption of instructional time, ALL visitors must first report to the front office to receive a visitor's badge before proceeding on campus. ALL visitors will be required to scan their driver's license against the National database of sexual offenders. Also, for safety concerns please do not video or photograph any students other than your personal student. Parents attending teacher conferences during the day must check in at the front office and receive a visitor's badge. All visitors are expected to demonstrate the highest standard of courtesy and conduct; disruptive behavior will not be permitted.

Attendance

Regular school attendance is essential for a student to make the most of his or her education. Excessive absences can hinder a student's progress and the district's ability to provide for his/her educational needs. You can help your child's educational growth by making every effort to have your child in school every day on time and present for the entire day.

Two state laws—one dealing with compulsory attendance, the other with attendance for credit—are of special interest to students and parents. They are discussed below. (Refer to the NDISD Student Handbook for a detailed description.)

- **Compulsory Attendance**—The state of Texas requires that all children who are at least 6 years of age by Sept. 1 of the school year or who have attended first grade be enrolled in school. This law applies to all children in Texas who are under the age of 18. Once a child is placed in Pre-K or kindergarten, the truancy law is applicable. TEC 25.085 and TEC 25.086
- **Attendance for Credit**—In order to receive credit for a class in Texas a student must attend at least 90 percent of the days school is in session. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. (Refer to NDISD Student Handbook for district guidelines in determining extenuating circumstances.)
- **Documentation after an Absence**
 - When a student is absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A phone call from the parent may be accepted, but the district reserves the right to require a written note. Please note, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.
 - **Doctor's Note after an Absence for Illness**
 - Upon return to school, a student absent more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered in violation of compulsory attendance laws.
 - Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence will be excused or unexcused.
- **Texas Truancy Laws**
 - Section 25.085 of the Texas Education Code details the laws regarding truancy. Texas law require school districts to file truancy charges against a parent for "Parent Contributing to Nonattendance" if your child misses 3 or more days or parts of days in a 4 week period. Furthermore, if your child has unexcused absences for 10 or more days or parts of days in a 6-month period, the school is required to file charges
 - What constitutes "parts of days"? Arriving after your school's official start time (7:30am) Leaving school before the end of the school day (4:00pm). Leaving for any part of the school day without an official physician's excuse – including lunch.

Cafeteria

- Breakfast and lunch are served daily. Meals can be paid for in advance or on a daily basis. Parents can check student balances and/or make payments to their child's lunch

account by accessing their account through the Lunch Money Now Account on the District website. Parents may also send cash or check directly to the school.

- We will make every effort to inform parents if their child's account has insufficient funds, but it remains the parent's responsibility to monitor their child's account and ensure it has sufficient funds. Students may bring their own lunch to school. If a child forgets their lunch, a school lunch will be provided at parent's expense.
- Reminder: Lunch visitors will only be allowed on Thursdays, beginning on September 7, 2023.

Discipline Policy

- The primary focus at Robert F. Hunt Elementary School is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.
- We believe school discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Robert F. Hunt Elementary School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.
- While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

Locker Policy

Lockers are assigned to only 4th and 5th grade students. All lockers are to be kept clean and are subject to inspections. Personal locks are not permitted. The school will provide locks if you wish for your student to have a lock on their locker. Students are not to write, place stickers, or vandalize lockers in any manner. The school assumes NO responsibility for loss or damage to personal or school items in an unlocked or locked locker. Lockers are a privilege not a right.

Dress and Grooming

Please see the District Student Handbook for this information.

Grading Guidelines

Robert F. Hunt Elementary follows the Texas Essential Knowledge and Skills (TEKS) and Pre-K Guidelines approved by the State Board of Education. Students are required to demonstrate the

knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas.

- Grades are to reflect each student's individual growth and acquisition of the TEKS. Teachers will maintain students' grades on the District's Parent Portal, which can be accessed through www.ndisd.org.
- Homework
 - The purpose of homework is to promote high-quality student learning and achievement. Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. It is to target specific learning outcomes, reinforce TEKS taught in the classroom, and provide practice in specific skills. Homework is to be reviewed by teachers to assess students' skills and knowledge in order to inform instruction.
 - When assigning homework, teachers will ensure that students are provided with sufficient information and direction to complete the homework assignments independently, and that the assignment is not excessive for its intended purpose. In addition, homework is not to be assigned as a discipline consequence.

Medicine at School

Only authorized employees, in accordance with policy FFAC, may administer prescription medication in the original, properly labeled container, provided by the parent, along with a written request. A form is provided for this purpose and should be filled out and left with the school nurse.

Possession of Personal Communication Devices

Students will not be allowed to use cell phones, smartwatches, air pods, or Bluetooth headphones during the school day, without prior approval from an administrator. Cell phones must be turned off and stored out of sight. Disciplinary action taken will reflect district handbook guidelines.

Examinations for Acceleration

If a student in grades 1–12 wishes to accelerate to the next grade level or earn course credit without having received prior instruction in the grade level or course, the District shall offer opportunities in accordance with state law and State Board rules for the student to take a Board-approved examination for this purpose.

Kindergarten Acceleration

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests and/or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

Birthday Celebrations

- We will celebrate birthdays each morning during announcements.
- Students may also bring a birthday snack for the entire class on their birthday if desired. Please keep in mind that we only devote a few minutes to birthday celebrations in order to protect instructional time.
- Party Invitations
 - Please make arrangements to deliver party invitations off campus unless you are inviting the entire class (restricted to the homeroom class).

Parent Opportunities and Resources

- New Diana ISD has a volunteer program and we would love to have you volunteer in our school. To get more information on how you can volunteer at our school or in our district, please contact Krystal Fuller, RFHE Receptionist at (903) 663-8003.
- Homeroom Parent - If you would like to be a homeroom parent for your child's class, please contact your child's teacher. You will need to complete a background check through our district just as you would if you were volunteering in other ways.
- We have an active PTO on our RFHE campus. If you are interested in joining, we would love to have you! Simply contact our PTO President at rfhe.pto24@gmail.com
- Our campus is lucky enough to have a Communities in Schools (CIS) Partnership. Our CIS Site Coordinator, Ms. Nancy Essary helps to fill critical gaps in service to students before, during, and after the school day on our school campus. She is also able to address individual student needs, increase parental and family involvement at the school, provide activities and broker services to meet identified needs of the case managed students. Ms. Nancy Essary is housed at our campus and is readily available to meet needs. She can be reached at nessary@ndisd.org or (903) 663-8000 ext. 3809
- [Click here to access our full New Diana ISD Counseling and Support Resources Guide](#)