



# HITCHCOCK INDEPENDENT SCHOOL DISTRICT

## Hitchcock Primary School

5901 FM 2004, Hitchcock, TX 77563

Angela Mancini, Hitchcock Primary School Principal

Crystal Sweeney, Hitchcock Primary School Assistant Principal

(409) 316-6467 Office, (409)-986-3168 Fax

[amancini@hitchcockisd.org](mailto:amancini@hitchcockisd.org)

[csweeney@hitchcockisd.org](mailto:csweeney@hitchcockisd.org)

### Important Parent Notice – Arrival & Procedures

As always, our utmost concern is our child's safety and quality of instruction. In order to ensure the wellbeing of our students, HPS will be implementing a new arrival plan to provide a secure environment for all students and parents.

**Official School Hours: 8:15 – 3:40 (students arriving after 8:15 will be considered tardy)**

**ARRIVAL PROCEDURES: Early Student Drop Off Begins at: 7:35**

- Students may be dropped off at 7:35 at the front door.
- Students will be directed to sit in the cafeteria for breakfast.
- No student can be dropped off **without supervision before the 7:35** the AM bell

**Breakfast: 7:35 – 8:10**

- Students are encouraged to eat breakfast in the cafeteria.

**Student Drop Off: 7:35 – 8:15**

- Students that do not wish to eat breakfast may report to their homeroom hallway.
- A teacher will be supervising all students that arrive early.

**Parent Walk In's: 7:45 – After Announcements (approx. 8:15)**

- Parents that would like to walk their child to class may do so at 7:45. We ask that all parents exit through the front doors after announcements so we may begin our instructional day.
- Parents **will not be permitted** to walk their students to class after announcements.

**DISMISSAL PROCEDURES:**

- Early release of students will be permitted for a doctor's appointment or a family emergency only. Please sign your **child out prior to 3:00 PM**
- Transportation changes **will not be accepted after 2:30 PM**
- **We will only dismiss car riders from the front parking lot (car tags in view for dismissal attendant )**

Parents are encouraged to visit during lunch periods, teacher conference time, special occasions and school-wide participation activities. **Please refrain from interrupting the class instruction period to visit with student or teacher;** it disrupts time from the other children's learning environment.