

Welcome 2024-2025 Cheetahs

Dear CE Cheetah Parents,

Welcome to the 2024-2025 school year at Cimarron Elementary. We hope you had a fantastic summer break and are so excited about welcoming our new and returning Cheetahs. Our arrival procedures will be changing from previous years but will continue to allow your child to arrive at school in the quickest, and more importantly, the safest way possible. The most noticeable change will be for car riders. We will now use the back parking lot for car rider arrival and dismissal. Your patience will be greatly appreciated, especially during the first couple of weeks of school as everyone either gets acquainted or re-acquainted with our transportation procedures.

Each student will be issued a Smart Tag with technology that allows them to check in and out of the bus. Each bus will be equipped with a tablet that will read each student's Smart Tag. This technology gives the campus and parents the ability to monitor students "badging" on and off of the bus. As a parent, you will be able to monitor your student's bus, as well as your student's "badging" history. This school year, the SMART Tag web-based Parent Portal will be replaced by the SMART Tag app, which will send push notifications to registered mobile devices and tablets, providing parents with instant updates about delays, route alterations, or emergencies. Parents who already have a SMART Tag account will be able to use the same log-in information on the app. Parents may download the app via the [Apple App Store](#) or [Google Play Store](#). Your student will have their SMART Tag zip tied to the shoulder of their backpack. Please do not remove this SMART tag, and if you change your student's backpack, please be sure to reattach the tag to their new backpack. If your child's Smart Tag is misplaced, it will cost \$3.00 to replace it. Your child's teacher can give you more information on how to purchase a new tag.

This is a brief explanation of how the CE dismissal program works. **Each family will be assigned a Dismissal Tag number. The number assigned to each family will be based on the youngest child at CE.** If you have received multiple car tag numbers for your family, please contact the front office at 281-237-6900, as all siblings should have matching numbers.

Regardless of their mode of arrival/dismissal, each family has a number. For example, let's say Charlie Cheetah is in Third Grade, and is the youngest student in his family at CE. Because he is the youngest in his family, he will receive the family's dismissal tag. Let's say that he receives a 200 dismissal tag. He will also receive a backpack dismissal tag with the number 200 on it. His 4th and 5th grade siblings will also receive backpack dismissal tags with the same number on them.

Assuming the Cheetah siblings are car riders, once dismissed from their classrooms, they will proceed to their dismissal staging area. When their parent arrives in the car rider line, 200 will be called out and they will proceed to the appropriate spot in the hallway and then escorted out by a staff member. If you choose to pick your child up by car, these dismissal tags will allow us to identify your vehicle quickly and have your children ready for pick-up. This will help dismissal go quickly and smoothly.

The family number may change each year. **In order for dismissal to run smoothly, it is very important that you hang your dismissal tag from your rear view mirror when you enter the pick-up line. You must have the physical dismissal tag - no copies or phone pictures will be accepted.** If you lose your dismissal tag, please come to the front office and request a replacement. Should you forget your dismissal tag, please come to the front office to pick up your child. Staff will escort all children to the front office that have not been picked up through the car rider line. Be prepared to show your Driver's License in order to receive your child. If your child is not a car rider at the beginning of the year, PLEASE do not discard your dismissal tag. You may have a need for it sometime throughout the year. This year's dismissal tags have the 2024-2025 school year on them. **Do not try to create your own tag or use one from a prior year, as they will not be accepted.**

Your child's teacher will place a backpack tag on the front right shoulder of your child's backpack with the same number as your dismissal tag. Your backpack tag will include your SMART Tag, an information sticker and your backpack tag in it. It is important that they keep this tag attached to their backpack. If you get a new backpack, please remove the tag from your old backpack and attach it to the new backpack. If your child's Smart Tag is misplaced, it will cost \$3.00 to replace it. Your child's teacher can give you more information on how to purchase a new tag.

Attached is an explanation of our arrival and dismissal procedures; if you have questions regarding our arrival and/or dismissal procedures, please call the school at 281-237-6900. Thank you for your patience and once again welcome (or welcome back) to Cimarron Elementary!

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CE Arrival & Dismissal Procedures

Morning Arrival Procedures:

Teachers and other staff members arrive at their duty station and classrooms to receive children at 7:30 am. Please ensure that your child arrives at school between 7:30 am and 7:50 am. Learning begins at 7:50 am, and if your child is not in their classroom by 7:50 am, they will be sent to the front office for a tardy slip. Students must be walked in by their parents if their child is late, and signed in with the front office. Students are not allowed to walk in without an adult after 7:50 am. Parents may be called if this policy is violated.

School Buses - All bus students will be delivered to the curb on Cascade Creek, and students will walk along the sidewalk and enter through doors on the north side of the building.

Walkers/Bike Riders: - Walkers will enter through the doors on the North side of the building off Cascade Creek. Parents will say goodbye to their student prior to crossing the parking lot entrance. Bike riders will secure their bikes at the bike rack in the front of the building and enter through the side doors closest to the 2nd grade/5th grade hallway.

Car Riders: - In order to facilitate a safe and efficient arrival to school for all students, all arrival traffic flow will be routed through the neighborhood with one entry point into the back parking lot off Cascade Creek (see map below). Utilizing this traffic flow pattern will relieve traffic congestion on Peek Road and ensure a safer arrival for students walking to school. Due to safety concerns, cars will not be permitted to turn left into the back parking lot from Cascade Creek. Safety Patrol and CE Staff will be on hand to greet and unload cars from the back of the building and down the back sidewalk towards Cascade Creek. Students will enter the building from both cafe doors on the west side of the building and from the side entrance next to art. Our concept is that if we open car doors in an expanded range, more cars will leave at one time, and a larger portion of cars will be pulled off the public street in a quicker and more efficient manner.

Parents who need to park and come into the school should enter through the front office and be sure to walk down to the painted crosswalk to be escorted across by the parking lot crossing guard if they need to cross the front daycare and special needs arrival traffic. Should a parent wish to park and walk their child in the building, they must park in the staff parking lot in the back of the building and walk their child into the walker/bus rider entrance doors on the North side of the building off Cascade Creek. Note: Parents who wish to park and walk their child in must follow the car rider arrival traffic flow. They will not be permitted to turn left into the parking lot or cut the line. After arrival begins, the only vehicles permitted to turn left into the staff parking lot are those with a Katy ISD staff parking tag. If a parent parks in the staff parking lot, they must walk their child in as the staff parking lot is not a car drop off location and is reserved for car rider drop off only.

The back drive is the safest area to receive car riders; therefore, we ask that you do not drop off your child in other areas around the school or in residential areas. This is a serious hazard. We will not allow children to do this. In the morning, please join the end of the drop-off line; this allows for right-turns only into the back drive area. We have attached a morning drop off map to further illustrate this process. Making only right turns during the morning drop off time allows for safe movement of traffic and allows for everyone to get through more quickly.

Daycare Buses - Daycare buses will enter the front parking lot, and students will unload at the front of the building near the east door that is closest to the 2nd grade hallway and enter the building through those same doors. All daycare buses will be given a daycare tag to note they may enter the front parking lot. CE Staff will be present in this area to unload daycare buses.

ECSE/Life Skills/YCAP/SPED Bus Students-All ECSE, Life Skills, YCAP, and SPED students will be unloaded in the front parking lot and use the south side entry doors near the front office to enter the building. All families who will utilize this dropoff location will be given a special needs tag to note they may enter the front parking lot. Staff members will be present to assist in unloading students and escort them to the classroom.

Please note that students will not be allowed in the building prior to 7:30am as teachers are not yet on duty to monitor. Keeping our students' safety in mind, please refrain from dropping off students prior to 7:30am as they will be unattended.

All students, regardless of their transportation method, should purchase breakfast if they wish to prior to proceeding to their classroom upon arrival at school where their teacher will be waiting to welcome them. CE staff will be present throughout

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hallways and drop off areas to monitor students. If your child does not arrive in their classroom by 7:50am, they will be directed to the front office and will receive a tardy slip.

Afternoon Dismissal Procedures:

School Bus Riders:

- Since our bus riders have the longest trip home, they will be called to the back hallways and loaded first.
- We will line our school buses up in one continual long line on the North side of the building (Cascade Creek).
- When all school buses are loaded, they will be dismissed to leave the CE campus.
 - ******Notice from KISD Transportation*** All Kindergarten and 1st grade students riding home on a bus must have a responsible adult or older sibling to receive the student at the bus stop. If no one is present, the bus driver will keep the student on board. The bus driver will then call dispatch with the student's name and phone number so dispatch can try to contact a parent or guardian. The bus driver will complete the route and then return to the stop. If there is still no one at the stop to receive the student, the driver will call dispatch for further instructions. Dispatch will call the school letting them know that a student could not be delivered and that the bus is bringing the student back to school. Any student that is not sure of his or her bus stop could result in the same procedures being followed. East Transportation's Phone Number is 281-237-2700.***

Car Riders:

- Car riders are loaded from the back of the school, and there will be fifteen spots for car riders to be loaded. The car rider line will begin at the back parking lot and will wrap around the back parking lot down Cascade Creek, Legend Springs, and Katy Passage Road forming an almost complete circle back to Peek. Students will be waiting in the gym in organized rows. Staging car riders in the gym will always keep students out of the weather and dismissal can be kept more organized which will result in a faster and more accurate process. We will be assigning each family at CE a family dismissal number. The Family Number Code should be hung on the car rear view mirror. Each child in the same family will be given the same family number. A faculty member will radio ahead with the family number code and assign a spot for children to be waiting for the parent car to arrive at that particular spot. CE staff members and Safety Patrol students will be responsible for loading car riders into vehicles.
- ***We ask that parents please keep their family number tag rear view mirror hanger in their car at all times as you pick up your children from the car rider lane.***
- Please plan to be in line each day not later than 2:45pm or 11:45am on early release days. Students may be sent to the front office for late pick-up if you are not in the car rider line prior to the designated times.
- ***Please do not attempt to park your car and ask your children to come to you across the busy school driveways or in residential areas. This is a serious hazard. We will not allow children to do this.***

Walkers/Bike Riders:

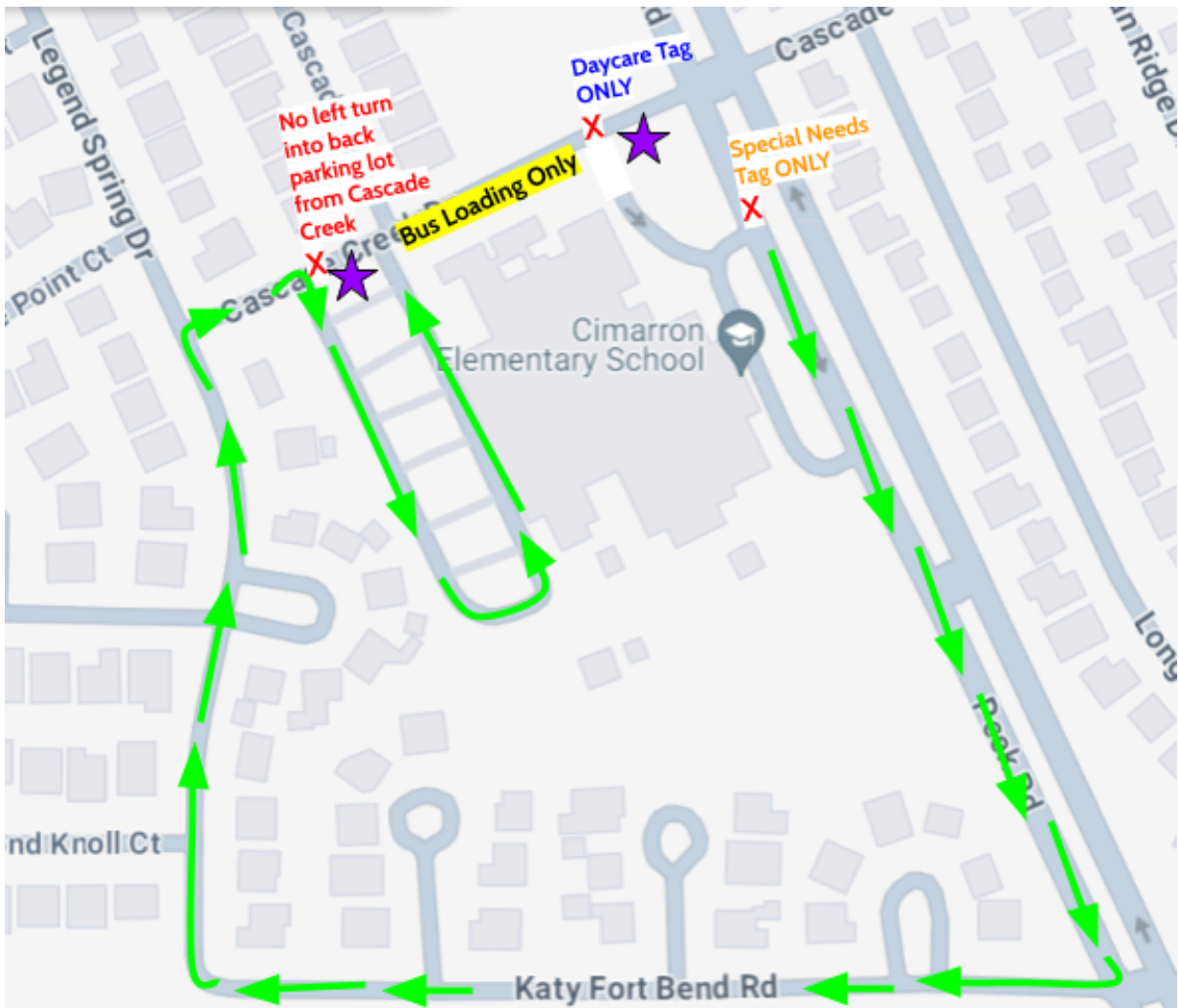
- This will be the last group to be dismissed. Logic would indicate that if a child is either walking or riding their bicycles to and from school, they do not live very far away from our campus, and will be some of the very first to make their way home.
- These students will exit the North doors.
- Back Walkers (students traveling west on Cascade Creek) are escorted to the 3rd grade hallway to wait until buses have been dismissed. Once buses have been dismissed, students will be escorted out the exit doors. Students will be escorted by a staff member across the staff parking lot via the sidewalk to the parent waiting area, designated by signage. Please note that PK-1 student parents must have a car rider tag in order for the student to be dismissed to them. If a parent does not have a car rider tag, they will be asked to go to the front office to sign out their student. Sibling groups and 2-5 students will be walked to the crosswalk by CE walker staff and then dismissed to walk on without parent supervision. CE staff will then escort out PK-1 students to be matched with families.
- Front Walkers (students traveling east on Cascade Creek) are escorted to the 5th grade hallway to wait until buses have been dismissed. Once buses have been dismissed, students will be escorted to the 2nd grade hallway and out the exit doors. Students will be escorted by a staff member across the entry to the front parking lot via the sidewalk to the parent waiting area, designated by signage. Please note that PK-1 student parents must have a car rider tag in order for the student to be dismissed to them. Please note that PK-1 student parents must have a car rider tag in order for the

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student to be dismissed to them. If a parent does not have a car rider tag, they will be asked to go to the front office to sign out their student. Sibling groups and 2-5 students will be walked to the crosswalk by CE walker staff and then dismissed to walk on without parent supervision. CE staff will then escort out PK-1 students to be matched with families.

- PreK, Kindergarten and First Grade students riding bicycles or walking to and from school must be accompanied by a parent or legal guardian with their dismissal tag. Teachers will match students with parents using the dismissal tag system. If you wish for your PreK, Kindergarten or First Grade student to walk home with a responsible Cheetah sibling (grades 2-5), please provide a letter noting this for the school year. Parents will be directed to wait in the parent waiting area with signage to keep our sidewalk areas clear for bus and walker dismissal.
- During a typical dismissal walkers/bikers walking along the back of the school will be escorted by a staff member to the crossing guard at Cascade Creek and Legends Springs. Our other group of walkers/bikers will be headed toward Peek; they will walk (those with bikes will walk their bikes) down the sidewalk toward Peek. The staff member stationed at the front entrance area along with the bicycle/walker duty teacher will assist bikers and walkers with crossing the entrance area. The crossing guards will assist biker/walkers with crossing Peek Road and the four-way stop at Cascade Creek and Long Prairie Drive.

Arrival/Dismissal Traffic Flow Map



- ← Car Rider Traffic Flow
- X No entry unless specified
- ★ Parent Waiting Area for Walkers

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- **Parents please note**, all changes to a student's mode of transportation must be communicated in writing to the school before 2 pm the day of the change. The student's name, teacher's name, parent signature and date should be included with all transportation changes. Transportation changes can be communicated to the school using one of the following methods:
 - A note sent in the student's backpack by the guardian
 - A form filled out in person by the guardian in the front office. A government issued photo ID is required.
 - An email to CECommunications@katyisd.org. A government issued photo ID must be included with the email.
 - Complete the online Transportation change form at <http://tinyurl.com/cetransportation>. A government issued photo ID must be uploaded to this form.

Thank you for your support and cooperation!

Revised – 6/13/2024



CIMARRON ELEMENTARY

Physical/Hard Copy Government-Issued Identifications

As Katy ISD continues its review of safety practices and protocols, it's essential to stress the significance of physical/hard copy government-issued identifications for accessing campuses/facilities, student registration, and student pickup. The district is strictly enforcing this requirement and will no longer accept paper or digital copies of driver's licenses, visas, and passports at any of its campuses or facilities, for these purposes. Katy ISD greatly appreciates the community's cooperation with these safety procedures and the ongoing partnership to maintain safe and secure environments across campuses.

**For our community's reference, below are examples of acceptable government-issued identifications.*

