



HEMPSTEAD

INDEPENDENT SCHOOL DISTRICT

Hempstead Elementary School

P. O. Box 1007 • 1340 13th Street • Hempstead, TX 77445

Phone: 979.826.2452 Fax: 979.826.5524

Stacey Baughn-Hunt, Principal Tracy Hill, ECC Asst. Principal

Rudy Rios, HES Asst. Principal TBD, HES Asst. Principal

February 2, 2018

Dear Parents,

In the interest of safety for your child, we are implementing changes to the process of making transportation changes for students. The changes will be effective Monday, February 12, 2018. Transportation will no longer be changed over the phone.

Changes to transportation may be made in the following ways:

- a. In person through the front office.
 - b. Send a written note to the child's teacher in the child's folder. The note must contain:
 - i. The date
 - ii. Parent's signature
 - iii. What change is to be made in transportation
 - iv. Duration of the change in transportation
 - v. Child's teacher's name
 - c. Fax a copy of your driver's license or ID to the school fax number (979.826.5524) with the change of transportation.
 - d. Send an email with a scanned copy of your driver's license or ID to the school receptionist's email (ibarrai@hempsteadisd.org) with the change to transportation.
 - e. Have a person on the child's contact list come to the school in person and make the change in writing.
2. All changes for Bus Transportation must be made by 1:30 pm daily. There will be no exceptions because drivers must be notified prior to leaving for daily routes.
 3. All PK and Kinder students who have an address change will have a lanyard around their neck with the address for drop off.
 4. If a parent or caregiver is not home when the bus student arrives at the address for delivery, the bus driver will return the student back to the school to wait for the parent or guardian to pick the child up.

Thank you for your cooperation in helping us to provide a safe transition for your child between school and home. If you any questions, please contact Stacey Baughn-Hunt at (979)826-2452.

PROMOTING EXCELLENCE IN EDUCATION FOR ALL STUDENTS THROUGH "TEAMWORK"

It is the policy of the Hempstead Independent School District not to discriminate on the basis of race, color, sex, age, national origin, religion, marital or veteran status, handicap or disability in its environment practices as required by Title IV of the Civil Rights Act of 1975, as amended. Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1992.



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2 de febrero del 2018

Estimados Padres,

En interés de la seguridad de su hijo/a, estamos implementando cambios en el proceso de hacer cambios de transporte para los estudiantes. Los cambios entrarán en efecto el **lunes 12 de febrero de 2018**.
El transporte ya no se cambiará por teléfono.

Los cambios en el transporte se pueden hacer de las siguientes maneras:

- a. En persona a través de la oficina.
 - b. Envíe una nota escrita al maestro de su hijo/a en la carpeta del niño/a. La nota debe contener:
 - i. La fecha
 - ii. Firma de los padres
 - iii. Que cambio debe hacerse en el transporte
 - iv. Duración del cambio en el transporte
 - v. Nombre del maestro del niño/a
 - c. Envíe por fax una copia de su licencia o identificación al número de fax (979.826.5524) con el cambio de transporte.
 - d. Envíe un correo electrónico con una copia escaneada de su licencia o identificación al correo electrónico de la recepcionista de la escuela (ibarrai@hempsteadisd.org) con el cambio de transporte.
 - e. Haga que una persona en la lista de contactos del niño/a venga a la escuela en persona y haga el cambio por escrito.
2. Todos los cambios para el transporte de autobús deben hacerse antes de la 1:30 todos los días. No habrá excepciones porque los conductores deben ser notificados antes de partir para las rutas diarias.
 3. Todos los estudiantes de pre kínder y kínder que tengan un cambio de dirección tendrán un cordón alrededor del cuello con la dirección para dejarlo.
 4. Si un padre o cuidador no está en casa cuando el estudiante llega a la dirección de entrega, el conductor del autobús devolverá al alumno a la escuela para esperar a que el padre o tutor lo recoja.

Gracias por su cooperación para ayudarnos a proporcionar una transición segura para su hijo/a entre la escuela y el hogar. Si tiene alguna pregunta, comuníquese con Stacey Baughn-Hunt al (979)826-2452.

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