



Spring Branch Independent School District

Terrace Elementary School

10400 Rothbury, Houston, Texas 77043
Phone (713) 329-6400 • Fax (713) 329-6406
karen.sanders@springbranchisd.com

Karen Sanders, Principal

Dear Parent(s) or Guardians,

I hope that the new school year has started off well for each of you. The teachers and I are looking forward to working with you to make it a pleasant and successful year for your child(ren.) In order to make a safe, orderly climate for all of our students, please observe the following procedures that will take effect Monday, August 31st.

- (1) If you drive your child to school, please use the parent drive located back by the library. Adults and patrols will be there to supervise and assist the students. Please do not use the drive beside the cafeteria doors, as this is the bus drive and is very dangerous for children. The front of the school is for day-care vans and special transportation. These are divided for safety reasons.
- (2) If you pick your child(ren) up in the afternoon, please use the parent drive, just like in the morning. **DO NOT GET OUT OF YOUR CAR.** This slows down the line and makes everyone have to wait. Cars are to remain in one line, pull all the way up to the end of the sidewalk, and not pass each other.
- (3) Parents wanting to get out of the car and wait for students, must park in the parking lot and walk over. *Please do not motion for your student to come to you.* There are many children to supervise and the adults on duty will not release students until they make eye contact and acknowledge that they see you.
- (4) Walkers will be sent out the front of the school and sent over to the crossing guard.
- (5) Students will not be sent to the playground to wait for parents. Parents may walk around to pick them up at the parent pick-up area.
- (6) **THE CAFETERIA DOORS ARE NOT UNLOCKED UNTIL 7:00 A.M.-** Staff members on duty do not arrive until 7:00. If you drop your child off before 7:00 a.m. they will be unsupervised.

Thank you for your understanding and cooperation in following these procedures so that all of our students are safe.

Karen Sanders, Principal

Inspiring minds. Shaping lives.

Duncan F. Klussmann, Ed.D., Superintendent of Schools

www.springbranchisd.com

(

Inspiring minds. Shaping lives.

Duncan F. Klussmann, Ed.D., Superintendent of Schools

www.springbranchisd.com