

**CASTLE HILLS ELEMENTARY
PARENT AND STUDENT HANDBOOK
2009-2010**

HOME OF THE DRAGONS



BELIEVE, ACHIEVE, SUCCEED!

PARENT'S SIGNATURE SHEET

**I HAVE RECEIVED THE PARENT/STUDENT HANDBOOK
FROM MY STUDENT.**

STUDENT NAME _____

GRADE _____ **TEACHER** _____ **DATE** _____

PARENT'S SIGNATURE _____

(PLEASE RETURN THIS SHEET BY AUGUST 27, 2009)

NOTICE OF RECEIPT OF STUDENT HANDBOOK

The acknowledgment form must be signed, dated by the parent and student and returned the first week of school.

CASTLE HILLS ELEMENTARY

1025 Holy Grail - Lewisville, Texas 75056

Phone: 469-713-5952 Fax: 972-350-9018

Emergency and Information Hot Line – 972-350-5390

STUDENT HANDBOOK 2009-2010



MOTTO: BELIEVE, ACHIEVE, SUCCEED!

HISTORY

Castle Hills Elementary School is home of the fantastic Dragons. Established in 2002, we have had a very productive and prosperous six years. We are a Kindergarten through 5th grade campus who is honored to have approximately 680 students and 60 staff members. We have a clearly outstanding group of professional educators with a variety of specialties and strengths. This diversity will ensure that students receive a well rounded education. We welcome all students to our wonderful facility to further their education and journey towards a future of possibilities.

We have many opportunities for students to participate in activities and celebrations to show their Dragon Pride! As a campus, we celebrate differences with our Cultural Awareness program and student accomplishments at our end of year awards ceremony.

Some of the extracurricular programs include: UIL academic competition, Student Council, Honor Choir, Gifted and Talented Program: LEAP (Learning Enrichment Academic Program), Tutoring, Publishing Book Company, and Reading Counts. We also offer programs such as, Mad Science, Spanish School House, Study Buddy, The dragon's Honor Ribbon and Pin Recognition, two day fifth grade camp, fifth grade safety patrol, Destination Imagination, Reflections Art Competition and lunch with the principal.

Castle Hills Elementary has an involved, outstanding PTA, community and educational foundation that has been established to assist with campus needs for staff members and students. The entire community values education and partners with the school to provide the support we need to provide a quality education for all students.

MISSION STATEMENT

Knowing that the early educational years are the most important years of a student's life, we the Castle Hills Elementary Staff will strive to help our youth become equipped to meet the demands of our ever-changing society. Through strong adult leadership, academic exposure and experiences, the students will become disciplined, productive, informed, and fulfilled individuals. To strengthen these qualities, mutual respect must be present in the learning process on the part of

all participants: the faculty, the students and the community. Together we can achieve the highest heights of education.

CURRICULUM

Our curriculum is broadly based on the core proficiencies as defined in the Texas Essential Knowledge and Skills. We believe that curriculum must be delivered in such a manner that children participate actively during the learning process and that the delivery should be interesting, challenging and relative to today, and tomorrow's world. We use a wide variety of instructional techniques including discovery, cooperative group, and integrated subjects etc., to encourage active student participation as well as retention and understanding of the curriculum. Classroom visits to observe instruction in progress with your child are encouraged and should be scheduled through the office.

BUILDING LEADERSHIP TEAM

Our BLT is comprised of staff, parents and community members, all having a great deal of interest in our school. The team's purpose is to help make decisions on broad areas of the operation of the school. The principal serves as the chair of this team, with community members, parents, and teacher representatives for each grade level. The BLT meets on a regular basis throughout the school year.

VISITORS TO THE BUILDING

For the protection of our students and faculty, all visitors must report to the office upon entering the building and be escorted to your destination. All volunteers and visitors are required to sign in and wear a sticker while visiting the school. Once you have signed in you must clear your destination with the office staff. Please understand that we will monitor your visitation to classrooms so as not to interrupt instructional time for our students and teachers. Classroom assistance should be between 7:30-8:00 a.m. and from 3:00-3:45 p.m. It is our goal to ensure a successful learning environment for all students and this is best achieved with minimal interruptions to the academic settings.

CRIMINAL HISTORY CHECKS

In keeping with LISD policy all volunteers and chaperones having contact with children must complete a Criminal History Check before working with or near students. You may complete the Criminal History Check by logging onto the LISD web-site by computer and only enter it one time. Please use your official name, correct zip code, and allow three weeks for the background check to be completed to attend a field trip with the school.

STUDENT ATTENDANCE AND ABSENCES

Our state law requires that students be in attendance for at least 90% of the 180 days during the year in order to receive credit for that class. Attendance committees will hear petitions for class credit from students with fewer than 90% attendance. Excused absences include those caused by illness, a death in the family, religious holidays, etc. Any other absences including those caused by family

vacations, extracurricular athletic programs, etc., will be unexcused. Approximately 18 days of unexcused absences could require your child to repeat the current grade level and/or court truancy being filed. Any exceptions to the attendance policy must be approved by the Principal, prior to the absence. If your child is well they should by all means, be in school. If, however they are ill, please keep them at home. If your child cannot participate in any physical education classes, a note from the doctor should be sent to school. All students will be sent home for signs/symptoms of contagious illnesses or who are too ill to remain at school. All students must bring a written note explaining the absence upon their return to school and present this note to their teacher. Be sure to include on this note: the child's name, teacher's name, the dates of the absence and the reason. This note from home must be received within three days of the student's return following an absence. Without the written explanation of an absence, the absence will be considered unexcused. Parents we strongly suggest that you call before 9:00 AM, the day your child is absent, as well as send the note upon their return. If we do not get the call it is impossible for us to know in a timely manner if they are safe. PLEASE NOTE that students' arriving after 9:30 AM are considered absent for that school day and will be required to have written documentation from a doctor for the absence.

STUDENT CHECK OUT PROCEDURES

1. Students may only be checked out through the office.
2. For your student's protection, we will check photo identification.
3. After appropriate identification is made, office personnel will check the student enrollment card for authorization to release. Students will only be released to individuals listed on the enrollment card as filled out by the custodial parent. Parents may or may not be called at this time depending upon the situation.
4. After the above steps are satisfied, office personnel will notify the teacher to send the child to the office.
5. No student will be released to any person without appropriate parent/guardian permission.
6. Teachers are not authorized to release students to anyone during the school day without office-initiated permission to do so. Office personnel will contact the teacher to notify them of the release.
7. We will not call a child to the office ahead of time based on written or phone requests. We understand that you are often in a hurry for medical appointments, but we must maintain the integrity of the instructional day. Students will only be called to the office after you have arrived at school to pick them up and have followed the checkout procedures.

SCHOOL HOURS

School is in session from 8:00 a.m. until 3:00 p.m. and visitation will be limited during those hours –new 09-10. And Students are released to their classrooms at 7:50 AM so that they may prepare for their day. No student should arrive prior to 7:30 AM and all students must be picked up by 3:15 PM. Personnel are not available to supervise students arriving prior to 7:30 AM nor picked up after 3:15 PM. With the safety and welfare of your children as a top priority, there are no exceptions to these timelines. Once students enter the building they should remain in the supervised

areas. The cafeteria will house the K-2nd graders and the gym for the 3rd-5th graders. We suggest that for drop off and pick up that, K-2nd car riders be dropped off in the front of the school and 3rd -5th in the back, by the gym. Older students with siblings will go to the front of the school with the younger child to be picked up.

TARDINESS AND EARLY RELEASE

It is very important that students are present for the entire instructional day which begins at 8:00 AM and ends at 3:00 PM. The students will be released to their classrooms at 7:50 AM, so it would be a good idea to have students here by that time to prepare and get a head start on their day. When your child arrives late, he is missing valuable instructional time and his late arrival to the classroom interrupts the learning that is taking place for the other students who were at school on time. The instructional time missed could result in truancy and or the minutes missed being replaced before or after school or during Saturday School. Likewise, when you ask for the student to be released early between 2:30 PM and 3:00 PM, again the student loses valuable instructional time and the lessons are interrupted for the other students. It will not be possible to call students to the office for early dismissal between 2:45 PM and 3:00 PM.

ARRIVAL AND DEPARTURE AREAS

Several students of Castle Hills Elementary will be provided bus transportation based on distance qualifications. Bicycle racks will be provided for students in the parking lot located on Avalon and in the front of the building. Please be aware that the school is not responsible for bikes that are stolen or damaged. Students **MUST** walk all bikes or scooters once they enter the school grounds or sidewalks.

There is a designated *bus/car* lane on the back side of the school that enters into the gym. The front drive is reserved for *car* riders. We ask that you pull forward to the Dragon Sign, wait for your child and we will get them to you.

Parking is available to visitors in the front of the school as well as on the parking lot accessible on Avalon. Please adhere to the reserved parking spots as well as the handicapped spots located in the front drive area.

With everyone following the rules, and cooperating with the employees on duty our traffic flow will operate smoothly and efficiently. During the arrival and departure times for students, vehicles are *not allowed to make a left turn*. You may receive a traffic ticket if you do not obey the traffic signs. We will provide you with a student name tag for your passenger side visor. This will help us identify your child for pick-up.

FIELD TRIP TRANSPORTATION

All students must ride the school bus to and from a school sponsored field trip. If special arrangements need to be made, the building principal must be notified 48 hours in advance. Students must remain in school until dismissal after returning from a field trip. *Please check the information hot line for updates on cancelations.*

SCHOOL BUS SAFETY RULES

Bus service is available for all students attending Castle Hills Elementary School. The following school bus safety rules are designed to protect student passengers and to enable the bus driver to operate the vehicle safely. Students whose actions threaten the safety of others on the bus may lose their privilege to ride the bus.

The following rules are posted on each school bus:

Observe classroom conduct.

Do not damage bus equipment.

Remain seated facing the front of the bus.

Keep aisles clear of arms, legs and carry-on items.

Get driver's permission to open or close windows.

Keep food and drinks in your backpacks or lunch bags.

Do not throw anything while on the bus.

Avoid distracting the drive.

Keep hands and feet to yourself.

Talk quietly.

STUDENTS WILL WAIT FOR THEIR BUSES IN THE GYM AND THIS IS A QUITE ZONE. THE STUDENTS WILL LINE UP BY BUS NUMBER.

STUDENT USE OF PHONES

Student use of phones is restricted to emergencies only. In addition, parent calls with information for office staff to relay to their children will also be restricted to emergencies only. Students should be well instructed about travel arrangements from home and school prior to school and lunch arrangements should be made well in advance also. Please help us educate our students in self-responsibility by training them to call or expect a call in an emergency only.

DELIVERY OF LATE ASSIGNMENTS

It is our expectation that students will be responsible for assignments and have them in their possession at the start of the school day. Late assignments brought to the office by parents will be delivered to the teachers' drop-off box for pickup. Students will not be allowed to call home for missing assignments. Reductions in grades will occur for late assignments.

SCHOOL CLOSING DUE TO WEATHER

The decision to close schools based on inclement weather will be made by 6:30 AM. That information will be reported on television channels 4, 5, 8 and 11. Closing information will be available on KRLD 1080 AM and KVIL 103.7 FM radio stations as well. During serious inclement weather, please defer to the broadcast networks, for if school is cancelled we will not be at the campus to answer your telephone calls. There is an information line for the school which is 972-350-5390. Do not leave a message please.

SCHOOL DRESS

Students must dress appropriately for school at all times. Students may not wear suggestive clothing with improper advertising, pictures, slogans or statements. Any garment which is too short or too revealing and would tend to provoke suggestive or uncomplimentary remarks may not be worn at school. Any attire that is distracting or disturbing will not be permitted. Shorts may be worn, but must be of appropriate length. For P.E. classes, students should wear comfortable clothes that allow movement. If your daughter wears a skirt or dress, we suggest that shorts are worn underneath. Tennis type shoes are required in the gym. At no time are “wheelies”, the tennis shoes with retractable wheels, allowed in the school. During cold weather your child will probably wear a hat for protection from the weather, which should then be removed upon entering the building.

SPECIAL DAYS

At different times during the school year, special days (T-Shirt, Western, etc.) will be held. The students will be advised of these days during the morning announcements. These special days are usually held on a Friday. Students may wear their spirit wear every Friday.

LOST AND FOUND

Children should be encouraged to be responsible for articles of clothing and personal belongings. Please write your child’s name on all articles of clothing and supplies. Lost and found items are placed in a box in the cafeteria. Each six weeks unclaimed item will be donated to a charitable organization.

GRADING PROCEDURES

There will be a minimum of six grades in the teacher’s computerized grade book each six weeks grading period for each subject to support the average placed on the student’s report card. There will be a minimum of 12 assessments recorded in the grade book for integrated language arts. Each grade in the grade book will be documented/labeled with the source and date that the grade was taken and coded with the TEKS number if the grade is documenting TEKS mastery. To be promoted from one grade level to the next, a student in grades one through five must have an overall average of “70” or above for the year in both Language Arts and Mathematics. The requirements for the TAKS test should be achieved for promotion and a committee will decided should it be necessary.

Students will receive zeros on all assignments missed because of none approved state reasons for absences. Vacations or family trips are un-excused. Students can be allowed to make up assignments but it is not mandatory. Most assignments will receive a “70%” grade value.

In grades one through five, numerical grades will be given in the subjects of Integrated English language Arts, Math, Social Studies, Science and Health.

LATE WORK POLICY

Grades 1st through 5th: 10 points will be deducted for late work each day (including the day the work is assigned) for 3 days with a zero given after the 3rd day.

REPORT CARDS

Report cards are issued to the students on Friday, following the close of each six weeks period. They should be signed by the parent and returned to the homeroom teacher on Monday. Report cards will be printed from the computerized grade book. Progress reports will be sent home three weeks prior to the end of each six weeks grading period and/or at any time deemed necessary by the teacher.

LISD PARENT/STUDENT GRADE ACCESS

Parents can access student grades on-line via eSembler at <https://gradebookelem.lisd.net/>. An active email account and the student's ID number are required. Detailed information and instructions are provided at the web address.

NOTICE REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

Parents must sign and return the following two forms.

- 1) The release of certain student information for school-sponsored purposes.**
- 2) The release of student information for all other purposes.**

TECHNOLOGY USE FORM

A technology use form must be on file for every student. This form must be signed by the parents, dated and returned the first week of school for students to be able to use the technology provided by the school.

TEXTBOOKS

Textbooks used by the school are furnished free of charge by the State of Texas. At the beginning of the term, these books are issued to the students. Please keep books covered at all times (covers will be furnished free of charge). We are allowed one book per student per subject by the state. Students will be responsible for any of their books that are lost or damaged. Payment for lost or damaged textbooks is to be made in the office.

BREAKFAST

Breakfast is available each morning in the school cafeteria beginning at 7:30 AM.

LUNCH PROCEDURES

Parents/visitors may eat lunch on Wednesdays and Fridays in the cafeteria – new procedure for 2009-2010. Special situations must be approved by the principal. Students may bring their lunches from home or purchase lunch in the cafeteria. If a student's cafeteria account is delinquent the student will be served a sandwich, per LISD policy. Please check on-line balances weekly. The ARAMARK lunch menus are sent home each semester. Students are not allowed to eat outside food products before their assigned lunch time as an entire group. Students may eat lunch brought in by their parents and only that student is allowed to eat with their parents. We have a special parent/visitor table set up for such an occasion. All food products must meet the State's Minimal Nutritional Value standards and the food must be prepared by an establishment certified by the Health Department.

DISCIPLINE SYSTEM

The discipline at Castle Hills is based on Jim Fay's Teaching with Love and Logic. Love and Logic techniques put the teacher in control of the classroom. This process results in students who are internalized in their discipline rather than dependent upon external controls. Love and Logic raises the level of student responsibility and teaches students to think for themselves. We will prepare students to function efficiently in a world filled with temptations, decisions, and consequences. Our teachers are asked to assist the child who fails an expectation in becoming knowledgeable about making correct behavioral choices.

CHE has four levels of Responsibility: A = A Poor Choice, B = Bossing, C = Cooperation, and D = Dependable. We expect our students to perform at level D most of the time. In most cases the parents will be contacted by office referral or a phone call.

Occasional use of group separation, recess removal, office referral, etc. will be utilized on a case by case basis. Each teacher may develop a list of EXPECTATIONS (rules) for their class that will be sent home during the first week of school.

Castle Hills Elementary has four main EXPECTATIONS (rules) that are school wide and they are:

CASTLE HILLS ELEMENTARY EXPECTATIONS FOR ALL STUDENTS

- SHOW RESPECT
- EXERCISE SELF-CONTROL
- BE PREPARED
- PRACTICE GOOD COMMUNICATION

The LISD Student Code of Conduct which goes into great detail concerning serious and other miscellaneous factors will be given to all students and is available upon request from our school office. We participate in the Safe and Civil Schools expectations.

Some rules that are in place for the entire student population at Castle Hills Elem. include: Guns (real or toys), ammunition, knives or other weapons are not permitted at school. Hats will not be worn inside the school building (unless on a designated spirit day). Chewing gum is not allowed in the school building or on the playground at any time.

Classrooms and the cafeteria will be considered quiet zones. Students will be expected to use their inside voices when in quiet zones.

Hallways are SILENT DRAGON ZONES before, during and after school. We don't want to wake the Dragon.. Meaning that, we want to be considerate of the other classrooms and students who will be diligently learning. Group assemblies will display good audience behaviors.

EMERGENCY DRILLS

The students at Castle Hills will be drilled for fire, tornado, security and other emergencies every month. Castle Hills has developed a crisis/violence plan, which is quite thorough and consistent with Public Safety Officials and LISD guidelines to provide protection for our children. Every teacher cares passionately about the health and safety of your children. We ask all parents to trust us and to work with us as we maintain a secure learning environment for our most valuable possessions – the children. We are unable to notify parents before each drill.

ELEMENTARY GUIDANCE COUNSELING

The Lewisville Independent School District's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities, students develop: self-esteem, motivation to achieve, decision-making skills, goal setting and planning skills, problem solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness and responsible behavior. These activities are taught through classroom presentations, small group interactions, and to individuals. The counselor, as a member of the instructional team, is a vital resource to students, teachers, administrators and parents in helping to build the skills needed to meet the dynamic forces of our society. The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the student's educational development.

PARTIES

While the school observes many special days and classes may frequently have "refreshments" for student birthdays, etc. LISD has approved three parties which are: Winter Holiday, Valentine's Day and the end of the school year. No other "parties" may be held without the consent of the teacher and the building principal. Only the parents are approved to attend the parties and please no siblings. All refreshments must be pre-packaged. LISD does not allow homemade items.

INTEGRATED PEST MANAGEMENT

The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. The LISD periodically applies pesticides indoors at our school.
2. Information on the application of the pesticides is available upon request from the school office.
3. Notices are posted at least 48 hours in advance of any pesticide treatment.
4. Pesticides are applied so that a minimum of 12 hours elapses between the application and the time students return to the school.

STATEMENT OF ASSURANCE

In keeping with the guidelines of Title VI, Section 001, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972 and Section 504 of the rehabilitation Act of 1973, the Lewisville ISD assures that no person in this district shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.