

Coyote Ridge Elementary

Frequently Asked Questions

Who should I contact for questions not listed here?

- Call Coyote's office @ (469) 713-5994
 - Padgett Cervantes, Principal
 - Misty Bevill-Nelson, Asst Principal
 - Angela Hamilton, Secretary
 - Sandra Burmeister, Office Clerk
 - Shehla Khan, Nurse
 - Stephanie Moore, Counselor
 - Sandy Kim, Attendance Clerk

Where can I find the school calendar for dates of events, holidays, and grading periods?

- Coyote's calendar of events can be found on our website <http://coyoteridge.lisd.net>
- District dates can be found on the main website <http://www.lisd.net>

When does school start?

- The first day of school is August 15, 2018.

What are the school hours?

- LISD elementary school hours are 7:45 a.m. - 3:00p.m.

What time is Early Release for elementary schools?

- 11:45am (See LISD Academic Calendar for specific dates of Early Release)

How early can I drop my child off at school?

- The school doors open at 7:15 a.m. when staff members begin their duty. Please do not drop off unmonitored children prior to 7:15.
- From 7:15 – 7:35 students will report to the cafeteria for breakfast or their waiting area.
 - o Kinder – 1st : Cafeteria
 - o 2nd - 5th: Gym

Can I walk my child to class?

- Yes, the first day of school! After that, we celebrate **Independence Day** which promotes the character trait of responsibility. Students will leave adults at the front door starting the second day of school and walk with their classmates and teachers to the rooms.

If I want to drive my child to school, where do I drop them off in the morning?

- If you are dropping your child off by car in the mornings, please stay in one line and pull all the way forward (past the front doors, past the flag pole, and around the curve at the end of the driveway) before unloading if traffic allows. This will help the traffic flow! Staff members will be along the sidewalks encouraging you around to the end of the curve or will motion you to let your child off at the front doors. Students can then enter the side doors or the front doors (depending on traffic flow) and proceed to the cafeteria or gym.

What are the pickup procedures?

- Place your car rider identification tag (COLORED CARD STOCK PAPER provided in the back of school folder) on your front dash as you pull up into the curve.
- Stay in a single line and pull ALL THE WAY DOWN to the indicated stopping point and we will route your child to you.
- Please stay in your car!

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When is my child considered late? Can I pick up my child early?

- Your child is considered late if they are not past the security doors by the 7:45 tardy bell. Students arriving late should get a tardy slip before going to class. Students with excessive tardies will receive communication from the office and are subject to truancy laws as required by the state of Texas.
- By law, tardies are considered "missing parts of the day." We will keep record of students leaving early as well.

What should I do if my child is absent?

- Please contact our front office at (469) 713-5994 or kime@lisd.net before 9:00 a.m. on the day of the absence if possible.
- Please follow up with a note to the attendance clerk or send a doctor's note within 3 days of your child's absence.
- Requests for discretionary absence must be requested in writing one week in advance for approval by the principal. Forms may be obtained from the attendance clerk. Unexcused absences will result in 0's and recorded in the gradebook as such.

What if I need my child to go home a different way?

- You must call or put the ride change in writing and submit it to your child's teacher, otherwise each student will go home the way you indicated at teacher orientation. If your child needs to ride a different bus, submit a note for principal's approval. Bus drivers will not allow students on the bus if they do not receive notice from the principal.
- We understand emergencies arise occasionally and you may need to call the office to change the way your child goes home. But, we will not honor frequent ride changes or calls that are received after 2:00. Your student should have dismissal information prior to coming to school each day.

What is the breakfast/ lunch schedule and what is the price for my child to eat at school?

- Breakfast is \$1.25 and is served 7:15-7:35.
- Lunch is \$2.60 with times below:

● 10:30 – 11:00 Kinder	12:00 – 12:30 Third
● 11:00 – 11:30 First	12:30 – 1:00 Fourth
● 11:30 – 12:00 Second	1:00 – 1:30 Fifth

Can I come up to school to eat with my child?

- Yes, you may come up and eat with your child during their designated lunch time. You must provide a valid Driver's License to be scanned by office personnel and receive a printed visitor's badge first.
- All visitors will sit at a designated table with their child only. No other students will be allowed to join you and you may not provide food for other children.
- Although you may visit, it is requested that you limit visits to once a week or on special occasions so that your child can socialize and interact with other students.

Can I bring treats for my child's birthday?

- Yes, you may deliver store bought cookies, cupcakes or pre-packaged vegetables or fruits. We will hold them in the office until around 2:00-2:30 and teachers will distribute to classmates at the end of the day.
- Please be mindful of the time available in the class. We also do not allow balloons due to latex allergies of students in our building.

Why aren't visitors allowed on campus during state mandated testing?

- LISD schools want to provide a safe and secure testing environment for all students.

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When can I call or come visit with my child's teacher?

- We will not interrupt instructional time for teachers to take phone calls. Teachers will return calls or schedule a conference before school, after school, or during their conference time.
- You may request a conference with teachers at any time. Teachers are required to extend an invitation to conference once in the fall and again during the second semester.

Can I come and observe my student in his/her classroom?

- Per LISD Visitor Policy, parents may schedule one 45 minute observation of the classroom every eighteen weeks, as long as, it has been cleared with a school administrator and teacher 24 hours prior to the visit.

What do I do if my child forgets an item needed for school?

- You may drop off a forgotten lunch, homework or needed item in the office. We will put it on the "lunch buckets" for students to pick up. Our office staff will not interrupt the classroom during instructional time to deliver items or messages.

How can I volunteer to help out at Coyote Ridge Elementary?



Thank you for your desire to volunteer with us! Volunteers are an integral part of what we do every day in LISD. The district is excited to announce VOLY, a new volunteer management system. To volunteer on our campuses, you will need to create a VOLY account. Please be aware that Board Policy requires that each volunteer undergoes a background check before working with students. You will need to complete the background check during your VOLY account creation process. Go to VOLY now to get started: <https://Lewisvilleisd.VOLY.org>

Please note:

- All volunteers should allow up to 3 weeks for processing their background check
- If your background check is approved, you will receive an e-mail from partnerships@lisd.net letting you know that you can sign up for volunteer opportunities on VOLY

Where can I find out about events at Coyote Ridge ?

- Visit us at <http://coyoteridge.lisd.net/>
- Join us on Facebook at [Coyote Ridge Elementary](#)
- Follow us on Twitter [@coyoteridgees](#) #CREleads
- Friday Folders, Teacher Newsletters
- School marquee
- Phone blast call outs via Skylert