

# Central Elementary Addendum to LISD Student Handbook

2021-2022



*Central  
Elementary*

**Dr. Lea Devers, Principal**

Dr. Kristen Fisher Assistant Principal

Marisol Anguita-Otero , Assistant Principal

# Table of Contents

House System

Central Pledge

Attendance Policy

Arrival and Dismissal Procedures

**Uniform Policy**

Field Trips

Fundraisers

Library Policy

Lunch-Visitors Policy

Open House

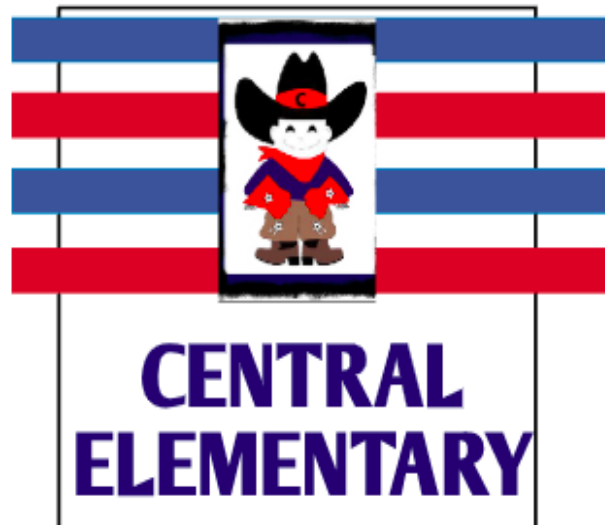
Parties

School Hours

Weekly Folder

Yearbooks

**COVID-19 INFORMATION, GUIDELINES AND  
PROCEDURES**



# A Great Place to Learn and Grow

## Central Pledge

Today, I will do more than I have to do.

I will treat others as I want to be treated

And I will become a better person.

## Promesa de Central






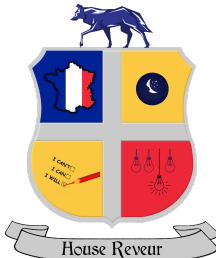
Hoy, haré todo lo que esté a mi alcance.

Yo tratare a otros como quiero ser tratado

y me convertiré en una mejor persona.

# One Family - Six Houses

Central Elementary uses a House System to create a school wide focus on building character traits. Our goal is to instill a positive and safe learning environment and a sense of belonging for all students at Central. Every student from Pre-kindergarten to 5th grade is placed in a House. Students earn points to win prizes and parties for their House.

<b>Altruismo</b>	<b>Amistad</b>	<b>Fidato</b>
 <p><b>Giving</b> House Color: <b>Black</b></p>	 <p><b>Friendship</b> House Color: <b>Red</b></p>	 <p><b>Trustworthiness</b> House Color: <b>Purple</b></p>
<b>Jwal</b>	<b>Isibindi</b>	<b>Reveur</b>
 <p><b>Perseverance</b> House Color: <b>Yellow</b></p>	 <p><b>Courage</b> House Color: <b>Green</b></p>	 <p><b>Dreamers</b> House Color: <b>Blue</b></p>

All students receive lessons on character traits represented by each House.



Parents and students may view the leaderboard with this account but cannot add points. Visit [SchoolHouseLeaders.com](http://SchoolHouseLeaders.com)  
Login: [public@central.com](mailto:public@central.com)  
Password: 1111

## Attendance Policy

---

In order for your students to be successful in school, attendance is very important. Here are a few reminders:

- Students must be in class by 7:45am
- After 7:45am, students will need to go to the office for a tardy pass.
- If a student arrives after 7:45am, a parent/guardian must accompany the student to the office to officially check the student in.
- Communicate trips/vacations to the principal prior to leaving as approval needs to be obtained in advance.
- Upon returning from an absence, the student must bring a signed parent note. The note must state the student's name, the reason for the absence, the date(s) of absence, and the signature of the parent/guardian along with the home and employment telephone numbers.
- After five (5) parent notes, the student is required to have medical notes to excuse the absence.
- If a student is absent for a medical/dental appointment, it is necessary that the medical documentation be sent to the attendance clerks.
- If a note is not received within three (3) school days, the absence is considered unexcused.

### Truancy:

- After 3 unexcused absences – the parent will receive a Letter requesting a conference with the teacher.
- After 6 unexcused absences – the parent will receive a State Warning Letter requesting a conference with the Assistant Principal.
- After 10 unexcused absences and/or tardies – by State Law, school must file Truancy with the Court.

### Truancy Warning Notice:

According to section 25.095 of the Texas Education Code, if a student is absent from school without an excuse under section 25.087 for ten (10) or more days within a six-month period in the same school year or on three(3) or more days or parts of days within a four-week period: (1) the student's parent is subject to prosecution under Section 25.093; and (2) the student is subject to prosecution under Section 25.094.

Please contact the Attendance Office with any questions.

## Arrival & Dismissal

---

### Students who are dropped off and picked up in a car:

Students may be dropped off at 7:15 am (at the designated area). Doors open at 7:15 with instruction starting at 7:45.

- **All students who come to school in a car are 'Car Riders'** and will be dismissed from the building using your family **Car Tag /Number**. Parents will not need to get out of the car to drop off/pick up their children. Teachers will be on duty to unload/load students.
- **Parents must have a Central Car Tag Number Displayed.** If a car doesn't have one, you'll be asked to meet the student in the office so your identification through Skyward can be verified.
- ***No cars will be allowed to park (or any pedestrian crossing) in the front or side lots during arrival and dismissal times.***

### Students who ride the School Bus:

- **School Buses will use the front parking lot. No cars will be permitted to drive through or park in the front lot during arrival and dismissal times.**

### Students walking to and from school:

- **Students who walk home are called 'Walkers' and will be dismissed from the east exit by the flag pole & bike rack, to immediately walk home.** 'Walkers' will not be picked up by parents **EXCEPT** students in grades PK-2. Older siblings who are 'walkers' may meet the younger sibling and walk home.



- If you feel your child is not able to safely walk home, we recommend you use the car lane. He/she will then be a car rider using the car lane procedure.

**If your child's transportation changes or you did not receive an assigned Car Tag Number,** please notify the office so we can make sure your child is at the right place for dismissal by 2:30pm. Thank you for following our plan and helping us keep our students safe.

The following map shows the routes that are implemented depending on your method of transportation.



## Uniform Policy

Central Elementary is a uniform school, approved clothing is listed below. Students may wear:

- White, navy blue, light blue or maroon shirt with collar.
- Pants/Shorts/Skirts/Jumpers – khaki or navy blue, white or navy blue vest/sweater.
- Students may wear sweaters, and/or sweatshirts that are navy, white, light blue or maroon. The sweaters and/or sweatshirts may have a school appropriate logo.
- The hood will not be allowed to be worn inside the school building.

- Gym shoes or closed shoes. Open-toe sandals cannot be allowed due to safety reasons.
- Friday's dress can be the mandatory uniform or students can wear jeans with a Central tee-shirt. A Central tee-shirt can be purchased at the front office throughout the year. Students may also wear House Colors.

Dress code violations should be handled in the following manner:

- ***First Violation:*** Teacher gives a verbal reminder to the student and sends a communication to the parent as a reminder about the dress code policy.
- ***Second Violation:*** Teacher calls parents and asks them to bring acceptable clothing to school. If parent is unavailable, the student must borrow a garment(s) from CIS or the campus nurse if possible. The student remains in the classroom for instruction. The teacher sends home a reminder letter of the dress code policy and asks that the parents sign and return the letter.
- ***Third Violation:*** Same process as the first two offenses. Teacher submits a discipline referral to the administrator in charge of their grade level. If the dress code violation presents a disruption to the learning environment, the student may be placed in In-School Suspension at the administrator's discretion.

## Field Trips

---

Students from various higher grades may enjoy one or two field trips throughout the school year. These trips are always fun and educational and provide students the opportunity to take a break from their normal routine and experience more hands-on learning. Trip sites can include visits to the zoo, nature centers, community and government centers, and science museums. Places like zoos and nature centers often have an interactive display that allows children to touch plants or animals. Students will be asked to pay for their part of any admission and bus fees. Detailed information will be provided to the parents well in advance of the actual trip. Field trip permission forms will also be sent home with the students and must be signed and returned before any student can participate in the field trip. Parents interested in volunteering as a chaperone for a field trip



must complete the necessary paperwork, a 3 to 4 week process, which includes a background check. For more information please contact the front office at 469-713-5976.

**(Due to COVID-19 all field trips are cancelled until further notice)**

## Fundraisers

---

Through the year the school will host various fundraising activities that all students and staff can participate in. Central is a uniform school but some activities will allow students to dress in non-uniform outfits usually for \$1, or \$5 for a whole week during a designated week in the Fall and a week in the Spring. Central tee-shirts are sold at the front office throughout the year and students can wear one with jeans every Friday. All funds go back to the school to help with various projects during the year. Advance notice of each upcoming fundraising event is sent home with the student in the weekly folder in flyers that provide details of the event. Participation is optional.

## Library Policy

---

### **LISD Library Mission Statement**

The LISD libraries are the center of collaborative learning, providing an up-to-date print and electronic information-rich environment. LISD librarians deliver professional services that support the curriculum and the school community in a constantly changing, knowledge-based society.

The libraries are essential to the creation of students who are:

- Passionate about learning and reading

- Effective problem solvers
- Critical and analytical thinkers
- Proficient communicators
- Voracious and discerning consumers of information
- Successful world citizens

### **Library Materials Check Out Agreement**

The Central Library Media Center has numerous materials that can be checked out by Central students, parents and staff members. The Library materials are purchased using local and state tax money so we must be responsible stewards of the materials we have in our Library Media Center. When students, parents or staff members check out Library materials they are agreeing to return the materials when they are due and in the same condition. If a book is lost or damaged while it is checked out to a student, parent or staff member, it must be paid for so that another copy can be purchased. Another option is to bring in a similar book so that the lost or damaged Library book can be replaced. If any questions arise about lost or damaged Library books, please contact the Central Library Media Specialist.

### **Intellectual Freedom Self-Censorship Statement**

Reading is a joy, a privilege and the right of every patron. As you select the Library books you will read, please understand that every book is not the best choice for every patron. If a book is unappealing or offensive to you in any way, please return it and select another. You, our most valued patron, know better than we, the Library staff, what reading materials best serve you and your family's standards and beliefs.

## **Lunch – Visitors Policy**

---

All visitors, including parents, are required to report to the main office to sign in. All visitors must present a current driver's license, passport, or government issued photo ID to obtain a visitor's pass. All visitors should be prepared to present their photo ID at each visit.

(Due to COVID-19 parents and visitors will not be allowed in the school until further notice) More information here:

Tuesdays - 4<sup>th</sup> & 5<sup>th</sup> grades

Wednesdays: 2<sup>nd</sup> & 3<sup>rd</sup> grades

Thursdays: Kinder & 1<sup>st</sup> grades

Fridays: Pre-K

LUNCH	RECESS	GRADE
12:15-12:45		PK
12:00-12:30	11:30-12:00	Kinder
12:30-1:00	12:00-12:30	1st
11:00-11:30	10:30-11:00	2nd
11:30-12:00	11:00-11:30	3rd
10:30-11:00	10:00-10:30	4th
1:00-1:30	12:30-1:00	5th
<b>*Early Release Days*</b> <b>Dismissal @ 11:45am</b>		
LUNCH	RECESS	GRADE
10:45-11:15		PK
10:45-11:15	9:30-9:45	Kinder
11:10-11:40	10:25-10:40	1st
10:40-11:10	8:55-9:10	2nd
10:50-11:20	11:20-11:35	3rd
10:10-10:40	9:05-9:20	4th
11:00-11:30	8:25-8:40	5th

Parents/guardians are welcome to eat lunch with their child/ren on regular school days (not on days of Early Dismissal). Parents may bring lunch for their child/ren and themselves or purchase in the cafeteria. **Due to COVID-19 parents and visitors will not be allowed in the school until further notice.**

Parents may not bring food or drink for students other than their own child. During STAAR or other testing day parents/guardians may not have lunch at

school with their child/ren. No lunch deliveries or visitors will be allowed during testing.

Relatives of students are welcome for lunch when accompanied by the parent/guardian or with prior written parent permission for each visit.

Parents should sit with their child in a designated area. Other students will not be permitted to eat in the designated visitor area without their own parents. **Due to COVID-19 parents and visitors are limited in the school until further notice.**

## Recess

Only school employees and elementary students are allowed on the playground during arrival/dismissal time, during school hours, and during the Extended School Day program.

# Open House

---

All parents are invited to visit their child's school to hear what their child will be learning and the activities they will be participating in throughout the year. Parents are welcomed to ask questions and are encouraged to participate in a Scavenger Hunt where they will receive a form and stickers from every teacher they visit. This is a great way to learn the areas and the teachers that make learning more fun. Upon leaving the forms may be turned in and parents will earn a prize.

## Parties

---

Celebrations of different events can be held in a child's classroom throughout the year. Typically most parties will be allowed towards the last part of the day. The school will normally send notices home with detailed information. These can be found in the student's weekly folder.

**Foods brought in for parties:** Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's

or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

**Due to COVID-19 all celebrations are limited to student participation and parents are not permitted to attend.**

## School Hours

---

Students must be in class by 7:45 am. After 7:45 am students must go to the front office for a tardy pass. At dismissal students must be picked up by 3:10pm. See the attendance policy.

## Weekly Folders

---

One way we communicate with parents is by sending home a weekly folder which can include notes to parents, grades, a weekly school newsletter, flyers about upcoming events, etc.all information important to the school and the child's education. Central Elementary folders will be provided to each student with all this information and will be sent home weekly, usually on the same day each week. By always sending the weekly folder home on the same day families can know when to expect to receive information and that if they do not receive a folder on that day they can check to find out why. The students are taught the importance of having parents look at their works. Once folders are returned the next day, the teachers will also check the folders to see if there are any notes from the parents.

## Yearbooks

---

Central Elementary offers a yearbook for sale that captures pictures of students and activities held throughout the year. Yearbooks are pre-sold in the Fall and once they are printed and delivered in the Spring are sold at a slightly higher price. Only a certain amount are ordered so it is always best to pre-order one and not take a chance that they will be sold-out. All profits go back to the school and benefit students through various school-wide events. Yearbook flyers are sent home with the students so be on the lookout for one at the start of the school year. Under special circumstances yearbooks can be purchased using a payment plan. A non-refundable deposit of \$10 will start the plan. All payment plans must be paid in full by March 1<sup>st</sup>. Please contact the front office for more information.

---

## **COVID-19 INFORMATION, PROCEDURES AND GUIDELINES**

### **STUDENT SAFETY PROCEDURES WHILE AT SCHOOL**

While at school students will spend most of their time in their classroom so that contact with others is limited. Restroom breaks will be scheduled and supervised, and students will only travel to recess and gym.

#### **Masks are strongly recommended.**

- When you wear a mask it needs to cover both your nose and your mouth.
- If your student wants to wear a mask please supply them with a mask to wear to school.
- Disposable masks will be available for free for all students in case of a problem during the school day.

#### **Handwashing and Sanitizer**

In addition to hand washing students will use hand sanitizer throughout the school day. There will be hand sanitizer stations throughout the school as well as in classrooms.

Let us know if you have questions about these procedures or any other topics for the upcoming year. You can contact the school by calling 469-713-5976.



Students in grade six and below will be required to quarantine if they share a home with any individual who is lab-confirmed COVID positive. If your child is living with someone who is COVID positive, please contact the COVID call center ([hours of operation](#)). Families will receive the student's plan and quarantine date.

---

## Communication

Central and teachers will be communicating using the following programs:

### **Canvas**

Students in LISD will use a tool called **Canvas**. Inside Canvas students can access important information and documents for their classes o We will access Canvas through the [LISD Learning Hub](#). o Please go to the learning hub app on your LISD iPad, (or [lhub.lisd.net](#) in a web browser on a personal device) and click on the Canvas app. Log in to Canvas with your LISD username and password (This is the same login you use for the Learning Hub)

### **WebEx Teams**

We will continue to use WebEx Teams for our classroom virtual space and for launching any live virtual learning o This must be downloaded and signed into using your LISD account.