

Hebron Valley Elementary

School Colors: Teal and Silver

School Mascot: Husky

School Hours: 7:45 – 2:55 School Office Hours: 7:15 - 3:30

SCHOOL HOURS

School is in session from 7:45 a.m. until 2:55 p.m.. Students are released to their classrooms around 7:35 a.m. so that they may prepare for their day. No student should arrive prior to 7:15 a.m. and **all students must be picked up by 3:00 p.m.** With the safety and welfare of your children as a top priority, we appreciate your help in staying within these timelines. Once students enter the building they should remain in the supervised areas. All breakfast eaters and Kindergarteners- second graders will be in the cafeteria. Third grade - fifth grade will be in the gym until students are released to class.

CAMPUS SCHEDULE

SPECIALS

4th 8:05 - 8:55
 2nd 9:00 - 9:50
 3rd 9:55 - 10:45
 10:45 – 11:30 Special’s Planning
 11:30 – 12:00 Special’s Lunch
 K 12:00 - 12:50 PUPS 12:25-12:50
 1st 12:55 - 1:45
 5th 1:50 - 2:40

LUNCH

10:30 - 11:00 Kinder
 11:00 – 11:30 First
 11:50-12:20 PUPS
 11:30 – 12:00 Second
 12:00 – 12:30 Third
 12:20 – 12:50 Fourth
 12:45- 1:15 Fifth

RECESS

11:00 - 11:30
 11:30 – 12:00
 11:20 - 11:50
 12:00 - 12:30
 12:30 - 1:00
 12:50 – 1:20
 1:15 - 1:45

*Bus dismissal is at 2:55 pm

RECESS

Our students go out to recess most days directly after lunch. LISD recess procedures take into consideration heat index and wind chill, not just temperature. Please have your student dress accordingly. The following LISD guidelines are noted:

LISD RECESS PROCEDURES & HEAT*

| Weather Information | Recess |
|---|--|
| Heat Index \geq 100 | Inside Recess for All |
| Heat Index \leq 99 + Ozone Alert Red | Inside Recess for All |
| Heat Index \leq 99 + AND Ozone Alert Orange | Outside Recess for all except for students with respiratory illness, or other illness distressed by heat. |
| Heat Index \leq 99 | Outside Recess for All |
| Wind Chill \leq 34 | Inside Recess for ALL |

* In ALL Weather Conditions, any student may be excused from recess with a note from their parent or doctor for any valid reason. It is important for students to have immediate access to water when needed/requested. Remember our youngest students are not the best at self monitoring.

Please always send in coats, hats, etc. on cold days. Students will only be kept inside on days that are quite cold, blustery, and windy, but we take them out whenever possible.

ELEMENTARY CAMPUS PLAYGROUND

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

TRANSPORTATION

Bus Riders

Due to the dangerous traffic around our school, bus service is available to *all students* in our zone. We encourage you to take advantage of this service. It saves parents the frustration of dealing with the heavy traffic which will many times result in your child being late to school. **From First Student Bus Services:** To ensure all Kindergarten and First Grade students riding our Regular Education buses arrive safely at home each afternoon, it is required that no Kindergarten or First Grade student be released from the bus without a parent or older sibling present. The older sibling must be at least in 2nd grade. If no parent, designated adult, or sibling is at the stop, the driver will contact Dispatch with the student's name and school. The school will be contacted. The driver will return the student to the school and hand deliver the student to an administrator or office personnel. The school will contact the parents to advise them their child can be picked up at the school. **Please note that 2nd – 5th grade students are allowed off the bus even if a parent is not present unless the parent has a bus contract on file with First Student indicating a different procedure.**

Car Riders

Please remember that you have two options for getting your students here safely each morning.

1. They can ride the bus - All HVE students in our attendance zone, are afforded a bus to transport them to and from school, if they are not on a transfer.
2. Parents may drop them off following the attached traffic flow procedure. <http://screencast.com/t/DzljD7aZwK>

Traffic Flow

Morning Traffic K -1st Grade: Please turn right into the first parking lot entrance off of Creek Valley that runs parallel to Hebron Parkway. Please pull all the way forward to the first cone (end of sidewalk). Doing this, allows us to get as many children exiting their car (**on the left side only**) at one time as we can. Please stay in your cars to maintain a safe environment. If you have another child that is in an older grade level, they may exist at this location as well. K- 2nd grade students will sit in the cafeteria. Any 3rd -5th siblings will walk through the campus to the gym, which is their holding area. Students are released to go to class around 7:35 a.m. to provide 8-10 minutes to get to class prior to the 7:45am tardy bell.

Once your child has safely exited the car, please remain in line until it begins moving again. **Pulling around cars and cutting in line creates a hazardous situation.** Follow the traffic flow to the circle and merge into the 2nd - 5th grade line cautiously. Continue towards the playground in order to turn right onto Creek Valley Blvd while exiting the HVE parking lot. (No left turns are allowed due to traffic flow during the allotted morning and afternoon drop off hours).

Morning Traffic 2nd - 5th and Afternoon Traffic Flow K -5th Grade: Please turn right into the main parking lot from Creek Valley Blvd. If you are turning from the opposite direction, please courteously merge **prior to the second crosswalk**. Please DO NOT make illegal turns (turning right into the school from the middle line to pass the traffic line as this is illegal, unsafe and discourteous. Keep in mind that you are modeling "The Golden Rule" for your children.)

Follow the traffic flow to the back of the building. Students are to be dismissed from the **right** side of their car **only**. Please stay in your cars, as traffic from the opposite direction causes an unsafe situation if you are exiting on the left. Pull all the way forward to the first white sign. Doing this, allows us to get as many children exiting their car (**on the right side only**) at one time as we can

Once your child has safely exited the car, please remain in line until it begins moving again. **Pulling around cars and cutting in line creates a hazardous situation**. Follow the traffic flow around the circle. **In the morning, please courteously allow the K-1st traffic line merge in the circle area** then continue towards the playground in order to turn right onto Creek Valley Blvd while exiting the HVE parking lot. (No left turns are allowed due to traffic flow during the allotted morning and afternoon drop off hours).

Please remember, it is against the law to use your cell phones, unless they are hands-free, in the School Zones (including on School property) during morning and afternoon drop-off hours.

Transportation Changes

To ensure the safety of our students, any transportation changes need to be communicated in writing to the classroom teacher 48 hours in advance as teachers are not always able to check email while providing instruction. The teachers will not allow the students to leave school in a different way or on a different bus without having a note.

If a student needs to ride a different bus home, ride the bus for the first time or get off at a different stop, they will need to come to the office to have their note stamped by the principal. The bus drivers will need this note before they will allow the student on the bus.

For last minute ride changes, please call the office before 2:00 pm. This will give us enough time to get the information to the teacher.

FORGOTTEN ITEMS

Forgotten lunches, jackets and such can be dropped off in the front office and we will get these items to your child. Forgotten homework that is dropped off will be put in the teacher's mailbox and will be considered late work.

Please realize that getting items and messages to your child requires us to interrupt their classroom and will not be done during instructional times. Students should be aware of their method of transportation prior to arriving at school. Communicate planned ride changes with your teacher in writing.

Bringing Lunch to Your Student

Parents are allowed to drop off lunches for their child but we request that parents not drop off lunches every day. Please send the lunch with your child whenever possible.

AFTER HOURS MATERIAL RETRIEVAL

In an effort to teach our children responsibility, *we do not allow anyone to reenter the building AFTER 3:00 P.M.* to retrieve forgotten materials in order to avoid interruption of the teacher's planning and tutoring time. These items need to be packed in the student's backpack prior to leaving for the day.

LOST AND FOUND

Our lost and found fills up quickly especially during the colder months. At the end of each 9 weeks, we send all of the clothing to a local charity. During morning announcements, we remind the students to check for lost items before we send them off.

PARTIES

While the school observes many special days and classes may frequently have “snack treats” for student birthdays, etc., there are three actual parties allowed at school. These three parties are observed for Winter, Valentine’s Day and the end of the school year. No other “parties” may be held without the consent of the teacher and the principal.

Parents may attend these three parties but due to limited room, siblings, grandparents and other family member will not be allowed to attend. No balloons will be allowed in the classroom.

While we *do not* have parties to celebrate students birthdays, parents are permitted to send either *store bought* cupcakes or cookies for the classroom. These may be dropped off at the front office in the morning. The treats will be eaten during snack time or at the end of the day. Please do not send juice, uncut cakes, cookie cakes or other party treats or goodie bags. Balloons are not allowed.

We *do not* have birthday parties. Food for the classrooms needs to be store bought, we cannot accept home-made treats

TOYS OR PERSONAL ITEMS AT SCHOOL

STUDENTS ARE NOT ALLOWED TO BRING TOYS OR SPORTS EQUIPMENT FROM HOME FOR USE HERE AT SCHOOL OR ON THE PLAYGROUND, UNLESS REQUESTED BY THE TEACHER. THIS CAUSES DIFFICULTY FOR THE BUS DRIVER AS WELL AS FOR THE PLAYGROUND DUTY TEACHERS WHEN ITEMS GO MISSING OR GET LOST. AS A SCHOOL, WE WILL WORK WITH OUR P.E. TEACHER AND CLASSROOMS TO MAKE SURE STUDENTS HAVE ACCESS TO ENOUGH EQUIPMENT.

DRESS CODE

Each student is expected to meet District or campus standards of grooming and dress. The District’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

Refer to LISD Elementary Handbook and Dress Code Administrative Rules for specific details.

Students who wear items which interfere with the educational process or which do not adhere to the guidelines stated above may be required to change clothes if problem persists. For further clarification, please see School Board Policy (FNCA Local), at www.lisd.net.

PHYSICAL EDUCATION

If your child cannot participate in P.E. or is unable to go outside during recess, a note must be sent to the homeroom teacher stating restrictions and the number of days for the restriction. If restricted for more than three days in a row, a doctor’s excuse is necessary. Please notify the school if your child needs to use any medical assistive device and provide a doctor's note regarding its use at school.

All students need to wear athletic shoes for participation in P.E. Sandals, flip flops and boots cause a hazard to their activities.

FASTING

If your child is observing a fast, the parent/guardian should send a note to the school stating the beginning and ending date(s) of the fast along with a description of the type of fast. It is up to the student to maintain the fast. The school will not deny food or water to any student that requests it.

We will not allow a child to fast without a note from the parent.