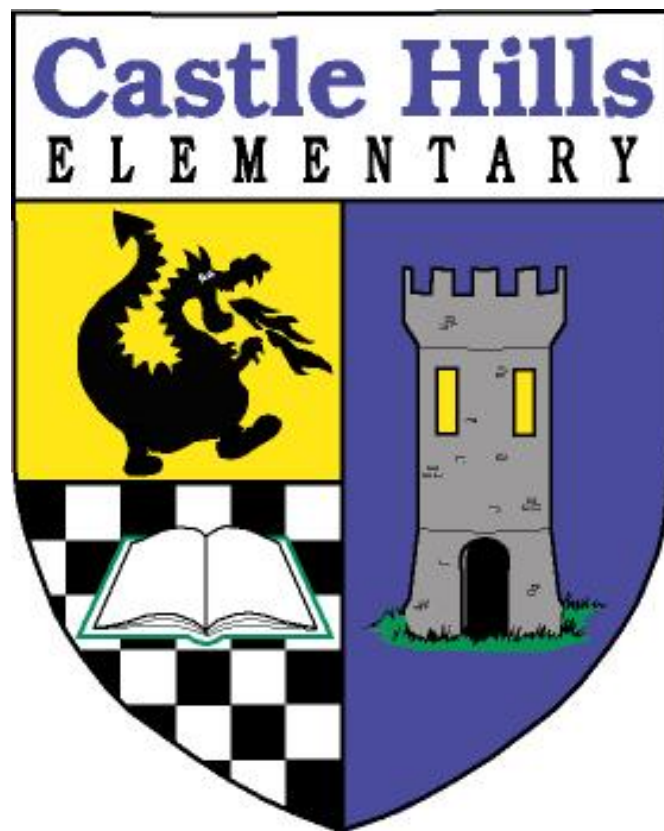


Castle Hills Elementary Addendum to LISD Student Handbook 2018-2019



Donna J. Taylor, Principal
David Johnson, Assistant Principal

A and A/B Honor Roll

A Honor Roll: all A's in every subject, including each component of ELA, every nine week period

A & B Honor Roll: all A's and B's in every subject, including each component of ELA, every nine-week period

End of Year Honor Roll for Dragon Award pin:

The End of Year Average will be used for the A Honor Roll and A & B Honor Roll

Parent's Classroom Visitation Policy

LISD wants parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. If you choose to visit your child during class time, the following procedures apply:

- Campus administration and the teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the Main Office and present a current ID. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations are limited to two 45-minute visits per eighteen weeks.
- Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- This policy does not apply to those who, by law, are permitted to visit with children.

SCHOOL HOURS

School is in session from 7:45 AM until 3:00 PM. Students are released to their classrooms at 7:35 AM so that they may prepare for their day. No student should arrive prior to 7:15 AM and **all students must be picked up by 3:10 PM**. Personnel are not available to supervise students arriving prior to 7:15 AM nor picked up after 3:10 PM. 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. The cafeteria will house the K-2nd graders and the gym for the 3rd-5th graders.

In addition, students who may have forgotten something are only **permitted to return to their classroom until 3:10pm**. Our teachers tutor, have meetings, etc. and are not available after this time. Thank you for understanding.

READY TO APPLY MY GE LIFE SKILLS (Previously READY TO LEARN)

Being ready to learn incorporates all of the GE Life Skills that we are teaching our students. Skills like responsibility, self-discipline, perseverance, effort, dedication, and commitment.

This year we are simplifying the program drastically. The office will continue to take data on tardiness. This will be the part of the program whereby students can earn their GE Life Skills pin at the end of the year.

Students who have no more than 5 unexcused tardies or do not have more than 10 items dropped off in the office for the year will earn their GE Life Skills pin.

Lunches dropped off will NOT count against a student.

It will be up to each grade level if they want to add to the “on time” requirement to earn a pin. If your grade level chooses to do this you they will communicate what they are monitoring.

STUDENT BIRTHDAYS

As of the 2017-2018 School Year we are going healthy and saying good-bye to donuts, cupcakes, cookies, etc. as we celebrate student birthdays.

Here are some examples of treats we WILL be able to accept:

Animal Crackers
Applesauce
Apple Slices
Whole Grain Chips
Bananas (in peel)
Carrots w/ low-fat dip
Low Sugar Cereal Bars
Low Sugar Granola Bars
Whole Grain Crackers
Low-fat Cheese
Cuties (in peel)

Unsweet Dried Fruit
Fruit Cups (in water)
100% Fruit Snacks
Graham Crackers
Hummus
Pretzels
Low-fat Popcorn
Raisins/yogurt covered
Rice Cakes
Trail Mix (no candy)
Low-fat Yogurt

RECESS

Our students go out to recess most days. 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*

Heat Index and Wind Chill, not just Temps.

Heat Index \geq 100

Inside Recess for All

Heat Index \leq 99

Inside Recess for All

BUT

Ozone Alert Red

Heat Index \leq 99

Outside Recess for ALL

***AND* Ozone Alert Orange**

***EXCEPT* for students with respiratory illness, or other illness distressed by heat.**

Heat Index \leq 99

Outside Recess for ALL

AND

No Red or Orange

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 PLAYGROUNDS

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

DOGS ON CAMPUS

Here at Castle Hills we love our furry animals, but not at school. Although your family pet is well behaved and has never had an incident before, we never know how they will react when lots of students are around with lots of noise. It is a safety issue. Thank you for your support.

STUDENT SCHEDULE

Grade	Specials	Lunch	Recess	Parties
Kinder	12:55-1:45	10:30-11:00	11:00-11:30	11:50-12:50
1st	12:00-12:50	11:00-11:30	11:30-12:00	1:00-2:00
2nd	1:50-2:40	11:30-12:00	12:00-12:30	12:45-1:45
3rd	9:50-10:40	12:00-12:30	12:30-1:00	1:45-2:45
4th	8:55-9:45	12:30-1:00	1:00-1:30	1:30-2:30
5th	8:00-8:50	12:50-1:20	1:20-1:50	1:50-2:50