



# Lake Highlands Elementary School Family Handbook 2022-2023

This campus handbook contains information to help students and parents understand school specific expectations for our students at LHE. Students and parents also need to be familiar with the Student and Parent Guidebook and Student Code of Conduct, which are separate documents provided by the district, and used to make decisions at the campus level. These documents contain detailed information important to all families such as attendance, truancy, policies, school expectations, and bullying.

Both handbooks are available on the [Student Services Policies Page](#). Please take time to read and discuss this information with your child/children. Thank you and we look forward to a great year!

Sincerely,  
Emily Gruninger, Principal

ARRIVAL INFORMATION	School hours are from 7:50 a.m. to 3:10 p.m. every day. All students will enter and exit the building through their assigned grade level door. Doors open in the morning at 7:30 a.m. <u>Children dropped off before 7:30 a.m. are unsupervised. It is HIGHLY suggested that students do not arrive on campus BEFORE the doors open at 7:30 a.m.</u> All students are welcome to eat breakfast in the cafeteria. Parents are not allowed to escort child(ren) to the classroom when they arrive on time or if they are tardy. Parents need to say goodbye to student(s) in the car or at the door. Please be mindful of the traffic flow in the morning and afternoon. This is a difficult area to navigate and all drivers, walkers, and bike riders must follow the traffic rules. Do not park in the drop off/pick up lane on Ferndale or the back drive, and do not exit your vehicle.
DISMISSAL INFORMATION	The school day concludes at 3:00 p.m. for Pre-K-2nd grades and 3:10 p.m. for 3rd-6th grades. Students are expected to leave school grounds at that time unless they are involved in tutoring or other after-school activities. If you are going to be late, please contact the teacher or office to inform them and make arrangements. Our staff and teachers have meetings and professional development classes after school and it is imperative that students are picked up on time. Students who are not picked up by 3:15 p.m. will be brought to the office to wait for their ride. At 3:15 p.m., parents must enter the building, show their state issued ID and sign their child(ren) out. Teachers will attempt to contact parents by phone if their students have not been picked up by 3:15 p.m. If school personnel are unable to contact the parent, guardian, or someone on the emergency card to pick the student up, the police department will be contacted by the school. Repeated, habitual, late pick up will be referred to Student Services. If your dismissal plans change, please make every effort to let your child(ren) know before

	school begins. If the change happens during the day, we ask that you notify the teacher before 12:00 p.m.
WALKER/BIKE EXPECTATIONS	Children and adults on bikes or scooters must WALK with their equipment on school grounds at all times. It is strongly advised that all bikes are locked at the bike racks. Please bring all helmets inside to store in lockers.
ARRIVAL AND DISMISSAL DRIVER EXPECTATIONS	Our traffic pattern at LHE is unique and can get very congested at arrival and dismissal. All drivers must adhere to the expectations as explained in our arrival/dismissal map <a href="#">here</a> . Please practice patience as you follow the traffic rules. Our children need our attention for their safety.
EARLY PICKUP	A picture ID is required to pick a child up from school. Only adults listed on the child's emergency form may take the child from campus. Students will not be released from the office after 2:45 p.m. If you need to pick up children early for an appointment, please do so before 2:45 p.m. The student will not be released from the classroom until after the parent has arrived and presented the necessary identification.
ATTENDANCE & TRUANCY	All students are required to be regular and punctual in attendance. Please refer to the district handbook for absence and truancy information. <u>Parents must send a note with the student or an email on the day the child returns to school, or up to 3 days later.</u> This note must contain the student's full name, teacher's name, date, and reason for the absence.
AUTOMATED PHONE CALLS	Phone calls from the school and school district often are sent through an automated system. If a student is marked absent in the system, an automated call will be sent to the primary number on file. Please listen to the message before calling the school.
TARDY POLICY	Students are expected to be seated in the classroom at 7:50 a.m. Students arriving after 7:50 a.m. will be documented as tardy. Significant tardy issues will be addressed by the administrators. Individual plans for students with significant tardies will be developed with parental involvement.
EMERGENCY INFORMATION	It is important that the emergency contact information in Focus is up to date and <u>correct</u> . The contact information in Focus is used when determining who should have access to your student in the event the parent cannot be reached. Email Nancy Saavedra, the school SDS, with changes that need to be made as needed at <a href="mailto:Nancy.Saavedra@risd.org">Nancy.Saavedra@risd.org</a> .
LUNCH	<p>Breakfast and Lunch prices, menus, and other information are available online. Parents can prepay for their child's meals with a check or cash at school, or on <a href="http://paypams.com">paypams.com</a>.</p> <p>To accommodate limited space and promote student socialization, we ask that each student has lunch visitors no more than one time per week. All lunch visitors must check in at the front office and receive a visitor badge before entering the building. You must bring a driver's license with you &amp; be scanned through Raptor. Our lunch visitor area this year is the LHE Courtyard for guests eating with their own students. Lunch visitors and their students only will eat together (no friends). Before the end of your student's lunch, students will return to the cafeteria to meet their class. Lunch visitors are not to walk their students back to class. Lunch visitors will need to reschedule on days with inclement weather.</p> <p>If you are dropping off lunch for a student, there is a cart in the foyer. Please follow the</p>

	<p>directions on the wall above the cart and leave the lunch on the cart. We will take care of it at lunch time.</p>
<p>CITIZENSHIP &amp; CONDUCT</p>	<p>Our aim is for each student to reach the goal of self-discipline and self-responsibility. Students are taught what is expected of them in the classroom, on school grounds, on the bus and in common areas of the building. Students know the consequences for inappropriate behavior and the rewards for appropriate behavior. A goal of LHE is to build a community with mutual respect for students, staff, and parents based on the PBIS model (Positive Behavioral Interventions and Supports).</p> <p>We strive to prevent bullying, however, should an incident occur, we identify and intervene immediately upon the knowledge of the situation. We follow the RISD guidelines for bullying as identified in the Richardson ISD Code of Conduct. Please review that document (link attached on page 1) to be informed about the process.</p>
<p>GRADES</p>	<p>Each grade level will have a specific grading system and homework plan. Your children's grade level communication plan will be presented at the beginning of the school year. Grades reflect the alignment of curriculum, instruction and assessment. Grades will be an average of projects, classroom and homework assignments.</p>
<p>COMMUNICATION</p>	<p>School communication starts with information documents, progress reports and report cards and student work for parents to review and sign. Each grade level communicates with parents in different ways, and parents will be informed at Parent Night. A parent who wants to schedule a phone or in-person conference with a teacher should call the teacher for an appointment. Generally, a teacher will be able to meet with parents or return calls during his/her conference period or after school within 24 hours. It is advised to always contact the teacher about a situation/question before asking another staff member or administrator. In most cases, the teacher has more knowledge of a situation or event and can help a parent in a timely manner.</p> <p>Teachers are expected to supervise their learning environments and cannot visit with parents for any length of time during the day, except during their conference period, or after school hours. Parents should contact the teacher to request an appointment for a conference. Parents and/or visitors who enter LHE must enter directly to the front office to sign in and receive a visitor badge. You must bring a driver's license with you and be scanned through Raptor. Only those individuals designated on the Emergency Card will be allowed access to your children provided they can display proper identification.</p>
<p>LOCKERS</p>	<p>Each teacher assigns a locker to every student in the class, one or two students per locker. All students are expected to keep any personal belongings such as coats or backpacks in them. Students are not allowed to bring locks of any kind to use on the lockers.</p>
<p>SAFETY &amp; SECURITY</p>	<p>Due to heightened safety and security measures across all schools, please be aware that we will be utilizing increased safety measures when buzzing visitors into the building, as well as using our Raptor system to print badges. During large school wide events, this may take longer than in the past for all to be checked in to our system. We appreciate your patience and support as we continue to work to keep our students and staff safe.</p>
<p>STUDENT ILLNESS &amp; MEDICATION AT SCHOOL</p>	<p>Parents of any student who must take prescription or nonprescription medicine during the school day must complete a <u>Parent Physician Request for Administration of Medication</u> form which is available in the clinic. All medicine must be kept in the school clinic.</p>

	<p>A child who is ill or whose temperature is 100 degrees or above in the last 24 hours should not attend school. When the nurse calls, please come pick up your child or send someone listed on the emergency card immediately. Students must be fever free without medication for 24 hours before returning to school. <u>Parents must send a note with the student on the day the child returns to school.</u></p>
STUDENT CELL PHONES	<p>RISD Student Cell Phone Guidelines: To promote the best possible learning and social environment in Richardson ISD, students will not use their cell phones during the school day, unless provided permission from an authorized district employee during the instructional day. The intent of the cell phone policy is to establish a cell phone-free environment and avoid cell phones distracting from learning as well as causing a loss of instructional time.</p> <p>Staff will confiscate cell phones being used by students during the school day. Parents will be contacted. Continued violations will result in disciplinary actions.</p>
STUDENT DRESS	<p>Clothes must be worn in a way that private areas are all fully covered. Undergarments should not be visible. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.</p> <p>Students must wear (while following the basic principle above);</p> <ul style="list-style-type: none"> <li>● An opaque top with a sleeve or strap and must cover the stomach, back and chest area</li> <li>● An opaque bottom, such as pants, jeans, or the equivalent of a skirt, sweatpants, joggers, leggings, dress, or shorts</li> <li>● Closed-toe shoes</li> </ul> <p>Students may wear, as long as these items do not violate basic principle above:</p> <ul style="list-style-type: none"> <li>● Closed-toe shoes</li> <li>● Fitted pants, including leggings, yoga pants, and skinny jeans</li> <li>● Ripped jeans as long as underwear and private body parts are not exposed</li> <li>● Athletic shorts and athletic skirt</li> <li>● Religious headwear</li> </ul> <p>Students cannot wear:</p> <ul style="list-style-type: none"> <li>● Images, language, or symbols that depict tobacco products, drugs, drug paraphernalia, alcohol, violence, hate speech, profanity, pornography, gang symbols, or other illegal activities</li> <li>● Images or language that creates a hostile or intimidating environment based on a protected class or group</li> <li>● Accessories that could be considered dangerous or could be used as a weapon</li> </ul>
STUDENT BIRTHDAYS	<p>Parents may provide a treat for the students in their homeroom class to celebrate their child's birthday. Food items are limited to labeled and individually wrapped store bought items ONLY, due to COVID protocols and food allergies. No drinks or favors will be distributed to the students. Prior arrangements should be made with the classroom teacher to deliver the treats to the classroom. All birthday treats will be shared with the class at 2:45 p.m. Birthday party invitations may not be passed out at school unless every child in the class receives one.</p>
CLASS PARTIES	<p>There will be two school sponsored parties during the school year, the Holiday Party in</p>

	December & Valentine's Day Party in February. Food items are limited to labeled and individually wrapped store bought items ONLY due to COVID protocols and food allergies.
PERSONAL ITEMS	Students may not bring personal items to school without teacher permission. This includes electronics, sporting equipment, toys, and games. It also includes items that may distract the learning environment such as trendy toys, playing cards, etc. Teachers may take the item causing a disruption. They will contact the parent to discuss the disruption and retrieval of the item(s).
VISITING THE SCHOOL	<p>Parents and/or visitors who enter LHE must enter directly to the office, present a valid picture ID, sign in, and receive a visitor badge. All RISD schools use a system that scans visitor information and cross references a database to ensure the safety of our students. No one will be allowed in hallways at any time without a visitor badge. Only those individuals designated on the Emergency Card will be allowed access to your children provided they can display proper identification. For student and staff security, teachers have been instructed to report the presence of any visitor not wearing a visitor badge provided by the school.</p> <p>Visits to individual classrooms during instructional time are permitted only with approval of the principal.</p> <p>Pets can be unpredictable. Please be careful with them on school grounds, and they must always be on a leash. Pets are <u>not</u> allowed inside the building for any reason.</p>
VOLUNTEER AT SCHOOL	Volunteers must complete and pass an online background check every year. There are <b>NO</b> Exceptions. Please apply early to be guaranteed approval in time for an event you would like to attend. <u>Any parent wishing to volunteer at LHE must complete the online application.</u> You must go to <a href="https://risd.voly.org">https://risd.voly.org</a> to complete the process.