



CASTLE HILL TRIBUNE

CASTLE HILL Elementary - A Title I/TIF/SPARKS School

2640 NW 46th Ave, Lauderhill, FL 33313

Phone: 754-322-5600

Fax: 754-322-5640

Mrs. Letitia Ingram-Phillips, Principal

Dr. Christopher Gentles, Assistant Principal

Back to School Issue August 2018

On Tuesday, August 14th, from 12:00pm to 2:00pm, class placements will be distributed and you will be able to go to the classroom. Please ensure that you tell your child's teacher how your child is going home. It is important that we know how each child is to be dismissed so that we can safely account for each child. This year you are encouraged to complete all of your back to school forms online and print a confirmation for the teacher. We will have computers available at the meet and greet for you to complete these forms. If you want to complete these forms online, please go to <https://www.browardschools.com/ba/cktoschool-onlineforms>

Tuesday, August 14th, there will be a Student and Parent Welcome for Head Start student from 12:30pm to 2:30pm.

The first day of school is Wednesday, August 15th. Parents of all grade levels, Pre-K through 5th Grade, will be permitted to escort their children to their classrooms, assist with bringing in their supplies, and meet their teacher. We will need all adults to leave the campus no later than 8:15am. Use this opportunity to confirm with your child's teacher how your child will go home. Please keep in mind, consistency is key to a safe dismissal. When routines are changed, it often creates confusion. Therefore, please consider not having a different dismissal for the first few days of school.

2018-19 Evaluations

Parents interested in providing input into the performance evaluations of Castle Hill Elementary School instructional and/or administrative employee evaluations may contact our office at (754) 322-5600 by April 12, 2019.

Parent and Visitor Access to Castle Hill Elementary Campus

*Maintaining a safe campus is our priority here at Castle Hill. New guidelines and policies are being implemented districtwide in an effort to better secure our campus. The District has mandated that **once the school day begins, all perimeter gates must be locked except for one gate to allow for parent and visitor access to the school. This gate must be monitored at all times by school personnel. If personnel are not available to dedicate to this post, the gate must remain locked and visitors to the campus must call the school's office to gain entry to the campus.** Due to budgetary constraints, Castle Hill Elementary does not have any extra staff to dedicate to solely monitoring the front entrance gate, therefore, we will need to close and lock the gate. Please help us to keep our campus safe by adhering to the following expectations for arrival, dismissal, and access to the campus.*

- The parking lot that accesses the front of the school will be open for drop off beginning at 7:15 for students going to breakfast and at 7:30 for all other students **until 8:30 am. DO NOT** drop off your child prior to these times. There is no supervision!!!
- The gate to the front parking lot of the school **will be locked and secured at 8:30 am.** If you need to access the campus, **you will need to call the school** at 754-322-5600. We will then send someone to open the gate. Please understand that this may take some time, so please plan accordingly.
- Dismissal for Pre-K and Headstart is at 2:00 pm. The gate to the front parking lot **will be opened and entry will be monitored again from 1:45 to 2:15 for Headstart and Pre-K dismissal only. The gates will be locked at 2:15 pm and reopened at 2:45 for KG- Grade 5 Dismissal.**
- With the exception of the times mentioned above, the gates will remain locked. If you need to access the campus, please call the school at 754-322-5600. We will then send someone to open the gate. Please understand that this may take some time, so please plan accordingly.
- The YMCA will have a monitor at the gate for aftercare from 3:00 pm – 6:00 pm. In the event that the front gate is closed, please call 754 322-5633 to gain entry to the school.
- When entering the campus, please be prepared to share your purpose or need for entry to the campus with staff members. Our staff appreciates receiving a positive attitude during these procedures and will reciprocate with the same!
- Please ensure that your child has all that they need for school when you drop them off daily. Failure to do so could result in delays in gaining entry to the school since gates are locked throughout the day.

We recognize that these safety procedures may be inconvenient. At times, due to inclement weather or staff availability, there may be longer than usual wait times. We kindly appreciate your cooperation and patience as we work together to keep our children safe.

Understand the dismissal terminology and procedures

If you want to "meet your child", you will need to tell your child **they will be a walker.** They will be dismissed as a walker on the south side of the school. This is where the crossing guard is located. If your child rides a bike to school, they are dismissed with the walkers.

Parents are **NOT permitted** to walk on campus to pick up students. **This area is reserved for those children who are car riders.** If you list your child as a car rider, you must access the campus in your car in the car loop. No parent will be allowed to walk to the car rider area to pick up students. If you are going to park on the perimeter of the school and pick up your child, they must be listed as a walker and you meet them outside the walker gate by the crossing guard. **DO NOT** tell your child to go out with the car riders and you will walk there to pick them up. Only Castle Hill staff will be permitted in this area. **It will cause confusion and anxiety with your child** if you tell them this because teachers and staff will direct the students whose parents said "they are going to meet" them by the walker areas. We will hold students who are going to be picked up at the walker gate on the inside fence by the crossing guard. Students listed as car riders must be picked up **in your vehicle.** Keep in mind, that the first two weeks of school, dismissal takes significantly longer. Once routines are established, the carloop time shortens tremendously. **Ease their anxiety** by reminding them that it may take a little bit of time for your car to get to the front of the line, but you will be there.

YMCA is our on-site aftercare provider. YMCA students are picked up by YMCA staff in their grade level areas and escorted to the cafeteria at dismissal. Students who attend other off campus private aftercare providers are dismissed with the bus students. Aftercare providers are required to pick up in the bus dismissal area. Be sure your child and teacher know the name of the aftercare provider.

8:00 is late!

Entering the school's front gate at 8:00 is late! The instructional school day begins promptly at 8:00 am. Your child will be marked tardy if they are not in their classroom by 8:00. Please refer to the Student Handbook in the first day packets and online for further information regarding attendance and early dismissal procedures.

Volunteer

To volunteer or chaperone a field trip in a Broward County Public School, you must be cleared first. Please fill out the application on the link provided and make sure you do it within enough time for the application to be processed, which may take several days.

<http://browardschools.com/getinvolved/application-note>

Emergency Preparedness

Teaching children what to do in the event of different types of emergencies has always been embedded in your child's instruction. We conduct fire drills monthly and tornado drills two times per year. This year the District has mandated that "code red" lock down drills be every month. In the event of an actual emergency, Castle Hill will communicate with the school community as soon as feasibly possible using parent link. To ensure that you can receive this timely communication, be sure that you keep your contact information up to date with the front office of the school.

Unified Dress Code

Castle Hill Elementary has a unified dress code. Students' adherence to our dress code is important in helping us identify those that belong on campus. Our unified colors are red or white top and blue or khaki pants.

MARK YOUR CALENDARS**Meet the CHE leadership team:****August 14th**

Meet & Greet
12:00-2:00

August 15th

First Day of School 8 am

September 3rd

Labor Day-NO SCHOOL

September 10th

Rosh Hashanah
NO SCHOOL

September 12th

Open House Grade 6-8pm

September 17th

Interims

September 19th

Yom Kippur
NO SCHOOL

Letitia Ingram-Phillips,
Principal

Christopher Gentles,
Assistant Principal

Annie Francis,
School Counselor

LaCheryl Taylor,
ESE Specialist

Jessika Timmons,
Literacy Coach

Tennell Trotter,
Math Coach

Marie Allen,
Office Manager

Jessica Medrano,
IMT

Open House

On September 12th at 5:30 PM, Castle Hill will host its Annual Title 1 Parent Meeting and Open House.

Student ID Badges

Beginning this school year, all students in Broward County Schools are required to wear identification badges. Castle Hill will provide your child with an ID badge and breakaway lanyard. The ID badge will remain in school. All staff are also required to wear ID badges as well.

Additional Safety Information

- All parents must present an ID to sign students out of school. No student will be signed out without an ID.
- Please DO NOT park your cars in front of the school when coming to the front office. Utilize the parking spaces.
- No Pre-K student will be signed out after 1:30 pm
- No KG-5th Grade students will be signed out after 2:30 pm

Stay Connected

Parent Link– These are informative calls and emails from Broward Schools and Castle Hill Elementary. If you are not receiving them, contact Ms. Medrano at 754-322- 5600. Be sure your contact information is up to date!

Title I Information & Updates

The School Board of Broward County Title I Center for Parent Involvement is located at 701 NW 31 Avenue, Ft. Lauderdale, FL 33311. For more information please visit www.broward.k12.fl.us/titleone/ (or call 754-321-1425).

The District Parent Involvement Policy <http://www.broward.k12.fl.us/sbbcpolicies/>, LEA plan <http://www.broward.k12.fl.us/titleone/parent-involvement-lea-plan.asp> and SPAR <http://doeweb-prd.doe.state.fl.us/eds/ncibspar/index.cfm> can be found at the respective links.

Nou capab li Pwogram pou Ameliore Lekol la avek Pwogram pou Parent Paticipasion an nan web sites sa yo.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321- 2150 or Teletype Machine (TTY) 754-321-2158

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.