

Dear Bobcat Parents,

It is truly a pleasure to serve each of you, your children, and this community. I look forward to a wonderful school year! I would like to take this opportunity to review a few League City Intermediate policies in place to protect your children and to maximize instructional time. League City's school to home communication plan is included in this letter as well. Please take a minute to review the school policies and communication plan outlined below as some have been revised for this school year:

## **Traffic Patterns / Arrival and Dismissal Procedures**

### *General Information*

- Students may not be dropped off by car in the bus lanes from 7:15-9:00 a.m. in the morning and 2:50-4:30 p.m. in the afternoons. The bus lane is located in the small parking lot that faces Webster Street. During the times mentioned above, all car riders must be dropped off and picked up in the car rider line at the side of the school by the large parking lot.
- During the school day please do not park in fire lanes or designated handicap spots. Parent parking is on the east side of the school along Webster Street.
- School Doors open at 7:30 AM.

### *Car Riders*

- All car riders must be dropped off at the west side of the building. We ask that you pull all the way up to the last brick column if you are in the curbside drop-off/pick-up line so we can keep traffic flowing. If you are in the island drop-off/pick-up line please pull all the way up to the end of the island.
- During afternoon dismissal for car rider pick-up all students are to wait by the building under the awning at the front of the school.
- We will reserve the first lane closest to the school for curb drop off only. Students may get out of the car stepping on to the curb anywhere from the gym to the end of the awning near the front of the school. Once students are out of the car, parents may use the left side of the lane to exit the parking lot.
- The middle lane will be reserved for dropping students off along the curb that encloses the grassy area to the right of this lane near the front of the school. Students arriving in this lane need to wait in the car until it reaches the curb of the grassy area.
- The third lane, the parking lane furthest from the school, is reserved for parents who can park and escort their students to the grassy area. Only escorted students should approach the school from this parking lane. Students should not be walking through the parking lot unescorted.

### *Bus Riders*

- Children may not ride a friend's bus home, even with a note, unless special permission has been given by an administrator and the proper forms have been turned in.

## **Signing Students Out, Changes in Transportation, etc.**

- Students may not be signed out of school through the front office after 2:50 p.m. for WAVE Bobcat students and 3:40 p.m. for LCI Bobcat students. This is also the latest time that messages and/or items can be delivered to students in classrooms. This will allow us to prepare for the sign out and minimize classroom interruptions.
- Any adult, other than immediate family/guardian, who may pick up students must be listed in Skyward as an emergency contact. Persons must show a valid ID when they come to pick up the student.
- Phone messages will only be given to students in case of an emergency. Students will be able to use the student phone in the office between classes and during their lunch to prevent interruption in instructional times.
- No visits with students during instructional time unless prior arrangements have been made with principal and teacher. Students will not be called out of class to come to the office to talk or pick up items.
- Students are not allowed to leave campus for lunch. If parents choose on taking students to lunch, students will receive an unexcused absence for the time missed.
- Parents/guardians should accompany their student to check in when the student is late to school or returning after being checked out. Parents do not need to come in with the student, **IF** the student was at a doctor appointment and presents a note from the doctor, on doctor's letterhead, to Ms. Smith immediately upon return to school.

## **Lunch Policies**

- Per district policy, the only persons allowed to have lunch with their child are their parents/guardians per their enrollment paperwork. Lunch visitors must be listed on student's Skyward profile. If a visitor other than the parent/guardian will be coming to lunch with your child, please send a note in writing to the front office signed by parent/guardian.
- No outside food deliveries are allowed from companies such as DoorDash, UberEats, Waitr, Pizza, etc.
- Parents should be assured that their students will never be denied lunch for lack of funds in their lunch account. Students may not get what they want, but they will never be denied food to eat. Students may go to Ms. Shaffer in the Student Center or Ms. Smith or Ms. Brown in the front office if they do not have lunch money. One of our staff members will take them to the cafeteria and help them get something to eat.
- Parents may add money to student's lunch account online or may come to LCIS and will be allowed to go to the cafeteria to add money. NOTE: Funds deposited online do not appear immediately. It could take up to 24/48 hours to appear in their child's account.
- Parents may, personally, bring in lunch for students. Parents will need to write the student's name on a label provided, place on the items and then place lunch on the designated Student Items shelf in the front office. Lunches will be taken to the administrator on duty at the beginning of the lunch period and the administrator will call the student to come pick up their lunch. Students will need to wait in the commons until called to pick up their lunch and will not be allowed to gather in the front office waiting for a lunch delivery.

- Parents bringing in food may bring food for only their child. Food may not be brought in to be shared with friends.
- Lunches must be delivered prior to or during student's lunch period. Students will not be called down after their lunch period has passed, as this disrupts the class and instructional time.

## **Communication**

- Every Monday by midnight, all teachers are expected to update their gradebooks so that you as parents, can log in to Skyward to see an accurate reflection of your child's average in each of their classes. Please work alongside your child's teachers in checking your students' grades with them weekly through Skyward.
- We will be utilizing Morning Meetings during advisory where your child will lead you through their celebrations and challenges as it relates to learning throughout this school year. Be sure to ask your students about this throughout the year.
- For campus level communications, I will send a Weekly Bobcat each Friday around 4:00 p.m. This will include all school-wide happenings and upcoming events or announcements. This will be in email and will be sent to the primary contact's email address listed in Skyward. If you would like to have an email address added to this list in addition to the primary contact's email, please email me at [szavala@ccisd.net](mailto:szavala@ccisd.net) and I am happy to add additional emails so all family members are informed. I will only include emails of approved contacts on the students' enrollment information in Skyward. We also have a League City Intermediate Facebook page, you can also follow us on Twitter at @LcisBobcats, and on Facebook.

## **Attendance**

- Personal illness and sickness or deaths in the family are classified as excused absences.
- A note signed by parent/guardian showing the dates and reasons for absence must be submitted within three (3) days after the student returns to class. If this note is not sent within the allocated three (3) days, the absence will be unexcused.
- Five (5) consecutive absences due to illness require a doctor's statement in order to return to school. Students with excessive absences may be required to furnish a doctor's statement.
- Any absence for an "unusual causes" must be submitted to the principal in writing two weeks prior to the absence to be considered for approval.

## **Deliveries**

- Please only make deliveries in emergency situations.
- If you need to make a delivery please make sure your child is aware that you left them something in the front office and put their name on the item.
- Students may come by before school, in between classes, during lunch, and after school to pick up any dropped off item.
- All delivered items will be taken out to lunch and students names called out for them to pick up their item.

## **Student IDs**

- Students should wear their current year ID above their waist every day for safety.
- If a student does not have their ID they should report to the library and have a new one made.
  - Their first replacement is free.
  - All others after that is \$5.
- Please only drop off student IDs in the front office if you can make it 5 minutes before the tardy bell for 1<sup>st</sup> period. (LCI Bobcats – 8:45; WAVE Program – 7:55) Students will have to get a new one made when they go to 1<sup>st</sup> period if they do not have one on.

## **Front Office**

- Phone messages will only be given to students in case of an emergency. Students will be able to use the student phone in the office between classes and during their lunch to prevent interruption in instructional times.
- No visits with students during instructional time unless prior arrangements have been made with principal and teacher. Students will not be called out of class to come to the office to talk.

We sincerely appreciate your cooperation with these policies. We take very seriously our responsibility to keep your children safe and to keep you well informed. If I can help clarify or answer any question related to these policies or in general, please feel free to contact me at 281-284-3400 or at [szavala@ccisd.net](mailto:szavala@ccisd.net)

Thank you,

Stanley Zavala, Principal