L.G. Alarcon Elementary

Student Handbook

2019-2020

Mission Statement

“Our students at Alarcon Elementary will excel in both academic and social areas in order to seek higher educational opportunities to become self-sufficient and productive citizens.”

Vision Statement

“L.G. Alarcon is Committed to creating long life learners.”
L.G. Alarcon Elementary

Daily Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:35</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>9:30</td>
<td>Attendance Bell</td>
</tr>
<tr>
<td>3:20</td>
<td>Dismissal Bell</td>
</tr>
</tbody>
</table>

2019-2020 P.E. Schedule Mon-Thur

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45-8:30</td>
<td>Coaches Conf.</td>
</tr>
<tr>
<td>8:30-9:15</td>
<td>Intervention Period for all grade levels</td>
</tr>
<tr>
<td>4th Grade</td>
<td></td>
</tr>
<tr>
<td>3rd Grade</td>
<td></td>
</tr>
<tr>
<td>6th Grade</td>
<td></td>
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<tr>
<td>5th Grade</td>
<td></td>
</tr>
<tr>
<td>1st Grade</td>
<td></td>
</tr>
<tr>
<td>2nd Grade</td>
<td></td>
</tr>
</tbody>
</table>

2019-2020 P.E. Schedule Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45-8:30</td>
<td>Coaches Conf.</td>
</tr>
<tr>
<td>8:30-9:15</td>
<td>Intervention Period for all grade levels</td>
</tr>
<tr>
<td>4th Grade</td>
<td></td>
</tr>
<tr>
<td>3rd Grade</td>
<td></td>
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<tr>
<td>6th Grade</td>
<td></td>
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<tr>
<td>5th Grade</td>
<td></td>
</tr>
<tr>
<td>1st Grade</td>
<td></td>
</tr>
<tr>
<td>2nd Grade</td>
<td></td>
</tr>
</tbody>
</table>

Lunch Schedule Mon-Fri

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Cafeteria</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>10:40-11:00</td>
<td>11:00-11:20</td>
</tr>
<tr>
<td>2nd</td>
<td>11:00-11:20</td>
<td>11:20-11:40</td>
</tr>
<tr>
<td>3rd</td>
<td>11:20-11:40</td>
<td>11:40-12:00</td>
</tr>
<tr>
<td>4th</td>
<td>11:40-12:00</td>
<td>12:00-12:20</td>
</tr>
<tr>
<td>5th</td>
<td>12:00-12:20</td>
<td>12:20-12:40</td>
</tr>
<tr>
<td>6th</td>
<td>12:20-12:40</td>
<td>12:40-1:00</td>
</tr>
</tbody>
</table>

After school Tutoring-Tuesdays and Thursdays

3:30-4:30-1st-6th

Clubs-Wednesdays

3:30-4:30-Extracurricular Activities
ATTENDANCE

Regular attendance is an area that we will continue to stress with our students, as it is one of the most important factors of education. When students are absent, they miss out on a day of instruction and on learning the appropriate material. When your child is going to be absent, please call the day of absence 872-3930 with a valid excuse (sickness, extreme family emergency, death of an immediate family member). If a student accumulates four or more unexcused absence, Alarcon Elementary will request a parent conference.

The Following outlines the difference between an excused and unexcused absence:

**Excused absence:**
1. Parent calls the day of the absence with a valid excuse (sickness, extreme family emergency, death of an immediate family member). The number to call is 872-3930.
2. Parent sends a note with the returning student to the attendance office indicating a valid reason. Note must be received in the attendance office within 48 hours of absence.

In the state of Texas, students must attend school 90% of the time in order to receive classroom credit. If a student misses too much school, he or she may be retained in the same grade for the following year. A student who misses nine or more days per semester risk being retained. (Education Code § 25.092)

**Unexcused absence:** The following are reasons for an absence to be unexcused.
1. No phone call or no note
2. Out of town
3. Note is not received within 48 hours of absence
4. If student accumulates four or more unexcused absences, Alarcon Elementary will request a parent conference.

**Doctor appointment:**
A student who has a doctor’s appointment any time during the school day will be counted present for the day if he/she comes to school before or after the appointment and there is a note from doctor, which is licensed in the United States. If there is no note, student’s absence will be unexcused.

BEFORE AND AFTER SCHOOL

Students are encouraged to go to the cafeteria for breakfast daily. Breakfast is served from 7:00 a.m. to 7:30 a.m. During inclement weather, students may enter the cafeteria or gym for shelter.

Students without legitimate business after school are required to leave the campus by 3:30 p.m. Students are not to be in the building after school hours unless under the supervision of school personnel.

Students not picked up by 3:35 p.m. (4:40 p.m. on tutoring days) will be taken to the office for them to call for a ride. Students not picked up on time or returned by transportation because no one is at the bus stop to receive them will be referred to campus administration.

Child Protective Services and/or the Sheriff Department will be contacted after the third time a child is left after hours. In addition, transportation will be suspended and may be denied for students who are returned after three times.
BEHAVIOR/PBIS

At Alarcon Elementary, students will follow the PBIS Core Values in a respectful manner at all times, in and out of class as well as all school functions (whether on campus or away). The student will be respectful, responsible and safe at all times. The District student code of conduct gives a detailed list of consequences for not following school, district and state rules. The student code of conduct can be located in the District and school website.

NURSE SERVICES

All 1st, 3rd, and 5th grade and new students get hearing and vision tests. All other students may be screened upon request.

All prescribed medications must be stored in the nurse’s office and can only be administered by the nurse. Students may not carry any type of medication, such as Tylenol, aspirin, cough drops, etc.

If your child has a specific medical condition and you want the nurse and teachers to be aware of it, we recommend you call and talk to the nurse personally. The nurse will relay the information to the principal and appropriate teachers/personnel.

CELL PHONE USE

Student cell phones must be turned off and stored in student’s backpack. Students will be allowed to use their cell phones before school and after school only. If cell phone is confiscated during the school day, parent will need to pay a $15 fee in order to pick up the cell phone.

CLOSED CAMPUS

Closed campus means that students must remain on campus from their arrival until their school day is completed. Students are not allowed to leave campus and return without prior administrative approval. Proper sign-out procedures are conducted through the front office.

DESTRUCTION OF SCHOOL PROPERTY

Students will be responsible and strictly accountable for any damage done to desks, furniture, books, or any part of the building. Graffiti is considered destruction of school property. Any marks on desks, restrooms, books, or the building will result in disciplinary action. Damages done will result in student/parent making restitution. Acts of vandalism by any student are punishable by law and will involve additional disciplinary action from the school. Please refer to district student code of conduct.
DISCIPLINARY ACTION

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

DRESS CODE

All parents should ensure their child adheres to the campus dress code as spelled out in the Student Handbook. Please assist us by making sure your child follows the dress code at all times.

Students at Alarcon are required to wear a uniform. The basic uniform is as follows:

- Navy Blue Short or long sleeved polo shirt with a collar. (no other color is allowed). Shirts must be the student’s appropriate size
- Khaki-styled pants, capris, skirts, shorts or skorts (length-Must not be shorter than 4 in above the knee.
- Students must wear athletic shoes or a casual dress shoe. (No open toe shoes)
- Other than the ears of girls, no piercing is allowed.
- No make up allowed

Your assistance in enforcing this policy will provide a better learning environment and curtail discipline problems within the campus.

Parents will be called to bring proper attire for students dressed inappropriately.

The following fashions are prohibited at all times:

- Baggy/sagging pants or tight pants. Pants must be no more than two inches larger than the student’s waist.
- Cotton web belts with square initial brass buckle (any color) or buckles that are oversize.
- Hats or caps of any type are not to be worn in the building.
- Bandanas, chains and arm bands.
- Shirts that show any part of the abdomen or back, spaghetti straps or halters are not allowed.
- Skirts or shorts must not be shorter than four inches from the top of the knee.
- No bare feet! Shoes must be worn at all times (no flip-flops).
- Distracting Hair Color (ie. green, blue, orange, etc.) Geometric or unusually patterned, shaved or cut hair (such as Mohawks, shaved patterns, hair longer than the neck in boys, hair that covers the face), as well as inappropriate color or color variations, are against school policy or any other styles that the administration deems as inappropriate.
During the colder months, students may wear buttoned or zipper sweaters or coats over their uniform shirt. Hoods cannot be worn in the building.

There are a few times during the year when students are allowed a “free dress” day. On these days, students must adhere to the non-standard school attire code.

EMERGENCY CLOSING OF THE SCHOOL

Late opening, early closing, or cancellation of school due to inclement weather or other emergency conditions will be announced over the local radio and TV stations. In the event of a late opening, breakfast will not be served to students. Lunch will be served at the scheduled time.

FIRE DRILL/LOCKDOWN PROCEDURE

Teachers will instruct their classes at the beginning of the school year on the proper procedure to follow during a fire drill/lockdown. A map of the school, along with procedures will be discussed and reviewed by each teacher in every class to ensure that each student is aware of how and where to exit the building from each classroom. These procedures will be reviewed periodically throughout the year. Teachers will remain with their students when exiting and returning to the building during a fire drill.

GUIDANCE AND COUNSELING

Guidance and counseling services are offered at L.G. Alarcon Elementary in a variety of areas including: academics, career guiding lessons exploration, parent relationships, peer relationship, prevention and crisis counseling, teacher-student relationships, study skills, and group testing. Our guidance counselor is available at all times to help students with their concerns. The goal is to enhance the coping skills of young people and to teach them to use those skills in their daily lives. If you would like to request counseling services for your child, you may contact the Counselor at 872-3930 to schedule an appointment.

HOMEWORK

*A weekly AR grade will be earned based on the students comprehension score.

*Each grade level will send home a homework policy.

HONOR ROLL

Students are recognized each nine-weeks and at the end of the year A student must make a 90-100 for the “A” honor roll or an 80-100 for the “B” honor roll in each class (including electives). Students must also have a “Satisfactory” or “Excellent” rating in conduct.

PARENT CONFERENCES

Teachers are available to meet individually during their planning period which is 40 minutes each day or as a team after school. The time of day varies according to the teacher’s
conference period. Conference periods are during the times when students are in P.E. (see Bell Schedule for P.E. times). Parents are encouraged to call the office to check on a teacher’s conference time and to schedule an appointment since teachers may be attending a training or meeting during their conference time and may not be available to meet.

**PROGRESS REPORTS**

Three-week progress reports are sent to the parents twice every nine weeks. Teachers are required to send progress reports home and may request parent/teacher conferences to discuss a student's progress. If a parent does not receive a progress report, they may call the school and request a copy.

**PROMOTION POLICY**

A student shall be promoted from one grade to the next on the basis of academic achievement. The students must have an overall average of 70 or above in all of their classes. A student cannot be promoted if he/she does not meet these guidelines. Fifth grade students will also have to pass the STAAR reading and math to be promoted.

**REPORT CARDS**

Students receive report cards four times per year, one each nine weeks period as per the school calendar. If a parent does not receive a report card, they may call the school and request a copy.

**S.E.I.S.D. GRADING SCALE**

<table>
<thead>
<tr>
<th>Range</th>
<th>Letter Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>75 – 79</td>
<td>C</td>
</tr>
<tr>
<td>70 – 74</td>
<td>D</td>
</tr>
<tr>
<td>69 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**REQUESTING HOMEWORK DURING ILLNESS**

If your child is going to be out of school for three days or more, you may call the school at 872-3930 to request homework or classwork. Please pick it up between 8:00 a.m. and 3:45 p.m. on the day indicated it will be available.

**STUDENT ITEMS**

*Students are not allowed* to bring items that are not for educational purposes to school. Such items include, but are not limited to: electronic devices, hand-held electronic games, toys, or fidget spinners. Disciplinary action will be issued for students who continue to bring the items to school.
If any of these prohibited items are lost or stolen at school, the administration will not investigate since the items were not allowed in the first place.

**TARDIES**

School starts at 7:30 a.m. If a student comes after 7:35 a.m., he/she will be counted as tardy. Unexcused tardies are handled in the following manner:

- Teachers handle the first three tardies with their classroom management plan.
- On the 4th tardy and every tardy thereafter, the student is sent to an administrator. The student will receive one monitored lunch detention and the parent(s) will be notified.

**TEXTBOOKS**

All student textbooks are provided free of charge. However, if a student loses or damages a book, he/she will have to pay for it to be replaced. If a lost book is found, the student is to bring the receipt to the front office for reimbursement. If a book is damaged, fines will be assessed according to the damage. Students are responsible for all textbooks issued to them. Students are not allowed to lend textbooks to other students. We encourage parents to talk to their child about being responsible for their books as they are very expensive to replace. Teachers will conduct book checks every six weeks for damages and fines will be assessed if necessary. Writing in or on books is prohibited, especially gang-related writing.

**TRANSPORTATION**

Bus transportation will be provided for children who live more than two miles away from school. Students using district transportation should realize that they are under the jurisdiction of the school while at the bus stop and from the time they board the bus until they are released at school. The safety of all students is our primary concern. Persistent infractions of the rules pose a serious threat to the safe operation of the buses and will be dealt with according to district disciplinary guidelines. Parents are encouraged to read these and review proper bus behavior with their child.

Students in grades 1st and 2nd are not allowed to get off the bus alone. An adult must be at the bus stop to pick them up or the student will be returned to campus. (see “Before and After School” for expectations on picking them up).

**VISITORS**

All visitors must sign in at the main office and pick up a Visitor’s Pass. Student visitors will not be allowed in the classroom during class time. People without legitimate business or those who do not check in at the main office will be escorted out and proper authorities will be called.
ACKNOWLEDGEMENT

We acknowledge that we have received a copy of the Alarcon Student Handbook for the 2019-2020 school year and understand that students will be held accountable for their behavior.

Student Handbook and District Student Code of Conduct are available at the school’s website.

Print name of student: ____________________________________________

Signature of student: ____________________________________________

Print name of parent/Guardian: ____________________________________

Signature of Parent/Guardian: ____________________________________

Date: __________________________________________________________

Grade Level: ____________________________________________________