

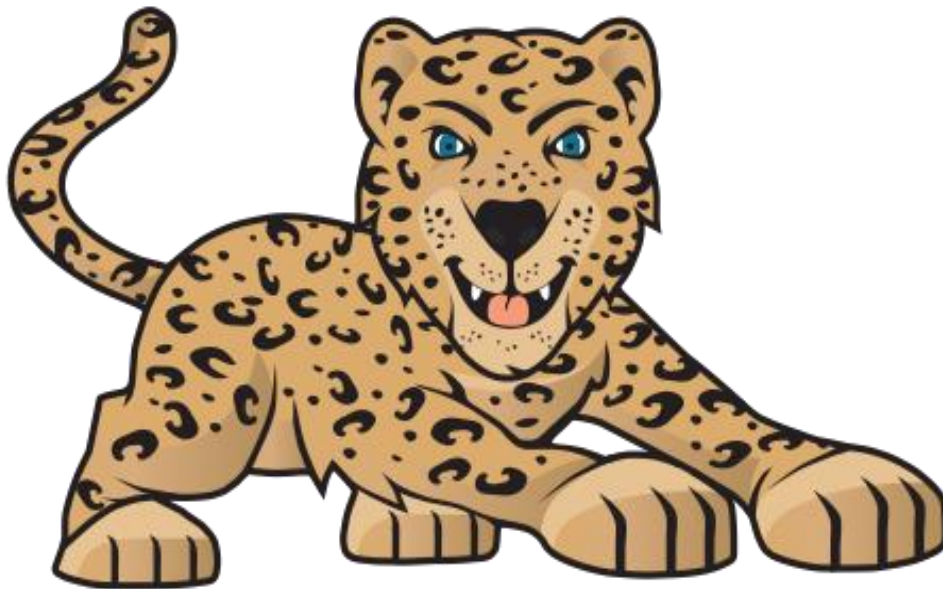
**2022-2023**

***John M. Arredondo Elementary School***

6110 August Green Drive Richmond, TX 77469

832.223.4800

***Parent Handbook***



***Mission Statement***

At Arredondo Elementary School, we instill a passion for learning while equipping our students with the tools for success, encouraging them to take risks, and celebrating our diverse community of learners.

***Vision Statement***

At Arredondo Elementary School, we provide a rigorous and stimulating environment that engages students while preparing them to be global innovators, well-rounded citizens, diverse thinkers, confident scholars, and self-initiating life-long learners.

This handbook has been designed to give you a quick, brief list of answers to questions, which may arise, concerning Arredondo Elementary School's operational policies. Bulletins will supplement the information herein, but if policy questions are still unanswered you may refer to the LCISD Elementary Student Handbook or contact our school to clarify these concerns.

## MESSAGE FROM THE ADMINISTRATOR

We would like to take this opportunity to welcome you to Arredondo. We are dedicated to improving the achievement of all students. As a staff, we will be working diligently to enable our students to meet the high expectations for all curriculum standards to prepare them to be lifelong learners as well as to prepare them for state assessments. Every minute counts for every student as we focus on academic and social achievement at Arredondo. Please feel free to phone the office if an administrator or teacher can be of assistance to you or your family.

### SCHOOL HOURS

Student hours are 7:30 a.m. to 2:55 p.m. We appreciate your cooperation in dropping off and picking up your child promptly after school.

### STUDENT DRESS CODE

Students should wear uniforms as follows:

1. **Bottoms:** Solid khaki, navy, or black shorts, skirts, skorts, capris, pants or jumpers. Blue or black denim pants, skirts, or shorts may be worn any day with provisions (such as no holes in jeans, limited bling and embroidery.) All bottoms must be past the fingertips. No basketball shorts or sweatpants permitted. Leggings are not considered pants and should not be worn as bottoms.
2. **Tops:** Any solid color, collared shirt/blouse or Arredondo t-shirt. Shirts must be tucked in at all times.
3. **Shoes:** Rubber sole shoes with a back are required.
4. **Jackets:** Jackets can be worn. However, students are not to wear the 'hoodie' while inside the building, including the classroom and/or hallways.

Students that are not in compliance with Arredondo's dress code will be given an "Out of Uniform" notice to bring home. For repeat offenders, the Arredondo administration will be notified.

### ABSENCES

Each child is expected to be punctual and at school. State Law requires students to attend school. In the case of excessive absenteeism, it may be necessary for the social worker to become involved in assisting the school in enforcing attendance. In case of an absence from school, parents need to send a written excuse on the day their child returns to your child's teacher to report the absence reason. If a child is absent five days or more, a doctor excuse is required. Communication will also be sent home by the district regarding absences.

### ARRIVAL/DISMISSAL

Students not riding a bus or walking should be dropped off and picked up in the front of the school. **For everyone's safety, parking in the back of the school will not be permitted.** Students should load and unload from the front driveway curb in the car rider line and not cross the parking lot. For your child's safety, do not drop off students on August Green Drive. At dismissal, we ask parents to wait outside the building in the car rider line for their children. A designated car rider tag must be obtained from your child's teacher or in the front office and be displayed in the car window in order for your child to be released. Parents must have a designated "Walker" tag to pick up their child from the campus' designated walker area.

### STUDENT EARLY CHECKOUT

On occasion, it may be necessary for you to pick up your child for an appointment or an emergency. On such an occasion, please come to the school office with picture identification such as a driver's license. The office will contact the teacher with instructions to send the student to the office. In order for the student to be picked up early by someone other than the parent, their names must be listed on the student's Skyward account as an approved contact or they must have a note with the parent's signature stating they may pick up the student. Changes to transportation, including early release for medical appointments, etc., must be made prior to 2 p.m. **Students will not be pulled from class after 2 p.m.**

### CHANGE IN TRANSPORTATION

It is necessary for students to bring requests written and signed by a parent for permission to deviate from the regular mode of transportation. This note needs to be submitted to the teacher. Do not email the teacher. Changes in bus stops or buses need advance approval by the principal. **Any changes of going home must be made prior to 2 p.m.**

## HEALTH SERVICES - CLINICS

Sick children should not be sent to school. Our clinic is for emergencies only. If a child has a fever, vomiting, diarrhea, or severe cold, please don't send them to school. Students must be free of all symptoms for 24 hours **without medication** before returning to school.

### MEDICATION PROCEDURES

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it necessary for students to receive medication at school. In order for the nurse to give medication at school, parents must:

1. Bring the medication to the school in the prescription bottle labeled with the exact dosage.
2. No medication will be given at school that could be given at home.
3. Over the counter medications can be given with written parent's permission including cough drops.

### PARTIES

Invitations to personal parties will not be distributed at school. For a student's birthday, one small individual treat (i.e. cupcake) can be sent to school for each student in the classroom. This item will be shared during the last 10 minutes of the instructional day. Parents are not permitted in the classroom during this time. No home baked items are permitted because of health concerns.

### STUDENT CONDUCT / BEHAVIOR CHART

Maintaining student conduct is necessary in achieving our goals of providing a safe school and achieving the highest student performance. Arredondo has implemented the Jaguar Essentials as a basis for rules and behavior expectations for all students. These expectations will be taught, practiced, and reinforced every day. They will be sent home to parents and posted throughout the building as a frequent reminder for students. In addition to the Essentials, each class will develop a set of procedures and expectations that should be followed. Failure to follow the expectations and procedures of the classroom or school will result in a consequence.

All students will be given a behavior chart at the beginning of each nine weeks. Teachers will report any infractions daily. The marks / infractions listed at the bottom of the chart coincide with the social behaviors and work habits on the district report cards. We ask parents to initial the chart each week to indicate that you have received the information and reviewed your child's behavior with them.

### SMART TAGS

Each student will receive a SMART Tag with their picture and a bar code on it. They are also given a lanyard and clear plastic sleeve to protect the SMART Tag. These tags need to be worn by all students DAILY. It is especially important for any BUS rider. All bus riders will scan in and out as they enter/exit the bus for morning and afternoon pick-up / drop-off. This allows you as the parent to track them through the district's SMART Tag system.

Students will also use this tag to go through the cafeteria line and check out books in the library. If a student loses their SMART Tag, parents will need to purchase a new one. The cost of a replacement tag is \$5.

### DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, candy, and playthings to school except by special permission from the teacher. A toy brought from home can be distracting and cause neglect of classroom work. Teachers may take such items from children and hold them for the parent to pick up. Students should not bring electronics to school unless necessary. If brought to school, these items should remain in the student's backpack throughout the entire day, including before and after school and while on LCISD property which includes while riding the bus.

### FIELD TRIPS

All field trips will be curriculum based to increase student achievement. Each grade level will schedule one trip per year based on the curriculum and funding. District approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not acceptable. Students attending field trips are required to ride the bus to and from their destinations.

### **NO STUDENT PHONE ACCESS**

We do not have a phone for students to use in the office. Please make sure students have their homework, lunch money, transportation arrangements settled, etc. before arriving to school. Students will not be pulled from class for phone calls. In case of emergencies, administrative permission must be secured. Personal cell phones must be turned off and stay put away unless permission is given by the teacher. If a personal cell phone is confiscated, there will be a \$15 fee and parents must come to school to retrieve it.

### **TARDINESS**

Students are considered TARDY if they are not in the school building prior to the 7:30am school bell. When your child arrives after 7:30 a.m., he/she must report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are physically present. Being tardy not only prevents your child from receiving critical instructions, it also interrupts the learning process of other children. Be aware that the breakfast line closes at 7:30am. Students who are tardy will not be able to get breakfast. Excessive tardies will result in a visit from the district Family Support Specialist.

### **SCHOOL BREAKFAST / LUNCHES**

Arredondo Elementary has been identified as a campus that qualifies for the Community Eligibility Provision (CEP). Therefore, all meals (breakfast and lunch) are provided to all students at no charge. In addition to lunch, the cafeteria sells various other items. Students can purchase any item they have the ability to pay for; therefore, if you do not want your child to buy anything, please notify the cafeteria manager.

### **VISITORS**

All visitors are required to sign in at the school office and present a valid ID. We welcome this opportunity to greet you and appreciate your cooperation. Classroom visits must be scheduled and will be limited to 30 minutes in length. All exceptions need prior approval from the principal. Keep in mind that visitation is for observation only. Visitations will not be used for a parent/teacher conference or any discussion with students. Younger/older siblings are not permitted to visit classes or attend events during the school year.

### **VISITORS FOR LUNCH**

We welcome our parents to come to school to eat lunch with their child(ren). Please follow all school procedures and sign in at the office for a visitor's pass. Siblings (younger or older) are not permitted to attend with parents.

### **VOLUNTEERS**

A key part of Arredondo's total plan is community involvement. Volunteers are needed to help make instructional materials, for events, and to help in the library. If you wish to volunteer in any capacity, contact your child's teacher or the PTO Volunteer Coordinator. Please keep in mind that all volunteers on campus will need to adhere to the volunteer guidelines set forth for Arredondo.

### **SITE BASED DECISION MAKING TEAM**

This team, composed of elected staff members, parents, and community volunteers, functions as a school management tool providing leadership to the staff and administration in the areas of budget, school organization, planning staff development, staffing, and curriculum as each impacts student achievement. The team meets to review student performance data and to formulate and monitor the Campus Improvement Plan. After the approval by the Board of Trustees, the plan is presented to all interested stakeholders in the school; the staff, parents and community members. The team meets thereafter to review and give support to the implementation of the plan.

### **WITHDRAWALS / TRANSFERS**

A student's school assignment is based upon the residence of the parent or court-appointed guardian. All transfers must be approved by the principal and are subject to strict guidelines. You must notify the school within five days of any move.

### **WITHDRAWING YOUR CHILD FROM SCHOOL**

Should your family find it necessary to move out of Arredondo's zone, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least two days prior to your child's last day at school.
2. Return all library books and pay any fines, if applicable.
3. On your child's last day, pick up from the school office or have your child bring home the appropriate withdrawal papers.

### **LOST AND FOUND**

All items found should be turned into the school gym. If your child loses an item, inquiry should be made promptly. Parents are urged to put your child's name on the inside of each garment as well as backpacks and lunch boxes to make identification easier. Students are also encouraged daily to keep their belongs with them and to check the playground area for any items they took outside for recess prior to returning to the building.

### **PARENT TEACHER CONFERENCES**

Teachers are available for conferences either in person, via zoom or by phone. Conferences may be scheduled by contacting the teacher. Parents may not conference with teachers during class time. If canceling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be required to attend an individual conference after the first nine weeks to discuss student progress.

### **REPORTING STUDENT PROGRESS**

Report cards for grades PK-5 will be issued four times per year. Report cards reflect your child's academic progress, classroom conduct, and attendance. Grades can also be monitored online through family access throughout the year. Please contact your child's teacher if you have any questions or concerns regarding your child's progress.

### **SAFETY CONCERNS**

The safety and security of our staff and students is our top priority. We conduct routine drills twice per month to ensure that our students are aware of the procedures in case of an emergency. Parents will receive a notification via email the day of any drill on campus. Please notify the office staff or an administrator if you have any on site safety concerns that may impact the well-being of our students. Please remind your child(ren) to follow all safety rules.

### **SCHOOL BUS**

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include: staying seated while the bus is moving, talking quietly, respecting each other, following all bus driver and bus assistant directions, exiting the bus and going straight home. In addition, parents need to provide supervision for the children at the bus stops. Parents are encouraged to sign up for SMART Tag in the Parent Portal to access their child's location and stop information. **PK and Kindergarten Parents:** Parents must be at the bus stop in order for a PK or Kindergarten student to be released. You can designate an adult or sibling as the person your child is released to at the stop, but it can only be done in the SMART Tag portal.

## 2022-2023 STUDENT / TEACHER CALENDAR

August 22 .....	First Day of School
September 5.....	Labor Day – Student/Staff Holiday
September 22.....	Early Release PK-5 (11:30am)
September 23.....	Fort Bend Fair Day – Staff/Student Holiday
October 21 .....	Student Holiday
November 18.....	Early Release PK-5 (11:30am)
November 21-25 .....	Thanksgiving Holiday – Student/Staff Holiday
December 16.....	Early Release P-5 (11:30am)
December 19-Jan.3.....	Winter Break – Student/Staff Holiday
January 4 .....	School Resumes
January 16 .....	Martin L. King Day – Student/Staff Holiday
February 20.....	Student Holiday
March 13-17 .....	Spring Break – Student / Staff Holiday
April 7 .....	Teacher DMA Day/Student Holiday
May 25 .....	Early Release PK-5 (11:30am) / LAST DAY OF SCHOOL

### STAFF

<i>Principal</i>	<b>Amber Barbarow</b>	<a href="mailto:abarbarow@lcisd.org"><u>abarbarow@lcisd.org</u></a>	832-223-4800
<i>Assistant Principal</i>	<b>Nancy Garcia</b>	<a href="mailto:ngarcia02@lcisd.org"><u>ngarcia02@lcisd.org</u></a>	832-223-4800
<i>Secretary</i>	<b>Julie Chapa</b>	<a href="mailto:jchapa@lcisd.org"><u>jchapa@lcisd.org</u></a>	832-223-4800
<i>Counselor</i>	<b>Melissa Schmidt</b>	<a href="mailto:mschmidt@lcisd.org"><u>mschmidt@lcisd.org</u></a>	832-223-4805
<i>Nurse</i>	<b>Carmen Lara</b>	<a href="mailto:carmen.lara@lcisd.org"><u>carmen.lara@lcisd.org</u></a>	832-223-4806
<i>Librarian</i>	<b>Kristin Canales</b>	<a href="mailto:kristin.canales@lcisd.org"><u>kristin.canales@lcisd.org</u></a>	832-223-4807
<i>Cafeteria</i>	<b>Maria Argueta</b>	<a href="mailto:marqueta@lcisd.org"><u>marqueta@lcisd.org</u></a>	832-223-4808
<i>Receptionist</i>	<b>Maggie Polendo</b>	<a href="mailto:magdalenapolendo@lcisd.org"><u>magdalena.polendo@lcisd.org</u></a>	832-223-4800
<i>FAX</i>			832-223-4801

### Websites

Information about upcoming events, schedules, and district information can be found on our campus website and campus Facebook page. Please visit <http://www.lcisd.org/campuses/arredondo/home> for more information. Visit [www.facebook.com/ArredondoES](http://www.facebook.com/ArredondoES) to like our Facebook page and receive up to date information and notices.