



STUDENT/PARENT HANDBOOK

2020-2021

Dear Parents and Students:

Welcome to the 2020-2021 school year! Our faculty and staff would like to take this opportunity to welcome you to the new Alicia R. Chacon International School, now located at 920 Burgandy near Del Valle High School. We are excited and ready to get our new school year underway remotely and face to face. The safety, health and wellness of all our Explorers is our first priority, and while we can't wait to have you in our new building, we will follow all district, city, state and national mandates to keep us all safe, including remote instruction when it is the safest option. Additionally, we are thrilled to announce that ARC is growing! We are adding new sections in kindergarten and first grade along with French as our newest international language! We are pleased to announce that students in grades....

- K-8 are part of the district's digital device initiative, 21st century learning. They will each receive their very own personal Chromebook for use at school and home;
- 4-8 will continue to utilize Road Scholar methodologies as a path to student success;
- 6-8 will continue to be offered STEM elective classes;
- 6-7 will be able to enroll in Advanced Math classes, which will prepare them graders to take high school Algebra PreAP;
- 3-8 will be able to join "Monday Clubs".

These are just a few of the many engaging, enrichment and curriculum initiatives to look forward to this year.

We at Alicia R. Chacon encourage family involvement and want to work as partners with parents to provide the best educational experience for our children. As partners, we ask that parents make it a point to communicate with their child's teacher at least once per week. Maintaining weekly contact with the classroom teacher is one of the easiest ways for parents to be involved in their child's learning. On-going communication can be done via pre-arranged virtual conferences, telephone calls, teacher emails and student agendas.

As part of our continuing efforts to work collaboratively with our students, parents, and community, we are proud to present to you the 2020-2021 ARC Student/Parent Handbook. The policies and procedures contained in this handbook are designed to ensure that every child experiences academic success in a safe, nurturing environment, supported by collaborative efforts between home and school.

This handbook contains a great deal of information for you to read through with your child. It is important that every student and parent understand the campus policies and procedures as set forth. Please feel free to contact us if you have questions regarding the information found within this handbook.

We have no doubt that working together we can make your child's learning experience one that will allow him/her to thrive in an ever changing global economy. We look forward to working together to create our future leaders.

Educationally yours,

Ruben Cadena Principal

ALICIA R. CHACON INTERNATIONAL
(915) 434-9200

RUBEN CADENA Principal
CINDY SIZEMORE Assistant Principal (K-5)
CANDICE ARISPE Assistant Principal (6-8)
CYNTHIA SILVACounselor (K-4)
ELIZABETH SUNDERLANDCounselor (5-8)
BONNIE MUÑOZSecretary
ANGELA MELENDEZBudget Clerk
ABBY MALDONADORegistrar
JENNIFER GUZMAN..... Attendance Clerk
CRISTINA GUILLEN.....Front Office Clerk
JACQUELINE CASTILLO.....Nurse

OFFICE HOURS

7:15 A.M. - 4:00 P.M.

SCHOOL HOURS

7:35 A.M. - 2:45 P.M.

BREAKFAST IN THE CLASSROOM

7:40 A.M. - 8:00 A.M.

TARDY BELL

7:45 A.M.

DISMISSAL TIME

2:45 P.M.

AFTERSCHOOL TUTORIALS

2:55 – 3:30 P.M. (TUE., WED. & THUR.)

DAILY SCHEDULES

LUNCH SCHEDULE

Kinder	10:45 - 11:15
1 st Grade	11:00 – 11:30
2 nd Grade	11:15 - 11:45
3 rd Grade	11:30 - 12:00
4 th Grade	12:00 - 12:30
5 th Grade	12:00 - 12:30
6 th Grade	12:20 - 12:50
7 th Grade	12:35 – 1:05
8 th Grade	12:35 – 1:05

TEACHERS' CONFERENCE TIME

Kinder	9:45-10:45
1 st Grade	11:30-12:30
2 nd Grade	1:00-2:00
3 rd Grade	12:00-1:00
4 th Grade	1:00-2:00
5 th Grade	9:30-10:30
6 th Grade	8:45-10:00
7 th Grade	7:45 – 9:15
8 th Grade	7:45 – 9:15

Parents are always welcomed to visit us at any time during the instructional day. However, in order to maintain a safe and orderly environment, we ask that you make an appointment. You will need to wear a face covering, show proper identification, and sign in at the front office.

**Alicia R. Chacón International
Campus Profile**

Dual Language Program

Kinder to 8th grade
Spanish/English/3rd lang.
80/10/10 model
-Russian

Third Language

-Chinese
-German
-Japanese
-48.7% ELL's
-French

Demographics

-Enrollment 773 student
-98.3% Hisp.
-68.4% Econ Dis.

Language of Instruction

Spanish

K-2 Reading/ Lang. Arts
Math
Social Studies
3-4 Reading/ Lang. Arts
Math
Social Studies
5 Math
Social Studies
Reading/ Lang
6-8 Spanish Language Arts
Pre-AP Spanish
AP Spanish

English

Science
Science
Reading/ Lang. Arts
Math/Science
Reading/ Lang. Arts
Reading/ Lang. Arts
Social Studies
Math & Science

Language Percentage Allocation

	Spanish	English	3 rd Language
K-2	80%	10%	10%
3-4	60%	30%	10%
5	30%	60%	10%
6-8	20%	70%	10%

Third Language Instruction

K-6 30 minutes daily
7-8 45 minutes daily

Physical Education

K-6 thru 30 minutes M. W. F
7-8 45 minutes M-F (1 semester)

Cultural Activity

30 minutes Tues. & Thurs.
n/a

School Uniform

K-6 Mon., Wed. Fri.
7th & 8th daily

Cultural Activities Uniform

Tue. and Thurs.
n/a

Year Round Calendar

ARC starts in August with fall and spring intersessions and ends in early June.

Transportation

Available within the YISD boundaries - Students are picked up at campuses around the district and returned to the same location.

Fine Arts Program

K - 4th General Music (Singing and Dancing)

5th - 8th Band, Orchestra, Choir, Dance and Art

Middle School Sports

Grades 7-8 Boys and Girls -- ARC student athletes will continue to participate with Ysleta Middle School (YMS) athletics.

STAAR State Assessment (Language of Test)

3 rd Grade	Spanish	6 th Grade	English
4 th Grade	Spanish	7 th Grade	English
5 th Grade	English	8 th Grade	English

High School Credits

3rd Language (2)

Spanish (4)

Algebra (1)

STEM (2)

For your convenience, our Student Parent Handbook is located on the school webpage.

POLICIES AND PROCEDURES

ADDRESS VERIFICATIONS When enrolling your child at Alicia R. Chacon it is important to provide accurate information. School Administration as well as District Truant Officers will make it a point to go out and conduct address verifications. Anyone caught falsifying their address will be administratively dropped as per district policy.

AGENDA/Road Scholar BINDER All students in grades 1-8 will receive an agenda at the beginning of the school year. Students in 4-6 also receive a Road Scholar Binder. Teachers will instruct students on how to record assignments and other necessary information. We ask that you, as a parent, check their Agenda/Binder EVERY night and sign it. This will keep you informed of what is going on at school as well as keep your child organized. Students are expected to learn to be responsible and complete their assigned tasks. Teachers will check the agendas each morning to verify that parents have signed them. Please help your child by completing this task. If the agenda is lost, a replacement fee of \$5.00 will be charged. If Road Scholar Binder is lost, a replacement fee of \$15.00 will be charged.

ALICIA R. CHACON'S SCHOOL WEB PAGE If you want to know what is happening at Alicia R. Chacon visit us at <http://aliciarchacon.yisd.net>. You will find information on upcoming events as well as links to school programs and activities. Don't forget to also follow us on Facebook and Twitter!

ATHLETICS ARC students participate in U.I.L. athletics with Ysleta Middle School (YMS). Participation is determined through competitive tryouts and governed by U.I.L and district policies, including academic eligibility. Only students in 7th and 8th grade may participate. Transportation will be provided from ARC to YMS for practices. Parents must pick up their students from YMS after practice. Transportation will also be provided from ARC to YMS athletic competitions occurring on school days. At the conclusion of the competition, ARC athletes will return to YMS with their team and parents may pick them up at YMS.

ATTENDANCE When students are absent, we can't teach them, and they can't learn. Students reach their full potential when they are present. Daily attendance in school is critical for the academic success of your child. Studies have shown that students who miss too much school often fall behind in their schoolwork, and, as a result, may not progress at the same rate as their peers. All too often, these students drop out and do not graduate.

As you know, State law requires that a student be in attendance 90% of the time to earn credit for the course work. It is important for you to know that if your child is absent 18 days or more, administration reserves the right to retain him/her if they fail a content area and fail to be in school at least 90% of the time. Therefore, it is of extreme importance that your child is in

school. The more he/she misses, the further behind he/she falls. Attendance is required for remote learning with daily interactions and engagement just as it is for face to face instruction.

MIDDLE SCHOOL (6TH, 7TH, AND 8TH GRADES) LOSS OF CREDIT For 6th, 7th, and 8th grade, credit is earned by semester. Students will NOT receive credit for a semester course with the following number of absences:

1st Semester: Loss of credit with 10 or more excused and/or unexcused absences

2nd Semester: Loss of credit with 11 or more excused and/or unexcused absences

CREDIT RECOVERY Students are required to recover credit due to absences by attending Winter and/or Spring Intersession and/or after-school tutoring regardless of academic standing in the respective courses in need of credit recovery. If a child does not attend any or all of the aforementioned programs for the required time, the student will be required to attend summer school to recover credit.

ABSENCE NOTIFICATION In the event that your child is absent, we ask that you call the attendance office at 434-9210 or email the attendance office, jguzman24@yisd.net about the absence. Please include your child's name, ID number and grade level along with the reason for absence and copy of doctor's note if applicable. If no contact is made with the attendance office within 72 hours, the absence becomes unexcused. If your child accumulates 3 unexcused absences a warning letter will be sent. Students with 7 absences (excused or unexcused) will receive a certified letter from administration. If your child accumulates 10 unexcused absences, truancy paperwork will be filed in court. In addition, parents of students with 10 absences (excused or unexcused) will be required to come in and conference with the ARC Attendance Committee. Attendance is one of the areas that is reviewed before renewing your transfer permission for the following school year. Students who accumulate excessive absences will be non-renewed. It is your responsibility to keep track of absences; excused or unexcused. Student attendance may be viewed in real time in the Home Access Center (HAC) to assist you in monitoring your child's attendance.

CONSECUTIVE ABSENCES After 3 days of consecutive absences for illness, a doctor's note is REQUIRED. A doctor's note provides documentation for an extended absence, not exclusion from the absence count. All absences, both excused and unexcused, count towards loss of credit and need to participate in credit recovery activities.

DOCTOR'S APPOINTMENTS All doctor's appointments must be accompanied with documentation of proof of appointment for absence to be excluded from the absence count.

ELEMENTARY - On the day of the child's doctor's appointment, a child must attend any part of the school day, in order for the absence to be excluded from the absence count. MIDDLE SCHOOL - On the day of the child's doctor's appointment, a child must attend part of the school day, in order for the absence to be excluded from the absence count. The absence count excluded will include only those periods/courses in which the doctor's appointment took place.

The following are examples of UNEXCUSED ABSENCES:

Any absence without documentation Parent's/Family member's appointments Out-of-Town (vacations, business trips, etc.) Parent's/Family or Sibling's illness

Lack of transportation

Babysitting

Truancy (ditching)

Weather

ATTENDANCE INCENTIVES Alicia R. Chacon has several incentives in place in order to promote good attendance. Individual classrooms will be rewarded. Classrooms that have consecutive perfect attendance weeks will receive:

Week 1 - a blow pop party Week 2 – an M&M party Week 3 – a donut party Week 4 – a popcorn party Week 5 – an ice-cream party Week 6 – a pizza party Week 7 – a “surprise” party Week 8 – a free dress day for the class Week 9 – a no homework pass (Excludes Intersession and Winter Break Packets)

Finally, students who have Perfect Attendance all year will receive a Perfect Attendance Trophy at their end of year awards assembly.

ARRIVAL/DISMISSAL Students and parents are not allowed in the building before the 7:35 a.m. bell unless they have a teacher conference or are coming to the front office.

Students are assigned specific areas on the blacktop to line up for their class. At 7:35 a.m., the teachers will pick up their class at the blacktop area and escort them to the classroom. Parents are welcome to remain with their child while they are lined up outside. **For student safety, parents are not allowed in the building. We ask that you not walk them to the classroom to avoid more congestion in the hallways and further delays to the start of instruction.** The tardy bell rings at 7:45 a.m. Any student who arrives after the 7:45 bell will be counted tardy. Breakfast will be served in the classroom from 7:35 to 8:00 a.m. as part of THE DISTRICT initiative.

For the safety of your child, we ask that you not drop students off at school before 7:15 a.m. since no one is on duty at that time. Our staff start their morning duty at 7:15 a.m. and breakfast in the classroom is not until 7:35 am.

Students are dismissed at 2:45 p.m. All teachers will escort their class to the playground for dismissal. All parents must wait by the playground to pick up their children. For student safety, parents are not allowed in the building.

FOR THE SAFETY OF YOUR CHILD, ANY STUDENT WHO IS NOT PICKED UP WITHIN 30 MINUTES AFTER DISMISSAL WILL BE ESCORTED TO A GATHERING AREA. PARENTS WILL THEN HAVE TO COME IN AND SIGN THEM OUT. FAILURE TO PICK UP YOUR CHILD ON A TIMELY BASIS WILL RESULT IN A CALL FROM ADMINISTRATION. ANYONE ABUSING THIS PRIVILEGE WILL BE ADMINISTRATIVELY DROPPED AND NOT RENEWED FOR THE FOLLOWING YEAR. PLEASE DO NOT ASK TEACHERS OR OFFICE PERSONNEL TO PROVIDE AFTERSCHOOL CARE FOR YOUR CHILD/REN.

For safety reasons, students will not be pulled out from class until parent/designated adult signs them out in the office. Please do not ask the office staff to pull them and have them ready for you.

BIRTHDAYS

Students who are having a birthday will be recognized during morning announcements. Students having a birthday on the weekend will be recognized the Friday prior to the birthday. As per District policy students may celebrate their birthday the last 15 minutes of the instructional day. Families may provide individual cupcakes or other treats for the class. Please contact the teacher before bringing in treats.

BUSES A school bus and any commercially leased/contracted bus used for school related trips is considered an extension of the campus and classroom setting. Students utilizing these transportation systems are expected to display good behavior during the transportation period. Specific information will be provided to students in order to assure their familiarity with expected standards of conduct and safety regulations for school transportation.

District Policy FFFF-R

A. Conduct rules shall be posted in each District school bus. The following guidelines have been established: 1. Conduct on a school bus shall be the same as in the classroom. 2. Be courteous to the bus driver and other passengers. 3. Do not use profanity. 4. Do not eat or drink

on the bus. 5. Maintain bus cleanliness. Do not litter. 6. Do not be destructive or vandalize bus property. 7. Remain seated. Bus drivers are authorized to assign seats if necessary. 8. Keep your head, hands and feet inside the bus. 9. Follow directions issued by the bus driver.

B. Each student will receive and acknowledge, in writing, an understanding of the rules and regulations governing the privilege of riding a bus.

C. Bus drivers or sponsors shall report student violations, in writing, to the school administrator. A copy of this violation report will also be provided to the students, parent or guardian.

D. An adequate number of sponsors are required for school-related trips that necessitate an out-of-town itinerary. When such itineraries occur, the school principal will assure that a ratio of no more than one sponsor per 22 students will occur.

E. Disciplinary action will be taken in accordance with rules and procedures listed in the District's Discipline Management Plan: Each offense will result in an office referral

1st offense—Parent Conference 2nd Offense—3 Day Suspension from bus 3rd Offense—5 day Suspension from bus

4th Offense—Suspension from the bus for the remainder of the semester 5th Offense—Suspension from the bus for the remainder of the school year

Should students not follow the above regulations it will be necessary to remove the student from the school provided transportation (bus). Parents will then be responsible for the transportation of their children to and from school. The safety of our children is our first priority, so please take a moment to discuss the rules and regulations with your child.

BULLYING Bullying at Alicia R. Chacon is not tolerated. Our goal is to cultivate a sense of community and a culture of respect for all students and adults. All children have the right to be safe. As educators, we commit ourselves to ensure that no child be subjected to humiliation, persecution or constant fear. We will all do our part and teach our children respect as well as kindness. We ask that you do the same.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair our ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to their teacher, counselor, assistant principal, principal, or member of the school staff. Reports from students may be made orally, in writing or via our "Anonymous Alerts App." found on our school webpage.

Procedures for Completing “Bullying Incident Report”

1. Provide Administrator, Counselor or Teacher with as much detailed information as possible.
2. Administrator or Counselor will investigate the incident and all pertinent information provided
3. Incident will be reviewed/discussed and a consequence given as outlined below.
4. Parents from both parties will be contacted and informed of the situation.

Consequences Upon conclusion of the investigation by the committee, if bullying is determined to be occurring, the following consequences will be enforced:

1st Offense - Parent Phone Call

Discussion with Anti-Bullying Committee (Investigation & Determination Form). Office referral will be written Lunch Detention / Community Service (5 days) Anti Bullying Warning Letter (signed by parent & student Teaching of social skill needed

2nd Offense - Parent Phone Call

Office referral will be written Discussion with Bullying Committee (Investigation & Determination Form) Lunch Detention / Community Service (10 days) Stay Away Letter (signed by parent & student) Teaching of social skill needed

3rd Offense - Parent Phone Call

Office referral will be written Discussion with Bullying Committee (Investigation & Determination Form) Out of school suspension (3 days per incident) As per District Policy the “bully” will be administratively dropped from ARC (signed by parent & student) Teaching of social skill needed

*In extreme cases, administration reserves the right to provide disciplinary action as deemed necessary, in addition to or in place of those listed above.

CELLULAR PHONES As per District policy, students may possess telecommunication devices (cellular phones) on District property; however, the use of any telecommunication device during the instructional day, including the use of smart watches or similar devices, is strictly prohibited unless it is being used as part of a lesson with specific teacher permission. Students who violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct. Confiscated devices shall be held by school Administration and

returned only to parents. If students bring cell phones to school, the following procedures will be enforced:

- Phones must be turned **OFF** during the instructional day (7:45 to 2:45 or 3:30 if in tutorials).
- Cell phones and any electronic devices, to include but not limited to, smart watches (i.e. Apple Watches), iPads, and portable game consoles, will be collected by the 1st Period teacher. Cell phones and/or all electronic devices will be returned at the end of the instructional day, 2:45 pm or 3:30 pm.
- If confiscated, a \$15.00 return fee will be charged to parents. No exceptions.
- Parents of children with technology devices will be required to attend a Parent/Online Safety Class every year.

Any other type of handheld device is also prohibited. Confiscated items will be returned only to parents. If you have questions or concerns, please feel free to contact school Administration.

CHANGE OF ADDRESS We attempt to keep up-to-date school records. Should your child become ill at school, accurate information is essential. Please help us by informing the office of any changes in your address, home/work phone number and emergency numbers and updating your information in the Home Access Center (HAC). Your child's safety depends on it.

CLUBS Alicia R. Chacon has several clubs that students are encouraged to join. These programs offer educational as well as fun activities for all students. If you would like more information please contact the corresponding sponsor. Our current clubs are as follows:

- Broadcast Team (6-8)
- Cheerleading Squad (3-8)
- Chess Club (grades 3-8)
- Dance Squad (grades 6-8)
- Destination Imagination (grades 2-5)
- Green Club (3-8)
- National Junior Honor Society (NJHS) (6-8)
- Photography (3-8)
- Robotics (grades 3-8)
- Student Council (STUCO) (6-8)
- Yearbook (grades 6-8)
- Others

In order to partake in any of our afterschool clubs students are required to maintain passing grades in all core content areas, as well as have good behavior. Failure to do so will result in the student being put on probation as outlined in the club rules and guidelines. Transportation from after-school activities is the responsibility of parents. Failure to pick students up in a timely manner will result in the student being dropped from the program. No exceptions!

CONFERENCES Conferences are scheduled twice during the school year. The dates for these will be provided at the beginning of the school year. Letters will be sent home prior to the conferences to explain the process and the times. During conferences, parents and teachers have the opportunity to discuss student progress and school programs. In middle school our conferences are student-led. It is important that parents or guardians attend these conferences. Additional conferences may be held any time that parents or teachers feel that one is needed. Please call the teacher to arrange a convenient time. Teachers are not available for drop-in conferences before school, after school, or during instructional time.

COUNSELORS Alicia R. Chacon has two full-time counselors on staff. Our counselors primarily provide student services; however, on an availability basis, they will assist parents/guardians in any way possible.

CUSTODY DOCUMENTATION Texas State law and District policy require that current custody papers for children of divorced parents be on file in the office. Questions regarding custody issues and disputes should be referred to your attorney. It is the parents' responsibility to provide the school with any legal documents that require special circumstances or arrangements for their children.

SCHOOL CROSSING GUARDS Crossing Guards are stationed at 4 locations around the school: Burgundy Dr. and Iberia Rd., Iberia Rd., Marne Dr. and Versailles Dr., and Marne Dr. and Verdun Way. Their hours are 7:15 a.m. - 8:00 a.m. and 2:30 p.m. - 3:15 p.m. Crossing Guards are trained by YISD regarding appropriate safety procedures to be used in crossing students and adults. Please do not confront Crossing Guards with your concerns or become verbally abusive with them. They are there to ensure the safety of your children. Failure to abide by these rules will lead to you being banned from Alicia R. Chacon and all other YISD campuses.

DANCES As a way to motivate and celebrate student success, Alicia R. Chacon has two dances in the Fall and two dances in the Spring for students in grades 6-8. Students are allowed to attend these dances as long as they don't have any behavior referrals, all classwork/tests are completed, and are in good academic standing with teachers during the month of the dance.

DISCIPLINE POLICY The faculty and staff of Alicia R. Chacon believe that in order to provide the best learning environment, each student is responsible for acting appropriately. GOOD CONDUCT IS EXPECTED OF EVERY STUDENT EVERY DAY AND EVERYWHERE.

The goal of the Alicia R. Chacon Discipline Policy is to ensure student safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, and reinforced consistently throughout the school. In addition to the Boys Town Social Skills, we stress seven basic skills that we call Character Skills. Please reinforce these skills with your child at home. We feel that these skills are important in the life of each child.

CHARACTER SKILLS 1. RESPONSIBILITY: To do what's right; To exhibit self-discipline, use self-control, good citizenship, and be accountable for your own behavior

2. RESPECT: To show high regard for self and be courteous and considerate of others

3. INTEGRITY: To act according to what's right and wrong

4. CARING: To show/feel concern for the well being of others through both words and actions

5. HONESTY: To demonstrate trustworthiness, fairness, and truthfulness

6. COOPERATION: To work together toward a common goal (purpose)

7. PERSEVERANCE: To keep at it; to not give up

Teachers will use the following techniques within the classroom:

- Teach the social skills on a daily basis; reinforce with a teaching lesson when needed.
- Describe specific behaviors to the student in discussing their behavior including consequences.
- Use rationales to explain links in behaviors.
- Use effective praise.
- Provide preventative teaching.
- Model individual behavior expectations.
- Use behavior contracts with specific students.
- Initiate parental communication to address behavioral concerns.

- Loss of school privileges for school fun activities or extracurricular fun activities.
- Refer to the office when these steps have been exhausted.

For those students who choose to misbehave, school Administration will follow the Student Code of Conduct as outlined and adopted by the Ysleta Independent School District Board of Trustees. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline. For consequences that require an Office Referral, the following administrative interventions will be used:

- Student Conference with Administration.
- Parent Conference with Administration.
- Referral to the Counselor.
- Model the social skill that was not used correctly.
- Apology to the appropriate individuals.
- Issuance of a referral to external agencies and/or legal agencies.
- Behavior Contract and/or In-school Mediation to further study and to learn about the social skill.
- Loss of school privileges for school fun activities or extracurricular fun activities.
- Lunch detention (grades K-2) or Community Service (grades 3-8).
- Parent Shadowing.
- In-school Suspension.
- Out of School Suspension.
- Placement in an alternative education program (DAEP Placement).
- Expulsion.
- Legal action.
- Notification to parents via phone call or office referral form.
- **Determination and follow-up of monetary charges to parents, if offense merits .**
- Other consequences may be added to this list by the Administration. Consequences will be applied as deemed most appropriate for the situation and the individual student(s) involved as determined by administration in accordance with the YISD Student Code of Conduct.

FOR OFFICE REFERRALS:

One behavior office referral will result in an “N” in conduct on the student’s report card for that grading period. As per YISD policy, the student will still earn Honor Roll for that nine-week period. If a student earns an “N” for any nine week period, the student is still eligible to receive the end of year Honor Roll trophy.

Two or more behavior office referrals will result in a “U” in conduct on the student’s report card for that grading period. The student will not be eligible for the Honor Roll for that Nine Week Period. The student will not be eligible to receive the end of year Honor Roll Trophy.

Students who make terroristic threats, bring a weapon, choose to assault another and/or bring drugs to school will automatically receive a ‘U’, even if it is their first referral for the nine-week period and/or year. Additionally, the student will be suspended and may be sent to an alternative campus in accordance with YISD Student Code of Conduct. The student will be administratively dropped at the end of the school year and have his/her transfer revoked.

Furthermore, students who receive office referrals will lose the following privileges for that month: no free dress day at the end of the month, no dance (6-8 graders), and no fun field trip if one is happening that month. (May/June) is considered one month.

ANY STUDENT WHO ACCRUES 5 OR MORE BEHAVIOR OFFICE REFERRALS WILL NOT HAVE THEIR TRANSFER RENEWED FOR THE FOLLOWING SCHOOL YEAR.

DRESS CODE In order to maintain a safe and orderly environment conducive to the attainment of the educational mission of the Ysleta Independent School District, all students shall conform to the following dress code policy:

- Navy blue slacks are the uniform pants for all grade levels. Jeans are not allowed. Clothing is not to be oversized or baggy. Tight clothing and skinny pants are not allowed.
- Students in grades kindergarten through 4th may wear shorts or skorts. Shorts/skorts must be no shorter than the extended tip of the longest finger when the student is standing.
- A belt must be worn for those in grades 3rd thru 8th (no adornments, spikes, large buckles will be allowed).
- The ARC uniform shirt must be visible at all times. Elementary students (K-5) wear either a red or white Polo. Middle School students (6-8) wear a light blue polo. **The uniform shirt may be worn over a long sleeve shirt or turtleneck for warmth. The undershirt**

should match or compliment the uniform shirt (no neon or patterned undershirts and no hoodies).

- Hats/Caps may NOT be worn inside the building. Hats/Caps must be kept inside the student's backpack when inside the building.
- K-6 grade students have a cultural activity uniform that is to be worn on Tuesdays and Thursdays. This uniform is designated by the third language. Sweat pants and school logo t-shirts are required. (no capri or leggings are allowed, no spandex pants or shorts)
- Sweaters and jackets may be worn on uniform days. Sweaters/jackets must have a zipper that extends from the top to the bottom of the sweater/jacket to allow sweater/jacket to open entirely. Zipper must be unzipped when student is inside the building. Hood of the sweater/jacket may only be worn outside of the building.
- Students must be in uniform every day, Monday thru Friday unless it is a free dress day.
- On free dress days: no clothing with abusive, suggestive language or symbolism, or reflecting gang affiliations. No pajamas. No gang related jackets or items that promote or glorify the use of drugs, alcohol or tobacco. No dog collars or excessive chains that are worn as necklaces. No spaghetti straps or tank tops. Jeans – Torn/holes in jeans is not allowed. **Tops/Shirts - Low cut, form fitting/tight shirts, crop tops, midriffs, shoulder cut outs, or any short shirt in which any part of the bare skin of the torso is visible are NOT allowed.** The Hoodies - allowed only on Free Dress days. Hood of the sweater may only be worn outside the building.
- Students are not allowed to have artificial fingernails, hair coloring, glitter, makeup, tattoos, mohawks, spiky hair longer than two inches, or shaved hair designs.
- Nail polish with letters, symbols, and designs, which draw attention to an individual, are not permitted.
- One earring that is 4 mm in diameter or smaller may be worn in each ear lobe. No hoop earrings, long/dangling earrings, tongue studs, spacers, or facial piercings allowed. No exceptions!

Uniform checks will be conducted on a daily basis by the classroom teacher at the beginning of the day. If students come to school in inappropriate attire, the parent will be called and asked to bring a change of clothes. If the parent or guardian cannot be reached or is unable to bring clothing, the student will be assigned lunch detention (K-2) or Community Service (3-8).

1st Uniform Violation – Office referral: 1 day of Lunch detention (K-2nd); 1 day of Community Service (3rd – 8th)

2nd Uniform Violation – Office referral; 2 days lunch detention (K-2nd); 3 days of Community Service (3rd – 8th)

3rd Uniform Violation – Office referral; 3 day of Lunch detention (K-2nd); 3 day of Community Service (3rd – 8th)

Any uniform violation after the 3rd, will result in an office referral and a parent conference with teacher and administration. Any further infractions will result in the student being administratively dropped at the end of the school year.

DROP-OFF AREA/PARKING LOT During arrival and dismissal times, cars are not allowed to stop and park in the student drop-off area. Please park in the surrounding areas of the school if you wish to get down to walk your child to the school. Please do not confront Crossing Guards with your concerns or become verbally abusive with them. They are there to ensure the safety of your children. Failure to abide by these rules will lead to you being banned from Alicia R. Chacon and all other YISD campuses.

Please remember:

- Slow down.
- Traffic is ONE WAY. Follow the cues from the Cross Guards.
- NO PARKING at the drop-off is allowed at anytime.
- Drivers must remain in their cars (while in the drop off zone).
- No parking in the Teacher Parking Lot. No exceptions.
- If your child is not waiting at the curb when you arrive, park or drive around.
- Cross only at the designated crosswalks.
- Do not call children to your car in the middle of the parent parking lot.

- For the safety of your child any student who is not picked up within 30 minutes after dismissal will be escorted to a gathering area. Parents will then have to come in and sign them out.
- Failure to pick up your child on a timely basis will result in a call from administration. Anyone abusing this privilege will be administratively dropped and not renewed for the following year.
- Please do not ask teachers or office personnel to provide after-school care for your children.

EARLY STUDENT PICK UP No student may be released from the classroom during the school day. All visitors (parents, etc.) must report to the office. VALID PICTURE IDENTIFICATION WILL BE REQUESTED FOR ALL VISITORS. The office will call the student to come to the office for dismissal. THIS IS A SAFETY RULE AND MUST BE FOLLOWED BY EVERYONE. Excessive requests for early release of a student without justified reasons will be addressed by the administration.

EMERGENCY DRILLS Fire drills and other emergency drills are scheduled on a regular basis. Fire drills are practiced once a month. Emergency evacuation drills and lock-down drills are also practiced throughout the year. Students are instructed what to do in a variety of emergency situations.

END OF YEAR FIELD TRIPS As a way to motivate and celebrate student success, Alicia R. Chacon makes it a point to have at least one “fun” field trip at the end of the school year. Students are allowed to attend as long as they don’t have any behavior referrals during the months of May & June and are in good academic standing with the teacher.

EXPLORER BUCKS As a way to motivate and celebrate student success, Alicia R. Chacon will recognize and reward K-5 students with Explorer Bucks, 6-8 students will receive Class Dojo points. Every month classroom teachers will be given 200 Explorer Bucks to disseminate amongst students based on effort, behavior, academics, etc. Students will then be encouraged to deposit these monies into their “Savings Account” and twice a year (Christmas and End of Year) students will visit our Explorer Store where they will be able to purchase an array of items. Middle schools students will be able to purchase movie tickets and concession items with their Dojo points.

FINES Students are responsible for textbooks, library books they check out and the chromebook assigned to them. Notices will be sent if the payment of fines is not taken care of in a timely manner. The cost of textbooks, library books and/or chromebooks is very expensive, so please encourage your child to be responsible with these items.

FREE DRESS DAY As a way to motivate and celebrate student success, Alicia R. Chacon has a “Free” Dress Day the last Friday of every month for all students (K-8). Students are allowed to partake as long as they don’t have any behavior referrals during the month and are in good academic standing with the teacher.

HOMEWORK Homework is given Monday thru Thursday and it will always be a review of concepts previously taught in class. It should take no more than 30 minutes in grades (K-2) and one hour in grades (3-8). All students will also be required to do I-Station and/or Imagine Math as recommended by the teacher.

At the middle school level, homework will be given every day and on most weekends. Homework will consist of additional practice, independent assignments, finishing classwork, organizing binder, reviewing notes and studying for tests. Homework should not take more than an hour during the week. During the weekend, homework may take longer because of projects, readings, etc...

Parents, we ask that you establish a homework routine at home so that your child becomes used to the routine of doing homework at the same time every day. Don’t forget to review and sign your child’s agenda every day. The agenda is also an excellent way for you to communicate with your child’s teacher. Make it a point to do it at least once per week. Remember that the more communication we have the better kids tend to do academically, as well as behaviorally.

CLASSWORK/HOMEWORK and TECHNOLOGY

(3rd – 8th grades). Students are responsible for completing required classwork that needs to be completed online whether they have accepted a Chromebook from the campus or not. There are desktops available in each class and library, so that students may complete online assignments.

LATE WORK

Students will be given every opportunity to submit late work not related to an absence. Any late work submitted will automatically be reduced by a letter grade.

HONOR ROLL As a way to ENGAGE, MOTIVATE, AND INSPIRE our students to always do their best in school, Alicia R. Chacon will recognize students every nine weeks. Students will be called to the front office where they receive an Honor Roll ribbon, an ARC Goodie Bag, and get to sit in the VIP area during lunch time. If students make the Honor Roll all year, they also

receive a trophy at the end of year Awards Assembly. In order for a student to make the Honor Roll, they must have A's and B's, "S's" and/or "E's" on their Work Habits and Social Skills. This means no more than one behavior office referral during a nine week period. No more than one behavior office referral for the entire year.

ILLNESS AND ACCIDENTS Students who become ill or injured while at school will be sent to the nurse's office. Our school nurse will evaluate the student and determine whether he/she can be treated and remain at school or if he/she needs to go home. When parents need to be contacted it is imperative that we have up-to-date telephone numbers as well as an emergency number in case the parent cannot be reached. For the safety of your child, help us keep this information current.

The school nurse will do yearly vision and hearing screenings. If a concern is detected, parents will be notified.

IMMUNIZATIONS Texas State law requires that all school-age children be current with their immunizations. Students lacking proper immunizations will be sent home until the immunizations are updated. Only students transferring from another school or military students entering our schools will be granted a temporary enrollment for 30 days while immunization records are obtained. If you have any questions or need shots, please check with the Health Department, your doctor, or the school nurse.

INCLEMENT WEATHER If the weather is such that school might be canceled for the day, please log on to our district website or tune in to one of the local TV stations for information. The information will be available after 6:00 a.m. on the day of the inclement weather. On rainy days or days that are too cold, students will be kept inside the building. In the morning, instead of waiting outside students are encouraged to wait in the cafeteria. After lunch, students will stay in the cafeteria, wait in the gym, or escorted to the Library where they will remain until their lunchtime is over.

INTERSESSIONS (FALL & SPRING) At Alicia R. Chacon we have two intersessions during the year for grades 1-8. We ask that you plan vacation times around these very important dates in the event that your child is recommended to attend. Please keep in mind that if you refuse this assistance it may affect your child's academic progress, promotion and/or renewal privileges for the following year.

Our Intersessions are a time for smaller classes with intensive instruction in a small group setting for the strengthening of academic skills. Attendance and participation will help your child in every grading period and help meet the standard on STAAR in grades 3rd – 8th. Please note

that this is a week-long commitment. Intersession is a half day from 7:45 to 12:00 p.m. Breakfast, lunch and transportation will be provided.

INTERVENTIONS/ACCELERATION As a way to monitor student progress, academic, behavior, social/emotional and attendance our Response to Intervention Committee (RTI) meets every other week to monitor the progress of our students. As a way to provide assistance for those students in need, this committee may recommend:

1. After-school Tutorials
2. Small Group with Road Scholar Tutors
3. Small Group Instruction by Instructional Coaches and Interventionists
4. Intersession (Winter and/or Spring)
5. Saturday Tutorials.

LOST AND FOUND Please label your child's clothing and other belongings with first and last names. Lost articles that have been found will be in bins located in **the main foyer outside the front office**. Parents, please check frequently. Articles left in the Lost and Found longer than 30 days and any remaining after the last day of school will be given to charity.

LUNCH Alicia R. Chacon participates in the National Free and Reduced Lunch program. For this program to be effective, every child must have an application on file. The statistics from these applications affect the amount of money that the school receives for classroom activities. Your choice to participate in the program is a personal one, but the completion of the application is very important for campus funding and special programs. Please make it a point to fill out the application online.

As per District policy, students who pay for lunch and have an outstanding balance will be given a peanut butter sandwich and milk, until their account is brought current with the Cafeteria Cashier.

MAKE-UP WORK For excused absences, your child will have two days for each day of absence to complete and turn in make-up work. If your child will be out more than one day, we strongly suggest that you speak to the classroom teacher and request the assignments. Giving zeros as a grade is not a best practice, and, therefore, a zero will be recorded only after a parent call/notification has been made, and the student has been given two days for every day missed or two days after parent notification to complete the assignments or tests.

NURSE Our school Nurse is on duty from 7:30 a.m. to 3:30 p.m. daily. If your child has any kind of medical condition the school should be aware of, please let the Nurse know in writing. Medical documentation may be required.

If your child is on medication (either short or long term), please sign the necessary papers with the Nurse. District and State policy requires a U.S. Physician to provide documents and prescriptions for medication for a student. Schools cannot accept doctor prescriptions from Mexico. Medication is defined as oral drugs, whether prescription or over-the-counter, including aspirin and cough drops.

Below is a collection of the most frequently asked questions about medication:

1. Students may not carry any type of medication. Please do not send students with any type of medication. All medications must be kept in the nurse's office with the required documentation for administration. This includes pain relievers, cough drops, and other over the counter medications as well as prescription medications.
2. All medication must be in the original container and labeled with the child's name, dosage, time to be given, and prescribing doctor's name.
3. No over the counter medication or medication from another country/state can be administered by our Nurse.
4. The doctor prescribing the medication must be licensed to practice medicine in the State of Texas. That is state law. No exceptions.
5. All medications must be administered in the Nurse's office.

If your child is to be excused from P.E., we can honor a parent's note FOR THREE DAYS ONLY! After that, they must bring a doctor's note, and again, only from doctors licensed to practice medicine in the State of Texas.

PLAYGROUND SUPERVISION The playground is supervised from 7:15 - 7:45 a.m. before school, 10:45 – 1:05 p.m. during lunchtime and 2:45 - 3:00 p.m after dismissal. Please do not drop-off your children before 7:15 am since there is no one on duty to properly supervise them. We encourage and welcome parents to come and help us keep an eye on all our children in the morning, during lunch and afterschool.

HOME ACCESS CENTER (HAC) Get involved with your child's education; follow them on H.A.C.! You can view your child's class schedules, grades, assignments, and attendance information through the web-based resource called H.A.C. This exciting program allows parents or legal guardians to keep track of their child's academic progress.

The secure, password-protected site allows you to view your child's class schedules, grades, assignments, and attendance information. Any parent or guardian who has legal rights to view their child's school records may use the system. To enroll, go to the YISD webpage to begin your registration process.

The site can be used on any computer, cell phone, or other device with internet access. All parents must have an email account in order to use this system. If you do not have access to a computer at home or work, you may use the computers in the Library.

REPORT CARDS/PROGRESS REPORTS

- You will periodically receive graded assignments to review with your child. These assignments may be found in your child's Google Classroom or may be sent home with your child.
- You will receive a three & six week Progress Report for your child either on paper or in the Home Access Center (HAC).
- You will receive a Report Card at the end of each Nine Week period.
- You will receive positive notes/comments from the teacher via a telephone call, agenda, or electronically through email, Class Dojo, Remind, or Google Classroom.
- You will receive a discipline notice and/or a phone call if your child is involved in any actions that require the Administration to intervene.

A reminder that one behavior office referral will result in an "N", two or more behavior office referrals will result in a "U" which will keep a student from making the Honor Roll for the Nine Week Period, as well as keep them from getting an end of year Honor Roll Trophy. Students who make terroristic threats, bring a weapon, choose to assault another person and/or bring drugs to school will automatically receive a "U", will be suspended/sent to an alternative campus and will be administratively dropped at the end of the school year.

RETESTING / REDO OF WORK Students shall be permitted to retake any assignment/test that he or she failed within 10 school days the failing grade was received. The student's score shall be averaged and recorded in the grade book as one as per YISD Policy EIA-R.

TARDIES Teachers will keep a record of all tardies. Any student entering the classroom after 7:45 a.m. will be counted tardy unless they have a note from the office or the Nurse. When you have an unavoidable tardy, report to the front office as soon as possible. Remember that on the fifth tardy the Attendance Clerk will call home to remind parents that on the 6th tardy and every tardy after that will result in an office referral and one day of Lunch Detention or Community Service. Parents of students with excessive tardies will have to meet with Administration. A

reminder to parents that Attendance/Tardies is one of the areas that is reviewed before renewing the transfer for the following year. Anyone with 10 tardies or more will not be renewed.

TOYS/ELECTRONIC DEVICES Students are not permitted to bring any type of toys or electronic devices to school. They are a distraction to the educational process. Toys are not necessary at school unless the teacher requests that the child bring an item as a part of the lesson. We allow students to bring footballs, soccer balls, basketballs, etc. for use at recess. Please be sure they are clearly marked with your child's name. It is understood that the student is responsible for keeping up with these items and only using them at the appropriate time. The school holds no liability for items that may be lost. Unnecessary items or toys will be confiscated by Teachers or Administration and only returned to parents.

TRANSITIONS Students will be escorted during all transitions (Ex. PE, Lunchtime, Third Language, Fine Arts, Library, End of Day, etc). Students are expected to walk in line, in an orderly fashion and to do it quietly in order to minimize disruptions of other classrooms.

VISITOR POLICY Visitors to our campus are always welcomed. However, proper identification must always be shown prior to gaining access to the building. For the safety of our children we require that you stop by the office, sign in and get a Visitor's Badge.

VOLUNTEERS We encourage you to become an Alicia R. Chacon Volunteer and help us make a difference in the lives of our students. Anyone interested in becoming a Volunteer must go through a background check. Once you have been cleared, you will be given a Volunteer ID Badge and can start making a difference in the lives of our students.

As per district policy, no one can volunteer in the classroom or go on field trips with students without a background check. These checks are good for one school year and must be renewed annually. If interested, please see our Volunteer Coordinator.

The information in this handbook is subject to change. I understand that changes in District policies may supersede or modify the information summarized in this booklet. As the District modifies/updates policy information, this information too will be modified and updated.

For your convenience an electronic copy of this document can be found in our school webpage. Please sign and date below and return a copy to your child's homeroom teacher.