



T.G. McCord Elementary
Student Handbook
2009-2010

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T. G. McCORD ELEMENTARY HANDBOOK

Alcie Estes, Principal
Janet Bristo, Counselor

Becky Hines, Secretary
Ana DeLaGarza, Office Aide

SAFETY FOR CHILDREN

All entrances, except for the main entrance by the office, will be locked during the school day. If you come to school during the school day, please stop by the office to sign in, pick up a visitor pass, then sign out when you leave. Thank you for your help in maintaining a safe school.

ARRIVAL

Classes begin at 8:00 a.m. Breakfast is served from 7:30 - 7:50. All children will enter the building through the cafeteria doors from the south parking lot only. Children **not eating breakfast** will be supervised in the cafeteria or on the playground as follows:

Pre-Kindergarten and Kindergarten - North Side Playground

First Grade - South Side Playground

On Bad Weather Days - Pre-Kindergarten, Kindergarten and First Grade will stay in the cafeteria. Students will enter building through door from South Parking Lot ONLY. NO DELIVERIES WILL BE ALLOWED IN FRONT OF THE BUILDING -this is a bus loading zone only.

We ask that students arrive NO EARLIER than 7:30. Adult supervision begins at 7:30 a.m.

DISMISSAL

Three Year Old Pre-Kindergarten/PPCD:	11:00 AM/ 2:00 PM - North Parking Lot
Pre-Kindergarten:	2:45 - South Parking Lot
Kindergarten:	3:00 - North Parking Lot
First Grade:	3:00 - South Parking Lot
Bus Students: 3:00 - Front of the Building	

Teachers will walk children to their cars. Please **do not** park and leave your car in the traffic lanes. If you need to go inside, please park in the parking spaces in the parking lot. Students are **NOT** allowed to walk to or from school unless accompanied by a parent.

Notice of early dismissal times will be sent home the day before an early dismissal. The local newspaper will also carry the time change.

TRANSPORTATION

Please notify the office in advance and/or advise the teacher in writing, if there is to be a change in transporting your child. **IF NO NOTIFICATION IS RECEIVED, YOUR CHILD WILL FOLLOW HIS/HER REGULAR METHOD OF GETTING HOME.**

ATTENDANCE

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Please remember that a written note explaining the absence is required after a student has been absent.

A student shall not be given credit for the year if he/she has been in attendance less than 90% of the days offered, unless an attendance committee gives credit because of extenuating circumstances for the absences.

TARDIES

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. A note should accompany your child to explain the reason for his/her tardiness.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of good behavior and a good attitude while at school. We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property. Students who break rules continuously will be sent to the office. If problems reoccur, parents will be called to come in to help resolve the problem.

SURVEILLANCE VIDEO TAPING

Surveillance video taping will occur on school buses as well as within the school building and on the playground.

MEDICATION AND ILL OR INJURED CHILDREN

Employees designated by the campus principal may administer medication to a student provided we have received a written request from the parent or guardian. Medication must be in the original container and properly labeled, with full directions for administration. All medication must be left in the office.

If your child becomes injured or seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided on the student's information card. It is imperative that you **notify the school if you change addresses or telephone numbers during the year.** It is very

important for your child's health and safety that our records are kept up to date.

If your child needs to stay indoors during P.E. or recess, a written request **MUST** be sent with your child.

BIRTHDAY PARTY INVITATIONS

Birthday party invitations may be distributed to students **ONLY** if everyone in your child's classroom receives an invitation.

STORM WEATHER INFORMATION

School personnel will be alert for dangerous conditions by using radios, which scan the National Weather Service, Law Enforcement and Civil Defense frequencies. Buses have two-way radios so drivers may be informed. If severe weather is rapidly approaching, students will be held at school until the danger has passed. When sirens have sounded, students will be moved immediately to the safest places as recommended by safety experts. The elementary schools have specially designed storm shelter areas. Buses within the city will go to the NEAREST school for shelter. Bus drivers are trained to protect students during emergencies in cases where the bus has left the city.

Please listen to **KVWC** radio station during snow, ice, or flood for information concerning delay of starting time or cancellation of classes. If you feel your child's health or safety would be endangered by school attendance during severe weather, then the absence will be excused.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books **must be paid for immediately**. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

BREAKFAST AND LUNCH PROGRAMS

During the first week of school, all children will be given an application for free and reduced lunches. Only those who wish to apply need to return the forms. Please keep in mind; we are required to provide every parent with the opportunity to apply.

Students may pay for their lunches on a daily, weekly, or monthly basis. Students may not have more than **5 charges at one time**. Students may purchase lunch in the cafeteria or bring their lunches from home. Extra milk may be purchased as the student walks through the lunch line.

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established: i.e. before or after school, during teacher planning periods, etc.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

REPORT CARDS

Report cards will be issued to students at the close of each six week grading period. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. Report cards must be signed by the parents and returned the next day to the classroom teacher.

PLEDGE AND MINUTE OF SILENCE

A state mandate requires public school students to recite the pledge of allegiance to the United States and Texas flags during each school day and observe a minute of silence to pray, meditate or engage in any silent activity that is not a disruption to others.

DRESS CODE

See page 7 - 8

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the high school main office. If you have any questions, please contact Max Tatum at (940) 553-1900.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Max Tatum at (940) 553-1900.

The Vernon Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap, in providing education services.

PHONE NUMBERS

McCord Elementary School - 553-4381

VISD Administrative Offices - 553-1900

Transportation - 553-4922

ELEMENTARY DRESS CODE

The Vernon Public Schools recognize that parents should accept responsibility (or developing appropriate standard of dress and grooming for their children. School personnel; however, share that responsibility because a student's behavior and achievement may be influenced by dress and grooming habits. It is acknowledged also that schools share a responsibility for developing dress and grooming habits that will contribute to a student's success when he/she leaves school. The administration shall have the right to appraise any current fashion or fad and determine whether or not it is appropriate for school wear.

Student's dress and grooming will be considered acceptable if it does not violate any of the following principles:

- . Clothing worn is not to be suggestive or indecent
- . Clothing and general appearance is not to be the type that would interfere with the instructional program
- . Clothing and general appearance shall not constitute a health or safety hazard

Certain types of student dress are considered inappropriate, these include:

- . **Halter tops, backless tops or dresses and mini skirts**
- . **Spaghetti strap tops or dresses (Without a T-shirt underneath).**
- . **Tube tops and/or tank tops (without a T -shirt underneath).**
- . **Midriff tops or shirts tied in knots in the front**
- . Clothing with inappropriate designs or slogans such as marijuana emblems or any drug emblem, tobacco emblems, alcohol emblems, sexual innuendos, or depicting violence.
- . Hats, caps, sweatband or bandannas
- . Excessive baggy or large pants, worn low on the hips are **NOT** allowed. Students who are repeatedly corrected for this offense will be asked to wear their shirt tucked inside.
- . Absolutely no chains of any kind allowed on billfolds, checkbooks, belts or pants.
- . Sunglasses are not to be worn in school, unless medically prescribed.
- . **The trunk of the body may not be exposed.**
- . Undergarments must be worn and must not be revealed.
- . No body piercing jewelry can be worn (eyebrow ring, nose stud, navel ring, tongue ring, etc) other than earrings. Boys may wear only one stud type earring per ear.
- . Belts must be buckled with any excess length inserted into pant belt loops and **NOT** allowed to hang from the waist.
- . Clothing that is torn or has holes in it, which may be suggestive or unattractive.
- . **Flipflop shoes may not be worn because of safety reasons during PE, sandals with a back strap may be worn.**

Certain types of student dress are considered **appropriate** at Vernon ISD. These include:

- . All students must wear shoes.
- . Hair must be clean and well groomed
- . Girls should be aware of the fact that extremely short dresses and shorts may be disruptive or distracting. They are encouraged to wear dresses/skirts/shorts, which are relatively conservative in length. Because of the flexibility of the dress code, it is hoped that the young ladies and their parents and/or guardians will dictate the necessary length.
- . Shirts shall be buttoned appropriately, and belts shall be buckled.

Any violation of this dress code shall be determined by the administration.

MANUAL DE ESCUELA T. G. MCCORD

Alcie Estes, Principal
Janet Bristo, Consejera

Becky Hines, Secretaria
Ana DeLaGarza, Ayudante de
Oficina

LA SEGURIDAD PARA LOS NIÑOS

Todas entradas, excepto la entrada principal por la oficina, se cerrará con llave durante el día escolar. Si usted viene a la escuela durante el día escolar, por favor pase por la oficina para firmar en nuestro cuaderno del invitado a la entrar y salida para recoge un pase de visitante. Gracias por su ayuda en manteniendo una escuela segura.

LLEGADA

Las clases empiezan a las 8:00 de la mañana. Desayuno es servido de las 7:30 - 7:50. Todos los niños entrarán en el edificio a través de las puertas de la cafetería del parque de estacionamiento sur solamente. Niños que no desayunan seran supervis en la cafeteria o en el patio de recreo como sigue:

Pre-jardín de infantes y Jardín de infantes-el Patio de recreo al lado norte

Grado Primero -el Patio de recreo al lado Sur

En los Días de Tiempo Malos-el Pre-jardín de infantes, Jardín de infantes y Grado Primero se quedará en la cafetería. Los estudiantes **SÓLO** entrarán en el edificio a través de la puerta del parque de estacionamiento Sur. **NINGUNA DESCARGA SE PERMITIRÁ EN FRENTE DEL EDIFICIO-** esto es solamente zona de autobús.

Nosotros pidemos que los estudiantes lleguen **NO MAS TEMPRANO** que 7:30. La supervisión adulta empieza a las 7:30 de la mañana.

DESPEDIDA

Pre-Kindergarten para tres Año:	11:00 AM /2:00 PM - estacionamiento Norte
Pre-jardín de infantes	2:45-estacionamiento Sur
El jardín de infantes:	3 :00-estacionamiento Norte
Grado Primero:	3 :00-estacionamiento Sur
Estudiantes del autobús:	3 :00-en Frente del Edificio

Maestras llevarán a los niños a sus automóviles. Por favor no estacione y deje su automóvil en las veredas de tráfico. Si usted necesita ir para dentro, por favor estacionese en los espacios del aparcamiento en el parque de estacionamiento. Los estudiantes no caminarán a o de la escuela a menos que sean acompañados por un padre.

Aviso de tiempos de despidas tempranos se enviará a casa el día antes de un despida temprano. El periódico local también llevará el cambio de tiempo.

TRANSPORTE

Por favor notifique la oficina de antemano y/o aconseje a la maestra por escrito, si hay de haber un cambio en la transportación de su niño. **SI NINGUNA NOTIFICACIÓN SE RECIBE, SU NIÑO SEGUIRÁ EL MÉTODO REGULAR DE LLEGAR A CASA.**

ASISTENCIA

Se espera que todos los niños estén en asistencia cada día a menos que ellos están enfermos o una emergencia familiar se levanta. Por favor recuerde que una nota escrita que explica la ausencia se requiere después que un estudiante ha estado ausente.

A un estudiante no se dará el crédito durante el año si él o ella han estado en asistencia menos de 90% de los días ofrecidos, a menos que un comité de asistencia da el crédito porque había circunstancias atenuantes para las ausencias.

TARDIOS

Nosotros comprendemos que habrá casos cuando su niño puede ser tardío, pero por favor evita esto cuando sea posible. La tardanza interrumpe el tiempo instruccional de su niño. Una nota debe acompañar a su niño para explicar la razón para la tardanza de el/ella.

DISCIPLINA

Es necesario que los niños aprendan a desarrollar la autodisciplina para adelantar su aprendizaje. Nosotros pidemos que usted discuta con sus niños la importancia de y la necesita para la conducta buena y una actitud buena mientras en la escuela. Nosotros no toleraremos peleando, irreverencia hacia otros, idioma obsceno, o destrucción de propiedad escolar. Estudiantes que quebran las reglas continuamente se enviará a la oficina y se manejarán en efecto. Si problemas ocurren otra vez, se llamarán los padres que vengan para ayudar a resolver el problema.