



T. G. McCord Elementary

Student Handbook

2011-12

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T. G. McCORD ELEMENTARY HANDBOOK

Todd Wilson, Principal

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, and 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 (full day and $\frac{1}{2}$ day p.m.)	2:45 - South Parking Lot
Pre-Kindergarten (1/2 day a.m.)	11:45- 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.

An individual who is required to attend school under section 25.085 of the Texas Education Code commits an offense if he or she "fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period." Please remember that a written note explaining the absence is required after a student has been absent.

