

PARENT INFORMATION

Aldridge Elementary

2009-2010



Welcome to Aldridge! This orientation provides us an opportunity to communicate policies and procedures that are in place within the district and/or Aldridge. Please review this information carefully. Feel free to ask your child's homeroom teacher or the office staff to answer any questions that you have. You can always access this document on the Aldridge website or on MyPISD.net <http://k-12.pisd.edu/schools/aldridge/index.htm>

Office Procedures

Please use the front door to enter the building. All other doors remain locked throughout the day. All adults in the building must wear a badge while at school. Come to the office to sign-in and get a badge when you arrive. Our Visitor management system requires a government issued picture ID, such as driver's license, which is scanned into the system to produce a badge.

Emergency Information Form

Please notify the school of any change of telephone number, address, emergency number, or place of employment of either parent or guardian. It is vital to have the name and phone number of a local person, other than a parent or guardian, who can be contacted in the event a child becomes ill or injured. If your address has changed from the one listed on your Emergency Form, you must provide a new proof of residency to the secretary: gas bill, electric bill, or current lease.

ATTENDANCE

Please refer to the 2009-2010 Student/Parent Policy Guide for comprehensive information on Plano ISD's policies and procedures.

Absences

Call the Childsafe line (469-752-0000/Option #3) to let us know if your child is absent. We will need your child's name, homeroom teacher, dates of absence, and reason. When your child returns to school, please send a note to the office that lists the reason for each day absent. The official notification for truancy purposes is the written note. Absences remain unexcused until a note is received in the office.

Tardy Students

Students must be in their seats at 7:45 a.m. The building is open to students at 7:00 a.m. (Breakfast is available at 7:15 a.m.) A staff member supervises students until 7:30 a.m. This gives students plenty of time to get to their classrooms and get ready for the day. Children arriving to school after 7:45 a.m. must come to the office to get a tardy slip. Students with tardy or attendance issues will be monitored. Administrators will follow PISD policy for chronic tardies and/or excessive absences.

PERSONAL ITEMS/MESSAGES

Telecommunications/Electronic Devices Guidelines

Telecommunications devices including cell phones may be used by students before and after school outside the building. Use of Telecommunications devices inside the building is prohibited.



Other Electronic devices may be used before and after school outside the building. Use of Electronic devices while on campus is prohibited.

Telecommunication/Electronic device use

- 1) In violation of these rules;
- 2) That causes a classroom/campus disruption; and/or
- 3) In conjunction with other student code of conduct violations may be confiscated.

In addition to confiscation, violations may be subject to other disciplinary action in accordance with the student code of conduct. Parents will be notified within two school days of the device being confiscated. Parents may retrieve a confiscated device after receiving notification. No fee will be charged for the release of a confiscated device. All confiscated telecommunication and electronic devices will be held in the Aldridge office for parent pick up.

Personal Items

Please mark and identify all personal items. Check the Lost and Found Rack outside the gym for missing items. The following items should be left at home: toys, electronic equipment, valuable jewelry, and more money than is necessary for the day. Teachers may add to this list during the year. Student cell phones must be turned off and remain in backpacks during the school day.

No weapons or look-alike weapons (e.g. pocket knives) are allowed on campus at any time. Disciplinary action will be taken for all offenses.

Children should double-check for homework, lunch money, and library books, etc. before leaving home. Forgotten items brought to school will be left in the front office. Classes will not be interrupted for forgotten items, and teachers or students will check the office daily for student items.

Birthday Cupcakes – Parents are asked to pre-arrange deliveries for birthday cupcakes with the teacher. Cupcakes are left at the

front office, and the teachers collect them after lunch time.

Messages

The telephone in the school office is considered a business phone and is not used by students except in an emergency. Classrooms have phones for student use with teacher permission.

Each staff member has email and a voice mailbox. Please feel free to leave a message, and you may expect a reply within 24 hours. In an emergency, leave a message with the secretary. Classroom phones are not answered during instruction.

HEALTH PROCEDURES

Health Information

Please identify student health issues and/or activity restrictions on the Student Emergency/Authorization Form. Serious illness, injuries, or changes in medical condition should be reported to the school nurse. If your child becomes sick or injured while at school, the school nurse will contact you. In an emergency situation, the paramedics are called, and you will be immediately notified.

Students go outside for PE and recess daily. Please send children dressed appropriately for the weather. Children do not go outside during extremely hot, cold, rainy, or ozone-alert days.

ARRIVAL/DISMISSAL PROCEDURES

We appreciate your cooperation with the updated arrival and dismissal procedures. We strive to keep all students safe and this procedure helps us know where children are at all times.

Arrival

Students are supervised beginning at 7:00 a.m.

- Students may be dropped off at these times:
Front driveway- 7:00 a.m. to 7:45 a.m.
West driveway (near Kindergarten)- 7:30 a.m. to 7:45 a.m.
- The bus loop (off Custer Road) is for BUS traffic ONLY.
- Use the crosswalks/sidewalks always.
- Parents entering the building must use the main entrance and check in with the office for a badge. Parents may not enter the building from the west driveway or any other door.
- Do not use the staff parking lot to drop students.

Dismissal

Please be familiar with your child's grade level procedures. Grade levels have designated procedures to assure supervision for students going home via carpool, bus, walking or PASAR.

Please:

- Do not use the staff parking lot.
- Do not visit with staff members during dismissal. They are "on duty."
- Do not bring dogs onto school grounds.
- Do not leave your cars unattended in the carpool lanes.
- Students walking home and not picked up by parents leave the schoolyard at the cross walks. Students must walk bikes, skateboards, scooters, etc. until they are off campus and through the intersections.
- Parents picking up children by car are encouraged to use the carpool lane. Parents display pink pick-up cards in front windshields. A staff member will use the walkie talkie to call your child's last name. Drivers remain inside cars and Safety Patrol students will assist children into cars.

REMINDERS:

- Please inform your child's teacher (in writing) if you make a change to the usual way your child leaves the school premises. If the teacher does not receive a note, the child will follow the usual routine.

CAFETERIA PROCEDURES

Breakfast is available (7:15 a.m. until 7:40 a.m.) for all students. Students may purchase a variety of hot or cold lunch selections. Pre-payments for breakfast, lunch, snacks, and ala carte items may be deposited in your child's account. Each student is assigned a PIN code used to identify meal accounts. An account activity report may be requested from the food service manager, which details the activity on each student's account.

Free and reduced price breakfast and lunch meals are available to students who qualify. Applications for free and reduced price meals are available in each school office.

More information, including the on-line PayPams site, can be found at the following PISD website link:

<http://pisd.edu/parents/nutrition/index.shtml>

Guests/Visitors

- **Due to limited seating, students may not invite other students to the guest tables.**
- **Guests will go through the lunch line with the students.** (At this time, we only allow staff members "head of the line" privileges due to the state mandated 30 minute duty free lunch time.)
- **Parents are asked to sit with the student at the designated visitor tables.**
- **Children must leave the cafeteria when the grade level leaves.**

These few guidelines will help us serve everyone in a timely manner and provide an enjoyable lunchtime experience for all.

TEXTBOOKS

Students, parents, and/or guardians are responsible for the following:

- Must keep textbooks covered at ALL times.
- Must insure proper use and care for all textbooks.
- Must reimburse the school for any lost, destroyed, or damaged textbooks issued to that students.
- Any misuse of the textbooks due to carelessness or neglect may be considered cause to charge the student a fine for the textbook.

PLANNERS/FOLDERS

The PTA provides each student with a school planner and folder, to record homework and bring papers home. Lost planners cost \$3.50 each and missing folders cost \$1.25 each. Please provide exact change.

STAYING IN TOUCH

PTA Newsletter- The Ocelot Observer is distributed each month and contains important dates and news about activities and events at Aldridge

Aldridge Website- <http://k-12.pisd.edu/schools/aldridge/index.htm>

Plano ISD Website - <http://www.pisd.edu/>

MyPISD.net – For information to register for access: <http://mypisd.net/links-inside.shtml>

eNews - eNews is a free e-mail newsletter service from our district and school.
<http://www.pisd.edu/news/enews/index.shtml>

Automated Phone Message System – Last minute reminders and information is sent to parents via the telephone system. Messages are left if phones are not answered.

Aldridge PTA website -
<http://aldridgepta.org/>