

ARCHIE DURAN ELEMENTARY SCHOOL

PARENT HANDBOOK



2022 – 2023

5249 Bastille El Paso, Texas 79924

(915) 236-5525

Mascot – Comets

Colors – Red, Royal Blue and White

MISSION STATEMENT

Coach Archie Duran Elementary is a learning institution that is committed in creating collaborative partnerships to ensure social-emotional and academic excellence in every learning opportunity for all students.

VISION STATEMENT

Coach Archie Duran Elementary School will ensure that all students are empowered to attain and value knowledge and skills that will support them as life-long learners as they develop into the future leaders of our ever-changing modernized society

August 2, 2022

Dear Parent(s):

Welcome to Duran Elementary School. We are excited to begin a new year! Realizing that your children's education is a shared responsibility, the Parent handbook has been designed to acquaint you with both district and campus policies and procedures.

Please take a few minutes to read through its contents, which I am sure you will find informative and helpful throughout the year. Your assistance and cooperation are both appreciated and necessary if we are to provide a safe, quality, learning environment for your children.

You can find a printed out copy of the handbook at the office or you can access online through our website at <http://duran.episd.org/>.

If you have any questions, please call 915-236-5525.

Sincerely,

Yeni T. Ontiveros
Principal

2 de Agosto del 2022

Estimados Padres:

Bienvenidos a la Escuela Primaria Duran. Estando de acuerdo que la educación de sus hijos es una responsabilidad compartida, hemos diseñado partes de nuestro libreto para familiarzario con las pólizas del Distrito y del Plantel.

Por favor tome unos minutos para leer el contenido, que estoy segura encontrara de mucho provecho durante el año escolar. Su ayuda y cooperación son agradecidas y necesarias para proveer un ambiente seguro y de calidad para sus niños.

Si tiene alguna pregunta, llame al 915-236-5525 o vea en la red en la pagina <http://duran.episd.org/>.

Sinceramente,

Yeni T. Ontiveros
Directora

SCHOOL HOURS

| | |
|------------------|--|
| 7:30 A.M. | Attendance office opens |
| 8:00-8:15 A.M. | Breakfast will be served in the classroom |
| 8:00 A.M. | First bell for students |
| 8:15 A.M. | Instruction begins- Any student not in their classroom at this time will be considered tardy . The office will give the student a tardy slip to take to his/her homeroom teacher. |
| 10:30 – 1:15P.M. | Lunch served. See your child's individual class schedule for his/her lunch period. |
| 3:25 P.M. | Students dismissed |
| 4:30 P.M. | Office closes |

CLASS HOURS: 8:15 – 3:25 P.M.

Due to the lack of supervision on the playground, children should not arrive before 7:30 A.M.

It is also important to remember that there is limited supervision for students after 3:25 P.M. Children must leave the school grounds promptly unless attending a class or detained by a teacher or office personnel.

Any child that has not been picked up by 3:30 will be asked to wait in the office. It will be necessary for you to come to the office to get your child.

Due to COVID 19 there are limiting the number of visitors to the campus.

You must always bring your ID when visiting the school.

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ATTENDANCE

Regular attendance is necessary for excellent achievement. Your child needs to be present at school unless he/she is ill. **Schedule your child's doctor's appointments after 10:00 A.M. when possible. Bring a doctor's note** the following day to get attendance credit for the previous day. All absences are counted even when students are pulled out early from school. We will not release a child after 3:15 for PK-5th. It is too close to release time. Students cannot be pulled out of class during instructional time for lunch or any reason, unless having previous authorization.

If your child will be absent, we ask that you call the school office before **10:00 A.M.** Your call and the reason for absence will be recorded on your child's Absent/Tardy Calendar Card. If it is not possible to call, do send a written excuse to the office telling us why your child was absent. If you call, it is not necessary to send a written excuse when your child returns to school. **Students with excessive absences will be referred to the Judicial System. You will receive court warning instructions. The very next absence will result in a court order, and then you must appear in court and explain the reasons for absences.**

MAKE UP WORK



In the case of an excused absence, your child will be allowed one day for each day of absence in which to make up missed assignments. This is your child's responsibility. Failure to complete missed work will result in a grade of zero. All assignments can be found in teachers Schoology page.

CHANGES IN STUDENT INFORMATION

It is very important that we are able to reach you and have up-to-date information for our school records. Notify us **immediately** of changes in your address, telephone number, employment, or emergency telephone number. Call the office or send a note to your child's homeroom teacher with the new information.

CONFERENCES

You are urged to keep in close contact with your child's teacher. A specific portion of each teacher's day is set aside for conferences. A conference may be arranged by calling the school office or sending a note to your child's teacher. Whenever possible, conferences will be scheduled for the next school day. Please call the school if you feel your child is not succeeding or is having behavior problems at school.

DISCIPLINE

We are a PBIS campus. The safety of our student is EVERYONE'S responsibility. EPISD regulations state that certified employees of the district are on duty at all times while on school property and responsible for the discipline of students. Any misbehavior in their presence becomes the employees' responsibility to be proactive and follow the appropriate procedures or report to the proper authority.

We will utilize the assertive and positive discipline approach at Duran School. The district's Discipline Management Plan: a Student Code of Conduct is located on the districts website – www.episd.org. This plan was approved by the state and delineates the responsibilities of students, teachers, parents, and administrators. These policies will be strictly followed.

Our school core values are: Comets SOAR!

- **Safety First**
- **Own Your Actions**
- **Achieve Greatness**
- **Respect ALL**

Your child's teacher will give you a copy of the assertive discipline plan used in his/her classroom. This plan lists the class rules your child is expected to follow and the specific consequences that will occur if the rule is broken.

DRESS CODE

Clothing worn by students is not to be suggestive or indecent, cause disturbances or interfere in the instructional program, nor constitute health or safety hazards. Students may not wear crop tops, tank tops, baggy pants/shorts, short shorts, hats inside school building, platform shoes, flip flops, clogs, spaghetti straps, very long pants, hoodies with designs, or very short skirts. **At Duran, students are required to wear uniforms. Please, refer to the uniform handout.**

EARLY DISMISSAL

If it is necessary for your child to leave early, you must notify the office and sign him/her out in-person. Your child will not be allowed to leave school unless accompanied by you. If an extenuating circumstance occurs and you are unable to pick up your child in person; for safety reasons the school must have written permission signed by you to release your child to another person. Your written permission also needs to include a telephone number where we can contact you to verify your written request. Again, this procedure is for the protection of your child. **Please remember that leaving early still counts as an absence.**

We would appreciate you not taking students out early unless it is an emergency. Please note that official attendance is at 10:00 A.M. Therefore, we ask that appointments that cannot be scheduled after school be scheduled in the afternoon.

LUNCH

Your child will receive an individual class lunch schedule for his/her class.



Cafeteria rules are posted throughout the cafeteria for your information. A copy will be sent home with your child on the first day. Please take time to read and discuss these with your child(ren).

MEDICATION AND NURSING SERVICES



Our nurse is on duty all day. If your child is ill, he/she should remain at home until well enough to attend school. In the event your child becomes sick or injured at school, we will need to be able to contact you. It is imperative that you complete and return an emergency medical card to your child's homeroom teacher. Let us know immediately of any change in your home, work, or emergency contact person's telephone number.

If your child needs to take medication at school, the following school district regulations apply:

1. Medicine may be given only at the written request of the parent. The request must be signed and have the name of the medicine, time to be given, and exact dosage to be given.
2. A prescription label, showing the name of a U.S. physician, should be affixed to the container in which the medicine is brought to school.
3. A doctor's written order must accompany the medication if it is to be administered for more than one week.
4. Only the dosage for one day at a time should be sent to school except by special arrangement with the school nurse.
5. All medicine, prescribed and non-prescribed, must be brought to the office when the child arrives at school.

If your child is exposed to COVID-19, district protocols will be followed.

PHYSICAL EDUCATION EXCUSES



Students are required to fully participate in physical education as per state mandate. However, if your child is recovering from an illness and may attend school, but you do not want him/her to attend Physical Education classes, send a written note or a note from the doctor with restriction.

PETS

District policy prohibits warm-blooded animals on school grounds. Children should not bring their pets to school.

REPORT CARDS AND PROGRESS REPORTS



Report cards are issued at the end of each (9) nine weeks PK – 5 grades and will be sent home with your child.

Please sign and return the report card with your child. The district's grading scale and requirements for promotion are printed on the report card.

Progress reports are sent to you midway through each grading period. Please sign and return the side slip to your child's teacher for our school records. You keep the progress grade portion.

If you have any questions or concerns about your child's grades or progress, please call the school to arrange for a parent/teacher conference.

HOMework

You may expect your child to have homework on a daily basis. The purpose of homework is to reinforce what has been learned in the classroom. To master basic skills, children need to practice them independently. Completing homework assignments also teaches responsibility and develops positive study habits.

Parents are the keys to making homework a positive experience. Please make homework a top priority by providing the necessary supplies and a quiet homework environment, setting a daily homework time, providing praise and support, and not allowing your child to avoid homework. In no case should parents do homework for their children.

Contact your child's teacher if your child cannot do or does not understand a homework assignment.

SCHOOLGY

All teachers have a Schoology page where weekly lessons and assignments will be posted. Please ensure your child knows how to access this page.

INCLEMENT WEATHER



When the weather is bad, students will be allowed to stay in the cafeteria. We urge you to make definite arrangements with your children so they know exactly what they are expected to do on a day when it is raining at dismissal time.

When bad weather warrants the action, the district-wide decision will be made by 6:00 A.M. to keep school open, delay the opening, or close school. An official announcement will be released through the news media.

GRADING SYSTEM – GRADES 2-5

| | |
|--------------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 75 – 79 | C |
| 70 – 74 | D |
| 69 and below | F |

HONOR ROLL

Your child is eligible for the “**A**” **Honor Roll** for any nine weeks period if he/she has all **A's** and no **N's** or **U's** in effort or conduct in all subjects including art, music, and physical education.

Your child is eligible for the “**A/B**” **Honor Roll** for any nine weeks period if he/she has all **A's** and **B's** and no **N's** or **U's** in effort or conduct in all subjects including art, music, and physical education.

SAFETY AND SECURITY

Talk to your child about the need to be careful crossing the street when going to and from school. Please tell him/her to **cross only at a crosswalk!**

Also, do observe the no parking/no stopping and entrance/exit signs when dropping off students in the morning and picking up your child after school. We ask that the parents of all students wait for children outside the building. A large number of additional people in the halls at 3:25 create an unsafe and hazardous condition. Please wait for your child outside the door from which he/she is dismissed at 3:25.

All visitors, including parents, are required to present ID, sign in and receive a visitor's pass **You must have a visitor's pass visible when you are in the building.** This is to insure the safety and security of your child. EPISD police will assist us in this matter.

STAYING AFTER SCHOOL

Every effort will be made to contact you by telephone prior to your child being kept after school for tutoring or disciplinary reasons.

TELEPHONE



Our office telephones need to remain available for official school business and emergency calls. Children will **not** be allowed to use the telephone except in an emergency. Calls to request books or homework or to make after school plans are not emergencies. Please make plans ahead of time about early dismissal, rides, and after school activities.

TEXTBOOKS

Textbooks are provided to your child by the state. He/she is responsible for the books issued to him/her. Lost or badly damaged books must be paid for in full. Minor damages require a fine to be paid. The state also requires that all textbooks be covered. Students will be provided covers for each of their books.

TRANSFERS/WITHDRAWALS

If it is necessary to move your child to another school, please inform us at least one day in advance. We need at least a 24-hour notice to complete the necessary paperwork and to conduct book checks.

It is important that you give us your complete new address and, if possible, the school your child will be attending.

A student attending Duran on a Pupil Transfer Request is reminded that if there are any problems with discipline, attendance, or low grades due to lack of effort, lack of parental cooperation permission for the student to be at Duran may be revoked.

CONCLUSION

We are here to provide all our children with a quality education. Duran's teachers and staff are dedicated to this goal. With your help and cooperation, we can succeed. Please feel free to contact us if you have any questions, concerns, or suggestions to improve our school.



Archie Duran Elementary Uniform Policy 2022-2023

T-Shirts, Polo Shirts and Sweaters:

- Short or long sleeved
- Royal Blue, white or red in color
- School Logo preferred or solid color **with no designs.**
- **NO hoodies**
- **Solid color sweaters or jackets**

Pants, Shorts, Skorts and Skirts:

- Blue denim or khaki only
- **No** baggy, torn or designs on jeans
- Shorts, skorts and skirts need to be longer than the student's fingertips when arms are beside body
- Belt required if shirt is tucked in and if bottom wear has belt loops

Shoes:

- Students should only wear tennis shoes or other shoes that are closed toe.
- **NO** wheeled shoes, sandals, high-heeled or flip-flops.

Parent Signature

Date

Student Signature

Date