



PARENT HANDBOOK

Robert E. Lee Elementary School

El Paso Independent School District

7710 Pandora

El Paso, Texas 79904

Office and Administration:

(915) 236-5675

Fax (915) 759-8115

EXCELLENT ATTENDANCE = ACADEMIC SUCCESS

Please call the attendance office prior to 9:00 a.m. whenever your child will be absent, will be late to school, or will leave early. Thank you for your cooperation!

UNIFORM DRESS CODE POLICY

THE EL PASO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES APPROVED ON MAY 10, 2007 THE IMPLEMENTATION OF A MANDATORY SCHOOL UNIFORM POLICY BEGINNING AUGUST 2007. LEE PARENTS PARTICIPATED ON THE COMMITTEE THAT DEVELOPED THE UNIFORM POLICY THAT WAS SUBMITTED FOR APPROVAL. THE FOLLOWING POLICY WILL BE IN EFFECT FOR AT OUR SCHOOL.

UNIFORM TOPS: Short/Long sleeved T-Shirt, Polo Shirt, or Sweatshirt

- School colors: dark blue, royal blue, gray, or white
- Shirts worn under uniform polo shirts must be in school colors
- Hooded, zipped, or pullovers and jackets MUST BE PLAIN and in school colors
- Shirts must be tucked in at all times.

UNIFORM BOTTOMS: Capri pants, Shorts, Skirts, and Skorts

- Appropriately fitting
- Navy Blue or Khaki
- Pleated or Flat Front
- NO DEMIN PANT
- Shorts/skirt length may not be shorter than at or below the finger tips when arms are fully extended down the side of the body. Shorts cannot be below the knee. Slits are not allowed on skorts and skirts.
- Belts must be worn when belt loops are present. Please do not cut belt loops off of pants.

FOOTWEAR: Flat rubber soled athletic shoes ONLY.

FOR THE WINTER MONTHS:

Coats of all colors/styles may be worn before school, after school and during lunch; however, they may not be worn in class or hallways.

PROHIBITED:

- Denim/ jeans/ stretch materials
- Cargo, carpenter, camouflage, and athletic wear
- Bells, flares, boot-cut style pants
- Flip-flops, slides, and sports sandals
- Hip-huggers or low rise pants or shorts
- Sagging where underwear or boxers are showing
- All bottoms must be hemmed
- Caps, hats, bandannas or stocking caps in building
- Spiked or Mohawk hairstyle
- Hair coloring beyond the normal range of natural hair colors
- Weapon-like accessories like spiked necklaces or bracelets, chains or hair-picks

Failure to follow uniform policy will result in disciplinary consequences per EPISD Student Code of Conduct.

TOGETHER EVERYONE ACHIEVES MORE

Our goal at Lee is to provide a safe, nurturing, positive learning environment for all students. In order to achieve this goal, every member of our family must have a clear understanding of the expectations.

Setting the Standards for Language

1. A polite greeting towards others is expected.
2. Words of praise will be shared when justified.
3. Language that shows respect will be expected from all persons at all times.
4. No profanity is allowed.
5. No language with sexual implications will be accepted.
6. No verbal abuse towards others will be accepted (to include name calling or slanderous or racial remarks).
7. Speak to others how you would like others to speak to you.

Setting the Standards for Behavior

1. All interactions with others should be positive and/or supportive.
2. No unwelcome physical contact with others (keep hands and feet to yourself).
3. No fighting, pushing, slapping, tripping, biting or hitting.
4. Treat others how you would like them to treat you.

Setting the standards for the Care of the School

1. Take pride in maintaining our campus.
2. Keep off of the landscaping.
3. Respect the work and displays throughout the building.
4. Use all facilities properly.
5. "Think Safety" when moving in the parking lot / when walking in the building.
6. Treat your school as you would want someone to treat your home.

The following will help you understand school programs and policies to help you make the transition to Lee Elementary School. The policies are in alphabetical order for easy reference. Please take the time to read the policies thoroughly. Keep this packet to refer to throughout the school year.

ABSENCES-

Please call the school office at (915)236-5675 before 9:00 a.m., or as soon as you are able, to notify the staff that your child will be absent. Parents will be asked to fill in an emergency card so that the parents or a responsible adult can be contacted at all times. If you do not have a telephone, tell the school on the emergency card how you can be reached.

If your child misses more than one day, call the school office to request your child's make-up assignments. By doing so, your child may be able to keep up with the class and not fall behind upon return.

State law (TEC 25.092) requires that students attend classes for at least 90 percent of the days that classes are offered. Otherwise, the student will not receive credit for the class except as provided by TEC 25.092, the student may appeal denied credit to the school's attendance committee. Students absent more than eight days a semester, EXCUSED OR UNEXCUSED, may not receive credit for the school year without going through the attendance committee at the end of the school year.

If the absence is not called in the actual day the student is absent; it will be unexcused unless a doctor's note is brought in the next day. On the third unexcused absence you will receive a court warning. If a court warning is issued, any absences thereafter must be accompanied by a doctor's note. After the fifth absence a truant officer will be sent to investigate excessive absences. Please be aware that continued absences will result in court intervention.

ACCIDENTS-

All accidents involving students, teachers or parents must be reported to the school nurse.

ANIMALS-

We are not permitted to have any warm-blooded animals on the school grounds.

ATTENDANCE-

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The following list of circumstances is recognized excuses for school absences:

- (1) Personal illness, (2) family emergency- must be approved by the Principal prior to the absence, (3) death in the family, (4) religious holiday or (5) weather or road conditions making travel dangerous.

In addition, the following circumstance is excused:

If the student is absent due to a medical appointment and returns to school on the same day of the appointment, with documentation, she/he will not be counted absent.

The following lists of circumstances are not excused:

- (1) Car trouble, (2) family business such as parent personal appointments with doctor, lawyer, food stamp office and appointments in Juarez, (3) no note/no call, (4) no ride, (5) overslept and (6) out of town.

Texas Education Agency Code requires that all children between the ages of 6 and 17 attend school. The Agency also requires that a student must attend class 90% of the school year in order to receive credit for the class. Remember 3 or more consecutive absences (over 5) require a doctor's note.

BICYCLES-

Children are permitted to ride bicycles to and from Lee with the consent of their parents. Students must walk their bicycle on school grounds. A bicycle rack, located on the playground by the office gate, is available to park bicycles. All parked bicycles must be chained or locked. Bicycles are brought to school at your own risk. The school is not responsible for lost, damaged or stolen bicycles. Roller-blades, shoes with wheels and skateboards are never to be brought to school.

CARE OF TEXTBOOKS-

Students are responsible for the care and condition of textbooks. Any lost books, or misuse and abuse of a textbook will result in an assessed fine to be paid in the office. Textbooks are issued to students by textbook number. It is the responsibility of the student to turn in all textbooks in good condition. Once a textbook is issued, **it must be covered with a book cover at all times**. Books are not to be lent to friends. The school is not responsible for any books or items that disappear.

CHANGES OF ADDRESS/TELEPHONE NUMBERS-

It is very important that every student maintain an up to date address and telephone record in the school office. Notify the school immediately if you have a change of address, telephone number, employment, emergency number, etc. during the school year.

CLOSING SCHOOL-

In the rare case of severe weather, the local radio and television stations will announce school closure. Your child will be released to you by signing them out from the office.

COLORS AND MASCOT-

The school colors are royal blue and white. The mascot is the lion.

CONFERENCES-

Parent-teacher conferences are very valuable to the overall education program. Parents can meet with a teacher during the teacher's preparation period. It is recommended that you call the office and make an appointment with the teacher or teachers you wish to see so there is no conflict.

Know your child's teacher and give him/her an opportunity to know you. Give your child the security of feeling the cooperative spirit, which exists in a friendly parent-teacher relationship. A phone call to your child's teacher can often clarify any concerns and prevent misunderstandings.

DESTRUCTION OF PROPERTY-

You will be responsible and strictly accountable for any damage or destruction your child does to furniture, books or any part of the school buildings or property. Remember that acts of vandalism are punishable by law and parents will be held responsible for any damages or destruction caused by their children.

DISCIPLINE-

Discipline is handled within the guidelines of EPISD policy. The Student Handbook is found on the Student and Parent Services webpage: http://www.episd.org/departments/student_parent_services/ . The link is also included on our school webpage. A hard copy of the Student Handbook and Student Code of Conduct is available for your review in the front office.

DRESS-

Appropriate dress is required during school hours and any time a student or parent is on school property. The district prohibits any clothing or grooming that in the principal's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations.

Visitors are prohibited from wearing pictures, emblems or writings on clothing that:

1. Are lewd, offensive, vulgar or obscene

2. Advertise or depict tobacco products, alcoholic beverages or drugs
3. Are gang related

During winter months, please send your child to school dressed appropriately with warm clothing, jacket, gloves or mittens, depending on weather conditions. Parents are strongly encouraged to take an active role in determining how their child dresses for school. Inappropriate clothing will be brought to the attention of the parent(s). Refer to the Dress Code Policy.

EARLY DISMISSAL-

As listed on the EPISD School Calendar, there are times when students are dismissed half day earlier than usual. A flyer will be sent home with each child prior to an early dismissal date to remind parents. Please make arrangements so your child will be picked up on time and not made to wait.

EARLY PICK-UP FROM CLASS-

When a student is to be signed out from the class during school hours, at least one parent must come to the office with an identification card and sign the child out of class. If you wish to designate someone else besides yourself to pick up your child, the person must be listed on the Release Form in the office. The office attendant will call the child to meet you in the office. This procedure is meant as a safety precaution. A child may never leave the school grounds during school hours without parent permission. Please note, when a student is signed out early, it is considered a partial day absence. These partial day absences will be reviewed on an individual case to determine if they will be excused or unexcused.

EMERGENCY CARD INFORMATION-

Please keep your emergency card information up-to-date. This includes notifying the office of any change of address, telephone number, place of employment, or person(s) to contact in case of emergency. This information is necessary to safeguard your child in the event of an illness or emergency. Emergency contacts will not be used to dismiss your child for an appointment. You must notify the office by writing. Emergency contacts are used in case of an emergency at school or you can not be reached.

FIELD TRIPS-

Each grade level is provided with at least one field trip during the school year. Permission slips to allow a student to leave campus must be obtained from parents prior to releasing a child for a field trip. Field trips vary among the grade levels since they are geared to enhance current study and coordinate with the curriculum.

GRADING-

The El Paso Independent School District system has a numerical grading system.

90-100	A
80-89	B
75-79	C
70-74	D
Below 70	is Failing

Frequent contact and cooperation between the home and school are important factors in a student's success. Parents are encouraged to visit the school throughout the year or log on to TEAMS Parent Portal. Making an appointment with the teacher at least one day in advance is not only a courtesy, but also enables you to schedule the visits for maximum benefit. When your child's academic grades have dropped below passing, you will be notified in writing by a four-week progress report sent out by his/her teacher. A parent/teacher conference can be arranged and is encouraged. Each teacher has a 45 minute conference period. Teacher conferences may be scheduled Monday, Tuesday, Thursday, and Friday. Teachers cannot stop to confer with parents during their instructional time. Should you need, or wish to see a teacher, please call the school office

to arrange an appointment. Teachers are asked to have at least one conference per semester with each student's parents.

HEALTH-

Our school nurse is available daily from 7:45-3:30 to attend to children who have become sick or injured at school. If a child runs a temperature or requires medical treatment, the nurse will contact the parent or guardian to pick up the child. This policy is necessary to protect your child's health, as well as the health of the remainder of the school population.

HOMEROOM REPRESENTATIVES/PARTIES-

A volunteer parent or both parents will represent his or her child's classroom as a homeroom representative (formerly known as "Room Mother"). Representatives will coordinate with the homeroom teacher to help plan a winter holiday party and an end-of-school party for the class. However, the representative may contact parents to assist with food preparation, party favors or to provide assistance during the party. Classes recognize other special occasions throughout the year however; other parties in the classroom are not allowed. Please check with your homeroom teacher prior to planning an event or activity involving the classroom.

HOMEWORK-

Homework should only be supervised by parents and done solely by the student. It is designed to provide students with practice necessary for mastery of subject matter. It is graded at the discretion of the teacher and is checked for completeness and accuracy. This helps the teachers know the progress of the students. Homework is included in the effort grade on the report card. Homework is to be turned in when due. If the homework is graded, there will be a penalty for turning the assignment in late. If your children are absent two days or more, you may request homework from the office. Call before 9:00 a.m. so the teacher will have time to prepare the work.

HONOR ROLL AND PERFECT ATTENDANCE-

All "A" Honor Roll

1. Students must receive a grade of "A" in all subjects including Art, Music, P.E., and Orchestra for the entire nine weeks and/or school year at Lee.
2. Students must receive an "O" or "S" in both behavior and effort in all subjects.
3. **Students may not have an "I", "N", or "U" in either behavior or effort in any subject.**

A-B Honor Roll

1. Students must receive a grade of "A" and "B" or better in all subjects including Art, Music, P.E., and Orchestra for the entire nine weeks and/or school year at Lee.
2. Students must receive an "O" or "S" in both behavior and effort in all subjects.
3. **Students may not have an "I", "N", or "U" in either behavior or effort in any subject.**

Perfect Attendance-

Students must not have any absences during the nine-week grading period. An absence is counted if a student is not present at 8:15 a.m. Students that have Perfect Attendance for the year will receive an award if they started the first day of school and ended the school year at Lee.

HOURS-

School begins at 7:55 a.m. and ends at 3:15 p.m. Students must be here and lined up before 7:55 a.m. and prepared for the school day. Breakfast will be served free of charge every morning in the classroom at 7:55 a.m. Pre-Kindergarten will start at 7:40 a.m. for the morning session and 11:30 p.m. for the afternoon session. ***Please do not send students to school before 7:30 a.m. as there is no supervision before this time.***

IMMUNIZATION LAW-

Immunization requirements are part of Texas Law and will be strictly enforced. Students who are new to the district must provide a current immunization record.

INCLEMENT WEATHER-

When the weather is bad, students will be able to come into the cafeteria (Grades PK through 2nd) or multipurpose room (Grades 3rd through 5th) before school. Please remind your child to go straight to the cafeteria or multipurpose room on bad weather days. Please do not send students to school before 7:30 a.m. There is no supervision before this time.

During severe inclement weather, which in El Paso usually means snow, listen to the radio or T.V. for instructions on the following:

- SCHOOL WILL BE CLOSED:** The Media will announce that there will be no school for the day.
- DELAYED OPENING:** The media will announce that students will report to school at 10 a.m. or another designated time. By that time, the weather and streets should be clear.
- SCHOOL CANCELLED:** Weather conditions have been reconsidered or weather conditions have gotten worse. Students need to go home or be picked up by parents or designated person.

During any of the above conditions, you need to listen to the radio or T.V. Your child needs to be instructed by you on what to do, where to go if you are not home or working and who is the responsible person who will take care of him/her during this time. Please make arrangements with your children so that they will know exactly what they are expected to do on any day that it is raining or snowing at dismissal time. For dismissal, students will be released from their classrooms. The parking lot will remain closed during these days for the safety of students.

INTERNET-

A copy of the El Paso Independent School District Acceptable Use Policy for Internet Access is provided in its entirety at the end of this manual. Please read and understand its contents.

LEAVING CAMPUS-

Students are not allowed to leave the school campus during school hours for any reason. If you need to pick up your child early, please come to the office and present an Identification card and sign them out. Do not go to the classroom. The office staff will call your child to leave. Please do not instruct your child to wait in the office for you to pick him/her up early.

LIBRARY-

In addition to each classroom's time in the library, the library is available to students before and after school, Monday through Friday from 7:30 a.m. to 7:55 a.m. and 3:15 p.m. to 3:45 p.m. Students are allowed to check out books and bring them back to their homeroom.

LOST AND FOUND -

Encourage your children to bring a minimum of personal belongings to school. Items should be marked with the child's name. Lost and found items are stored near the entrance of the cafeteria. After school is out for the summer, all unclaimed items are donated to charity.

MEALS -

Students may bring their own lunch or they may purchase a healthy, hot meal from the lunch line. The EPISD office plans well-balanced meals. A lunch menu is sent home monthly. Parents might consider going over the menu with their child and highlighting days that their favorite food will be served.

If you happen to send your child to school without lunch money, the cafeteria staff will be sure that your child is fed. Please reimburse the cafeteria the following day. Due to a very limited loan fund, parents/guardians are requested to return the loans the following day. If loans are not repaid within three days, the office will contact the parent/guardian. No additional loans can be granted until the original loan has been repaid. Your child will be fed a cheese sandwich and water from the fountain available in the cafeteria.

Parents are allowed to eat with their child during the regularly scheduled lunch period after the first six weeks of school. It is recommended that this be done only on special occasions. This is a good time for students to socialize with peers and learn independence. If you are going to eat with your child, please sign in at the office first and wear a visitor's badge. Students should not be accompanied through the cafeteria line by their parents. Parents are not allowed to eat off of the plates of their children. The menu is subject to change without notice. Breakfast and Lunch are FREE for all students.

MEDICATION -

All medications must be located and administered in the nurse's office with a doctor's note.

NOTICES –

All notices from the principal and the PTA are distributed daily, weekly and monthly. The notices are intended to be taken home and read by the parents. They contain information about upcoming events and important topics about our school. Information is also posted on our campus website.

NUTRITION GUIDELINES –

The Texas Department of Agriculture has mandated new Nutrition Guidelines for all Texas Public Schools in an effort to promote a healthier environment. No food of minimal nutritional value (FMNV); candy (this includes chocolate candies and chips, which were previously allowed) and competitive food can be offered or sold anywhere on the school premises until 45 minutes after the end of the last scheduled class period. This applies to school staff, parents and school organizations.

OPEN HOUSE –

Open House will be held prior to the first day of school for all students. Open House gives parents the opportunity to meet their child's teacher and visit the classroom. This will provide parents an overview of the rules and classroom procedures.

PARENT CONFERENCES –

Parent-teacher conferences will be scheduled and you will be notified as to the dates and times. Your child's homeroom teacher will schedule a meeting time that is convenient for you. Either the parent or teacher may request additional conferences at any other time of the year.

PARENT'S ROLE –

A parent's role in their child's education is critical. Support of your child's education is the key factor in his or her success in school. Support includes making sure your child's homework is completed and checked, reading with your child every night and being involved at your child's school (having conferences with teachers, volunteering, joining PTA, etc.) Each child at Lee is important and special. Each child deserves a parent who cares about his/her education.

PARKING LOT -

The parking lot at Lee is designated for visitors and faculty only. We encourage you to use the drop-off zone when dropping off or picking up your child/ren. Please use the entrance and exit signs as posted. This is to ensure the safety of your child/ren.

Only Daycare and School buses will be allowed in the parking lot before or after school. Do not stop in the parking lot or park in the fire lanes.

If parents wish to enter this lot during school hours, they must be willing to go to a designated parking space, park the car, and enter the building to pick up their student. **This is not a drive-through area.** If a bus is in the parking lot then parents, teachers, and staff members will be asked to remain in their cars and not pull out of the parking lot until the lane is clear of traffic. If there is no more room to park in the parking lot, parents will be asked to park on the streets. Remember that parking in the no-parking or handicapped zones can result in a parking ticket.

With everybody's help, students will be safe and parents can feel secure that students are not endangered by a situation that has become dangerous.

PHYSICAL EDUCATION –

P.E. is a vital part of each child's education. Lee offers a fun, yet serious physical education program as a part of the curriculum. A student may be excused from physical education class, if necessary, for a maximum of three days at a time with a written note from the parent. A doctor's certificate is necessary for a period of more than three days. Students excused from P.E. will be kept from participating in physical activities during P.E. class and recess by the P.E. teachers. Do not send students to school with equipment needed to play games. Lee provides all physical education equipment.

PICK-UP TIME –

School ends at the following times:

- 10:55 for Morning Pre-Kinder
- 3:15 for Afternoon Pre-Kinder
- 3:15 for students in grades K-5
- 4:00 for students participating in the tutorial program

Students must be picked up no later than 10 minutes after they are released from school. Parents will then be notified to come and pick up their child. Failure to do so will result in notification to authorities.

If there are any changes in school start times or pickup times, we will notify you in writing.

PLAYGROUND –

School playground equipment is available for students to use during recess. **Students are not permitted to bring rollerblades, skateboards, baseball bats or toys of any kind.** Playground activity is supervised during scheduled time before school and during lunch period. Volunteer playground supervisors are welcome. Please check in the office if you are able to assist on the playground.

(PTA) PARENT TEACHER ASSOCIATION -

PTA is an important organization at Lee Elementary School. This organization provides many of the awards and incentives that our students earn. They have provided the marquis in front of the school, the playground equipment outside, and other expensive items that our school would not be able to furnish otherwise. PTA meetings are held at 6:00 p.m. on days determined by scheduled events. You will receive flyers announcing each meeting. You do not have to be a member to attend PTA meetings; however, only members may run for office or vote in the spring elections.

SCIENCE FAIR -

In December and February, students are encouraged to participate in the Science Fair. Awards are presented at the fair. Participation in the science fair proves to be a rewarding learning experience for children and parents.

SUPPLY LIST-

A supply list for each grade level is provided in the report card on the last day of school so parents have time to purchase the items. During the school year, your child's homeroom teacher will notify you if supplies need replenishing or additional items are needed. A supply list is also posted on the campus website.

STAAR INTERVENTION –

If a student does not pass a portion of the STAAR test, interventions (tutorial programs that will help the student master the objectives missed) will be provided. These are scheduled during the enrichment periods. Additionally, tutorial assistance is provided either before or after school as recommended by the teacher.

TARDIES -

School begins at 7:40 for Pre-K and 7:55 for K-5 for breakfast in the classroom. Tardy bell will ring at 7:55 for Pre-K and 8:15 for all other students (afternoon Pre-K begins at 12:15). Attendance is critical to the education process. State law mandates your child is at school ON TIME.

TELEPHONE USE -

Students are allowed to use the telephone in cases of emergency. A student must have authorization from his or her homeroom teacher to use the telephone. If you have an emergency and need to contact your child, you may call the office and leave a message with the office staff, who will then contact your child. Telecommunication/electronic devices (iPads, cell phones, DS, etc.) are not allowed on campus. A \$15 fee will apply if a device is confiscated.

TESTING -

In addition to the test prepared by the teachers to test the students understanding of specific curriculum units taught at each grade level, the Texas mandated STAAR test is administered to students in the third, fourth and fifth grades. Test dates are marked on the school calendar and the campus website.

TOYS/ TRADING CARDS -

Please do not send your child to school with toys or trading cards. This becomes a distraction during the instructional day. The school is not responsible for toys that become lost, stolen or broken.

TRANSFERS -

When your child needs to withdraw due to a change of address or relocation to another city, please notify the office. Give us your child's last day of attendance and allow enough time for us to gather all information necessary for the transfer. We need at least 24-hour notice.

TUTORIAL PROGRAM -

The El Paso Schools hold a tutorial program. Teachers will recommend students to the program and students can attend with parental approval. If a child is picked up by day care, special arrangements will need to be made for their pick up on time once the tutorial session lets out.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS) –

Before becoming a volunteer, the district mandates that a criminal records check be run to clear each volunteer. Additionally, VIPS must go through an orientation and receive a VIPS handbook so that the district

and campus rules are explained. Small children keep a volunteer from performing the duties as outlined. Volunteers may not bring children of their own into the campus.

Parents are encouraged to volunteer their time to provide assistance at the school. The ways in which each parent can volunteer his or her time are innumerable and as unique as are the individuals who make up the parent population at the school. You are asked to record your hours either in the front office or on the form provided by our VIPS chairman. Hours worked are turned in to the EPISD office each month.

VISITING THE SCHOOL –

Please stop by the office first and obtain permission before visiting a class. District policy requires that anyone visiting the campus signs in and receives a pass.

Our teachers and staff work hard to help your child be successful at school - academically, socially and emotionally. Please let us know if there is any way we can support your efforts at home with your child. A staff member is always available to discuss your concerns with you.