

The ABC's of Clearfork Elementary

300 NE Ave K
Andrews, Tx. 79714
432-524-1930 school
432-524-1903 fax



PARENT HANDBOOK 2024 – 2025

School Hours:

ECSE 4 yrs.: 7:55 am - 3:00 pm

PreK Class: 7:55 pm - 3:00 pm

ECSE AM 3 yrs. Class: 7:55 am-11:15 am

ECSE PM 3 yrs, Class: 12:15 pm - 3:00pm

K/1st Grade: 7:55 am - 3:40 pm

Breakfast Served Daily from 7:30 am until 7:55 am

Lunch served from 10:45 am until 12:35 pm

Lisa Marroquin
Principal

Serapio Argujio
Asst. Principal

Keesha Parker
Counselor



Aa

Absences/Tardies

Students will be marked tardy at 8:05 a.m. and marked as absent at 9:30 a.m. All students arriving after 8:00 a.m. must report to the office, **with an adult**, for a tardy pass. Please call the school office if your child is ill and will not attend school for the day. Please bring a doctor or dentist note when your child returns to school. We will monitor excessive absences and tardies throughout the school year.

AHERA

Management Plan for Asbestos Containing Materials Consultant's Project No. 1108

Andrews Independent School District maintains an Asbestos Management Plan to assure the safety of its students, teachers, employees and other occupants of the school district's buildings. In order to comply with 40 CFR Part 763, Asbestos Containing Materials in Schools, published by the Environmental Protection Agency; the Management Plan includes location of asbestos containing building materials and measures for control of asbestos containing building materials. The plan is available for the public view at the Andrews Independent School District Administration Office, Andrews, Texas

This is to be published 1 time annually in the local Newspaper or in the Student Hand Book as required by AHERA.

Arrival

Students should not arrive at school before 7:30 am. There are no adults on duty before 7:30 am. The first bell rings at 7:55 am, and the tardy bell rings at 8:00am. Students should report to the cafeteria if they are eating breakfast. After the first two days of school, parents will not be allowed to enter the building, beyond the office, in the mornings.

Appointments

If you would like to visit with Dr. Marroquin or Mr. Aguijo, please make an appointment with one of Clearfork's secretaries. Please call (432)524-1930 to set up an appointment or come by the school office.

Art Class

Each class goes to art class two times each week. Mrs. Dulin is our art teacher and Mrs. Dunn is our art aide.



Bb

Baked Goods

Home baked goods are not allowed to be distributed to any students during class parties or other events. This is a policy due to public health and safety concerns. All donated food items must be **purchased from a store** and delivered to the teacher in its original wrapping with the **safety seal secured and unbroken**. Please be mindful of potential allergies.

Birthday Parties

Students may celebrate their birthday with cupcakes or cookies and juice. Parents must make prior arrangements (at least 24 hour notice) with their child's teacher. Cupcakes or cookies **must be** purchased from a bakery or store. No cakes or ice cream allowed. Cookies/cupcakes can be dropped off in the main office and will be served after 2:00pm.



Bus Information

Students who are regularly assigned bus riders are required to ride the bus home each day as expected. The teacher must have a note from the parent or guardian of the child to indicate that he/she will not ride the bus on any particular day.

Also, a student who is not a regular bus rider is not permitted to ride the bus to or from school. Students must ride home each day specifically on the bus to which they are assigned. Students will not be allowed to call for permission from a parent in order to go home with another child on the bus, nor will a note from parents be accepted.

If your child is suspended from the bus, they will not be allowed to ride to or from school until the suspension is over. If the child is absent during the suspension, the days will be added when the child returns to school.

If your child is not riding the bus on a certain day, you must call before 2:00 pm to inform us. If your student is a Pre-K student, we need you to call before 1:30pm. You must then pick the child up at the regular dismissal time.

Riding the school bus is a **PRIVILEGE**. If you follow the rules you will **NEVER** lose your bus riding privilege. Our goal in transporting children is to get them to school and then back home **SAFELY**.

BUS RULES

1. Maintain the same conduct on the bus as you would in the classroom.
2. Be courteous, use of profane language or obscene hand gestures will not be tolerated.
3. The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cooperate with the driver. The bus driver is authorized to assign seats.

4. Do not eat or drink while on the bus.
5. Do not yell, shout or talk loudly while on the bus.
6. Do not be destructive of school property or of other students' property. Damage to the bus will be paid for by the student/parent. Keep the bus clean.
7. Stay in your seat facing forward, keep hands, head and feet in the bus and to yourself at all times. Do not move around on the bus.
8. Keep your feet, books and other objects out of the aisle of the bus.
9. Do not push, shove, wrestle or fight while on the bus or while entering or exiting the bus.
10. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
11. Do not throw any items out the windows of the bus or throw anything inside the bus.
12. Balloons of any kind are NOT allowed on the buses.

BUS DISCIPLINE PLAN

First Offense:

WARNING ISSUED – The driver shall verbally warn students who violate rules and regulations governing the transportation of students. The driver shall inform the student of the next step in the discipline plan **IF** misconduct continues and document **ALL** incidents and verbal warnings in a journal.

First Report:

REPORT FILES – The driver shall file a discipline report on students **IF** their conduct does not improve after a warning has been issued by the driver. Reports are submitted to the director of transportation. Reports are directed to the campus administrator for action.

1. The campus administrator shall conference the students about their reported misconduct.
2. Parents shall be notified by the campus administrator of their child's behavior on the bus and request their help in solving the problem. They should be made aware that any other reports received, will result in the loss of bus riding privileges for a period of not less than three (3) days.
3. Document all actions taken.

Second Report:

THREE DAY REMOVAL – The driver shall use the same procedure as before:

1. The campus administrator shall conference the student concerning their continued misconduct on the bus.
2. The administrator shall notify the parents that their child will lose bus riding privileges for a period of three (3) school days. The loss of privileges will begin the following school day or as soon as the parent receives notification.
3. Document all actions taken.

Third Report:

TEN DAY REMOVAL - The driver shall use the same procedure as before:

1. The campus administrator shall conference the student concerning their continued misconduct on the bus.
2. The administrator shall notify the parents that their child will lose bus riding privileges for a period of ten (10) school days. The loss of privileges will begin the following school day or as soon as the parent receives notification.

3. Document all actions taken.

Fourth Report:

TWENTY DAY REMOVAL – The driver shall use the same procedures as before:

1. The campus administrator shall conference with the student.
2. Notify the parents that their child will lose bus riding privileges for a period of twenty (20) school days. The loss of privileges will begin the following school day or as soon as the parent receives notification.
3. Document all actions taken.

Fifth Report:

PERMANENT REMOVAL – The driver shall use the same procedures as before:

1. The campus administrator shall conference with the student.
2. The administrator shall notify the parents that the child will lose bus riding privileges indefinitely. The loss of privileges will begin the following school day or as soon as the parent receives notification.
3. Document all actions taken.

Severe Action:

IMMEDIATE REMOVAL FROM THE BUS.

1. The following behaviors shall be classified as SEVERE:
 - a. Physical assault on another student or driver.
 - b. Possession of illegal weapons.
 - c. Verbal or abusive assault on drivers or students.
 - d. Terroristic threats toward student, driver, parent or school district.
 - e. **Fighting is an automatic three (3) day suspension** from riding the bus for all parties involved. Students who are involved in a second fight will automatically receive a long term suspension.
2. Punishment for severe actions (a through d above) will be decided by the Principal and Director of Transportation.

Cc

Cafeteria Expectations/Procedures (These will be taught to the students and reviewed periodically.)

1. Come in quietly, and in single file with their teacher.
2. Once a student has gone through the line they are not allowed to go back for any reason. If they need a fork or condiments, they can raise their hand and wait for help.
3. Students are only allowed one lunch tray a day at a time. Any seconds or snacks will be an additional charge to the student's lunch account.
4. Students will remain with their teacher throughout lunch.

Cell Phones (and other electronic devices)

Students are not permitted to use cell phones or other electronic devices, including smart watches, while they are at school. If the child brings the device to school, it must be kept

off and in their backpack. Clearfork Elementary is not responsible for lost, stolen or broken devices.

Procedure for taking objects (including electronic devices) from a student:

- 1st Offense – Teacher will collect and keep until the end of the day, and notify parent(s).
- 2nd Offense – Teacher will collect and send to the office until a parent comes to retrieve it and has a parent/teacher conference.

Change in Transportation

Please send a note to the teacher or call the office (524-1930), **before 2:00 pm (10:00 am on early release)**, if your child will be going home a different way than what is normal. Do not rely on your child to tell his/her teacher this information because children may become confused and relay the message incorrectly. If a note or message from the office is not received, your child will be sent home by his or her usual method of transportation. **Please do not rely on sending an email or text to the classroom teacher. Always call the office.**

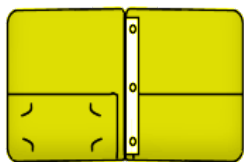


Character Quality

The classroom teacher will recommend one boy and one girl from their class each month who portrays the character quality trait. Mustangs of the Month are recognized each month on the announcements and will have a special lunch with the principals.

September: Respect for Self and Others	October: Work Ethic and Responsibility
November: Self-Control	December: Tolerance
January: Trustworthiness	February: Compassion
March: Friendship	April: Respect for Community/ Environment

Communication Folders



All students will receive a communication folder. This folder will have important information and any homework your child has. Your child is required to bring his or her folder on a daily basis, as a communication tool. Please review and work and daily behavior information and sign & return.

Conferences

Communication is the key to a successful parent-teacher relationship. The conference time of each classroom teacher varies. If you would like to schedule a conference with your child's teacher, please contact your child's teacher or call the school office in advance. By

scheduling a conference, it ensures that the teacher has the time to address all of your concerns. Visitors are not allowed to enter the classroom without a visitor's badge.

Dd

Discipline

Every effort will be made for the student to remain in the classroom and to show that he/she is capable of following all classroom rules and procedures. Below you will find a list of actions that may occur in an attempt to remedy negative behavior and actions.

Disciplinary actions may include:

- Conference
- Parent Call
- Counseling
- 'What I Need' (WIN) Room
- In-School Suspension
- Action Plan/Behavior Contract
- Parent Shadow
- Denial of Privileges
- Refocus

Dismissal Times:

3:00 ECSE- 4 y.o.

3:00 Pre-K

3:40 Kindergarten/1st Grade

Dress Code – Student

- a) The hair shall be clean, well-groomed, and not covering the eyes. The following extremes shall not be allowed: geometric or unusual patterns shaved or cut into hair, mohawks, or faux hawks; unnatural or unusual color variations in hair; ponytail or rat-tail for boys; and longer than collar length for boys.
- b) No type of head covering, hat, cap, or bandanna may be worn inside buildings, except as may be allowed for approved school activities.
- c) Footwear shall be a part of regular attire. Flip-flops, bathroom and house shoe type of footwear are not allowed for the safety of students
- d) Shorts are acceptable in elementary grades through grade five with the exception of those made of lycra or spandex, or unhemmed cut-offs. When measured with the student standing, the outer garment shall be no higher than fingertip length.
- e) Clothing shall not permit excessive exposure of the body in front, back or side view. Jeans shall not have holes or slits higher than fingertip length when measured with the student standing. Garments shall not be backless, excessively tight, nor permit exposure of cleavage. Appropriate undergarments shall be worn at all times.
- f) Top and bottom garments must not separate to expose the student's skin from the front, back or side when performing normal school activities (bending, stretching, reaching, etc.)
- g) Skirt length shall be no higher than fingertip length when measured with the

- student standing, and shall preclude exposure of undergarments or the tops of hosiery when performing normal school activities. Slits in skirts of any length shall reach no higher than fingertip length when measured with the student standing.
- h) The neck opening of any type of shirt or blouse must not exceed the equivalent of the second button below the collar button of a dress shirt.
 - i) Basketball jerseys, underwear type tank tops or spaghetti straps shall not be worn as a single blouse or shirt. Sleeveless tops or blouses must have a strap width of two inches. Garments must not be frayed, extremely full or baggy in appearance.
 - j) All clothing must be size appropriate and worn in the manner for which it is designed. Decorations, ornamentations, or advertisements that are vulgar, indecent, suggestive or gang-related shall not be worn. Anything which promotes the use of drugs, alcohol, or tobacco is not acceptable.
 - k) Sunglasses shall not be worn inside school buildings except as may be allowed for approved school activities.
 - l) Any form of dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable. Boys may not be permitted to wear earrings or studs. No other visible piercing or ornamentation of any skin or body part shall be allowed.

Students who violate the dress and grooming standards of the district shall be subject to appropriate disciplinary action.

With the approval of the campus principal, the sponsor, coach, or other person in charge of an extracurricular activity may regulate the dress and grooming of students who participate in that activity.

Exceptions from these rules may be made only by the superintendent or principal, upon certification from a medical doctor, and if deemed necessary by school officials, certifying that the student has a physical deformity, abnormality, or handicapping condition and that compliance with the rules will be detrimental to the physical or emotional health of the student.

Drop Off Procedures:

Thank you for entrusting us with the education of your precious child. We want you to know that undoubtedly, your child is in the best of hands. In an effort to keep your child safe, there are a few guidelines that you need to be aware of dealing with delivering your child to school:

- Students may enter the school through Hallways 1, 3 or 5 only. The back doors are reserved solely for the bus students.
- Hallway 1, 3 and 5 are unlocked from 7:30 AM until 7:55 AM. Only the main entrance will remain unlocked after 7:55 AM.
- All students eating breakfast will go to the cafeteria, if not they will go and sit outside of their classroom, if they arrive prior to 7:55 AM. All Pre-K students will go to the cafeteria.
- Please **DO NOT PARK IN THE CIRCLE DRIVE, THE MIDDLE OF THE STREET, OR IN HALL 1 OR 5 DROP OFF LANES (Yellow Curb).**
- When dropping off your child, please do so in a single file line. The middle of the circle drive or street is for moving traffic only.

- Crossing guards are in place to ensure safety. Please instruct your child to wait for the crossing guard to assist him/her across the street.

Ee

Early Pick up

If it becomes necessary for your child to leave school early, he or she must be signed out in the office. Upon arrival, the office staff will call for your child to meet you in the office. Students cannot be picked up early after 2:10 pm for PK, and 3:30 pm for kindergarten or first grade. **You will be required to show your valid ID when picking up your child. Only adults listed on the child's Skyward account will be allowed to pick up.**



Early Release Days

On these days, students are released at 11:30 for PK, and 12:00 for Kinder and 1st grade. Please arrange for your child to be picked up early. This year's early release days are:

- | | |
|--|----------------------|
| • Friday, December 20 | Christmas Holiday |
| • Friday, January 17 | Stock Show |
| • Friday, March 7 | Spring Break |
| • Friday, May 23 | Last Instruction Day |
| • Three additional days at Superintendent's Discretion | |

Emergency Contacts

It is very important that the school has a complete up-to-date emergency contact name and number for each child. If any of the information changes during the year, please let the teacher (and the office) know ASAP.

Ff

Facebook

Please "LIKE" us on Facebook. Clearfork Elementary has a Facebook page for parents. This page will keep you updated on everything from lunch menus to field trips.

Family Protective Services

Signs of Child Abuse

Field Trips



Throughout the year, we will schedule field trips to enhance our curriculum. Permission slips and requests for fees will be sent home prior to each trip. Please return ASAP.

Gg

Gym

We have gym (or Physical Education) every day. Coach Lara is our Girl's PE teacher and Coach Webb is our Boy's P.E. teacher and Mrs. Tyrell and Ms. Jaquez are our PE teacher aides. Please make sure students wear pants or shorts and closed toe shoes so that they can participate in activities during their scheduled P.E. time. No flip flops allowed.



Grading

Students in Pre-Kindergarten and Kindergarten will receive a paper Report Card showing grades of M, N, and U for each six week period.

Grades for 1st Grade will be available online for parent viewing. Please continue to check your child's folder and Skyward for more information. First grade students do not receive grades during the 1st six weeks.

Report cards directly reflect grade level expectations for the end of the child's current school year. If your child is struggling, interventions and possible retention could be necessary to help them catch up with their peers.

Hh

Hands-on Learning

The best way to help children learn is to make activities fun. Important concepts can be learned by doing meaningful hands-on activities. There are times when seatwork at the tables is required & necessary. However, for the most part, our classroom will be an active learning environment. Therefore, it is important that your child is in attendance regularly.

Homework

Time spent on homework should be commensurate with the age/grade of the student and is not excessive. Research recommends approximately 10 minutes per night per grade level including all subject areas. Additional time may be needed for mastery and /or improvement.



Students will be provided the family time and rest that is intended with holidays by avoiding the assignment of homework and projects over designated school holidays.

Homework assignments can be differentiated based on the needs of individual students. The most common forms of differentiation include altering the difficulty of work, altering the amount of work, and/or providing students with choices for meeting homework requirements based on learning styles.

Homework is not assigned for disciplinary purposes.

Help for your struggling child

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th

due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Campus Principal or Campus Diagnostician

Phone Number: 432-523-3640

Trina Falcon,

Director of Special Education

Andrews ISD

432-523-3640 ext. 1754

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Annie McKee

504 Coordinator

Andrews ISD

432-523-3649 ext. 1767

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

Ii

Identification

You will be required to show a **valid driver's license or US government issued photo identification** each time you visit our campus. You will not be allowed to eat lunch, check out a student, or visit the classroom without showing the proper identification.

Illness

If your child is sick, please keep him/her home. If your child becomes ill at school, you will be contacted and expected to pick him/her up promptly from the clinic. Texas state law requires students to stay home from school if they:

- Have a fever of 100.0 F or higher
- Has been vomiting
- Has diarrhea

If a student is ill, he/she is required to be fever/vomit/diarrhea-free (without the use of a fever reducer) for 24 hours before returning to school.

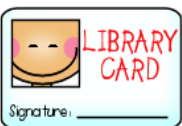
Kk

Kindness



Students in our classrooms are encouraged and expected to treat all members of our class, as well as others in society, with kindness and respect. Bothering others, bullying, and interrupting learning will not be permitted.

Ll



Library

We will visit the library as a class every week. Our library assistants are Mrs. Bueno and Mrs. Tellez.

Labeling Items

Please label your child's backpack, lunch box, coat, hats, etc. Many children have similar items and it really helps if things get lost.

Lost and Found

If your child loses something, Lost and Found is located outside the cafeteria in the hallway. If you need to check the lost and found for any of your child's belongings, you will need to check in at the office with your valid driver's license or valid governmental issue ID, and receive a visitor's badge, in order to come past the double locked doors. We will post pictures of Lost and Found on our Facebook page occasionally.

Lunch

Please deliver all lunches at least 20 minutes before your child's lunch time. Please label the lunch with the child's name and the teacher's last name. The office staff will take the lunch to the cafeteria.



The price of breakfast is now \$1.50 and lunch is \$2.85. You can add money to your child's lunch account (or check the balance) on the LINQ Connect App. Please note that the balance is not always current due to the updating system. We highly encourage you to do this to avoid lunch money being lost or stolen. However, if you choose to send your child's money daily, please send it in an envelope or Ziploc baggie labeled LUNCH with their first and last name.

If a student does not have sufficient funds in his/her meal account, one meal will be supplied to the student that he/she can repay at a later date. All subsequent meals will consist of a low cost reimbursable meal until meal account is paid in full.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program

information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET

Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-

9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory

action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Lunch Schedule

Please reach out to your child's teacher if you have a question about lunch times.

Mm

Medication



Students are not allowed to have any medication in the classroom (including cough drops). Please take any medication to the Nurse's office and fill out the required form.

Money

If you send money with your child for any reason, please put in a Ziploc baggie or envelope and label what it is for and your child's first and last name. The office will not take lunch money. Please bring your ID and take the money to the cafeteria before 2:00 pm.

Music

We go to Music class two times each week with Mrs. Wilson is our Music Teacher and Mrs.

Dominguez, our Music Assistant.



Nn

No School

Our school's website, www.andrews.esc18.net, and calendar list all the scheduled days that there is no school. In the event of inclement weather, you can find out closing information from local TV, radio stations and Parent Square.

Oo



Open House

Open House will take place in September. We will send home an invitation when the time arrives. We hope you join us to see how your child's school year has gotten off to a great start.

Pp

Parent University

Parent University is a time for Parents to come to the school and receive information about setting their student up for success. We will send out invites and reminders when the event gets closer. Some of the topics include: Cyber Awareness, Attendance Matters, Handwriting, Behavior, Understanding Special Education, Speech, Skyward/ParentSquare, Developmental Milestones, etc. We look forward to partnering with you for a successful start to your child's education.

Party Dates

Classroom Party Dates

Winter Party – December 19/20, 2024

Valentine's Party – February 13, 2025

Picture Schedule

School pictures will be done through Campos Creative School Portraits. Individual pictures will be taken in the Fall and Spring (make-ups will be offered in the Fall **only**). Class pictures will be done in the Spring. All pictures will be ordered online through the Photo Texas website. Information will be sent home regarding specific picture dates.

Pick-Up

Daycare: If your child rides a daycare van or bus, they will be escorted to the vehicle by a teacher aide.



Bus Students: All bus students will be gathered in the cafeteria. Once the students are in the cafeteria, parents will not be allowed to pick the students from the bus area. If you need your child to leave early, **please call before 2:00**.

Parent Pick-up: All parent pick up students will be dismissed out of the end of their hallway. Please do not park behind other parked cars.

Late Pickup:- If an emergency arises and you are unable to pick up your child ontime. Your student will be taken to the office. When you arrive you will need to bring your valid drivers license or valid government issued ID, and come to the front office to pick up your child.

Principals

Dr. Marroquin is our Principal and Mr. Arguijo is our Assistant Principal. They are frequent visitors in our classrooms since they love to see learning taking place! If you see them in the hallway, say hello!

Playground Rules

Note: Staff will actively monitor student behavior on the playground in all areas. We will make every attempt to prevent injuries and misbehavior by being proactive!

Children are expected to use the playground equipment as it is intended to be used. The following rules apply to reward time, lunch recess, and Physical Education classes.

- Stay within the posted boundaries assigned by the teacher.
- Fiber mulch must remain on the ground.
- Go down slide feet first, one person at a time.
- No jumping off of the equipment.
- Hand by hands only on monkey bars.
- When using parallel bars, keep hands on the bars at all times.
- Standing on top of equipment or hanging upside down is not allowed.
- No paper/pencil on the playground.
- No personal toys on the playground.
- Play fighting is not allowed.



- Line up immediately when called.
- Pushing or shoving is not allowed.
- Football, tag, etc. (contact games) are not allowed.

Rr

Rules for School Behavior



1. Be ready to work.
2. Listen when your teacher is talking.
3. Follow directions quickly.
4. Raise your hand to speak.
5. Be prepared with school supplies, books & assignments.
6. Keep your hands, feet and objects to yourself.
7. Show courtesy & respect (no teasing, name calling, or bullying) in all you say and do.
8. Be a good friend.

Ss

Safety Plan

General Safety Guidelines

1. All outside doors must be kept locked at all times except the front doors.
2. All visitors must sign in at the office and wear a visitor's badge while in the building.
3. Signs are posted on outside windows instructing all visitors to sign in at the office. If a visitor is seen in the building without a visitor badge, they will be directed to the office.
4. Any adult volunteering in the building (i.e. room representatives, classroom helpers, field trip volunteers, etc.) will be required to fill out an AISD Criminal Background Check form. One can be obtained through the District office.
5. Custodians monitor the halls, cafeteria, and restrooms throughout the day to promote safety.
6. Safety procedures are explained to the staff and drills with the students are practiced throughout the year. (Fire, tornado, emergency procedures). All drill instructions are posted in each classroom. Emergency drill procedures are in place and rehearsed.
7. Parents are informed of safety procedures and along with the entire staff and are alerted to any neighborhood safety concerns, via Parent Square.

Special Education

Trina Falcon,
Director of Special Education
 Andrews ISD
 432-523-3640 ext. 1754

Annie McKee

504 Coordinator

Andrews ISD

432-523-3649 ext. 1767

<https://tea.texas.gov/academics/special-student-populations/special-education/programs-and-services/student-handbook-statement-english>

<https://tea.texas.gov/academics/special-student-populations/special-education/programs-and-services/student-handbook-statement-spanish-->

Student Information not to be released

At registration, you will fill out the Student Directory Release Form on Skyward. This form identifies those students whose name, picture, and/or work **cannot** be displayed in any form (i.e. yearbook, class pictures, honor roll paper release, programs, internet).

Supplies

A School Supply List will be given to you at registration or you can find it on the school website. Parents are responsible for replacing lost or damaged classroom supplies throughout the school year.

Tt

Toys and Other Items

Please help your child to remember to leave toys and other play items at home. They often pose a distraction and we worry about them getting lost or "borrowed" indefinitely. Also, try to limit jewelry as it often breaks, upsetting the child, or they misplace it.



Uu

Umbrellas



Please feel free to send an umbrella with your child if he/she will be walking home from school.

Vv

Visitor Stickers

Parents or guardians are welcome to visit at any time. However, for the safety of those within the school, all visitors must **first** report to the front office. They must have permission from the principal or office personnel to visit a classroom. Visitors' badges are only obtained in the office with a valid government issued photo ID. No student shall be called from class without permission from the office. **All visitors must receive and wear the visitor's badge issued by the office.**

Volunteers

If you have an interest in volunteering in our school, please fill out a volunteer form. You may obtain a form at the Administration office. This is also required for chaperoning field trips.

Ww



Weather

We monitor the weather during cold and windy seasons. The students will not go to recess if the wind chill drops below 32°F or if the ground is wet/muddy. Please make sure to send your child in weather appropriate clothing- always assume they will go outside for recess!

Website

Check out our school website at www.andrews.esc18.net

Yy

YOU!

YOU are your child's first teacher, and we need your help to make his/her school year a success! You can help make your child feel successful this year by discussing their school day with them. Ask questions like, "What did you learn today?", "What did you work the hardest on?", "What was the best part of your day?" or "What are you getting better at?" These questions cause children to reflect on their learning which in turn helps them remember new information. Don't let them tell you "nothing." Ask your child about centers, story time, reading, or math work. Find ways to include learning in their home environment as well. **Show an enthusiasm for learning. Our littlest learners will mimic the attitude they see at home. It is contagious!** Thanks for all you do!

Zz

Zoom!

Sit back and watch your child's skills take off! You will be amazed and surprised at the incredible growth and changes this year!

ZZZZZZZZ....Please make sure your child gets lots of sleep each night. Our day is quite busy and packed full of fun! We want to make sure that he/she is ready to do his/her best!



CLEARFORK ELEMENTARY



School Colors: Black and Vegas Gold

School Mascot: Mustang

Every child,
Every day.
Working together,
The **MUSTANG** way!