

Alice Alexander Elementary 2024-2025 Parent Handbook



Principal - Mrs. Nicole Poole
Assistant Principal - Dr. Irasema Ramirez
Assistant Principal Resident - Mrs. Kailan Bell
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Alexander Elementary Mission Statement:

To cultivate a collaborative environment, empowering the Panther Community to achieve their full potential.

Dear Parents:

Welcome to the 2024-25 school year! We are grateful to have you join our school family, and excited about beginning a new year!

Parents should become familiar with the DISD 2024-25 Student Code of Conduct, and the DISD 2024-25 Student and Parent Handbook. Both are documents adopted by the board and intended to promote school safety and an atmosphere for learning. These documents may be found on the district's website at www.dentonisd.org.

The Alexander Elementary Parent Handbook is designed to give information specific to our campus. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

The handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect the Alexander Parent Handbook provisions will be made available to students and parents through newsletters, emails, or other communications.

If you have questions about any of the material in this handbook, please contact Nicole Poole, Principal, at 940-369-3500 or [npool@dentonisd.org](mailto:npoole@dentonisd.org), Dr. Irasema Ramirez, Assistant Principal, at 940-369-3500 or iramirez3@dentonisd.org, or Kailan Bell, Assistant Principal Resident, at 940-369-3500 or kbell@dentonisd.org. We look forward to working with you to ensure the success of our students!

ARRIVAL AND DISMISSAL

*We ask for your patience and compliance with our arrival and dismissal procedures. We have a systematic process to get several hundred students in and out of school as safely and efficiently as possible. Modeling rule-following, safety, and respect will benefit our children in countless ways!

*Anytime you need to change the dismissal method for your child, please be sure you notify the school by **calling the office at 940-369-3500**, by 2:00 p.m. to give enough time for the office staff to notify teachers. Otherwise, your child will be dismissed by the method you indicated at the beginning of the year. Please do not leave a voicemail or email for the teacher that day; teachers may not get the message in time and substitutes do not have access to teacher voicemails or email. Sometimes the little ones do not give notes to teachers, so please call the office to be sure the teacher gets the message.

7:15 a.m. - students may enter the building

***Please note - there is no supervision provided outside of the building for students prior to 7:15. Please do not leave your child unattended before this time.**

- **Car Rider and Day Care Van Drop-Off** is in the Front Drive.
- **Walkers** enter through the front entrance.
- **Bus drop off** is in the back circle.
- Students will go directly to their hallway and line up until the 7:30 bell rings.
- If they need to eat breakfast at school, they should be in the cafeteria line by 7:15 in order to have enough time to eat in the cafe before the tardy bell.

****Parents are expected to pre-screen their children each day for symptoms of illnesses. Please do not send your child to school with a fever, or with meds to keep a fever down.**

7:30 a.m.

- Students are able to enter classrooms; school day begins with teachers at their doors to greet students.

****Note - in order to minimize large crowds in the hallways, and allow teachers to safely focus their supervision on students, parents/visitors will not be allowed to walk their children into the building at arrival. (*For the first day parents will be allowed to walk their children into the building, then on Thursday, August 8th, and Friday, August 9th only PK and Kinder parents. Parents must have their Photo ID with them to sign in. After August 9th, visitors will not be allowed into the building at arrival.)**

7:40 a.m.

- Tardy bell rings and announcements begin; students are expected to be in class ready to learn by this time. They must be inside the classroom by 7:40 in order to not be counted as "tardy" on attendance records.
- The front door is closed and locked at the 7:40 bell. Students arriving after that time need to enter at the front office and ring the bell to enter the building.

10:15 a.m. - 1:45 p.m.

- Lunches - One grade level per 30 minute lunch period.

3:00 p.m. Dismissal

- **Car Rider Pick-up line** is in the Front Drive. Car riders are dismissed from the cafeteria by their car tag numbers. Please review your car tag number with your child. Parents are asked to stay in their cars to keep the line moving efficiently; staff members will escort students to their cars. Please have your car tag visible for staff members to see. If you do not have your car tag, you will be directed

to park and enter the front office with your photo ID to pick up your child.

- **Day Care Pick-Up** is in the back bus loop.
- **Walkers** are dismissed outside PE/Cafeteria doors.
- **ESD/ACE** students are escorted to the ESD & ACE check-in location inside the building.
- **Bus Pick-Up** is in the back loop.

***Parents who arrive late for dismissal, after the car line is empty, will need to come to the office and sign out their child. Parents should be at the school at **3:00 p.m.** for dismissal. Staff members need to use the time after school for meetings, conferences, and lesson planning. **Late pick-ups may be noted on the student's attendance report, depending on the time and pattern.**

***If something arises after school causing you to be late to pick up your child, please call the front office at 940-369-3500 to let us know when you expect to arrive, or, if it will take a while, which of your emergency contacts will be coming to pick up your child. If we cannot reach you, our office will contact your emergency contacts to come pick up your child.

ATTENDANCE

It is important to read the DISD Student Parent Handbook to familiarize yourself with attendance laws and district policies. You can see the complete attendance details at <https://www.dentonisd.org/Page/100745> . Please call the office if you have any questions about your child's attendance record. You can also monitor that record by logging onto HAC (Home Access Center) on the district website under the Parent tab.

Consistent attendance and arriving on time to class are foundational life skills that will serve students well for the rest of their lives. If you are picking up your child early, your child will be called from the classroom once you have arrived and completed the sign-out.

BACKGROUND CHECKS

All parents who wish to volunteer and/or attend a school field trip, must complete a background check online EACH YEAR; this can be found on the district website, under the Community Involvement tab. Please complete this form at the beginning of the year to allow appropriate processing time.

BIRTHDAYS

Parents are welcome to send in birthday treats if they have cleared this with the teacher ahead of time, to determine how many students are in the class and if there are food allergies. Those treats will be given to the students at a time to be determined by the teacher. **We do not allow parents or guests to visit the classroom to have birthday parties.** Party invitations (for birthday parties held outside of school) must be handed out before or after school only. To avoid exclusion, if invitations are brought on campus, we recommend they are given to either the whole class or all boys or all girls in the class. Teachers do not participate in passing out invitations or forwarding emails for private parties.

CALENDAR

A calendar of campus activities will be updated regularly on the school website, at www.dentonisd.org/alexanderes .

CELEBRATIONS

We believe in celebrating student successes, both big and small, throughout the year. Alexander Elementary has a “house system”, designed to promote teamwork and positive energy. We have regular house meetings to celebrate student achievement. Students & staff will be encouraged to wear their house colors on these days.

Teachers may send a student during the day to the office to receive a kudos for showing positive behavior or great effort. Those students receive a small prize from the office staff.

Classes may also have celebrations at the end of learning units to allow students to showcase their new skills.

CLASSROOM PARTIES

Three class parties will be held during the year – Winter Holiday, Valentine’s Day, and End of Year. Dates will be posted on the school website calendar. Teacher communications will give times and details. Parents will be allowed to attend these parties and must have Photo I.D. to sign in. Due to limitations of classroom capacity, extended family members will not be able to attend those parties. Younger (non-school age) siblings may attend with the parents, but must be closely supervised by parents.

COMMUNICATION

School-wide communication to parents regarding school events and policy reminders occurs via email blasts, phone blasts, school webpage, and school social media. The school sends out a monthly newsletter via email blast. Teachers will also communicate specific class information using email and/or their own class or grade level newsletters. Some teachers also use communication apps, such as Class Dojo. Please be sure we have your correct email and phone number on file - the ones you provide through registration are what we have in our system unless you contact the office to change it. Our school webpage is www.dentonisd.org/alexanderes .

Mutual respect, between parents and staff, is expected in all communications, both verbally and in writing. Concerns should be brought up to the teacher first, before contacting administrators. Teachers are willing and able to answer your questions and help resolve issues in a timely manner.

Teachers are able to contact parents during their conference times and after school during their working hours. They will likely not be able to answer phones or messages while they are teaching. Please leave the teachers a message, or email, and they will return your call as soon as possible when they are not teaching or in a meeting.

CONFERENCES

We believe that frequent, positive communication is vital to the success of our students! Teachers will reach out to each parent to schedule at least one conference during the school year, and may request more during the year if needed. We would prefer for these conferences to be held in person, but can arrange zoom if needed. Teachers may be contacted through phone/voicemail or an email throughout the year if you would like to schedule additional conferences.

DRESS AND GROOMING

Students are expected to abide by the DISD dress code guidelines set forth in the DISD Student-Parent Handbook. Parents may be contacted to bring other clothing if a student's outfit is deemed inappropriate, or we may give the students needed items for that day, such as a belt or appropriate-length shorts, if available. We love fun dress-up days, and our campus will have special events throughout the year that make exceptions to the dress code.

DUAL LANGUAGE PROGRAM

Alexander is proud to have had a Dual Language (Bilingual) program on our campus for several years. Ours is a "one-way Dual Language" program, for students who speak Spanish as their native language AND qualify as an English Language Learner (testing is required). The program is available for PreK - 5th grade students who qualify. Instruction is given in both English and Spanish, and the goal is for our Dual Language students to be both bilingual and biliterate by the time they go to middle school. Students who complete the program have the opportunity to have their biliteracy noted on their high school diplomas!

EXTRA-CURRICULAR ACTIVITIES

Alexander has offered a variety of extracurricular activities, such as Choir, Cooking Club, Ballet Folklorico, and GOAL (soccer). Clubs are available after school, and will be based on space & staff availability. Continued participation is based on behaviors and attendance, as outlined by the teachers sponsoring the clubs. Once teachers return and we have staff members volunteer to sponsor clubs, we will notify students of available club opportunities.

FAMILY ENGAGEMENT NIGHTS

We will have family engagement nights, such as curriculum night, STEM and Literacy nights, to keep parents informed about what students learn throughout the year. Our fabulous PTA will also host special family engagement events.

HEALTH

Our school nurse is Kristyn Reiersen. You can reach her by email at kreierson@dentonisd.org or phone at 940-369-3500. If a student has a fever or any suspected contagious symptoms, he/she will be brought to the nurse's clinic, and a guardian will be called to immediately come pick up the child.

LOST AND FOUND

A "lost and found" collection rack/shelf for clothing items is located between the cafeteria & gym. If your child has lost an item, please encourage him or her to check the lost and found area. We discourage students from bringing personal items of high monetary value, as the district cannot be responsible for lost or stolen items. The campus will dispose of lost and found items each semester.

MEALS

Alexander Elementary is one of 10 Denton ISD schools to receive approval for a federal program allowing ALL students to receive free breakfast and lunch, regardless of their eligibility for free/reduced meals. You can find more information about this valuable program at <https://www.dentonisd.org/site/default.aspx?PageType=3&DomainID=1&ModuleInstanceID=145079&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=188662&PageID=1>

OFFICE HOURS

Office hours are 7:15am – 3:30pm, and Teacher hours are 7:30am – 3:30pm.

PTA

Alexander is very blessed to have a fabulous PTA and wonderful volunteers! The PTA will hold regular meetings, noted on our website calendar, and sent in email

blasts. We urge parents to join and take part in meetings when possible. The PTA serves to benefit the welfare of our students, and the money they raise goes directly to the classrooms for items such as technology, flexible seating, books and other hands-on learning items, as well as field trips and family engagement events. You can join our campus PTA through joinpta.org.

PreK

Our campus has a Bilingual PreK class for students who speak Spanish as their first language and qualify as an Emergent Bilingual student, as well as a Monolingual PreK class for students who meet the qualifying criteria. You can contact the district's early childhood office at 940-369-0448 or go to www.dentonisd.org/prek for more information.

RECESS

Each grade level has a designated daily recess time, outdoor or indoor depending on weather. Students are expected to show safe behaviors at all times during recess and stay within the designated recess boundaries. If they have a note requiring them to be excused from PE due to illness or injury, that will also include recess.

REPORT CARDS

Report Cards are provided electronically (via HAC) each quarter. Parents need to log into HAC to view their children's report cards each quarter.

SOCIAL MEDIA

Be sure to follow us on our school Facebook page (Alice Alexander Elementary). The latest info and updates are posted regularly.

TRANSFER STUDENTS

Students who attend Alexander on transfer must still have a proof of residence on file. If your student was living in our zone after the school year begins and you move out of our zone during the school year and wish to remain here, you must complete a "Request to Remain" at this link

<https://www.dentonisd.org/Page/101734>, then email the form to Principal Poole. A

“Request to Remain” is only for the remainder of the school year. You must provide us with your new proof of residence. If you wish to apply for a transfer, please see the transfer guidelines on the district website. There are specific dates for transfer requests.

All students and parents who are here on transfer must comply with all state, district, and campus policies/guidelines. Lack of academic achievement, attendance issues, disruptive and/or noncompliant behaviors, as well as failure to follow policies, could cause revocation of the transfer.

SCHOOL BOOKS AND EQUIPMENT

Students are expected to treat all school books, equipment, and devices with care. Fines will be assessed on damaged or lost books and chromebooks. Any student failing to return a book or device issued by the school may lose the right to receive further books or devices until the item is returned or paid for by the parent or guardian. Each student will be assigned a chromebook device.

SCHOOL SAFETY AND SECURITY

Alexander has received a reconstruction of the front entrance area to enhance our campus safety. Visitors will be buzzed in through the front entrance as before, and then go to a visitor window to be cleared as a campus visitor. We are also thrilled to be able to have a full time School Security Officer every day on campus this year!

TITLE I

Alexander is a Title I campus. The annual Title I meeting will be held during the school year. Title 1 is a federally funded program to give a high-quality education to every child. Title 1 programs offer additional teachers, instructional materials, intensive staff development, extra time for quality instruction and strong parental involvement programs.

TOYS/ELECTRONICS/PHONES

If your child needs a fidget item during class as part of a 504 or IEP plan, the teacher will supply one and include training on how to use it appropriately. Otherwise, toys & electronic devices are not permitted at school, unless teachers notify you of a special activity in class. **We cannot ensure safety of items brought from home and are not responsible for lost or stolen items.**

We do understand that many students who walk or ride buses may have a phone for safety and easy communication with parents. **Phones need to remain silent and in a student's backpack while on campus.** They should not be texting anyone, taking photos/recordings of anyone, or making/receiving phone calls during school, so they do not need their phones in their pockets (**and should not be using smart watches as well**). If students do not follow this policy, the device may be taken up by the teacher or campus admin and parents contacted to retrieve it. Personal electronic devices disrupt students' learning.

TRANSPORTATION

If your child rides the bus to or from school (or on field trips) the student code of conduct still applies. Please remind your child that their job on the bus is to stay seated, keep their hands to themselves, and treat others with respect so the bus driver can get them from point A to point B safely. Transportation can choose to suspend a student from the bus for not following policies, and parents would then be required to provide transportation to and from school.

We know parents do not allow their children to jump over seats, hit others, or yell while parents are driving, and we are confident parents will support Transportation's rules as well. If you have a concern about something that happened on a bus, please contact transportation immediately by submitting a concern form at the following link or calling 940-369-0354:

<https://www.dentonisd.org/Page/100352>

Transportation will email parents with the pick-up and drop-off locations and times.

VISITORS TO THE SCHOOL

Parents are always welcome and encouraged to visit the school! The following protocols are in place:

- When arriving on campus for an appointment, lunch, or for a classroom/school celebration, all parents and other visitors must enter through the front entrance, and have photo identification to sign in at the welcome window. Their visitor badge must be clearly visible at all times.
- For specific appointments with staff members and administrators, please call the office in advance at 940-369-3500. Walk-in requests may not be able to be granted if the teacher or administrator is teaching or in meetings.

School personnel may require identification of any person on school property. The principal or her designee may refuse to allow persons with no legitimate business to enter school grounds and/or may eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request. **Parents and guests are expected to conduct themselves in an appropriate and respectful manner at all times on campus, and may be directed to leave the campus if they cannot conduct themselves in such a manner.**

VOLUNTEERS

We are ecstatic to welcome volunteers to campus! If you would like to volunteer on campus, there are a number of opportunities, both in and out of the classroom. All volunteers must be cleared through the District's online background check first, then contact the school, PTA, or child's teacher to discuss areas of need and schedule times to volunteer. **Volunteers are expected to interact with students and staff in a respectful and appropriate manner at all times, even when not volunteering, in order to remain as an approved volunteer.**