B H MACON ELEMENTARY SCHOOL

Mission Statement
Our mission is to value the individual child, promote self-esteem and provide an education of excellence in a safe and nurturing environment.

Vision Statement
Our vision is to equip Macon scholars with the knowledge, skills, and tenacity to enter college, the workforce and a trade with 21st century skills.

Motto
“The Little Harvard on Holcomb”

Principal: Antonio L. Verduzco
Asst. Principal: Cheryl Deason
Counselor: 
School Nurse: Erica Mason
Office Manager: Diana Waggoner
Computerized Records Controller: Norma De Leon
Media Specialist: Mary Bilbrey
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B.H. Macon Elementary School

Regular School Hours

7:30 A.M. .............................................. Building Open

7:45 A.M. .............................................. Morning Bell / School Begins

7:55 A.M. .............................................. Tardy Bell

After 8:05 A.M .................................... Partial Day Absence

3:00 P.M. .............................................. Dismissal Bell

Students WILL NOT be released between 2:45pm and 3:00p unless you have a documented Dr.'s appointment.
Our mission is to value the individual child, to promote self-esteem, and to provide an education of excellence in a safe and nurturing environment.

To the Students and Parents of B.H. Macon Elementary:

This handbook has been prepared for the information, safety, and welfare of our students and their parents. This document will help clarify what is acceptable, expected, and required of our students. Our goal is to provide an environment that will ultimately lead to student academic success.

At B.H. Macon Elementary, we promote high standards and a positive school climate. Macon is made up of students from many different backgrounds and cultures, enriching the experience of all who are associated with the school. Students are the most important part of our school district and we want your school year to be rewarding and successful.

Please read this guide carefully so you, and your student, will know what is expected of you and become familiar with its contents and basic procedures. The school’s main objective is to strive for excellence, which means teachers teaching, students learning and parents becoming involved.

Keep this guide handy so that you and your parents may refer to it as questions arise.

Sincerely,

Antonio Verduzco
Principal

Cheryl Deason
Assistant Principal
ARRIVAL AND DISMISSAL

Our building will be open at 7:30 a.m. for students who must arrive early. PK-2nd Grade students should report to the Auditorium, 3rd-4th Grade students will report to the Gym, and 5th Grade students will report to the Cafeteria. Students arriving after 7:55 a.m. will be marked as tardy. Dismissal begins at 3:00 p.m. Temporary DROP OFF will be the entrance beside the Auditorium during Bond Construction. Students riding a day care bus will be placed on the day care bus each afternoon unless the parent or guardian provides the classroom teacher with written notification explaining the change.

Arrival:

- Due to limited parking, we ask that parents/guardians DROP OFF students on the front side of the building (Holcomb Rd) or along the north side of the building on Odom Dr and parents/guardians that escort students into the building must park along the street on Holcomb Rd or Odom Dr. TEMPORARY DROP OFF during Bond Construction will be the entrance beside the Auditorium. Parents must park on Odom Dr.
- All students will enter the building through the main hallway leading down the main hallway (front door on the West side of the building). During Bond Construction, all students will enter the building through the Auditorium side of the building.
- The circle drive on Holcomb will be closed due to construction that will begin the last week of August.
- There is no parking in the south lane of Holcomb Rd. (by the curb) across the street from the building. That lane is for residents only. Traffic will be monitored by Dallas County Constables who patrol the areas surrounding B H Macon Elementary. Remember that double parking is illegal, and please do not block any cars that are parked in the parking lot. A tow truck will be called to remove any cars blocking traffic.
- For safety reasons, NO parents/guardians will be allowed past the front hallway after the first week of school.
- To enhance our campus safety and security, parents/guardians will not be allowed to eat breakfast with students or remain in the Gym/Auditorium/Cafeteria before school.
- Morning Pre-K students must arrive at school by 7:35 a.m.

Early Departure:

- ALL students leaving campus before the end of the school day must have a parent/guardian or an adult designee to sign the student out of the school in the Main Office.
- Parents/guardians or adult designees must come to the office to sign students out of school and receive an Early Release pass.
- Parents/guardians must show a valid picture identification to pick students up early from school. For your child’s safety, NO exceptions will be made.
- Faculty and staff members will NOT release students from class without receiving the Principal’s Permit to Leave Campus pass.
- Permits to leave campus will not be issued after 2:45 p.m.
• Early departures without justification before 10:00 a.m. may be considered partial day absences and may be subject to truancy and court action. Arrival after the first 20 minutes of school (8:05am) or early dismissal before the last 20 mins of school (2:40pm) will also be considered partial day absences per district policy.
• If you have prior notice that your child will need to leave early, please inform the Main Office and your child’s teacher with a note, so they can prepare student work for your child to complete due to the early departure.

**Dismissal:**

• Student dismissal is promptly at 3:00pm and all students will be dismissed and picked-up on Odom Dr. **During Bond Construction, DISMISSAL will be by the portable driveway on the end of Odom Dr.**
• There is **NO PARKING** in the south lane of Holcomb Rd (by the curb) near the neighborhood. Parents/guardians must always remain in their vehicles.
• Parents/guardians that escort students to the vehicle must park along the street on Odom Dr. Please remember that Odom Dr is a one-way street during school zone hours.
• To avoid interruptions to classroom instruction, parents will **not be permitted** to wait at the classroom door or inside the building beyond the Front Hallway to pick up students.
• Daycare bus riders will be dismissed in the front of the school by the Auditorium.
• Pre-K students will be dismissed at 2:55 p.m. by their respective classroom teachers at the side of the building by the Auditorium. **During Bond Construction, PK students will be dismissed at 2:55pm by the portable driveway on the end of Odom Dr.**

**Inclement Weather Dismissal:**

On inclement weather days we will dismiss from the following locations:
• PK-2nd Grade – Auditorium
• 3rd-5th Grade – Gym

Teachers will escort their students to these locations and stay with them until they are picked up by parents. Parents will come into the Auditorium and/or Gym to pick the students up.

**AFTER SCHOOL**

Parents must pick their child(ren) up at 3:00 p.m. every day. There will be no adult supervision after 3:15 p.m., except for regularly scheduled tutorials and club activities. **Action may be taken when students are consistently left after 3:15p.m.**

It is understood that emergency situations arise and that there may be times when you are unable to pick your child up at dismissal. However, parents who continually abuse the designated pick-up time by 15-30 minutes will be referred to Child Protective Services by or at the discretion of the campus administrator and the approval of the Executive Director.
ATTENDANCE

Students are to **attend school every day from 7:45 a.m. to 3:00 p.m.** in order to learn and progress.

Students may be excused for temporary absences due to personal sickness, death in the family, or court summons. **Within 3 days after returning to school, students must bring a note, signed and dated by their parent/guardian, stating the reason for the absence.**

Tardiness is a partial absence of the school day. **Students are marked tardy if they arrive at school after 7:55 a.m.** Students arriving after 8:05 a.m. will be marked as a partial day absence for attendance and truancy purposes.

Students that are absent or tardy from school for any reason other than one of the reasons specified as an excused absence or if students have excessive tardies, may be considered truant and receive disciplinary action.

**Violation of State Compulsory Attendance Notice**

The District will notify a student's parent/guardian in writing if the student has **3 or more unexcused absences in a four-week period.** The notice must state that if the student is absent without an excuse for **ten (10) or more days, or parts of days in a six-month period, or three (3) or more days or parts of a day in a four-week period,** the student and the student's parents are subject to **prosecution.**

Students who have **3 or more unexcused tardies within a four-week period** may be considered partial day absences and may be subject to truancy and court action.

The fact that a parent did not receive the notice described above is not a defense to prosecution for the parent’s failure to require a child to attend school or for the student's failure to attend school. It is the parent’s responsibility to be sure the teacher receives the absent/tardy excuse note, not the child’s. It is a best practice to communicate with the CRC to be sure he/she received the note before the 3-day period has passed.

**BAD WEATHER CLOSING OR SCHOOLS**

Transportation personnel will check the roads before 6:00 a.m. If the buses can safely run, school will be in session. If school is closed, ALL LOCAL TV CHANNELS will be notified. The district web site is another source of updated information (www.dallasisd.org).

**BOOKS**

Every B. H. Macon Elementary student must carry at least a book, backpack, folder or notebook home and back to school every day, but no more than one textbook can be
taken home at a time. This is to ensure that students are not carrying too heavy a backpack. Textbooks issued to students should always be covered, and each student’s full name must be written in ink on the inside cover of each book with his/her grade/homeroom section and year of issue.

Students and their parents are responsible for all textbooks and library books assigned. Consequently, students will be required to pay for any lost or damaged textbooks and library books assigned to them.

Each child must bring something to read to school each morning (book, catalog, age appropriate novel, magazine, etc.) to read while they wait for the morning bell.

**BULLYING PROHIBITED**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. An act of bullying, by either an individual student or a group of students, is expressly prohibited on District property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying.

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

The District prohibits the bullying of any student:
1. During any educational program or activity conducted by the District;
2. During any school-related or school-sponsored program or activity or on a school bus;
3. Through the use of any electronic device or data while on school grounds or on a school bus or through the use of computer software that is accessed through a computer, computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; or
4. Through threats, using any of the above methods, to be carried out on school grounds. This includes threats made outside of school hours that are intended to be carried out during any school-related or school-sponsored program or activity, or on a school bus.

Though an incident of alleged bullying may occur off campus and may not entail threats of acts to occur during school hours, if a student’s ability to receive an education or a school’s ability to provide an education is significantly impaired, as determined by the District administration, disciplinary sanctions may be imposed. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.
A student or witness may file a complaint following the same procedures for bullying against a student that occur at a bus stop or en route to and from school and the school shall investigate and/or provide assistance and intervention as the principal or designee deems appropriate, which may include the use of the Dallas ISD police department.

The following definitions shall apply for purposes of this policy:

- Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, extortion, destruction of property, theft of valued possessions, ridicule, name-calling, rumor spreading, slurs, jokes, innuendos, demeaning comments, and ostracism of the person or another.

  It is further defined as any unwanted purposeful gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, ethnicity, color, religion, ancestry, national origin, gender, sex, sexual orientation, gender identity and expression, marital status, socio-economic background, social/family background, linguistic preference, political beliefs, or a mental, physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one’s association with a particular person or group of persons.

Bullying also includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation, or is carried out repeatedly and is often characterized by an imbalance of power.

**Bullying** may involve, but is not limited to:

**Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.

**Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.

**Physical:** Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.

**Emotional (Psychological):** Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Bullying occurs when a student or a group of students engages in written or verbal expression or physical conduct that:
• Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
• Is so sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
• Has the effect of substantially negatively impacting a student’s emotional or mental well-being.

Cyberbullying is defined as willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, and the like), chat rooms, “sexting”, instant messaging, or video voyeurism by accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District network system.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
• Prohibited Harassment includes, but is not limited, to oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is harassing. [See FFH(LOCAL)]
• Accused is defined as any District student in the school or outside the school at school-sponsored events, on school buses, or at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally, or in writing.
• Complainant is defined as any individual who has a complaint or concern.
• Victim is defined as any District student who is reported to have been the target of an act of bullying during any educational program or activity.

REPORTING PROCEDURES
Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

DISTRICT ACTION
If the results of an investigation indicate that bullying occurred, the campus principal shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District’s Student Code of
Conduct. [For information on student transfers due to bullying, see FDB.] The principal shall convene the Student Support Team (SST) for the purpose of developing a plan of action/interventions for the victim and/or perpetrator, even the District concludes that the conduct did not rise to the level of bullying under this policy. Victims of bullying shall be offered counseling services ranging from those provided by school counselors to a referral to one of the District’s Youth and Family Centers. Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance. The consequences must also be consistent with the District’s Student Code of Conduct. The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

CONFIDENTIALITY
To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL
A parent, legal guardian, or adult student who is dissatisfied with the outcome of the investigation or plan of action may appeal through FNG(LOCAL) beginning at the appropriate level.

BUS TRANSPORTATION

The purpose of school transportation is to safely transport students to and from school. **School transportation is a privilege and not a state requirement.** The slightest distraction to the driver may have significant student safety consequences. Appropriate student behavior is essential to the safe operation of the school bus. Therefore, school bus safety regulations must be followed.

School campus administrators are responsible for the students while on the bus and reserve the right to resolve discipline problems that occur between home, field trip, and campus. It is the duty of the Principal, not the driver, to exclude a child from riding a school bus. The Principal shall take steps to maintain acceptable student conduct while riding school buses, including the discretion to deny the privilege of school bus transportation. This privilege may be temporarily denied or permanently revoked, if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus.

Students should be aware that the bus is an extension of the school. Therefore, all Student Code of Conduct Offenses are subject to the same disciplinary actions and consequences while riding Dallas ISD provided transportation. Aside from compliance with
the rules contained in the Student Code of Conduct Offenses Level I through V, students are expected to follow bus rules.

Bus misconduct includes, but is not limited to the following:
- Failure to remain seated when directed or when the bus is moving;
- Failure to wear a seat belt when directed or when the bus is moving (if the bus is equipped with seat belts);
- Extending any part of a student’s body, clothing, or any other article outside a bus window;
- Throwing, pitching, or shooting objects inside or out of the bus;
- Failure to remain in an assigned seat directed by the driver.

NOTE: A change in transportation services for a student with a disability for whom transportation is a related service requires ARD committee action. A change in transportation services for a Section 504 student requires Section 504 committee action.

**CAFETERIA**

B. H. Macon Elementary students will be in a safe and orderly environment where every person interacts with dignity and respect.

Expectations for students (Rules and Procedures):
- Be respectful
- Be responsible
- Be your best
- Be prompt
- Be honest
- Walk together in a single file line silently
- Keep hands, feet, and other objects to yourself
- Follow all directions given by all staff members

Students cannot **share or give away FOOD or MONEY** to other students.

Students **may not bring more than $1.00** to school over the cost of their lunch unless for an approved fundraiser or school activity.

Student purchase of juice/drinks/desserts may be subject to teacher discretion.

Due to limited seating, parents may eat with their child on the following days

PK-2nd Grade – Tuesday   3rd-5th Grade - Thursday
CAFETERIA SERVICES

It is the philosophy of the food services department to serve wholesome meals of high nutritive value and carefully prepared under sanitary conditions. District schools participate in the National School Lunch Program and offer free and reduced-price meals based on a student's financial need.

This year free breakfast will be served to all students in the classroom. Students arriving after 8:05 a.m. will not be permitted to eat breakfast.

Due to health concerns and increasing concerns regarding childhood obesity, we ask parents not to bring “fast foods” for their children during lunch. We must also comply with district policy and not allow students to share food with other students. Parents will not be allowed to eat lunch with their children unless there are special occasions (birthdays, Thanksgiving and Winter Holidays).

CELLULAR PHONES / ELECTRONIC DEVICES

For safety purposes, the district permits students to possess personal cellular phones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets or other personal computers.

Campus administrators shall have the discretion to determine the appropriate use of cellular phones during the instructional day and for students participating in extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property. However, all cellular phones must be turned off during instructional class time.

The District is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the principal’s office immediately, if possible, or as soon as practicable the day the phone is confiscated. All staff members must place confiscated cell phones in a secure location. Once the cell phone has been confiscated, the following procedure will be used to return the device:

1. The first time a cell phone is confiscated, it can be picked up by the student or parent after the school day.

2. The second time a cell phone is confiscated, it can be picked up by the student or parent after the school day. An administrative fee of $5 will be charged before the device can be returned. Parents will be notified that the student’s device has been confiscated for the second time.
3. If a cell phone is **confiscated a third time**, an **administrative fee of $10** will be charged before the device can be returned. Parents will be notified that the student’s device has been confiscated for the third time.

4. If a cell phone is **confiscated a fourth time**, an **administrative fee of $15** will be charged before the device can be returned. Parents will be notified that the student’s device has been confiscated for the fourth time. Any device not claimed by September 1 following the end of the school year will be disposed of according to FNCE(LOCAL).

5. **Any student refusing to give the device to school personnel** will be subject to Level II disciplinary consequences.

The District prohibits the use of cellular phones and pagers/beepers at all schools during the instructional class time. All students may possess cellular phones and pagers/beepers. However, such devices shall not be visible and shall remain off during the instructional class time. Principals, working in consultation with the Site-Based Decision-Making Committee (SBDM), Parent Teacher Association/Organization (PTA/PTO), campus and district level administrative staff, have the option to ban cellular phones from the campus. Once a campus has made the decision to ban cell phones, a Parent Notification Letter shall be distributed to all parents and a copy of the Meeting Agenda/Minutes and a copy of the Parent Notification Letter must be submitted to the Office of Student Discipline:

**THIS POLICY WILL BE STRICTLY ENFORCED BY ALL SCHOOL PERSONNEL.** All confiscated phones must be turned in to the principal’s office immediately, if possible, or as soon as practicable the day the phone is confiscated. - FNCE(LOCAL)

The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event.

**Possession and Use of Other Personal Electronic Devices**

Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal’s office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student’s personal electronic device may be searched by authorized personnel.

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. When students are not using the devices for approved instructional purposes, all devices must be turned off
during the instructional day. Violations of the user agreement may result in withdrawal of
dependent privileges and other disciplinary action.

**Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an
investment in the use of district-owned technology resource for instructional purposes;
specific resources may be issued individually to students. Use of these technological
resources, which include the district’s network systems and use of district equipment, is
restricted to approved purposes only. Students and parents will be asked to sign a user
agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other
disciplinary action.

**Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying electronic
messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging
to another’s reputation, or illegal. This prohibition applies to conduct off school property,
whether the equipment used to send such messages are district or personally owned, if it
results in a substantial disruption to the educational environment. Any person taking,
disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal
images or other content, commonly referred to as “sexting,” will be disciplined according
to the Student Code of Conduct and may, be reported to law enforcement.

**CHANGE OF ADDRESS / TELEPHONE**

Students who change their residence, mailing address, or telephone number should
promptly notify the office. School records must be kept up to date in case of
emergencies.

**CHILD ABUSE**

A student’s learning and educational environment is of ultimate importance and can be
affected by external societal situations. Thus, the child’s physical and mental health or
welfare must be nourished and protected. If a professional employee has cause to believe
that a child has been or may be abused or neglected, that person shall make an oral
report to the District Child Abuse Office and the Dallas Police Department or Child
Protective Services immediately. Section 261.101(b) of the Texas Family Code requires that
the oral report be made. Call the District contact person at 1-888-572-2873

If a parent has cause to believe that a child has been or may be abused or neglected,
the parent shall immediately notify the principal at the school or make an oral report to the
Dallas Police Department (911) or Texas Abuse Hotline of the Department of Family
Protective Services.
CLUBS AND ORGANIZATIONS

Students have the opportunity to participate in a variety of school clubs and activities.

Further information will be given about clubs and organizations as the year progresses and sponsorships are created.

CODE OF CONDUCT

Each year the staff at B. H. Macon Elementary reviews the Dallas ISD Student Code of Conduct with our students.

The following behaviors are absolutely prohibited at B. H. Macon Elementary

- Fighting or observing a fight (before, during, or after school)
- Use of profanity
- Possession or use of drugs, cigarettes, or alcohol
- Possession of weapons (including sharp items)
- Theft
- Vandalism (before, during or after school)
- Sexual gestures, pictures, offensive language, or lewd conduct
- Making threats against another person or bullying a child.

Any student who engages in any one of these behaviors will automatically incur the maximum discipline penalties: suspension, and/or possible expulsion in accordance with district-wide policy.

COLLEGE AND CAREER READINESS

ACPs and test scores are indicators that students are on track to being academically prepared for college or a skilled career following high school graduation. Our purpose is for all students to graduate college and career ready. Our goal is for all students to meet or exceed their grade level college and career readiness on interim & common assessments and STAAR tests.

COMMUNICABLE DISEASES

Communicable diseases are easily transmitted in schools since children are together in groups of various sizes. Communicable diseases are those diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of ensuring a healthful, safe environment for students and faculty. Nurses are required to confirm reports of specific communicable diseases,
and in the event of a positive diagnosis the student will be excluded from school until medical clearance for admission is received.

Students should not report to school under the following conditions:

- Oral temperature 99.0 or greater
- Known communicable disease such as chicken pox, strep throat, flu, measles, etc.
- Recommendation of physician or school nurse

Parents and students are strongly encouraged to refer persons with a suspected illness or apparent injury to the school nurse.

CONDUCT & COURTESY

Courtesy and good manners are the keys to a student's conduct at school. A good attitude toward teachers and fellow students is expected and will make school enjoyable for all. Students are expected to have respect for school property and to take care of books, desks, and other furniture and equipment. Students are expected to follow all classroom and school rules to ensure student safety and a better learning climate. The same rules of conduct and courtesy are expected at all school events and when in the building after hours working on committees and attending conferences.

COUNSELING AND GUIDANCE SERVICES

The primary responsibility of the school counselor is to counsel students to fully develop each student's academic, career, personal, and social abilities. The school counselor:

- Participates in planning, implementing, and evaluating a comprehensive developmental guidance program to serve the needs of all students as well as address special needs of students.
- Provides responsive services which include individual and small group counseling, to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk, including home visits.
- Consults with the parents or guardians of students and makes appropriate referrals when needed.
- Conducts 504 Committee Meetings.

DRESS AND GROOMING

The Dallas Independent School District dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for
authority. **All students are expected to exemplify proper dress and grooming standards in a manner that portrays an appropriate image for the student and the school.**

**UNIFORM REQUIRED COLORS**

*Pre-K through 5th Grade:*  
KHAKI, NAVY BLUE or BLACK bottoms  
ROYAL BLUE, YELLOW or WHITE tops

The approved clothing items include shirts and blouses, turtlenecks and polo-style shirts, slacks and pants, skirts and jumpers, shorts and capri pants, and jackets, cardigans and sweaters.

**Shirts, blouses, or polo-style shirts must have collars.** The colors of jackets, cardigans, and sweaters must match the approved uniform colors. Students may wear white undershirts or tee shirts **without logos** underneath their shirts. Students must wear athletic shoes, loafers, dress shoes, or other closed-toe, closed-heel shoes. Closed toe and open heel mules are allowed. **Tennis shoes are preferred for gym class.** Boys and girls who wear bottoms with belt loops **must wear a belt.** Both **boys’ and girls’ shirts and blouses must always be tucked in.**

It’s important that our students be presentable every day in school. Students should practice good hygiene, as well as be groomed appropriately for school. **Mohawks, spiked hair, colored hair, and hair designs have proven distracting to fellow students as well as being gang related.** Whatever dress/attire or personal grooming that is inappropriate or creates a distraction to students or teachers could be considered inappropriate. An individual conference with the principal and parents will be conferred to determine the action or solution to resolve the problem.

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<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<tr>
<td>Warning Letter</td>
<td>Parent Conference, Change of Attire</td>
<td>Warning</td>
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**EMERGENCY MEDICAL TREATMENT**

Parents or guardians of students are required to complete an enrollment form for each student each year. This form provides space for a telephone number where parents or guardians may be reached during school hours in the event of a severe accident or illness. By law, preference of health care provider, permission for school officials to act on the student’s behalf when the parents cannot be reached, and consent for the student to receive medical treatment must be accompanied by written parental or guardian consent. In case of serious student accident at school, the student’s parent is called immediately to transport the student for medical care. If the parent cannot be reached, the specific parent instructions for taking a student to receive medical treatment are as follows unless deemed inappropriate by the emergency medical technician (EMT). In this instance the EMT transports the student to the nearest appropriate medical facility.
Procedures for emergency medical care of the seriously ill or critically injured student:

1. A nurse or another responsible person will always remain with the sick or injured student.
2. The parents will be notified by the principal’s office. When parents cannot be contacted in a reasonable amount of time, the Youth Action Center or District’s Police Department may assist in locating a responsible family member when necessary.
3. In the event 911 must be called and the parent or designated family member cannot be located, the enrollment form will indicate choice of health care provider and consent for transfer of student to receive medical attention.
4. The parent or designated family member will accompany the student to the hospital if emergency transportation is needed. If a relative cannot be located a school faculty member will accompany the student and remain at the hospital with the student until a responsible family member arrives.

FIELD TRIPS

Students will not be permitted to attend field trips unless there is a signed permission slip on file. Students must stay the entire day to allow teachers to review the lesson.

GRADING POLICY

Report Cards are issued each six weeks to show student progress. Grading policy weight is as follows:

PK – 1st Grade:
Class Work 50%  Test/Quizzes/Assessments Grades 50%

2nd – 5th Grade:
Class Work 50%  Test/Quizzes 20%
Projects/Products 20%  6 Weeks Test Grade 10%

HOMEWORK

Homework is assignment of work related to the Texas Essential Knowledge and Skills (TEKS) and used as independent practice. Homework assignments are to be completed outside the regular classroom setting and then reviewed or graded.

Students are responsible for completing assignments on time and scheduling after school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when he or she is absent from class. Parents are responsible for ensuring that their child does the homework assigned each day. Monitoring homework assignments provides a good overview of how and what the student is doing in various subjects. In addition, parents of all school-age children should read or listen to each of their children read 15 – 30 minutes each evening.
**HUG & GO POLICY**

There has been great concern about the number of parents in the hallways each morning. This makes it very difficult to move students to their classrooms in a timely manner. To preserve instructional time and to enhance security measures, it is in the best interest of all concerned to keep the entry way and hallways clear at all times during the day. Parents will not be allowed to escort their child to the cafeteria, auditorium or classroom. In an effort to make our building secure for our children, we will have a “Hug and Go” zone. You may leave your child with a teacher assistant at the front door only.

**JEWELRY**

Students should not wear valuable jewelry to school. Expensive rings, bracelets, necklaces, etc. are generally not appropriate for wear at school. Consequently, these items should be saved and worn elsewhere during more special occasions.

Boys are not permitted to wear earrings of any kind during school or school related events.

Under no circumstances will teachers or school employees be responsible for lost or damaged jewelry items.

*Remember, except for a sturdy watch, jewelry is not appropriate for school wear.*

**LOST & FOUND**

All articles, except books, should be taken to the office where they may be claimed. Books should be taken to Ms. Deason. All articles not claimed by the end of the school year will be donated to a local charity.

**MEDICINE AT SCHOOL**

Whenever possible, all medication should be given at home. Many of the prescription medications students receive can be given before and after school and at bedtime. **If a student needs medication while at school the parent/guardian must bring the medication in its original pharmacy container labeled with the date, student’s name, name of the medication and times the medication should be given.** A signed parent letter requesting the medication to be given at school and indicating the time the last dose was given must accompany the medication.

When the student must take medication at school, a parent’s request and a physician’s order are required. A form for the medical provider’s order is available from the school
nurse. The request is kept on file in the nurse’s office for the length of time the medication is given at school. Non-prescription medication such as aspirin, cough syrup, ointments, cold tablets, etc. are not given at school, unless there is a written order from a physician or dentist and written permission from a parent/guardian. Non-prescription medication must be in the original packaging. Students may not carry or self-administer medications at school.

**MONEY AND OTHER VALUABLES**

Students should keep any money brought to school on their person. Money is never to be left in lockers, purses, coat pockets, book bags, desks, etc. Please do not send more than $1.00 with your child to school unless they are paying for a fundraiser or field trip.

**PARENT EXPECTATIONS**

This school year we are having a district-wide initiative of having parents do 3 things with their children at home. They are:

- **Attendance** - Make sure children attend school every day and be on time every day.
- **Read to their students** every night or have the students read every night
- **Turn in homework** every day to class.

When parents ask you what they can do with their child at home, please make sure you include the district initiative of **ART**.

**PARENT / TEACHER ORGANIZATION**

All parents are encouraged to join the B.H. Macon PTO. Meetings are held monthly at 5:30 p.m. on the third Tuesday of the month. Parents will be advised if for any reason the day needs to be changed. Your support will be greatly appreciated, as we are reminded that PTO helps us all!

**PARENT VISITS**

Family and friends are always welcome here at B. H. Macon Elementary. However, parents who want to observe in their child’s classroom must first check in with the office and make an appointment with your child’s teacher IN ADVANCE. During observations, we ask that visitors not interrupt the teacher. Please help us by avoiding visits during the first and last twenty minutes of the school day. This will ensure that learning can proceed as planned for all the students in the class. If parents need to discuss their child’s progress, a conference should be scheduled for the teacher’s planning period or before/after school.
Parents/Family members who bring keys, books, money, etc. to students during the day will be asked to leave the items in an envelope in the office to be delivered to the child.

Messages to provide children with information about getting home after school should be given in the morning before the child is brought to school. In cases of emergency, the office can attempt to deliver the message to the student(s). However, if the call comes after 2:45 p.m., we may not be able to notify your child before dismissal. We do not routinely have persons in the office to deliver telephone messages to students like many larger schools do. Please make sure these kinds of messages happen very rarely.

**PARENT/TEACHER CONFERENCES**

Conferences shall be held a minimum of two times each year with parents/guardians of all elementary school students. The Dallas Independent School District has scheduled two elementary school parent conferences: **October 14, 2019** and **January 16, 2020**. In addition to the scheduled dates, students and parents may expect teachers to request a conference: 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher, counselor or principal considers necessary.

A student or parent who wants information or has a question or concern should talk with the appropriate teacher **FIRST**. A parent who wishes to talk with a teacher may call the office at (972) 794-1500 for an appointment during the teacher’s conference period or request that the teacher returns the call during a conference period or other mutually convenient time.

If there are additional or further concerns, a meeting with the counselor along with the teacher needs to be scheduled in order to determine if other actions or steps need to be taken to assist the child. A Student Support Team meeting may also need to be scheduled, and the counselor will schedule a meeting time after school that involves a parent/guardian, teacher and administrator to discuss further actions necessary to guarantee student success.

**PROGRESS REPORTS**

Every three weeks your child will receive a progress report indicating their status in a particular subject. Students who are in danger of failing, as well as students who are progressing will receive these reports. Please sign and return it to your child’s teacher.

**PROMOTION AND RETENTION**

Promotion is based on mastery of the curriculum. Expectations and standards for mastery are established for each grade level, content area, and are coordinated with compensatory/accelerated services.
Any student in grades 2-6 who does not meet the criteria outlined above for promotion to the next grade level may attend extended-year program(s) provided by the District in applicable content areas.

The Admission, Review, and Dismissal committee (ARD) determines promotion/retention procedures and academic achievement level expectations for special education students through the Individual Education Plan (IEP).

**State of Texas Assessment of Academic Readiness (STAAR) Promotion Requirements**

A student’s satisfactory performance on the State of Texas Assessment of Academic Readiness (STAAR) will be required for promotion to the next grade level.

- Fifth grade students must meet the minimum passing standard on the STAAR reading and mathematics assessments in order to be promoted to the sixth grade.

A student who does not perform satisfactorily will have opportunities to participate in special instructional programs designed to help improve performance.

*A student who fails to perform satisfactorily after three attempts on one of the assessment instruments shall be retained at the same grade level for the next school year.*

The student’s parent or guardian may appeal the student’s retention by submitting a request to the grade placement committee. The grade placement committee may decide in favor of promotion only if the committee concludes that if promoted and given accelerated instruction, the student is likely to perform at grade level. A student may not be promoted unless the committee’s decision is unanimous. Whether the student is retained or promoted, accelerated instruction for the student will be provided during the next school year according to an educational plan developed for the student by the student's grade placement committee.

**REPORT CARDS**

At the end of each six weeks grading period students will receive report cards that provide written notice to parents of student progress and conduct in each class or subject. Report cards will also include the number of times a student has been absent/tardy.

At the end of the first three weeks of each grading period the school will provide a written unsatisfactory progress report to the parent or guardian of a student whose grade average in any class is below seventy (70) or whose grade average is deemed borderline. Lack of a failure notice shall not relieve a student of the responsibility to pass assigned work. Parents who receive an unsatisfactory progress report are requested to schedule a conference with the teacher of that class or subject.
**SCHOOL HOURS**

During daily operation, the school day begins at 7:45 a.m. and ends at 3:00 p.m. for students. Our building will open at 7:30am daily. Building will close daily at 4:30pm.

**STUDENT DISCIPLINE**

Each family will be given a copy of the Dallas ISD Code of Conduct. Please familiarize yourself with its contents and maintain it for future reference. Teachers will also have classroom rules posted ensuring an environment that will promote learning.

Students are required to behave properly. Consequences for failure to follow school rules may include:

1. Loss of privileges  
2. Referral  
3. Detention  
4. Suspension  
5. Alternative School Placement

**TELEPHONE / PHONE CALLS**

Due to the tremendous amount of business transacted over the office phone, students are not to ask for use of the telephone except for emergencies. Office staff cannot handle last minute calls for students during school. Arrangements for routine matters, such as rides to and from school, house key delivery, meeting places, etc. **must be made** before students arrive at school. We cannot interrupt classrooms at the end of the day for messages to your child unless it is an emergency and we will be keeping track of families who ask us to do so.

**VISITING THE CAMPUS**

All visitors must **sign-in and out in the Main Office**. Visitors must identify the purpose for the visit, which will be printed on the visitor’s sticker. The date and time the badge was issued will also be printed on the sticker.

Visitors will only be permitted for parties or celebrations approved by the principal.

Visitor’s stickers will not be issued before 8:05 a.m. or after 2:45 p.m.

**VOLUNTEERS**

Students’ family members are encouraged to serve as school volunteers.  
All volunteers must complete a criminal background check annually. If you are
interested in becoming a volunteer you must complete a volunteer application. The volunteer application is located on the Dallas ISD website under the volunteer tab at the top of the page. The Dallas ISD web address is www.dallasisd.org.

You must also complete a volunteer application/ criminal background check if you wish to attend events during the school day (career day or field day) or if you are requested to accompany students on field trips. Teachers will select parent volunteers based on the number of volunteers that are required for a field trip.

All volunteers are required to sign-in and out using the computer in the office. Parents should not assume that they are invited to go on a field trip. Volunteering for a field trip requires the full attention of the adult volunteer to monitor a group of 1-10 students. Parents may request to accompany students on field trips, remembering the purpose of volunteering on a field trip is to help supervise a group of students. Other non-school age children will not be allowed to go on field trips unless approved by the principal.
This B. H. Macon Elementary 2019-2020 handbook belongs to:

Name:________________________________________
Grade/Section: ______________
Address:______________________________________
City:__________________________________________
Emergency Contact and Phone Number:
____________________________________________

After reading the student handbook with your child, this page must be signed, dated and returned to your child’s teacher.

Thank you,

Antonio Verduzco
Principal

I have read and discussed the material in this handbook with my child. I understand and agree my child will abide by the rules and regulations set by B.H. Macon. I have received a copy to keep and I will refer to it as needed.

Date:_______________________________________
Parent/Guardian:____________________________
Student Signature:___________________________