Alcorta Elementary



2650 South 32nd St.
Abilene, Texas 79605
325-690-3602

School Mascot: Buffaloes
School Colors: Orange and Blue

Principal – Michele Josselet
Assistant Principal – Gerald Jordan
Instructional Coordinator – Kelli Grigsby
Counselor – Stormy Burns
School Nurse – Debra McCracken
School Secretary – Sheila Morse
Parent Coordinator – Melissa Hummel
Cafeteria Manager- Monica Sigala

Alcorta Mission Statement:

AISD engages and empowers each student to be contributing, responsible citizens who reach their full potential through relevant, innovative and rigorous learning experiences.

Alcorta School Motto:

Just Cannot Hide Our Buffalo Pride!

We are so excited to welcome you to our 2021-2022 school year! It is a great year to be an Alcorta Buffalo! Our theme this year is if you can dream it, you can do it!

Alcorta Specific Information for 2021-2022

Arrival, Dismissal and Traffic Procedures

Early Arrival

Please do not drop off your child earlier than 7:15 because there is no adult supervision before 7:15.

Arrival

- Parents please do not drop off your child before 7:15 a.m. There will be no adult supervision prior to 7:15. When using the front drive-thru for drop off in the morning, please use the right lane ONLY to drop off. The left lane needs to be left open for cars exiting the parking lot. Please make sure that your child is ready to get out of the car quickly so other cars are not held up.
- The school front doors will open at 7:15 a.m. and will lock promptly at the 7:50 tardy bell. Staff and student leaders will guide students to the cafeteria upon arrival, and will supervise students prior to school starting.
- The cafeteria doors will open at 7:15 for breakfast and close promptly at 7:45. The breakfast line will no longer be available for students to receive a breakfast after 7:45. Students eating breakfast at school will be dismissed to their classrooms at 7:50.
- Parents will not be allowed to eat with their children. See COVID-19 supplement.
- Students who arrive between 7:45 and 7:50 will go directly to their classrooms. Parents will need to say goodbye to their students outside in front of the main building. No parents are allowed to walk their students to class. Kindergarten parents may drop off their kindergarten students at the teacher's outside door access on the first day of school only.

School Dismissal

All grade levels are dismissed at 3:15. For the safety of our students, parents should wait outside for student dismissal. Our teachers will dismiss students. Monitors are on duty after school at all pick-up points. In order to ease traffic and ensure a safe dismissal, Alcorta has developed a Safety Plan. Please help us keep students safe each day.

All kindergarten students will exit Alcorta out of the front of the building near their classrooms. They will be sitting on the step up next to the building with their teacher.

1st- 2nd grade students are picked up in the front (no cell use in the pick-up areas).

3rd- 5th grade students are picked up in the Dixie parking lot. Parents please park in a parking spot while waiting. (No cell use in the parking lots during pick up.)

Exceptions to the pick-up locations are for our students who have siblings. They are to be picked up at the location of the youngest sibling.

Front pick up in drive through (use both lanes for pick up): Parents, please remain in your car with a sign that shows your child's name. The monitors will deliver your child to your car. **Please do not use your cell phone during pick up.**

Dixie parking lot pick up: Parents please do not use the parking lot as a drive thru for safety reasons. Please park in a parking spot. Our monitors will walk your child to your vehicle if you have a sign that they can see with your child's name on it. **Please do not use your cell phone during this time.**

Redbud Parking lot: Parents that park in the Redbud Park parking lot or on S. 32nd St. should walk to the main entrance of the building to pick up students. We will not let students cross the drive- thru. **Please do not use your cell phone during pick up.**

Students must go straight to their ride, ride their bike, or walk home after school. Monitors are on duty at all pick-up points. Students are not allowed to play on campus after school or re-enter the building after dismissal

Traffic and Parking

Please do not park and get out in the drive through lanes at the front of the school. These lanes are for pick up and drop off only. We have five parking spots designated as visitor parking for use through-out the school day.

Change in after school plans

Any changes regarding how a child is to get home should be discussed with your child/children before school, or called in to the office (690-3602) so that we may give a message to the student/students prior to 2:30. Please do not ask us to make changes after 2:30.

If a student needs to leave for a doctor's appointment or another reason, please pick them up before 2:30. The reason for this is it is very difficult to locate students at the end of the day due to dismissal. Thank you for helping us with this.

Absences and Tardies

Reporting Absences

Parents please call 690-3602 and let us know if your child is going to be absent for the day. When we have not heard from the family about an absence, an automated call will be made to the child's parent/guardian when the student is absent. The reason for this process is that we are concerned for the safety of our children.

Children who have a doctor's appointment or prolonged illness should bring a doctor's note upon their return to school.

Tardies

The tardy bell rings at 7:50. **Parents please walk to the office with your child to get a tardy slip when your child is late.**

Release and Return of Students During the School Day

Parents need to come to the front office to pick up their child for a doctor's appointment.

Children who have a doctor's appointment or prolonged illness should bring a doctor's note upon their return to school.

Contacting the Teacher/Conferences

Contacting the Teacher- You may call the teacher and leave a voicemail. You may also call the front office to leave a message for the teacher.

Conferences- There will be student led conferences held in the fall and in the spring for parents to attend. We also encourage parents to set up a conference time with the teacher at the end of the first six weeks. Parent conferences may be scheduled through the teacher or by calling the front office.

School Nurse

Our school nurse is a certified R.N. She is equipped to handle routine medical needs. The nurse may contact you regarding your child for the below reasons:

- Illness (fever, vomiting, diarrhea, etc.)
- Serious illness or injury
- Medication questions/concerns
- Any additional concerns that need to be brought to the attention of the parent

Medicine at School: Parents must bring medications to the nurse's office personally--do not send it with your child. Students are not allowed to bring any form of medication (ex. Aspirin, Tylenol. or cough drops, etc.) to school and take it without the nurse's permission. Medication must be kept in the clinic and, again, the parent must give permission to the nurse.

Visitors

See COVID-19 supplement.

Student Behavior Management

- We want all our students to be able to learn in a safe school environment.
- The district will be using CHAMPS by Randy Sprick, Ph.D. for classroom management this year. The CHAMPS model guides the teachers in how to make effective decisions about managing behavior. (C-Conversation level, H-Help, A-Activity, M-Movement, P-Participation, S-Success)
- In the event that a discipline referral is sent to the office, the principal or assistant principal will handle it. Parents will be notified by email, phone call, or by a copy of the discipline referral sent home. Parents, we see you as part of the team, and our working together is so important to the success of our students.

Birthdays and Celebrations

Birthday treats, such as cupcakes (store bought), can be dropped off at the school office for the student and their class to have at the end of the day. Child Nutrition Guidelines prevent them from being consumed during lunch times. The student can pick up any flowers delivered as they leave campus at the end of the day.

Recess

Each homeroom class is scheduled for a daily 20-minute outdoor recess time. However, recess is at the discretion of the teacher and not guaranteed to occur every day. There may be times that a teacher may choose to have an indoor recess time or more than one recess period. Physical Education class is provided each day for all of our students. Please note that students will not go outside if the temperature is below 40 degrees.

Lost and Found

The Alcorta lost and found is located in our cafeteria. We encourage you to label your student's belongings with their first and last name.

Dogs and animals on campus

Pets should be left at home unless there is an occasion that is instructional and approved by the teacher and Alcorta administration.

PTO/PTA/Volunteering

The Alcorta PTO is an association of parents and staff members working cooperatively to enhance the educational program for our students. This association is based on mutual trust, respect, and understanding. The PTO provides many activities and services to the educational program that could not be accomplished without parental involvement. Please make sure you join PTO during this year's membership drive! PTO sponsors and coordinates VIPS, school t-shirts, Skate Night, an annual fundraiser, PTO music and PE programs, school supplies, yearbook, Jump Rope for Heart, and more.

We appreciate the time and energy spent at Alcorta to enhance the educational environment for our students. The VIPS chairperson will send home a volunteer signup sheet at the beginning of the year. When you volunteer, please remember to sign in at the main office. We appreciate the work our volunteers do every day!

School Communication

Our classroom teachers use a variety of methods to communicate throughout the school year. Teachers send home weekly newsletters. We also use Remind. The main office will use call-outs as well to relay important information. Don't forget to check our Alcorta Facebook page!

Alcorta Elementary COVID-19 Supplement to Campus Guide

Face Coverings
Face masks will be optional, but highly recommended. We will provide masks if a student or visitor does not have one and needs one.

Visitors
Visitors to our campus will be limited. Parents will not be allowed to eat breakfast or lunch on campus. On the first day of school, parents will not be able to walk students to class. Kindergarten parents may drop their student off at their teacher's outside door entrance. Teachers will welcome one student at a time into the classroom. An aide will be present in all Kindergarten classrooms to help with student management.

Arrival
Our doors open at 7:15. Students will enter through our main entrance and go to the cafeteria. Students may enter the breakfast line or go to our assigned waiting tables. Students will sit at every other seat. At 7:20, an aide will pick up all waiting students and go to the gym. Students will be physically distanced in the gym by grade level. At 7:30, classroom teachers will come to the gym and pick up their classroom students. Students that arrive after 7:30 will go directly to their classrooms. 5th grade students will remain in the gym until 7:45. 5th grade teachers will pick up their students at 7:45.

Dismissal
Kindergarten classrooms will be released to the front of the building at 3:10 using their outside exits. Students will wait with their teacher in their designated area. First grade classrooms will be released at 3:10 using their outside exits. First grade students will wait with their teachers in their designated area. Second grade students will be released at 3:12 one classroom at a time. They will exit using our front doors. Second grade will wait by classroom in our flagpole area.
Grades 3-5 will be released one classroom at time beginning at 3:10. They will be released using their outside classroom doors. They have designated grade level areas on our basketball court where they will wait.

Transition
Our K-2 classrooms are self-contained. In grades 3-5 the teachers will switch classrooms. We will have one-way hallway traffic to and from PE and lunch. We will utilize our outside classrooms doors as much as possible. Classroom bathroom breaks have been scheduled to ensure that only one classroom at a time is in the main hallway.

Breakfast
Our cafeteria tables have been labeled to show students where they can and cannot sit. We have monitors to ensure that our students are sitting at least one seat apart. We have one entrance and one exit to our cafeteria to help with physical distancing. Students will report to their classrooms when they are done with breakfast.

Lunch
Each class has a designated time to go to lunch. We have classes arriving two-three minutes apart. Our floors have marked spots for students to stand while they are waiting in line. We have one entrance and one exit that the classes will use to enter and exit the cafeteria. Students will be seated at least one seat apart. We will only have one grade level at a time in the cafeteria. All tables will be wiped down and disinfected between each class. We have several cafeteria monitors scheduled for each lunchtime.