

# Reagan Elementary

**5340 Hartford Street  
Abilene, Texas 79605  
690-3627**



School Mascot: Rangers  
School Colors: Blue and Red

Principal – Leslye Roberts  
Assistant Principal – Kevin Wellborn  
Instructional Coordinator – Kiki Fiddmont  
Counselor – Sally Smith  
School Nurse – Seleta Jenkins  
School Secretary – Holly Connally  
Parent Coordinator – Doreen Langford  
Office Assistant – Melissa Jimenez  
Cafeteria Manager- Debbie Martin

## **Reagan Elementary Mission Statement:**

At Reagan... We empower each other to overcome obstacles. We learn together and celebrate growth. We inspire each other to reach our highest potential.

## **School Motto:**

Keep It REAL – Respect, Effort, Attitude and Leadership.

### **A Note from Mrs. Roberts...**

Welcome to the 2020-2021 School Year! The Reagan staff is excited for this school year and the opportunity to provide an educational experience for all students to succeed. Thank you in advance for being active in our school and your child's education. We look forward to celebrating the growth of all Reagan Rangers!

## **Arrival, Dismissal and Traffic Procedures**

### **Early Arrival**

Beginning at 7:15, students may enter the campus through the front cafeteria doors or the front gate. Students are not allowed on campus prior to 7:15, and parents may not drop students off prior to 7:15.

### **Arrival**

The school day for Reagan Elementary students in Kindergarten through 5th grade begins with the Breakfast in the Classroom program at 7:35. The tardy bell rings at 7:50. We ask that you bring your children to school between 7:30 and 7:45 each morning.

Students who arrive on campus between 7:15 and 7:35 report directly to the following areas:

Kindergarten	Building 1, Room 109
1st-3rd Grades	Cafeteria
4th Grade	Gym
5th Grade	Library

Reagan Elementary participates in the Breakfast in the Classroom program. This program provides breakfast for all K-5 students free of charge. First through third grades will eat in the cafeteria. Students who report to other buildings will eat in their classrooms at 7:35 each morning. Parents will not be able to purchase an adult breakfast or enter classrooms or hallways while breakfast is being served or eaten.

Parents may walk with their student to the morning waiting room or classroom on the first day of school. After the first day, school staff will assist students to waiting rooms and classrooms.

### **School Dismissal**

All grade levels will leave the classroom for dismissal at the 3:15 bell. Students will be dismissed by their teacher. Staff members will be on duty after school at all pick-up points. Parents are asked to remain in their cars in the front drive ways. A staff member will bring your student to your car. Please follow the dismissal safety plan, which will be provided at Meet the Teacher and sent home throughout the year.

### **Traffic and Parking**

Student drop off should occur in the front driveways. Please do not drop off or pick up students in the faculty parking lot.

Please do not park in the front driveways. Visitor parking is marked with a yellow curb and is available in both front drives. Parents of Long Early Childhood Center dropping off PreK students in the mornings may use the lane closest to the building for short term parking.

### **Change in after school plans**

If you need to change how your student is picked up or gets home at the end of the day, please send a note with your student or call the school office. Please call before 2:30 to allow time for the office staff to get the message to your child's teacher.

## **Absences and Tardies**

### **Reporting Absences**

Please call the office if your student will be absent so we can notify your student's teacher. A doctor note or parent note is required for every absence. Please provide documentation for all appointments. Reagan follows guidelines set forth by the attendance policy of Abilene ISD and the Compulsory Attendance Law of the State of Texas.

### **Tardies**

Students that enter the front gate after 7:50 will receive a tardy slip and be counted tardy. Students arriving after 8:00 will report to the office for the tardy slip.

### **Release and Return of Students During the School Day**

Students are expected to remain in class until the end of the school day. In order to reduce the amount of instructional time a student misses, please schedule appointments at the end of the school day. If a student must go to an appointment during the school day, please return the student to school following the appointment to reduce the amount of missed instructional time. If the student is leaving for an appointment, please send a doctor's note when the student returns to school. Parents/guardians must show ID and sign students out from the front office. Allow plenty of time for this process. Students will not be allowed to wait at the office before the parent/guardian arrives. Pickups during 2:45-3:15 will not be allowed due to our dismissal transition process.

## **Contacting the Teacher/Conferences**

### **Contacting the Teacher**

Teachers are available for parent conferences and phone conversations during their conference/planning period or after school. If you need to speak with a teacher, please call the office and leave a message for the teacher to return the call during the conference/planning period or after school. You are also encouraged to email your student's teacher. Teachers check and respond to emails during conference/planning period or after school. Phone calls are not transferred to classroom and teachers are not expected to respond to emails during instructional time.

**Conferences**- Your student's teacher will arrange a parent conference during the first semester of school. All parents are encouraged to attend the Parent Information Meeting at the beginning of the year to learn general information about the grade level and to sign up for a parent conference time. Parent conferences will occur a few weeks into the school year once your child's teacher has had the opportunity to get to know your child. You are encouraged to request a parent conference any time you have a question or concern.

### **School Nurse**

Parents needing to visit the nurse need to stop in the main office for a visitor's badge. All medication to be taken at school must be brought to school by the parent. The parent must bring the medication in the original prescription bottle and complete a sign in process with the school nurse. When a student becomes ill at school, the nurse will contact the parent. If the parent is unavailable, the nurse will call the other contacts on the student's contact list. If you are called to pick up your student, please come to the main office.

### **Visitors**

Parents and other visitors are welcome to visit Reagan Elementary. All visitors must first report to the main office and provide a valid driver's license or Texas ID to receive a visitor's badge. Visitors will be asked to provide a driver's license each time they visit the campus.

The driver's license will be kept in the office while you are on campus. The visitor's badge must be returned to the office before leaving campus and driver's license picked up. Visitors may not go anywhere on campus that is not designated on the visitor's badge.

Parents visiting at lunch will sit at the tables on the stage with their own child only. Only the student's parent, legal guardian or grandparents are allowed to bring the student food from an outside source.

Visits to individual classrooms during instructional time are only permitted with prior approval from the principal, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment.

### **Student Behavior Management**

Reagan is a Leader In Me school; therefore, we promote a culture that fosters life-long leadership skills. We believe all students can be leaders on our campus. Our teachers have been trained in the practices of Safe and Civil Schools. Our Safe and Civil Schools Foundation Team ensures that we have consistent expectations throughout our campus. The Safe and Civil Schools CHAMPS classroom management system incorporates a proactive and positive approach to discipline. We use Positive Behavior Intervention and Support (PBIS) methods. With PBIS, emphasis is placed on teaching and supporting positive and appropriate behavior, which in turn lessens negative behaviors and the impact those types of behaviors have on learning and the educational setting. Parent communication is an important piece of supporting student's behavior. Teachers and principals will contact parents to discuss plans for supporting positive and appropriate behaviors.

Reagan Elementary supports and complies with guidelines set forth in the Abilene ISD Code of Conduct. The complete AISD Code of Conduct is located on the District website at [www.abileneisd.org](http://www.abileneisd.org), or you can obtain a copy from the school office upon request.

### **Birthdays and Celebrations**

A student may bring store bought cupcakes or cookies to celebrate his/her birthday with classmates. Birthday celebrations may not take place in the cafeteria during lunch. Teachers will determine a time after the class lunch time for the birthday celebration.

### **Recess**

Time spent outdoors is an important part of the school day. Each class has a scheduled daily recess time. It is difficult to set guidelines that fit every circumstance and condition in regards to outside activities. Teachers and school administration will use their discretion and good judgement as to whether or not students will go outside. Consideration of indoor or outdoor recess will begin as the temperature nears 90 degrees or 40 degrees. Temperature, Wind Chill, Relative Humidity and Adequacy of Clothing of the Children are factors considered to determine if the weather conditions are appropriate and safe for students to have outdoor recess.

### **Lost and Found**

The lost and found is located in Building 3, near the library and computer lab. Parents are welcome to check-in at the main office and then go look for lost jackets and other items. Parents are encouraged to write their student's name on jackets and other personal items.

### **Dogs and animals on campus**

Dogs and other animals are not allowed on campus without prior approval from the principal.

### **Volunteering**

Parent volunteers are encouraged. All volunteers must complete volunteer paperwork including a background check. Parents attending field trips with their student will be required to come to the office for a visitor's badge before attending the field trip. Teachers will collect badges at the end of the field trip. Parent involvement on certain field trips may also require the parent to complete the volunteer background check.

### **School Communication**

All communication from the office will be sent home on orange paper for parents to easily distinguish the notes from the school office. Occasional call-outs and Remind messages will be sent to communicate reminders, announcements and events. In order to ensure that you receive call-out and Remind messages, please keep your phone number and other contact information current. If you have a phone number or address change, please call the school office so we can update your information.

The Reagan Social Media pages are also a great way to receive school communication and see the great things happening at Reagan Elementary.

Facebook - Reagan Elementary Rangers @reaganrangersaisd

Twitter - Reagan Elementary @reagan\_rangers

Instagram – Reagan Elementary @reagan\_rangers