

Stafford Elementary

**1026 N Pioneer Dr.
Abilene, Texas 79603
(325) 671 - 4895**



School Mascot: Lion
School Colors: Black and Gold

Principal – Melissa Scott
Assistant Principal – Janaye Wideman
Instructional Coordinator – Suzanne Cottrell
Counselor – Debra Taubert
School Nurse – Roxanne Laudi
School Secretary - Susy Castañeda
Parent Coordinator – Tammy Garrard
Office Assistant – Bobbie Perez
Cafeteria Manager - Kimberly Chandler

Stafford Elementary Mission Statement:

At Stafford Elementary, we will be lifelong learners who achieve success through excellence.

Stafford Elementary School Motto:

Strong Minds, Kind Hearts, Helping Hands

Dear Parents and Guardians,

Welcome to Stafford Elementary! We are honored to partner with you in your child's education. We are dedicated to academic excellence and preparing your child to reach their full potential. We are here for you and your child! Please let us know how we can help; we are committed to a successful school experience for all Stafford families.

Melissa Scott, Stafford Principal

Stafford specific information for 2021-2022

Arrival, Dismissal and Traffic Procedures

Early Arrival

Early arrival is between the times of 7:15a.m. – 7:40a.m. All students may begin arriving at 7:15a.m. through the front black gates. Only Stafford students will be allowed to enter the school at this time.

Students will be directed to designated waiting areas and sit with their homeroom class. All students will be picked up by their homeroom teacher at 7:40a.m. All students will have the opportunity to eat breakfast in the classroom. This is a free program, but participation is optional. Breakfast is served from 7:40a.m. – 7:50a.m.

Arrival

All students will enter through the gates from 7:15a.m. – 7:50a.m. After 7:50a.m., students are considered tardy and will enter through the front office. Breakfast will not be served to students who arrive after 7:50a.m.

Students inside the school building will be supervised at all times. Parents and guardians will not be allowed to enter through the black gates after the first day of school. All visitors must be checked in through the front office and issued a visitor's badge that must be worn at all times. The safety and security of our students is of utmost importance. See the "Visitor" section for more information.

School Dismissal

All grade levels will begin dismissal at 3:15p.m. For the safety and security of our students, families must wait outside the school gates. Students will only be released to adults listed on the TEAMS/FRONTLINE contact information.

Please do not begin using our dismissal car lane before 2:30. All cars using the car lane must have a **blue student pick up card** in the front passenger window clearly visible to school personnel. Please pick up your blue student pick up card in the front office.

If you do not have a student pick up card, please park in the main parking lot outside the front entrance of the school and walk to the school gates. Your child's teacher will release your child to you at this time.

Traffic and Parking

Please allow for plenty of time in the morning to get through the parking lot and circle drive while dropping students off. Please be watchful of students who are walking to and from school. Please also observe the painted crosswalks and do not stop or park in the crosswalks. Remember that it is against the law to use cell phones in a school zone. Our primary concern is for the safety of your children, and your cooperation is appreciated.

*Students walking must use the crosswalk on N. 10th.

*The parking lot off of N. 10th, by the cafeteria is reserved for buses, deliveries and trash removal. No parent or visitor parking is allowed.

*The parking lot off of N. San Jose is reserved for staff parking.

*Anytime you need to get out of your car, even momentarily, please park in the parking lot by the main entrance of the school.

*Traffic through the circle drive is one-way. Please enter through the north opening and exit through the south opening.

Change in after school plans

If there is a change to your student's dismissal plan, please call the front office by 2p.m. This will help us ensure that your child's teacher is notified of the change. Only parents and guardians will be allowed to call and make changes to student dismissal plans.

If we do not receive a phone call from the parent or guardian, students will be sent home their normal way (bus, daycare van, etc.). We cannot rely on the oral information from the student, because they sometimes do not reflect the parent's intentions.

Absences and Tardies

Reporting Absences

Should your child be absent, please call the office at (325) 671-4895 so that we can notify your teacher. Please report your child's absence before 9:15a.m. or you will receive a call inquiring about the absence from the automated "call out" system. If your child is absent for three or more days without notification, the attendance officer will be sent to your residence. A parent note and/or doctor's note will be required for every absence. All notes must be turned into the office in a timely manner. Texas Law requires that students be in attendance 90% of the school year in order to be promoted to the next grade.

Tardies

Please make every effort to see that your child gets to school on time. We maximize every minute that your student is at school for instruction and academic growth. It is very important that they arrive by 7:50a.m. If they should happen to be tardy, your child will need to come to the office for a tardy slip. Breakfast will not be served to students who arrive after 7:50a.m. Tardies are recorded on report cards for each six weeks and chronic tardiness is reported to the school attendance officer. Please provide all documentation for any appointments so that we can keep on file.

Release and Return of Students During the School Day

Students need to be signed out through the front office. **Students will only be released to those adults listed on the TEAMS/FRONTLINE contact information.** We ask that you keep the office current with the most updated information. If you have a change of address, telephone number or employment, please contact the office as soon as possible with those changes. Adults must show ID and sign students out from the front office.

Class time is extremely important and we please ask that appointments be scheduled for the end of the school day so students do not miss instruction if possible. We ask that you make every effort to return students to school when the appointment is completed so the instruction they miss is kept to a minimum. Students must check back into school through the front office.

Contacting the Teacher/Conferences

Contacting Your Teacher- Please check our school website for teacher's email addresses and reach out if you have any questions or concerns. If you need to speak with our teachers over the phone, please leave a message with our front office staff. Our teachers will return your call during their conference period or after school. Please check your child's backpacks daily. Our teachers will send important information home including grades, calendar information, and other grade level or class announcements.

Conferences- One parent/teacher conference is required during the school year. Additional conferences may be initiated by either the parent or teacher, as needed. If you have questions or concerns, please contact your child's teacher and set up a time to meet. We

want each Stafford Lion to be successful and we need your help and involvement in your child's education!

School Nurse

Mrs. Roxanne Laudi is Stafford's school nurse. Her office is equipped to handle routine medical needs. In the event of a more serious illness or injury, parents/guardians will be notified immediately. If students become ill at school, the nurse will contact the parent and guardian listed in TEAMS/Frontline. Please be sure to call our front office for any updates to your contact information! Students should not be sent to school if they have been running a fever or vomiting within the last 24 hours.

Allergies: It is very important that the school nurse and classroom teacher be informed of any allergies to drugs, food, or environmental conditions that your child might have.

Medication: If your child should have to take medication at school for any reason, please contact the nurse. All medication (prescribed or otherwise) is to be kept in the nurse's office. Medication forms must be filled out by the parent and returned to the nurse. Students are not allowed to bring any form of medication to the school. Please see AISD Medication Procedures.

Visitors

All visitors must enter through the front office. A valid driver's license or Texas ID is required to receive a visitor's badge. Identification will be electronically checked against registered sex offender databases. ID cards will be kept in the front office and returned when visitors check out to leave. Please wear your visitor pass where it is visible to all school personnel.

Visits to individual classrooms during instructional time must be approved by the principal. Visits will not be permitted if the duration and/or frequency interferes with instruction or disrupts the normal school environment.

Any visitor on your child's contact list in TEAMS/Frontline is welcome to come eat lunch with them. They will sit at our "Visitor Table". Only your child will be allowed to eat at the "Visitor Table". No other students will be allowed to join. When lunch is over, your child will be expected to leave as a class and the visitor will check out in the office.

Student Behavior Management

The staff at Stafford Elementary is committed to every child reaching their full potential. We value a safe environment for all students and have high expectations for their behavior. Abilene ISD uses the CHAMPS classroom management system through Safe and Civil Schools on all elementary campuses. This program emphasizes teaching, modeling, and supporting positive and appropriate behaviors and expectations for students. All of our teachers have been trained to use a positive and proactive approach to classroom management.

We are also a Leader in Me school. We incorporate the teaching of the 7 Habits and believe that all students have the ability to lead. We work to develop these leadership qualities in all of our students throughout the school year.

In the event that a discipline referral to the office is necessary, the parent and guardian will be contacted by a member of the administration team. It is important that the student, teacher, principal, and family work together. Our desire is for every child to be successful!

Please refer to the Abilene ISD Code of Conduct for more specific information about district rules and policies. A paper copy will be available upon request.

Birthdays and Celebrations

Stafford will have three classroom celebrations a year. These events will be held school-wide on the same days. Information about these celebrations will be sent home with your child.

Parents/Guardians are welcome to bring store bought birthday treats such as cupcakes to celebrate birthdays. These treats must be brought to the office before noon and will be given to the teacher. Treats are handed out right before dismissal (around 3:00p.m.). Teachers will decide how and when to hand them out. Please note that students are not allowed to receive flowers, balloons, cookie bouquets or gifts at school. Birthday invitations can only be passed out at school if there is one for every child in the classroom and will be handed out at dismissal. We want to avoid any hurt feelings!

Recess

All grade levels at Stafford have a designated time to be outside for recess. Recess is at the discretion of the teacher and not guaranteed to occur every day. Consideration of indoor or outdoor recess will begin as the temperatures nears 90 degrees or 40 degrees. Temperature, Wind Chill, Relative Humidity and adequacy of clothing of the children are all factors that are considered to determine if the weather conditions are appropriate and safe for students to have outdoor recess.

Lost and Found

Lost items will be kept in a designated area near the cafeteria. We encourage students to check for their lost items. Please label all personal items with your child's first and last name.

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. We encourage parents to volunteer with our after-school events and on field trips. Please contact our parent coordinator, Tammy Garrard about filling out a volunteer form.

School Communication

We will send home all school announcements and information on bright green paper. Please check your child's backpacks and folders daily for important information from Stafford's office. We will also notify parents and guardians of important information via School Messenger and Remind.

Your child's teacher will send home information during the first week of school about how they will communicate with families. Each grade level has a different system, but our goal at Stafford Elementary is to build a positive relationship with our families so that our students reach their full potential.

Our social media accounts are also a great way to receive school information and to see all the great things happening on our campus.

Facebook - @LionsHearUsRoar, **Instagram** - @aisd_stafford, **Twitter** - @Stafford_Lions

Stafford COVID-19 Supplement to Campus Guide

Face Coverings

The use of face coverings/masks that cover the nose and mouth is strongly recommended for all staff and students. Face coverings/masks protect not only the wearer, but also significantly reduce the risk of spreading COVID-19. While opinions vary, personal choice about mask wearing is always to be respected by staff, students, parents, and visitors.

Visitors

Visitors and guests on campus will be limited to essential activities necessary for school operations. To determine essential visits, families and visitors will contact Melissa Scott to receive approval before arrival. Visitors will remain in the reception area outside the front office in the vestibule. Families that need to drop off essential items to students during the school day will work with office staff to limit contact. Until further notice, no families will be allowed to eat lunch on campus and families will not be allowed to enter the building on the first day of school.

Kindergarten First Day

On the first day of school, only Kindergarten families may drop off their child at the outside door of their student's classroom. Families will not be allowed to enter the classroom or building. Please park in the front parking lot if you wish to drop off your kinder student.

Arrival

At 7:15, students may enter the school building. When possible, parents are encouraged to drop off their students closer to 7:50. At every entrance, there will be hand sanitizer available and staff members at each entrance to ensure that students are wearing face coverings. Car riders and walkers will enter through the main gate. 1st grade and 5th grade will wait in the Activity Gym. 3rd grade and Kinder will wait in the cafeteria. 4th grade will wait in the main gym. 2nd grade will wait in the library. At all holding areas, students will be spaced out to maximize physical distance. Students will remain in their holding areas until 7:40 when teachers begin picking their classes.

Dismissal

Bus riders - Students will skip seats while waiting in the cafeteria to maximize physical distance.

Walkers - Students will exit out of the Activity Gym doors.

Car riders - 3rd and 4th grade students wait inside the main gate. 1st and kinder students wait in classrooms. 2nd and 5th students wait in the library courtyard.

Transition

To prevent the spread of COVID-19, students and teachers will sanitize workspaces between use.

Breakfast

Breakfast will be served from 7:40 – 7:50 and students will eat in their classrooms and areas will be sanitized before and after eating.

Lunch

Our eating area this year will be expanded to include both the cafeteria and the Activity Gym. Cafeteria tables will be separated to maximize physical space. Students will skip seats and be appropriately staggered on each side of the table. Students will wear face coverings while transitioning to and from the cafeteria and only remove their face coverings to eat. All eating areas will continue to be sanitized before and after student use.