

# Austin Elementary

**3749 South 23<sup>rd</sup> Street  
Abilene, Texas 79605  
325-690-3920**



School Mascot: Raiders  
School Colors: Red and Black

Principal – S. Clay Johnson  
Assistant Principal – Lacy Bruce  
SAP Assistant Principal – Jacqui Smith  
Instructional Coordinator – Michele Einkauf  
Counselor – Lindsay Herrington  
School Nurse – Sarah Baird  
School Secretary – Amanda Schoenenberger  
Office Assistant – Uluwehi Laurita-urata  
Cafeteria Manager- Liliana Thornburg

## **Mission Statement:**

Our purpose is to have our teachers, families and community be actively involved in our students' lives so they can: Be here to learn, learn to lead, and lead EVERYWHERE.

## **School Motto:**

Great Happens Here!

Welcome to Austin Elementary! At Austin Elementary, we are committed to excellence and preparing each student for a bright future. We will work together as a team to ensure each student can achieve greatness and reach their fullest potential. As educators and parents, we share this great responsibility. We welcome your participation and support during the school year and ask you to please consider membership in our campus PTO and volunteer (VIPS) program. The faculty and staff of Austin Elementary are truly the best and we are so excited to help your children achieve excellence in all that they do! Go Raiders!

S. Clay Johnson, Principal

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

### **Early Arrival**

The building opens each day at 7:15am. All students arriving at school before 7:40 will go directly to the gym (K – 3) or LRC (4 & 5) unless they need to eat breakfast. Students who will be eating breakfast at school must arrive by 7:35 in order to have enough time to eat before the 7:40 bell. The doors are closed at 7:40. In order to ensure a calm start to the school day this is a quiet time with *quiet talking*. Students who wait in the gym or LRC are encouraged to bring books to read or drawing/writing materials. Students will be dismissed from the gym, cafeteria & LRC to their classrooms at 7:40.

### **Arrival**

Students who arrive between 7:40 and 7:50 may go directly to their classroom. The tardy bell rings at 7:50 and morning announcements are at that time. Parents may not enter the building before 7:50 except for a scheduled conference, to see the nurse, or to go to the main office. Students who are tardy will need to come to the office before entering the classroom. Parents will be allowed to walk students to their classroom through the first week of school. After the first week, whether that is three days or five days, students will walk to their classroom on their own or be escorted by a school employee.

### **School Dismissal**

All grade levels are dismissed at 3:15. Vehicles are not allowed to come in for pick up until 2:45. Monitors are on duty after school at all pick-up points. Some Austin students are eligible to ride the school bus. Students must go straight to their ride, ride their bike, or walk home. Students are not allowed to play on campus after school. Students are not allowed to re-enter the building after dismissal. 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 (690-3920) so that we may give a message to the student/students. Please call changes in no later than 2:45 PM to ensure that we have enough time to get the message to the child.

- All students that are picked up in a car in the front drive will exit Austin to the front sidewalk. Teachers will stay with students until they are picked up by a parent or designee. Traffic is one-way in the front circle. Make the loop when your child is not readily stepping into your car; simply exit, circle around, and try again. No parking is allowed in the drive through during pick up time. If you park in a parking spot in the front drive, please know that you will not be able to back up until all traffic is clear. Drivers and passengers must always remain in their car! Please be kind to the traffic monitors.
- All parents that walk up to pick up their student, can do so by picking them up from the cafeteria at 3:15. The front drive will be reserved for cars only. For safety reasons, parents that are walking must pick up their students in the cafeteria through the back door. No parents will be allowed to walk up through the front where teachers are loading students in cars.
- All bus riders/daycare van riders will be escorted to the cafeteria and then to the buses that will be parked in the back parking lot by the cafeteria.
- Alliance After School Care students will go straight to the gym.
- Students that are not picked up by 3:25 will be brought to the office. No student will be allowed to wait anywhere else after 3:25 and must be picked up from the office. Students may see Mrs. Ulu to call and check on their ride after 3:25.
- No cell phones in a school zone – it's the law!

- Late pickup should be rare. Teachers are most often involved in team meetings and planning after school. Please call and let us know (690-3920) if you will be late and what your plans are.

### **Traffic and Parking**

Cooperation is essential to avoid conflicts in the front drive! Traffic is one-way in the front circle. Arriving students should be dropped off in the right-hand lane closest to the building. Please be courteous and patient during drop-off and pick-up times. Please cooperate with the adult supervisors with kindness when motioned or spoken to. Parking is available in the front circle drive for parents that are visiting campus. Please do not park in the front drive when picking up or dropping off. Vehicles are not allowed to enter the drive through lanes until 2:45.

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

Please call changes in no later than 2:45 PM to ensure that we have enough time to get the message to the child. Parents will not be allowed to pick up children between 2:45 and 3:15. Our staff will be preparing children to get on buses during this time. If you need to pick up your child early from school for an appointment, you will need to pick up before 2:45. Habitual early pick up will be reported to the AISD attendance officer.

### **Absences and Tardies**

#### **Reporting Absences**

Please call the Austin office at 325-690-3920 when your child will be absent.

#### **Tardies**

The tardy bell rings at 7:50. Morning announcements are at 7:50. All students should be inside their classrooms at that time. Late arrivals are disruptive to the classroom and have an adverse effect on educational progress. After 7:50, students will need to check in at the front office with Mrs. Ulu and will receive a tardy for the day. Repeated instances of tardiness will be reported to the AISD attendance officer.

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

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Please sign your child out in the front office before leaving the campus with a student. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Unauthorized instances of this will be reported to the AISD attendance officer. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parent. A student returning to campus before the school day is over must come by the office before returning to class.

## **Contacting the Teacher/Conferences**

**Contacting the Teacher-** Every teacher has a page on the Austin website that contains their email and phone extension. You can contact teachers at any time. Teachers will return your email or phone call within 24 hours. Teachers will not be able to answer their phone while students are in their rooms.

**Conferences-** Parents can request a parent teacher conference at any time. One conference is required per year.

### **School Nurse**

The Nurse's office is equipped to handle routine medical needs. In the event of a more serious illness or injury, parents will be notified immediately. It is vital that we have the latest contact information in Frontline. If you move, change your telephone number, or change jobs, we need to know so that we can reach you effectively.

### **Visitors**

Parents and others are welcome to visit Austin Elementary. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office. A driver's license is required and will be scanned for a background check. At that time, a visitor's sticker will be issued and must be worn while on campus. Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. If you will be attending a field trip, proper paperwork must be filled out and approval must be granted prior to the trip. A visitor's badge for the field trip is required and located in the main office. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. School personnel may require identification of any person on school property.

### **Student Behavior Management**

All children should have the opportunity to achieve their fullest personal and academic potential in a safe, caring environment. For this reason, Austin Elementary has adopted a school-wide set of conduct rules to help create a positive learning environment for your children. It is a commitment that requires everyone – school personnel, students, and parents to assume his or her share of the responsibility toward the attainment of this goal. In order to provide the best learning environment for our students and to ensure their safety, there are three school-wide rules at Austin:

1. Students may not interfere with the learning or safety of others or themselves.
2. Students must be respectful of adults and other students in school.
3. Students must be respectful of personal and school property.

These rules are the same whether a student is in the hallway, in music, P.E., on the playground, anywhere on school grounds, or at a school sponsored event. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct*. Each classroom has specific rules posted that students and teachers create together. In addition, school wide rules are posted in appropriate areas throughout the building. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. Positive behavior is essential for effective learning. It is important that students take

responsibility for their actions and realize their own attitudes and actions are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents/guardians, all students have the capacity to choose behaviors that enhance their relationships and facilitate learning. Austin Elementary will provide a positive learning environment for all students. In order to help students become self-motivated, self-disciplined, and life-long learners, school personnel are encouraged to respond to student success with positive reinforcement. When students are engaged in inappropriate behaviors, it is the responsibility of the teacher and the principal to work with the student and parents/guardians to correct the behavior. Students shall be treated equitably and fairly. Discipline shall be based on the seriousness of the offense and frequency of misconduct. There will be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of school. If a student is referred to the principal, parents/guardians will be notified with a discipline report and/or a telephone call. Students are responsible for discussing misbehaviors with parents/guardians at home so that we can work together to correct inappropriate behaviors.

### **Birthdays and Celebrations**

Invitations to personal student parties away from school can only be handed out at school if every child in the homeroom class receives one. It is against AISD policy to send flowers or balloons to students at school. Classroom parties will be planned by homeroom moms and VIPS with the help of the classroom/homeroom teacher. Awards assemblies are scheduled for the 5<sup>th</sup> grade during the last week of school. Grades K-4 will present awards in the classroom the last week of school.

### **Recess**

Recess will happen every day for every class. Weather conditions and the safety of all students will be considered before sending students outside for recess.

### **Lost and Found**

Please label all personal items with your student's name. This would include lunch boxes, coats, hats, gloves, etc. Lost and found will be in the hall outside of the gym. Unclaimed items will be donated at the end of each semester.

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

Pets should be left at home unless there is an occasion that is instructional and approved by the teacher. No animals will be allowed on campus when picking up or dropping off students.

### **PTO/PTA/Volunteering**

The Austin PTO is an association of parents and staff members working cooperatively to enhance the educational environment for our students. This association is based on mutual trust, respect, and understanding. The PTO provides many activities and services to the Austin campus that could not be accomplished without their involvement. Please make sure you join PTO during this year's membership drive! Our volunteers are invaluable! There are so many activities that parents may volunteer for...the list is endless! The VIPS chairperson will send home a volunteer signup sheet at the beginning of the year. Teachers will also have a sign-up sheet for homeroom moms. We appreciate the work our volunteers do every day! When you volunteer, please remember to sign in at the main office. If you will be attending a field trip, you will need to fill out the appropriate paperwork and complete a background check. Forms are available in the front office.

### **School Communication**

Newsletters, call outs, social media, and the Remind app will be used to communicate with the Austin community. Please make sure your contact numbers are always up to date in Frontline so that you will always get the latest information.