

# **Allie Ward Elementary**

**3750 Paintbrush Drive  
Abilene, Texas 79606  
325-690-3666**



School Mascot: **Wildcats**  
School Colors: **Burgundy & Navy**

Principal – **Mrs. Dawn Ripple**  
Assistant Principal – **Mr. Greg Rake**  
Instructional Coordinator – **Mrs. Sandi Muniz**  
Counselor – **Mrs. Crissandra Roberts**  
School Nurse – **Mrs. Patricia Acosta**  
School Secretary - **Mrs. Jessica Caraveo**  
Office Assistant – **Mrs. Veronika Martinez**  
Cafeteria Manager- **Ms. Amber Reese**

## **Ward's Mission Statement:**

We, the Leaders, at Ward Elementary will strive to show respect to our classmates, teachers, and community. We will show kindness through our words and actions as we become life-long learners and builders of our future.

## **Ward's School Motto:**

**Where Kids Are #1!**

At Ward Elementary, we are proud to serve students with an excellent education while providing academic experiences that are positive, rigorous, purposeful and engaging. We want students to be excited about learning when they walk through the door. We look forward to partnering with you to ensure a successful school experience for your student. Thank you for being an important part of your child's education!

# Ward Elementary Arrival & Dismissal Guidelines for 2022-2023

## **Early Arrival**

Our doors will open at 7:15 a.m. Our first bell is at 7:40 a.m. The tardy bell rings at 7:50 a.m. Students may enter either set of front doors. Those who arrive at campus before the first bell rings may choose to eat breakfast in the cafeteria or plan to wait in a designated grade level space.

## **Arrival**

In the mornings when you drop students off at school, please note:

1. The right lane in the circle drive (closest to the building) is for drop-off only. Please do not park in this lane or leave your vehicle unattended. Remind children to exit the vehicle on the right side so that they will not be exiting into traffic.
2. The center lane should be left open for through traffic. Please do not stop or halt traffic in the center lane.
3. The left lane in the circle drive is for parking and through traffic. Please do not drop students off in this lane. If you choose to park in this lane, please walk your student(s) across the circle drive using the crosswalk.

***\*\* Please pull into a designated parking space in the parking lot if you need to come into the building. For the safety and well-being of our students, there will be absolutely NO student drop off in the parking lot. Families may park their car in a designated parking space and then escort students into the building USING the crosswalks.***

***\*\* Thank you for following the directions of the crossing guards. Patience and caution are imperative in the circle drive area for everyone's safety.***

***\*\* State law prohibits the use of cell phones in school zones. Please refrain from using your cell phone while driving for the safety of our children.***

## **School Dismissal**

The school day ends at 3:15. If your child does not ride a bus, please pick your child up promptly at 3:15 in the front of the building. Students will wait with respective teachers according to designated grade levels. Older siblings will stand and wait with youngest siblings to enable one stop and pick up.

## **Traffic and Parking**

In the afternoons when you pick students up from school, please note:

1. The right lane in the circle drive (closest to the building) is for pick-up only. Please do not park in this lane or leave your vehicle unattended. Please observe the two painted crosswalks in the circle drive. Watch for children crossing, and do not stop in these areas. Students will be with their teachers. Please pull up to the designated grade level area. Students will load your vehicle from the right side.
2. The center lane should be left open for through traffic. Please do not stop or halt traffic in the center lane. Please do not stop in the crosswalks. Students will NOT be permitted to load your vehicle from the center lane.
3. The left lane in the circle drive is for parking and through traffic. If you choose to park in this lane, students are welcome to cross and meet your vehicle using the crosswalk. They are to enter your vehicle from the left lane ONLY; not from the center lane.

## **NEW!!!! Car tags**

Each family has been assigned a number and issued two rear-view mirror pick up tags. These tags will need to be used to pick up your child after school. If you choose to walk up to the school, please carry your tag with you. If you do not have your tag, please park, and bring your ID to the office so we can verify that you are on the students pick up list. If you lose your tags, please come to the office to purchase a new one. Replacement tags cost \$2 each.

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

If your child will be going home a different way than usual, the office must be contacted by a parent by note or phone call prior to 2:30 p.m. about the change in plans. If there is no notification by a parent ahead of time, the child will be sent home in the usual way such as bus, daycare van, etc. For safety, we will not rely only on oral information from the student as sometimes that may not accurately reflect the parent's intentions.

### **Reporting Absences**

If your child will be absent, please call the Ward office at 690-3666 and choose option 1. The office staff and/or an automated message system calls the parent contacts of any student who is marked absent and whose parents have not called in. We want to make sure everyone is either present or "accounted for" for the safety of all the students. If your child is absent due to a doctor/dental appointment or a prolonged illness, please send doctor's note to the office when your child returns to school.

### **Tardies**

When the 7:50 a.m. bell rings, students are expected to be in their classrooms ready to start the day. Excessive tardies can affect student learning. Ward teachers, students and staff begin each morning with an uninterrupted Morning Meeting time. Morning meetings help foster positive classroom climate through activities that promote a sense of belonging and connection to school. It's an important part of the day that your student won't want to miss 😊

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

Students who need to leave school during the day for an appointment must be signed out in the office. Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. If a student must leave for an appointment, once you come to the office to sign your child out of school, we will notify your child's teacher to send him/her to the office. Upon return from a doctor's appointment, a doctor's excuse will be requested for documentation. As a safeguard for our students, teachers have been instructed not to release students to adults unless notified by the office.

**FOR YOUR CHILD'S SAFETY, ONLY INDIVIDUALS WHOSE NAMES APPEAR IN THE FRONTLINE COMPUTER SYSTEM WILL BE ALLOWED TO PICK UP A STUDENT.**

Individuals must present a driver's license or some form of photo identification in order pick up a student from school during the day. If someone other than you or your emergency contacts will be picking up your children, please contact the office and let us know beforehand.

### **Contacting the Teacher**

Your child's teacher will remain in contact with you throughout the year via phone calls, REMIND messages and conferences. If you would like to contact your student's teacher, please leave a message in the office for a return call. You may also email the teacher directly. Teacher email addresses can be found on the Ward page of the Abilene ISD website at [www.abileneisd.org](http://www.abileneisd.org).

### **Conferences**

While at least 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 a concern or a question, we encourage you to contact your child's teacher for a conference. By working closely together, we can ensure a successful year for our children

### **School Nurse**

Mrs. Patricia Acosta, R.N. is Ward's new school nurse. Her office is equipped to handle routine medical needs. In the event of more serious illness or injury, parents will be notified immediately. You can contact her directly by calling 690-3666 and choosing option 3. Please keep the school informed with current phone numbers. If an emergency situation were to arise, we must be able to reach you as soon as possible.

### **Visitors**

Parents and visitors are always welcome and encouraged to visit our campus and see all the wonderful things occurring at Ward. All visitors must first report to the main office and will be asked to present an official picture ID in order to receive a visitor pass. The identification card will be electronically scanned and checked against registered sexual offender databases. ID cards will be kept in the office until you check out to leave. It is expected that your visitor pass be visibly worn for the entire time you are on campus. All visitors are expected to demonstrate the highest standards of courtesy and conduct and also be respectful of our school dress code.

Homeroom classes will have scheduled lunch times. Guests for lunch must come to the office to receive a visitor's pass. Only parents/guardians and individuals listed in the FRONTLINE computer system will be allowed to eat with students. During lunch time, you will be able to eat with your student(s) at the indoor "Guest Table" or outside utilizing our new picnic tables. These tables are provided for you to eat with your child only. For the benefit of all, no other student(s) will be allowed to join you and your student(s) at the guest table. When the classroom lunch time is over, your student will be expected to leave as the class is leaving the cafeteria with his/her teacher and it is requested that you check out in the office at that time.

If you have items that need to be taken to a classroom, we will be happy to contact the teacher and have the item(s) delivered so that instruction time is not hampered.

### **Student Behavior Management**

The faculty and staff at Ward Elementary support the idea that school should provide a safe and orderly environment for everyone. Abilene ISD is committed to implementing the CHAMPS classroom management plan through Safe and Civil Schools at all elementary campuses. CHAMPS is a proactive and positive approach. By implementing effective classroom management techniques, student engagement and academic achievement soar. Our goal is to praise and reward positive behavior while reducing inappropriate behaviors. It is important that the student, teacher, parent and administration all work together.

The campus principal, Dawn Ripple, and the assistant principal, Greg Rake, serve as the campus behavior coordinators. Discipline will be administered when needed to protect students, employees, property, and to maintain order. Students sent to the office will be treated fairly and consistently. Before discipline is administered, the principal will consider the frequency and seriousness of the offense, the student's attitude and the effect of the misconduct on the school environment. Both students and parents must be familiar with the Abilene Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document can be found on the website [www.abileneisd.org](http://www.abileneisd.org).

### **Lost and Found**

Please label your child's coats and jackets with his or her first and last name. The lost and found coat racks are located in the cafeteria. If jewelry or items of special value are turned in, they will be kept in the office until claimed.

### **Birthdays and Celebrations**

Ward classes will enjoy three classroom celebrations a year. These events will be held school-wide on the same days. Families may be asked to help contribute by sending items for the events.

Birthdays are announced daily during the morning announcements. If a student is celebrating a birthday, parents are welcome to drop off a treat for the class. If possible, please coordinate ahead of time with your child's teacher if you plan on sending anything for the class. According to Child Nutrition Service guidelines, birthday treats may not be served during lunch time. Please note that balloons, flowers, disruptive party favors will also not be allowed in the classroom.

Invitations to personal student parties outside of school can only be handed out at school only if every child in the class receives one. We want to avoid hurt feelings.

### **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 students. Please note that AISD guidelines state that students will not go outside if the temperature is below 40 degrees or if there is a heat index of 95 degrees or more.

### **Allie Ward PTO & Volunteering**

The PTO looks forward to a wonderful year serving the children and families of Ward Elementary. 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.

The role of a volunteer is an important one, and while enjoyable, requires accepting certain responsibilities. As a means of ensuring the utmost safety and security for all students in Abilene ISD, our district has standardized the process for volunteer chaperones to be present on our school field trips. These guidelines will help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants.

To become a volunteer field trip chaperone, the Abilene district policy requires that all volunteers have a have an annual name-based background check completed before attending any field trip. If you would like to accompany your child and his/her class on an upcoming field trip, please complete the volunteer application form found on our district webpage at <https://www.abileneisd.org/for-parents/volunteer-information>.

### **School Communication**

The Wildcat Trail is published monthly throughout the school year. This school wide calendar will give dates for special activities such as field trips, assemblies, holidays, etc. that are planned for the month.

School Messenger is a phone call out system that allows us to send recorded messages to our parents. There will be several call outs and email notifications through the course of the year giving you details regarding early release days, school holiday reminders, and special events taking place at Ward. It is very important that we have current phone numbers and email addresses on file for your family.

If you need additional information on a particular topic, please contact the school office at 325-690-3666.