

Allie Ward Elementary

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



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

Principal – **Mr. Blake Fuller**
Assistant Principal – **Mrs. Michelle Hillock**
Instructional Coordinator – **Mrs. Sandi Muniz**
Counselor – **Mrs. Crissandra Roberts**
School Nurse – **Mrs. Miranda Waldron**
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 2023-2024

Early Arrival:

The school opens at 7:15 a.m. Students should not be dropped off or wait outside before this time due to no adult supervision and school doors being locked. All students will enter the building through the front doors located at the front of the building. All Ward students are eligible to eat breakfast for free. If students choose not to eat breakfast or after finishing breakfast, they are required to go to their designated areas to read/sit quietly while being supervised by staff until the 7:40 a.m. bell releasing them to class. No students will be allowed to wait outside on the school grounds before school without being supervised by their own parents/guardians.

Arrival:

Students are allowed to go to their classrooms beginning at 7:40 a.m. School officially begins at 7:50 a.m. Morning drop-off should occur using the following procedures:

***Driveway Drop Off:** • Cars should enter through the driveway entrance located on Paint Brush. Two drop off lanes are provided. Parents are not to leave vehicles. • Students being dropped off in the left outside lane of driveway should use the provided monitored crosswalk • Students being dropped off on the right inside lane of the driveway closest to the school can safely exit the car closest to the curb

***Walk-Up:** Students and adults are expected to cross using the provided crosswalks monitored by our campus crossing guards for safety purposes.

***Campus Guidelines for Walking Students into the School/Classroom:** For the safety of our students and campus, parents/guardians are not allowed to walk children into the building. This allows our staff to clearly monitor the hallways for the safety of our students and entire campus. Kindergarten families will be given a 1st day plan.

School Dismissal:

The school dismissal bell is at 3:15 p.m. Parents/guardians are asked to wait for their children outside the building.

1. Car Riders: Students will wait in their classrooms until their designated car tag number is entered by the drive through attendant.
2. Parent Walk-Up: (front gate leading into the gym): students will wait in the gym until their guardian arrives at the gate entrance with their designated car tag number.
3. Bus/Daycare: students will be escorted to buses/vans and checked in.
4. Student walkers: students will be escorted safely off campus at crosswalks. Students will not be released to parents/guardians before the 3:15 p.m. bell unless permission has

been given by the principal or parents have gone through the office checkout process. Early pick-up of students/change in after school plans should be minimal.

Traffic and Parking:

Car pickup in front drive: Vehicles will park in the outside two lanes. Staff members will announce numbers located on car tags placed in the car window. Student(s) will go to the designated area in the driveway. Staff will load students into the car for safety purposes as parents drive into the loading zone. Guardians are not permitted to use the middle lane.

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 a doctor's note to the office when your child returns to school.

Tardies

When the 8:00 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 instruction at 7:50 a.m. each morning.

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 to 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.

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. Miranda Waldron, 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 lunchtime 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, Blake Fuller, and the assistant principal, Michelle Hillock, 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.

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, and 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 15-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 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 <http://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.