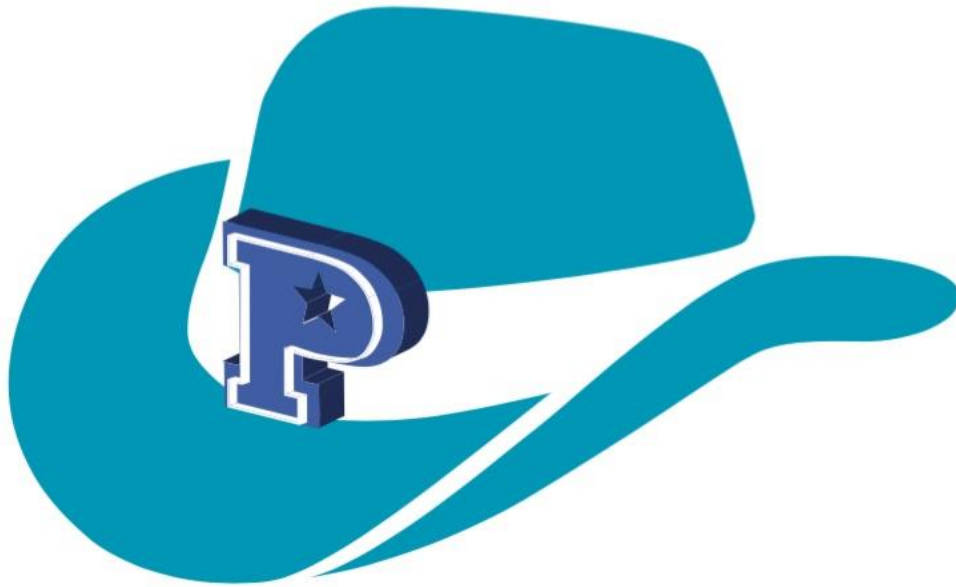


# Patton Elementary School

## Parent & Student Handbook

### 2017-2018



Dr. Amanda Brantley, Principal  
Ms. Cheryl Styskal, Assistant Principal  
Mrs. Angela Frageman, Assistant Principal  
Mrs. Katherine Beck, Counselor  
Mrs. Caroline Sanchez, Counselor  
6001 Westcreek Drive  
Austin, Texas 78749  
512-414-1780

## OUR VISION

JA Patton Elementary School will reinvent the urban school experience.

## OUR MISSION

J.A. Patton Elementary School is a joyful and safe academic community that embraces diversity, creativity, and leadership.

## OUR BELIEFS

Pioneers will cultivate meaningful relationships throughout our learning community.

All Pioneers will be college, career, and life ready.

Pioneers will be life-long learners.

We expect all to encourage and embrace the Pioneer Spirit.

## PIONEER VALUES

Students First  
Expect Personal Best  
Integrity and Respect  
Positivity  
Health and Safety

# Welcome to Patton Elementary

**School Colors** – Royal Blue & White

**School Mascot** - Pioneers

## **Office Hours**

7:15 a.m. – 4:30 p.m.

## **School Hours**

7:45 a.m. – 2:57 p.m.

## **PARENT PIONEERS WELCOME**

### **1) Join and actively participate in PTA**

PTA is an essential partner in carrying out the educational goals of our school. An active, strong group of parents working for the benefit of the school is crucial to the success of Patton.

Please contact the 2017-2018 PTA President: Michele Cole at (512)680-8019 or at [michelecole3@gmail.com](mailto:michelecole3@gmail.com). The Patton PTA website can be found at <http://www.pattonpta.org>. In addition, find us on Facebook at Patton Elementary PTA, Austin Texas and Twitter @Patton\_Pioneers.

### **2) Visit the campus often**

**Classroom visits** in your child's classroom are welcome at Patton Elementary School. In order to assure parents of the continuous quality of education for all children, we are asking that parents observe the following guidelines:

- Please make an appointment with your child's teacher. This courtesy enables you to schedule the visit for maximum benefit.
- Sign in at the school office before going to the classroom. All visitors must wear the visitor's badge in a visible location during the entire visit.
- All visits are limited to approximately 30 minutes to limit classroom distractions. You are welcome to return for additional visits of 30 minutes throughout the year.
- Teacher-student interactions must not be interrupted at any time. You are asked to observe quietly in a location designated by the teacher.
- Younger children (siblings of child being visited) may not attend classroom observation time as per district policy.

- If you wish to discuss your visit or any other aspect of the school, please set up a conference with the teacher at a mutually convenient time.
- At the conclusion of the visit, sign out at the school office, remove, and discard name badge. You must leave the building after discarding name badge.

### **3) Have lunch with your child**

Adults are welcome in our cafeteria for lunch. Please sign in at the office. Tables for visitors and the child visited are located at the back of cafeteria. Picnic tables are also available in front of the building.

### **4) Volunteer**

AISD requires any person volunteering (i.e., field trips, classroom, cafeteria, library, etc.) to submit a Name Based Criminal History Check **EACH** school year.

- All volunteers must sign in at the school office and get a name badge before starting a volunteer shift or joining their child for lunch.
- The name badge must be worn and be visible during the entirety of the volunteer shift or visit.
- At the end of the volunteer shift or visit, sign out in the main office, and discard badge. Once badge is removed, the volunteer or visitor must leave the building.
- If a parent or community member is volunteering on a consistent schedule, they must complete a background check through Austin Partners in Education. Any parent driving on a field trip must have an additional background check. Proof of Insurance must be filed in office 1 week prior to scheduled field trip.

### **5) Read Weekly Parent Pioneer Print**

Every week watch for the Parent Print which includes important school information, dates, and events on campus. In addition, teachers distribute classroom information through newsletters and/or websites.

## **ARRIVAL AT SCHOOL**

Doors open at 7:05am. **Please drop off students at the front of the building prior to 7:15.** Students arriving prior to 7:30 go to the cafeteria or gym, based on grade level. PK through 3<sup>rd</sup> grade are in the cafeteria; 4<sup>th</sup> through 5<sup>th</sup> are in the gym. Teachers will escort students into their classrooms to begin the day at 7:30 am. Students are counted tardy if not in the classroom at 7:45. Learning begins when students enter the

classroom, please schedule parent conferences for other times.

**EVERY FRIDAY:** Every Friday morning, we will have a school-wide assembly at 7:30. Students will sit with their teacher. Please drop off in cafeteria. We ask that all visitors proceed to the back of the gym or exit the building.

### HUG ZONES

After the first week of school, we ask that you use the “Hug Zone” to say your goodbyes before your child walks to class. The area in front of the cafeteria is designated for this purpose. **No parent or family member will be allowed to escort their child to class after the 1<sup>st</sup> week of school.** This will allow teachers to begin instruction immediately after announcements.

### ARRIVING LATE OR LEAVING EARLY

Students arriving after 7:45 and/or leaving early (before regular dismissal time) will be counted as tardy, i.e. “missing part of the school day”. Students who are tardy do not meet the criteria for perfect attendance. **During the school day all students must be signed in and out through the office.** The school will not release a child to anyone without the consent of the parent who has legal custody. A photo ID is required.

### ATTENDANCE

Regular, on time, attendance is essential for student success. A child not in class at 10:00 will be marked absent for the day. **For an absence due to anything other than a medical appointment, a written or electronic note from parents is required within three days of the student returning to school.** Students absent due to illness are ineligible to participate in after school activities that day. If an absence or tardy due to a doctor’s appointment is unavoidable, it is important that parents notify the office that their child will be arriving late or leaving early due to an appointment with a health care professional. **Please request a note from the doctor’s office for the child to bring to the attendance registrar.** Students will be counted present if they begin classes or return to school on the same day of the appointment. **Trips/Vacations are unexcused absences (per district policy).**

### SILENT DISMISSAL

PK students are dismissed at 2:00 on the front porch. All other grades are dismissed at 2:57. Due to AISD in-service training and/or parent conferences, there may be occasional Early Release Days scheduled during the school year. Regular silent dismissal procedures will be used for these days. Parents are asked to wait outside

during dismissal. All families will be issued a Family Number which is **required** for car and walk up parent pick up. **WALK UP PARENTS** pick up at doors by lunchroom. **CAR PICK UP** in front of building. **WALKERS** are dismissed from inside the building. Students are **NOT** to be picked up from the portables. **If changes to your child’s pick up need to be made, we ask that you let your teacher know prior to Noon and/or contact office by 2:00pm.**

Austin is **512-414-6500**.

### EMERGENCY CONTACT

Parents must provide telephone numbers where they (or adult designees) may be reached in the event of a child’s illness or injury during the school day. Please ensure that your contact information is current. **Contact information can be updated in the office or via Parent Cloud.** Please send written notice. If your child needs emergency care and we cannot reach you or others you have named, we will call EMS. Parents are responsible for paying any medical bills for EMS and the hospital they use.

If a court order is in place regarding your child, you must provide a copy of that order to the school office as soon as possible. We must have a copy of the complete court order so we can enforce the entirety of the court order.

### PARENT/TEACHER COMMUNICATIONS

**Concerns:** If you have a classroom concern, please contact the teacher first. If after communicating with the teacher, this concern is not resolved, feel free to contact Administration for support.

**Folders** – Folders containing class work, tests and school memos are sent home weekly for parent review. Folders should be emptied, signed by the parent and returned the next day.

**Progress Reports** – Progress reports are sent home to parents of students whose grades are borderline or failing each three weeks through the nine-week grading period.

**Parent/Teacher Conferences** – Conferences may be requested by parents or teachers. Teachers are available during their conference time or after school. Please communicate teachers via email or phone to arrange a conference. Parent/Teacher conferences are officially held in the Fall and Spring.

**Report Cards** – Report cards are issued every nine weeks. The district copy must be signed and returned. Any numerical grade below 70 is failing (grades 3-5).

Grades K-2 have a developmental report card describing learning progress.

**Telephone** - Every classroom is equipped with a telephone and each teacher has voice mail. Messages may be left during instruction times and when the teacher is unavailable.

### **HOMEWORK ASSIGNMENTS**

Homework is assigned as needed and appropriate for the grade level. For more specific information regarding expectations regarding homework, please see your child's teacher.

When parents call in their child's absence, they may request that books and assignments be sent to the office or make alternate arrangements for getting the work. Generally, the work will not be available until after 3:00. Class work assignments should be requested before noon.

### **CLASSROOM DELIVERIES**

All student/parent deliveries must be brought to the office. **Please do not take forgotten items directly to the classrooms.** Write the child's name and teacher on the item and leave it in the office. Items will be delivered by the staff or picked up by the student.

### **SECURITY/SAFETY**

Anyone who is not a student or staff member must sign in at the office and wear an identification badge. **If a family has special custody or security concerns, it is the family's responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties.** All exterior school doors are locked between 7:45 a.m. and 3:00 p.m. each day. **To enter the school during these times, please use the main entrance by using the buzzer keypad located to the right of the main doors.**

**Safety Drills:** We conduct several different types of safety drills every year. If you are visiting the building please follow all staff instructions. We conduct four different drills:

- **Evacuations** conducted for fire, bomb threat, or gas leak.
- **Lockdowns** conducted for intruder or violence on campus.
- **Reverse Evacuation** conducted for a situation in the vicinity of the campus.
- **Shelter-in-Place** conducted for inclement weather or HAZMAT.

### **CELL PHONES**

Elementary aged students may bring a cell phones and electronic devices to school provided they stay in the backpacks and are turned off during the instructional day. Teachers may allow them to be out for Instructional purposes only during the day. Any device that is picked up due to misuse, will only be returned to a parent. **THE USE OF MOBILE COMMUNICATION DEVICES WHILE OPERATING A MOTOR VEHICLE IN ANY SCHOOL ZONE OR AROUND THE SCHOOL IS PROHIBITED BY LAW.**

### **TOYS, GAMES, ELECTRONIC DEVICES & OTHER PERSONAL ITEMS**

Parent cooperation in preventing your child from bringing unnecessary items to school is appreciated. Such items include cards (Pok-E-Mon, Magic, etc), dolls, stuffed animals, balls, action figures, radios, recorders, electronic games, etc. Such recreational items and toys tend to interfere with the learning process and promote arguments or disagreements. Personal belongings brought to school are sometimes lost, damaged, or stolen and the school will not be responsible for any personal property brought to school.

If the teacher approves the presence of specific personal belongings on specifically designed days the items should be used only during the specified time of the day. Teachers will notify parents of special days, ie rewards such as board games.

### **STUDY/FIELD TRIPS**

Parents will notified in advance whenever children leave campus on study trips. Permission for trips using AISD arranged transportation is given on the Student Registration Form. All study trips are planned for educational purposes. Private transportation provided by parents require proof of insurance and a driver's license. Volunteer background check must also be completed through APIE. An AISD private transportation form must be completed and signed by the parent for each trip including charter buses.

### **STUDENT HAT AND DRESS CODE**

In order to maintain a safe and respectful environment, our students clothing should be appropriate to weather conditions and daily school activities. Students should come to school in clothes and shoes which allow them to participate in all school activities comfortably, including PE and the playground. **Hats may be worn to and from school, but should be removed in the building.** Please label all outer wear clothing such as coats and jackets.

Per AISD policy, examples of inappropriate dress at he Elementary shall include, but is not limited to: Shoes with any type of wheels on them;

- Improperly fitting clothing: baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts;
- Tops that are strapless or backless, spaghetti straps, or have low cut necklines;
- Shorts or skirts that are short enough to be distracting;
- Makeup and artificial nails;
- Gang associated clothing or colors;
- Hats worn inside the building (except for religious requirements).

Students violating the AISD dress code will be asked to call parents for a change of clothes. If parents are unavailable, the child will be given appropriate clothes to wear. Please see: <http://www.austinisd.org/parent-information/dress-code> for more information about the AISD dress code.

### **BREAKFAST AND LUNCH PROGRAM**

**Breakfast** is served from 7:05am to 7:40am. Students wishing to eat breakfast may enter the line through the side door on the north side of the building. Parents and guests may not eat breakfast due to the short period of time. The cost is set at the beginning of each school year. Elementary breakfast costs is \$1.50.

Student lunch - \$2.80, including milk

Milk - \$.50

Juice -\$.50 (provided for students with milk allergy)

Adult lunch - \$3.50

Lunch accounts may be funded every morning. The correct amount for the account should be put in an envelope with the child's name, student account number and teacher's name on the front. Online purchases may be made at <http://www.schoolcafe.com>. Mobile app available for Apple and Android devices. Payments, purchase history, menus and applications for meal benefits are available through SchoolCafe. A sandwich and milk will be provided if a child has forgotten money. Lunches may not be charged.

### **FOOD & NUTRITION POLICY**

Patton Elementary follows the district's **Food and Nutrition Policy**. Although strongly discouraged, a student may bring foods or beverages of minimal value (FMNVs) from home as long as only that student consumes.

### **SUMMARY OF DISTRICT REGULATIONS:**

- AISD schools may not serve or provide access for students to FMNV's
- FMNV foods and carbonated beverages may not be sold or given away on school premises by the school, or non-school organizations (PTA groups, fundraisers, booster clubs, etc.), teachers, parents, or any other person or group during the school day.
- A student may bring FMNV foods or beverages from home as long as the student is not selling or providing items to other students.
- The policy does not include sports drinks, tea, or juices.
- The policy only covers prohibited carbonated beverages and foods of minimal nutritional value.
- Parent may only bring food for consumption for their own child. Even with another parent's permission, a parent may only bring food for their own child.

### **Examples of prohibited food items (FMNVs) include, but are not limited to:**

- Soda and carbonated beverages (Coca-Cola, Dr. Pepper, Sprite, Diet Coke, root beer, Mountain Dew, Pepsi Cola, etc.)
- Water ices/snow cones, Slurpies, Slushies, etc. (This does not include snow cones, etc. made with 100% fruit juices.)
- Chewing gum, bubble gum, Blow Pops, etc.
- Certain candies and processed foods made predominantly from sweeteners or artificial
- Sweeteners with a variety of minor ingredients such as...
  - Hard candy (Jolly Ranchers, Mega Warheads, Cherry Sours, Nerds, Runts, Gobstoppers, Sweetarts, sour balls, fruit balls, candy sticks, lollipops, mint, sugar wafers, rock candy, cinnamon candies, Breath mints, jaw breakers and cough drops.)
  - Jellies and Gums (Gummy Apple Rings, Sour Worms, Orange Slices, beans, berry fruit snacks, Mike & Ike, Hot Tamales, gum drops, jelly beans, jellied and fruit-flavored slices, etc.)
  - Marshmallow candies/marshmallow crèmes, (Peeps, etc.)
  - Fondant (candy corn, soft mints, Lemon heads, Cherryheads, Grapeheads, etc.)
  - Licorice, Twizzlers (any flavor or filling)

- Spun candy (cotton candy, etc.)
- Candy coated popcorn (Poppycock, Cracker Jack, etc.)

### **CLASSROOM PARTIES AND SOCIAL EVENTS**

There are to be only three parties during the school year that are scheduled during instructional time:

- Winter Holiday
- Valentine's Day
- End-of-Year celebrations

Days and times for parties are scheduled my child's teacher.

**BIRTHDAYS: Each child's birthday will be recognized at the Friday Assembly.** Please do not send invitations, party favors, presents, or balloons for distribution at school. If you send invitations to school to pass out, there must be one for every child in the room-otherwise, please use your own contacts through email/US mail. **We cannot have birthday parties at school, but you may arrange with your child's teacher a time to share an appropriate and healthy treat. Birthday treats may not be shared at lunch.**

### **LOST AND FOUND**

Please label your child's belongings! The school cannot assume responsibility for your losses, however, if you report them immediately, every effort will be made to help. A Lost and Found box will be maintained for lost items. Items will be kept until claimed by their owner or until the end of each semester. All unclaimed items will be donated to community organizations.

### **LOST OR DAMAGED TEXTBOOKS, LIBRARY BOOKS**

Students must pay for lost and damaged books. A receipt will be issued for lost books. Fines for lost library books are collected in the library. Fines for textbooks are collected in the office.

### **SCHOOL HEALTH SERVICES/MEDICATION**

**Health:** Attendance is important; however, when students are running a fever and ill, it is important that they stay home to rest. A fever is a temperature of 100.4 or higher. **They need to be fever free for 24 hours with NO medication to return to school.**

**Medication:** Schools do not provide medicines for students. Parents must send any medicine that is necessary during school hours or to be kept for emergency use. When medicine must be given at school, **Texas law requires that it be furnished in its original labeled container and with the parent's signed written request and directions.** The original container and your notes must include: student's name, name of

the medicine, purpose of medicine, dose, time of day or when it is needed and how the medicine is taken. Include telephone numbers where you can be called if there are concerns. The school requires that all medicine be checked in the office. Medication forms are available in the nurse's office and on the AISD website on the Parent Information page. Look for the link to Health Services on the right side of the page.

**Lice:** Head lice is common for children ages 3-12. Head lice are not a health hazard and are not responsible for the spread of disease. Screening will be done on an individual basis for students reporting or demonstrating symptoms. All students identified with **LIVE LICE** will be sent home at the end of the school day after contacting parent/guardian by phone. Parents/Guardians will be advised to treat their child for head lice. The name of the treatment product must be provided by the parent/guardian on the treatment letter. After treatment has been completed, the student can return to school. Students identified with **NITS ONLY**, will have their parent/guardian contacted to see if treatment has taken place within the last 7 days. If treatment has occurred, the student may return to school. If treatment has not occurred, the same protocol for live lice will be followed.

### **WEBSITE RESOURCES**

Patton Elementary information can be accessed at: [www.pattonelementary.com](http://www.pattonelementary.com)  
 AISD information can found at: [www.austinisd.org](http://www.austinisd.org)

### **PARENT CLOUD**

Promoting higher student achievement by enhancing communication between our teachers and the families of our students is a top priority in AISD. A web-based program called **Parent Cloud** has been implemented at all campuses. Parents are able to view their child's attendance, grades & report cards. Log on to [my.austinisd.org](http://my.austinisd.org) for instructions on how to set up your account.

### **BUS TRANSPORTATION**

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students are to obey their drivers at all times. Instructions for students riding the buses will be posted in each bus. Students should know the arrival time of the bus and be ready. The driver cannot wait for your child. Drivers will make every effort to be on time. The driver will make written referrals to the principal for students who do not respond to correction. Usually, for the first referral, a discussion of the problem with the

student will take place and a note will be sent home. When a second referral is made, the student can be suspended from the bus and parents will need to transport their child to and from school. Do not send notes requesting that your child ride a different bus home unless it is absolutely necessary. Social arrangements should be made outside of school time. Buses are crowded and the law limits the number of riders. If your child is to ride a different bus home in the afternoon, he/she must bring a note from you stating the reason for the request and which bus he/she will ride. The students must bring the note to the Main Office in the morning for approval so that an appropriate form can be prepared for the afternoon ride home. Drivers will not allow students to ride if they do not have this form signed by the principal. The transportation department's web address is <http://www.austinisd.org/transportation> and the phone number for the bus terminal that serves southwest

#### **DAY CARE AND AFTER-SCHOOL CARE**

The Patton Elementary Child Development Center, a state-licensed facility, serves primarily Patton and AISD teachers and staff. The on-campus center is open from 7:00am to 5:00pm. For more information, call the center's director, Eva Turner at 512-414-1489. Patton also hosts the Extend-A-Care after school on the school grounds until 6:30 pm. Arrangements are made through the Extend-A-Care office at 512-472-9402. Several local day care centers serve our school as well. A contact list is available in the Patton Office and on the Patton PTA website.

**Patton Elementary office 512-414-1780**

**Principal, Dr. Amanda Brantley 512-414-1705**

**Assistant Principal, Cheryl Styskal 512-414-1468**

**Assistant Principal, Angela Frageman 512-414=1530**

**Bus transportation 512-414-6500**

[www.PattonElementary.com](http://www.PattonElementary.com)