

Austin Parkway Elementary Student – Parent Handbook

Supplement to the FBISD STUDENT HANDBOOK



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Austin Parkway Elementary
4400 Austin Parkway
Sugar Land, Texas 77479

Front Office: 281-634-4001
Fax Number: 281-634-4014
School Hours: 8:05 a.m. – 3:25 p.m.
Office Hours: 7:30 a.m.- 4:00 p.m.

Executive Assistant	Iris Miller	281-634-4003
Counselor	Rhonda Rivers	281-634-4004
ADA Clerk	Carrie Sharp	281-634-4006
Nurse	Veronica Lejataua	281-634-4005
Cafeteria	DeeDee Dixon	281-634-4008
Extended Day	Mona Kapur	281-634-4015

Welcome to Austin Parkway Elementary, home of the Sailors. We hope that this is the beginning of a great year for you and your child. This handbook is designed to help you understand the policies, procedures, and practices of Austin Parkway Elementary School. The Austin Parkway Elementary Handbook is a supplement and does not supersede the Fort Bend ISD Student Handbook.

GENERAL INFORMATION - THINGS TO KNOW FROM A TO Z

After School Dismissal Plan

- **PM Car Riders:** Children will be brought to the library to sit in lines by their pick-up number. Older siblings need to find their younger siblings so that they can sit together. Teachers will place students in their cars. Pick up your rear view mirror tag at Meet the Teacher or the front desk.
- **Day Care:** Children will be brought to the gym to sit in their respective daycare lines. Daycares will be picked up at the bus ramp at the doors closest to the pod.
- **Bus:** Children will be brought to the cafeteria to line up in their respective bus number lines.
- **PK Student:** Children will be brought to the SPED hallway to dismiss. This is located at the back of the building and is for all students in Pre-K.
- **Red Walkers/Bikers:** Students will be walked out of the appropriate doors. Teachers will walk the children down the sidewalk to the stop sign while others stay at the bike racks.
- **Blue Walkers/Bikers:** Students will be walked out of the appropriate doors. Teachers will walk the children across the street at the crosswalk while others stay at the bike racks.
- **Purple Walkers/Bikers:** Teachers will walk the children across the hardtop to the property line at the back of the school. Teachers will remain with the students until all of them have been picked up by a parent or other designated adult..

Allergies (See Food/Healthy Snacks)

There are students at APE with **life threatening food allergies to peanuts and nuts, therefore we do NOT allow peanut or nut products in the classrooms.** Please check the ingredients on the snack to make sure that peanuts or nuts are not in the snack. Be aware that many products have cross contamination with nuts because they share machinery that produces nut products. Your child can eat these products in the cafeteria during their lunch period. We ask that if your child is eating products with peanuts that they do not sit at the tables indicated "Peanut Free." Further, if your child has a food allergy, please alert the school nurse immediately and the classroom teacher so we can take appropriate precautions in the classroom to address the specific food allergy. We make every effort to ensure the safety of every student, and we ask that your student be made aware of his/her condition and be able to communicate it to the teacher, administrator or any other adult present in a situation where the food allergy is a concern.

Arrival at School

Students will report to their designated areas upon arrival. Please make every effort to have your child at school by 7:45 a.m. so they can settle in for the day. Students may not be dropped off prior to 7:30 a.m. since there are no teachers on duty at that time. Breakfast will be served from 7:30 a.m.-8:00 a.m. Students are counted tardy after 8:05 a.m. **A parent must come into the front office and sign the student in after 8:05 a.m.** Students are not allowed to be dropped off unescorted by a parent after the 8:05 a.m. bell. This is for your child's safety.

Attendance

Attendance is taken at 10:00 a.m. each day. In accordance with the state law, a student is either present or absent for the entire day at the 10:00 a.m. attendance bell. Senate Bill 1 allows students to be counted present if they are with a health care professional at 10:00 a.m. and return to school later that day with a note from the doctor. When a student is absent, he/she must bring a written excuse within 5 days of the absence. An absence will be unexcused if a note is not brought to school within these 5 days. The letter should include the full name of the student, date(s) of absence, reason for absence, teacher's name, grade level, and parent signature. An email is a perfectly safe and acceptable way to submit an absence note: please email absence notes to attendanceape@fortbendisd.gov. After 3 unexcused absences, students will receive a letter from the FBISD truancy officer. After 5 unexcused absences, parents will receive a citation from the truancy officer.

Excessive absences could result in retention. For clarification, excused absences include illness, death in the family, approved religious holidays, and verified court appearances. Students are allowed to make up work for absences; students have a number of days to make up work equal to the number of excused absence days.

Birthdays

Students may bring party invitations for parties to be held off campus but must invite everyone in the class or all boys/girls as appropriate. Your child's birthday is acknowledged during our morning news broadcast, and teachers will acknowledge your child's birthday in class. Students will be allowed to celebrate their birthday by providing **store-bought cupcakes or cookies**. No nuts please, due to allergies. A parent or guardian must bring them into the building and complete the cookie log, which is submitted to FBISD's Child Nutrition office. Prior to sending any treats, please contact your child's teacher. We respectfully request no cakes, donuts or goody bags.

Bus Conduct and Discipline

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the **Student Code of Conduct**.

Students must:

- follow the driver's directions at all times
- enter and leave the bus in an orderly manner at the designated stop
- keep feet, books, and other objects out of the aisle
- not deface the bus, or its equipment
- not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
- not possess or use any form of tobacco product on school buses
- be seated while the vehicle is moving
- fasten their seat belts, when available on buses
- wait for the driver's signal upon leaving the bus and before crossing in front of the vehicle.

Misconduct on buses, in district vehicles, or at bus stops, will be disciplined in accordance with the **Student Code of Conduct** and the consequences listed below; bus-riding privileges may be suspended.

Consequences - Elementary Grades

1st Referral - A warning

2nd Referral - 3 day bus suspension

3rd Referral - 5-15 day bus suspension

4th Referral - 30 day bus suspension

5th Referral - Bus suspension for remainder of school year

***Severe infractions may result in immediate bus suspension.

Cafeteria

In the cafeteria, students use their 6-digit ID number to access their lunch account. Prepayment for multiple meals is encouraged. You may pay online at <http://fortbendisd.revtrak.net>, or pay by check, money order or cash. Payments will only be accepted in the cafeteria between 7:30-8:30 a.m.

School lunch prices for this year will be:

Breakfast	\$2.00
Lunch	\$2.75

Parents are welcome to eat lunch with their child. Visitors must check in at the front desk before proceeding to the cafeteria and are asked to eat with their child at the specially designated table. The students may not take food from the cafeteria back to the classrooms. When lunchtime is over, we ask that parents exit the cafeteria to the front office. The students will return to the classroom with their teacher.

Cell Phone Use at the Front Office Desk

We realize your cell phone call is important however, we ask that you please respect Austin Parkway's work environment by not taking a phone call while requesting assistance at the front office desk.

Cell Phone Use by Students

We will be using Bring Your Own Device. (Technology Device.) Students may not have cell phones out in the classroom unless the teacher has given students permission to utilize the device for instructional purposes. All student cell phones must be turned off and placed in backpacks. If a teacher or faculty member sees a student's cell phone out or one is left on, the teacher or faculty member may secure the cell phone and notify the students' parent(s).

Class Parties

According to District policy, two class parties may be held each year. One is to be held before the winter break and the other on or near Valentine's Day. These parties are held during the last 45 minutes of the school day. The PTA Room Parent Coordinators will coordinate activities with the team leaders and individual room parents. There is no party on Halloween. Parents are not to bring party favors without prior approval from the principal. Please see "Visitors" for information regarding coming to the school to attend your child(ren)'s party.

Communication During the School Day

Each classroom has a telephone to allow you the opportunity to call the teacher directly and leave a voicemail message. The phone will not ring during school hours (8:05 a.m. – 3:25 p.m.). If there is an urgent message for the teacher or your child, please call the front office before 2:30 p.m. so we can pass it along, as teachers do not have opportunities to check voicemail during instructional time. Daily information comes home in the students' agenda or will be sent via email. Please be sure we have a good email address on file for your family. Each classroom teacher will send out information, important notes, and classroom work in the Friday Folder each week in Schoology and via email as needed. Make sure you sign your name or initial the daily folder or agenda as well as the Friday Folder each week. Additional information will be shared during our September Open House.

Deliveries

All non-essential deliveries such as homework folders, library books, jackets, etc. will be placed in the teacher's boxes. **Please bring items already pre-labeled.** We will not be able to alert students that these items have been delivered due to the interruption of instructional time. Treats such as balloons, flowers and other celebration items are not allowed in the classroom during instructional time.

Dismissal/Checkout Policy

All students leaving school early must be signed out in the office by a parent, guardian, or an adult listed as an emergency contact who must show a picture ID (Driver's license). Only those whose names are listed on the child's registration form and Emergency Health Card will be allowed to pick up your child. No child will be released without proper identification of the individual picking up the child. Please be advised that this procedure is for the safety of your child and will be strictly enforced. Sometimes it is necessary for a child to be picked up by a different individual or go home a different way on a specific day. Any changes in your child's daily dismissal routine should be

addressed in writing with a signature and sent to school with your child. In emergency situations, please contact the front office for assistance; however, an email is the only acceptable form for a change in dismissal as there is no way we can identify you by phone.

Students who leave and are not present for the 10:00 a.m. roll call will be marked absent for the day. The Attendance Clerk will change the absence to a Medical Excuse when the parent submits a doctor's note. (Please see Attendance).

Please be advised that 2:30 p.m. to 2:45 p.m. is the busiest time of the school day. Students **will not** be dismissed from class after **3:00 p.m.** Note: Taking a student out of school before the end of the school day without a valid excuse may count against the student's conduct grade.

District Code of Conduct

The District Code of Conduct is a district-wide discipline management plan adopted by the Board of Trustees. All students, teachers, and parents are expected to comply. The Code of Conduct is available to parents as part of the FBISD Parent/Student Handbook in paper form or on the FBISD Web Page.

Email Notifications

To conserve paper in an increasingly digital world, our school relies on email communication to provide you with important and timely information about school events, activities, and news. You will be asked to provide an email address to receive these messages. Please be sure to let us know if your primary email account changes so we can update our records. Alternative distribution arrangements will be made for those without internet access. Watch for a letter in your child's Friday Folder for more information.

Emailing Teachers

Please be sure to notify your teacher of a correct and accurate email address for your family at the beginning of the year. Our teachers will be sending weekly information and newsletters to you to keep you informed about classroom activities and academics. If you email a teacher, please know they will provide a response within 48 hours, if not sooner. While teachers are not allowed to check email during instructional time, communication is key to maintaining an excellent relationship with the teacher for your child's education.

Emergency Contacts

Parents must provide and keep current all phone numbers where they or designated adults may be reached in the event of a child's illness or injury. If phone numbers and/or contacts change during the year, please notify the office and your child's teacher immediately. If your child needs emergency care and no one can be reached, we will call EMS. Parents are responsible for any medical charges for EMS or the hospital. Only individuals listed on the emergency card will be allowed to pick up your child. Changes must be made in person and in writing and will not be accepted over the phone.

Field Trips

Each grade level will participate in a field trip with an educational purpose or value.

- Parents serving as chaperones must provide their own transportation and must have a Criminal History Form filled out and approved by the district for **each school year**. It is important that you do this as soon as possible as it is not possible to be approved a week before the field trip. To access the form online:
 - go to www.fortbendisd.gov
 - click on the Parent tab (top right corner)
 - click on Criminal Background Check (under Parent Shortcuts)
 - click on Volunteer Criminal History Application
- Parents must sign and return their child's permission form before that student can participate.
- Only teachers will be allowed to administer medication while on the field trip.
- Siblings of students will not be allowed on field trips.
- Students with disciplinary concerns will be handled on an individual basis and may require a parent chaperone.

Food/Healthy Snacks (See Allergies)

We allow foods that are nutritional and not messy. If **sugar** (in any form, such as fructose or corn syrup) or **oil** is listed in the first three ingredients, then it is NOT an appropriate snack. (We do not allow candy, chips, cookies, pudding, etc.)

Further, because we have students at APE with **life threatening food allergies to peanuts and nuts, we do NOT allow peanut or nut products in the classrooms**. Please check the ingredients on the snack to make sure that peanuts or nuts are not in the snack. Be aware that many products have cross contamination with nuts because they share machinery that produces nut products. (Your child can eat these products in the cafeteria during their lunch period.) Further, if your child has a food allergy, please alert the school nurse immediately and the classroom teacher so we can take appropriate precautions in the classroom to address the specific food allergy. We make every effort to ensure the safety of every student, and we ask that your student be made aware of his/her condition and be able to communicate it to the teacher, administrator or any other adult present in a situation where the food allergy is a concern.

Please do NOT send foods that require eating utensils in the classroom. We encourage you to discuss the importance of eating a healthy breakfast each morning at home with your child. The snack does not take the place of breakfast or lunch.

Students may also bring a container with a pop-up top to fill with **WATER**. Only water will be allowed in the classroom.

Please know that **snacks are not required**. This is an option for students who respond well to snacking while learning. Because of food allergies and health reasons, students are **NOT allowed to share snacks**.

Free/Reduced Lunch Program

Through a federal program, students may qualify for a free or reduced-in-price lunch. The names of students who qualify are **confidential**. Free or reduced lunch applications are processed online at <http://www.schoolcafe.com/fbisd.gov> applications are handled through the Child Nutrition Department. Refer all questions to the front office.

Friday Folders

To inform parents on a weekly basis about office information, school news, and student progress, teachers will send a special folder home with each student every Friday. This procedure will be used in grades PK-5. All student work for which a grade has been recorded from the previous week will be included in the folder. Any papers with grades below 75 should be corrected by the student and initialed by a parent. Parents are requested to review the contents over the weekend, then sign and return the folder on Monday.

Honor Roll

Austin Parkway will follow the district guidelines for an Academic Honor Roll for students in grades 2-5. Students will be recognized for outstanding academic performance on the district's curriculum. Conduct grades will not be considered in determining Honor Roll status. Honor Roll status is achieved when the student receives no grade below 80 and no letter grade below S.

Lost and Found

Please label your child's belongings (hat, jacket, sweater, backpack, lunch kit, etc.). The school cannot assume responsibility for your losses. However, if you report them immediately, every effort will be made to help locate missing items. You may check the Lost and Found for any missing items and found items will be displayed in the front office or in the cafeteria to be claimed at the end of each semester. Unclaimed clothing will be donated to the district's clothes closet (Shared Dreams) for families in need at the end of each semester.

Medication/Medical Concerns

Parents of students with medical concerns should notify the nurse upon registering. Medical conditions will be noted in Skyward. The nurse will notify teachers of significant medical problems. Students who become ill during the school day shall be given a referral notice to the clinic. The clinic will assess and determine if a student should go home. Teachers will be notified if a student is sent home. **Parents must bring all medications to school; students cannot take medicine to and from school.**

Only the clinic may administer medication. Any parent wishing to give their child medication at school must go to the clinic. Medication, including cough drops, must be in the original container with the name of the student and directions for dispensing. A note from the parent should accompany all medication. Children should not remain at school when they become ill or need medical attention. A student who has had a fever of 100 degrees or higher must be fever free for 24 hours before returning to school.

Playground Rules

Students shall follow rules of safety and courtesy on the playground. Students must walk out of the building in an orderly manner. Equipment should be used in the way it was intended. No "tag" games on the equipment and no pushing others on swings or jumping out of swings. One person per swing – all others must stay a safe distance away. Students must play fairly and share equipment. Teachers on recess duty will closely monitor students.

PTA

There will be quarterly PTA meetings during the school year and other meetings may be scheduled as needed. All parents are encouraged to become members of the PTA on our campus and attend meetings and events. The PTA typically provides monetary support such as programs, the winter and spring parties, technology, staff development for teachers, field trips, etc., as well as voluntary time and hours by providing people to assist with multiple school activities.

Please ask the front office for contact information regarding any questions or to volunteer for the PTA. Information regarding volunteer opportunities will also be sent home in the Friday folder, and you can email president@austinparkwaypta.org with any questions or visit the PTA website at www.austinparkwaypta.org.

Rainy Day Procedures

Each parent should make sure that their child knows the procedure they should follow when it is raining at dismissal time. **There will be no rainy-day dismissal changes.** We will wait until it is safe for the students to dismiss and then allow them to proceed.

Report Cards

Report cards describing a student's progress are available online through Family Access at the end of each reporting period (9 weeks). In addition, the teacher will require a conference (in person or on the phone) at the end of any reporting period in which the student's performance falls below state-mandated academic levels. Teachers or parents may also request a conference at any time during the school year.

Retention and Promotion Procedures

Along with your child being at the expected reading level at the end of the year, other items are also taken into consideration. The district states, "Student may be advanced to the next grade level by meeting promotion or placement standards. To be promoted, the student must; earn a yearly average of 70 or above in reading, language, math, and science or social studies; meet the state attendance requirements; and meet district and state promotion guidelines on assessments" (as noted on the front page of the report card). We look at all the information we have on a student. For example: PAPI, DRA, report cards, STAAR, District Assessments (math, writing, science, and social studies), grade level assessments, and attendance. Teachers will talk to you at parent-teacher conference time to explain your student's progress in each subject area. Even though the teachers must contact you, please take the initiative to contact the teachers if you have concerns or questions.

Retaining a student is a very difficult decision and we work very hard at APE to ensure every child meets or exceeds the expectations for that grade level. However, if there is enough evidence to show that a student has not met the expectations, we also do not believe in

setting a child up for failure in the next grade level. We want every child to be successful, which means they must learn and show that they have mastered the basic information for the current grade level to move on to the next grade level. An additional conference with the parent, teacher, and an administrator will take place at the end of the year, if your child is in danger of failing.

Safety Drills / Evacuation of Building

Fire/Emergency drills are required monthly by law and are an important safety precaution. It is essential that when the first signal is given, everyone clears the building or goes to the designated area by the prescribed route as quickly as possible. Students should refrain from noise and remain outside until a signal is given. Fire, severe weather, and lockdown drill instructions are posted in each room of the building. Each drill shall be treated as if it were an actual emergency, which potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability for all students to follow directions and evacuate in an orderly manner. If parents are in the building, they are expected to also follow these procedures. You must be a role model for your child and show them the importance of safety procedures.

Schoology

FBISD is pleased to announce the adoption of the learning management system, Schoology, for student progress reporting, classroom information and school announcements this school year. Parents/guardians will receive information regarding username and password information.

School Messenger – Parent Notification System-Schoology

School Messenger provides an easy-to-use communication tool for administrators to send parents information via the telephone, email, and text messaging. Notifications of attendance and truancy are provided to parents through School Messenger. Parents may choose to receive messages in English or Spanish. Parents may also receive notifications via email if an email address is provided to the school.

Siblings

Please be respectful of the learning environment at Austin Parkway Elementary. Siblings should be always monitored while on campus. Please do not bring your younger children to school on the day(s) that you plan on volunteering. Remember, no young children are allowed in the teachers' lounge and office areas of the school without permission from an administrator.

Student Code of Conduct

APE seeks to provide a safe, orderly, and nurturing learning environment for all children. Our school promotes this atmosphere through character education, safety education, and works to train students in becoming responsible, self-disciplined learners. At APE, we have developed a foundation for our behavior plan.

Generally, less serious offenses will be addressed with discipline management techniques developed by the classroom teacher and grade level. Persistent offenses will result in parental notification and could lead to more serious discipline strategies including behavior contracts, loss of privileges, and in-school suspension. The most serious offenses may receive more severe discipline measures, up to and including suspension from school or removal to an alternative education program. Each case will be judged independently and may warrant discipline of a type different from another case.

Tardies

All students are counted tardy if not in class and seated by the 8:05 a.m. bell. To be prepared for a productive day we encourage students to arrive by 7:45 a.m.

When a student is late, he/she will follow the procedures listed below:

1. Students are tardy if they are not in their classroom and seated at 8:05 a.m.
2. Parents must come into the front office and sign their child in if they are tardy. Students are not allowed to be dropped off unescorted by a parent after the 8:05 a.m. bell. This is for your child's safety.
3. If a student does not have a tardy slip with them when they enter class, they will be sent back to the office.
4. The student delivers the tardy slip to the classroom teacher.
5. All tardy slips will be kept by the teacher.
6. Five or more tardies will result in an "N" under "Follows School Rules" on the report card.

Teacher's Lounge/Front Office Area

The teachers' lounge and front office area are reserved for faculty and staff only. Students, parents, and younger siblings are not permitted in either area without permission from an administrator.

Textbooks

Textbooks are furnished by the State of Texas and must be properly always cared for. Textbooks will be issued at the beginning of the year, audited midyear, and collected at the end of the year. The teacher will maintain accurate records to track all textbooks and may issue textbook forms for students that need to take books home. Some textbooks are available on-line. Information from the teacher will be sent home explaining how to access these textbooks at the beginning of the year.

Transportation Changes

At the beginning of the year your child's homeroom teacher will ask you how your child will be going home each day. If any changes occur throughout the year you will need to send a "Change of Transportation" letter signed and dated to school prior to the change. Changes cannot be taken over the phone for the safety of your child. In an emergency, you may email attendanceAPE@fortbendisd.gov before 2:00 p.m. on the day of the change.

Truancy

Austin Parkway Elementary will enforce the Texas Compulsory Attendance Laws.

Tutor/Mentor Program

Austin Parkway Elementary has a tutor/mentor program. To be a tutor/mentor, parents and community volunteers complete the criminal background check and complete one-hour training at the administration building. They are then matched with a student who needs extra help in either reading and/or math. Most students do extremely well in one-on-one tutoring sessions, and this provides a great boost to their confidence in the classroom. If you are interested in becoming a tutor/mentor, please contact our school counselor.

Tutoring

If your child attends before school or after school tutoring it is the parent's responsibility to ensure that the student arrives on time and is picked up on time.

Visitors

Parents are always welcome at school. All visitors must present ID and will be signed-in through the Raptor system at the front office. You will be given a badge to be worn on your left shoulder. This policy is always followed including on days of classroom parties. Please know that this is done for the safety of all children and staff members. Plan accordingly and have your ID ready to help with a speedy check-in. No adult is allowed in the party unless they have checked-in at the front office. Please sign out when your business at school is completed.

Volunteers

Parents serving as volunteers and chaperones must have a Criminal History Form filled out and be approved by the district for **each school year**. Parents must complete the form online and submit it to Human Resources via e-mail. To access the form online:

- go to www.fortbendisd.gov
- click on the Parent tab (top right corner)
- click on Criminal Background Check (under Parent Shortcuts)
- click on Volunteer Criminal History Application

Volunteers may only work at the school during the hours of 9:00-2:00. Please do not come to school before or plan on staying later than these times.

Website

The Austin Parkway Elementary website offers a plethora of information about our staff, events and exciting things happening at Austin Parkway.

Withdrawals / Transferring

Parents should notify the office of their intent to withdraw a student. A week's notice is requested to prepare the records.

- Students must have their textbook records clear.
- Students must be cleared in both the library and cafeteria.
- Current grades will be prepared for the withdrawal forms.