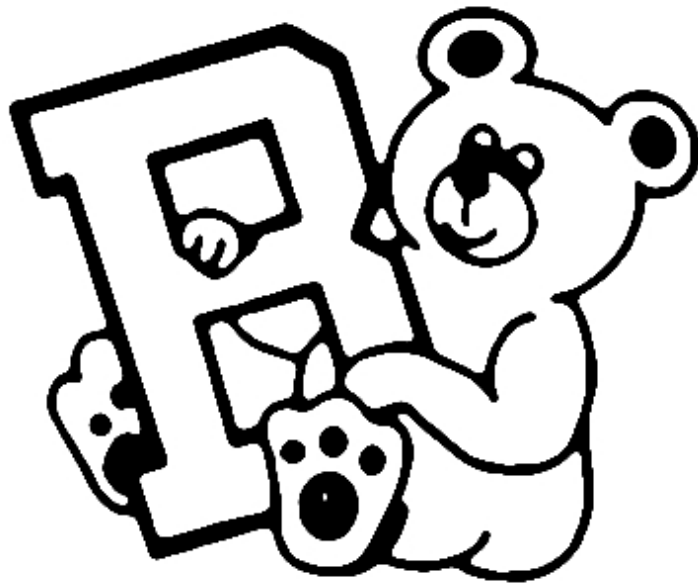


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# Boone Bears



Boone Elementary School  
8101 Croftwood Drive  
Austin, Texas 78749  
Ph: 512-414-2537 Fax 512-280-3307  
Office Hours - 7:15 - 4:00 p.m.  
[www.booneelementary.com](http://www.booneelementary.com)

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# Welcome to Boone Elementary!

The purpose of this handbook is to specify and clarify various operational, procedural, academic, and behavioral expectations about many different topics. Although fairly comprehensive in nature, this handbook undoubtedly does not include everything that might be of interest or pose a concern. Parents and students are invited to notify the teacher or principal of questions or issues that are not addressed herein. They can then be included in future revisions.

Our staff recognizes that a successful school results from an active partnership with parents and the community. To promote this partnership, our parent handbook describes policies and procedures that affect your child and you.

It is our promise to make every effort to ensure a quality learning experience for your child. To help keep you informed, we use the weekly Thursday Folders and our school e-mail as a way to get information to you about curriculum and other important events. We also send out a bi-monthly newsletter to share additional important information. You can also visit our school website at [www.booneelementary.com](http://www.booneelementary.com). Each classroom teacher has a website with more specific classroom information.

We look forward to many exciting and rewarding school years to come. If you need any clarification on school procedures or policies, please contact your child's teacher, the school counselor, the assistant principal or me. We are happy to serve in any way possible.

Sincerely,

Kathy Noack  
Principal  
512-414-5311  
[kathy.noack@austinisd.org](mailto:kathy.noack@austinisd.org)

Amie Chalberg  
Assistant Principal  
512-414-5310  
[amie.chalberg@austinisd.org](mailto:amie.chalberg@austinisd.org)

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## **Animals**

According to AISD policy, pets or animals are **not** allowed inside the school building or on school grounds during instructional hours or during arrival/dismissal for student safety.

## **Arrival/Tardiness**

Class hours are from 7:45 a.m. to 2:45 p.m. Each morning our assembly begins at 7:40 a.m. Prompt arrival at school is expected of all students. Any student that arrives after 7:45 is considered tardy. Tardiness will be reflected on the report card. Students may arrive as early as 7:05; please do not drop off students earlier than 7:05 as they are not supervised outside the building. Any student picked up after 7:45 and before 2:45 will be counted tardy or absent. Tardy for compulsory attendance purposes is an absence for a "part of day."

## **Attendance Policy**

To receive the maximum benefit from instruction, it is important that a child attend school each day. Boone's attendance and tardy policy procedures will begin after five absences or tardies (without a doctor's documentation). A phone call or note from the teacher, a phone call from the principal or attendance clerk, absence letters from the district, a conference with the parents, and court procedures are the different events that will occur for excess absences and/or tardies.

For any absence, parents must provide a written explanation upon the student's return to school. A doctor's note must be filed in the office to excuse a student's absence of 2 or more consecutive days. Notes will be accepted for up to **three days** after the absence. Students must be present at 10:00 a.m. to receive credit for the day's attendance.

Any combination of 10 unexcused absences and/or tardies can result in the school filing in court under the compulsory attendance law.

Religious/Holy Days - The State Board of Education has specified that students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school. During such time, a **written request** should be sent in advance by the parent or guardian. Students are not counted in attendance and will be given the opportunity to make-up work.

Trips/Vacations – At all costs, please avoid taking vacation for family trips during the school year. **These absences are unexcused absences and will not be approved as "excused" by the Principal.** Not only does your child(ren) miss instruction that is hard to make up, it hurts our school ratings with the state.

## **Birthdays**

We recognize that each child's birthday is special. Students are recognized in our morning assembly. We cannot have birthday parties at school, but you may bring a healthy snack or cupcakes for the class to enjoy during the last 5 minutes of the day. Cupcakes cannot be passed out in the cafeteria. Please do not bring balloons. Invitations may be passed out, but make sure there is one for each child in the class.

## **Cafeteria/Food Service**

A monthly menu will be sent home. Students are encouraged to take advantage of our food services and free or reduced lunch program when applicable. The office has the necessary applications to apply for free or reduced-price meals. Household income and number of family members living in the home determine eligibility.

Breakfast is available each morning from 7:05 a.m. – 7:35 a.m. Students must be in line by 7:30 to receive breakfast.

All lunches must be paid for in cash; **no checks are accepted.** Breakfast is \$1.50 and lunch is \$2.60. Lunch money should be sent in a sealed envelope with the student's name, teacher's name, date, grade, and amount. Lunch loans are not available. Students will be allowed to use the phone in the classroom if lunch is forgotten. Milk, peanut butter sandwiches or a yogurt plate are available in emergencies. Parents can pay for lunch online at [mylunchmoney.com](http://mylunchmoney.com). This saves daily hassles of bringing money to school.

Parents are encouraged to come for lunch and eat at the designated parent table. Parents may only eat with their child. AISD policy states only people who are listed on your child's registration card can eat with your child. If a relative or family friend wants to eat with your child, a written note from you is required. **You must**

sign in the office and get a visitor sticker before going to the cafeteria.

**A student should not leave the cafeteria for lunch unless signed out by their parent.**

## **Campus Advisory Council (CAC)**

Our Campus Advisory Council is a committee of teachers, other school employees, parents, and community members that serves in an advisory capacity to the principal. Typical areas of responsibility are related to curriculum, instruction, budget and staffing. Other topics may be discussed when district officials ask for this level of campus input. The CAC meets a minimum of nine times during the school year. Agendas and meeting minutes are posted in the main hallway. Notify the principal if you would like an item to be placed on any meeting agenda. All CAC meetings are open to the public, and everyone is invited to attend.

## **Cell Phones**

All students may have cell phones on school property. All cell phones **MUST** remain turned off and in the child's backpack during the school day on school property. Student possession of telecommunications devices is a privilege rather than a right, and is subject to cancellation for misbehavior or other reasonable cause. It is important to note that students may not use cell phones on school property during the instructional day. Confiscated devices will be held by the office. The student's parent must claim a confiscated device in person. Cell phones will be confiscated, and will be subject to a \$15 processing fee.

Students are not allowed to take cell phones on field trips to take photos or use. Teachers have cell phones for emergency reasons.

**Boone Elementary is not responsible for devices brought onto school property that are lost, stolen, or damaged.**

## **Communication**

A bi-monthly school newsletter containing items of interest and a schedule of events is sent home in Thursday folders. Classroom newsletters will be sent by the teacher or information will be on their website.. The teacher will also send home your child's papers and work for you to review weekly. Please keep in close communication with your child's teacher throughout the year. Parents are urged to call or email their child's teacher anytime you have a question or concern.

## **Conferences/ Progress Reports/ Report Cards**

Parents are encouraged to meet with their child's teacher to discuss their child's work habits, behavior, grading, and how to help their child at home with school assignments. Report cards are sent home at the end of each nine weeks.

The **Parent Cloud** is an online program that allows parents to constantly monitor their child's progress at school. Parents can access their child's current grades and attendance. Parent-teacher conferences must occur for students falling below 73% in any subject at the end of the nine weeks period. Mid nine-week progress reports are sent home if the student is failing or borderline passing in a subject area.

AISD provides two conference days, one each semester. It is not necessary to wait for the teacher to initiate a conference. Parent conferences are encouraged and can be arranged at any time during the school year by the parent or the teacher.

## **Confidentiality**

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own child at lunch, during morning assembly, during school

hours or after school. Parents are not permitted to interfere with interactions between a teacher and a child/class. Any concern a parent has regarding the behavior of another student should be directed to the principal or assistant principal.

## **Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including areas such as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns.

## **Discipline**

It is our belief that discipline plans should be implemented as consistently as possible. It is also important that a discipline plan be flexible to take individual needs and differences into consideration. Children respond well to class rules that are developed with their input.

Students who behave in inappropriate ways generally lose the privilege of free play or have time out at lunch. Parents will be notified by the teacher if their child is involved in repeated or serious behavior problems.

AISD now uses an electronic referral system which allows the referral to be a part of your child's permanent record. Whenever a referral is written, the administration will call the parent the day a referral is received.

## **Discrimination/ Harassment/Bullying**

Discrimination/bullying and/or harassment of any kind will not be tolerated at Boone. Parents will be notified immediately if a situation occurs.

## **Dismissal/Early Pickup**

Students are dismissed at 2:45 p.m. and must be picked up by 3:00 p.m. Teachers will escort the students outside the building. Parents are asked to pick up their children outside.

If a student is leaving campus any time before 2:45 p.m., the parent should come into the office to sign them out. The child will be called from the classroom once the parent or designated person arrives in the office. Office personnel will verify the person has legal permission to withdraw the child early from school for safety reasons. Parents should also send a written note to the teacher if after school plans are changed.

## **Dress Code**

AISD has a student dress code. Students are asked to wear clothing appropriate for moving and learning. The following are examples of inappropriate attire: 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, 'short shorts' and skirts that are short enough to be distracting; gang associated clothing or colors; caps worn inside the building. You will be contacted if there is a concern about your child's clothes.

**Parent Dress Code:** Parents are encouraged to dress similar to the student dress code to avoid disruption in the educational environment.

## **Emergency Care Information**

It is essential that the school have up to date Emergency Care Information on file for each student. The Emergency Care Information must have working telephone and cell phone numbers of parents, relatives or friends who may be contacted in the event of an emergency. The school office will not release students to persons not listed on the emergency care card. Parents must notify the school office in writing if they want to give special permission for someone to pick up their child that is not listed on their emergency care card. Parents may stop in the office and add or delete names from their emergency care information as needed.

## **Field Trips**

Boone classes take field trips throughout the year. These trips are designed to supplement the classroom curriculum and introduce the students to resources in the community. Parents will receive notification on study trip dates and times and will be asked to sign study trip permission forms. We do not want financial status to keep a child from attending study trips. If you need financial assistance for your child to attend a study trip, please write a letter to the principal outlining your need. If you have not expressed a need for financial assistance and you do not send money for your child to attend the field trip, he or she will remain on campus during the trip. Parents, if you would like to donate money for other children to attend, please feel free to do so.

Siblings are not permitted on field trips. If you offer to be a chaperone, please make arrangements for younger children during the trip times. Siblings are distracting to others and interfere with learning opportunities the trip provides.

## **Getting To & From School**

Elementary school children need the security of knowing exactly what to do when the school day is over. A message can be relayed to a child through the school office or you may call the classroom directly if an emergency necessitates a change in plans. A predetermined plan should be made for walkers on rainy days. Students who miss their after school bus or car pool or are not picked up by 3:00 p.m. are instructed to go to the school office until their ride arrives. **All children should be picked up no later than 3:00 p.m.** Students cannot be picked up at the playground or at local businesses.

## **Illness and Injury**

Children with an illness or injury will be sent to the nurse's office. The school nurse, student health assistant, or a trained staff member of the school will

assess the child's symptoms and you will be called, if necessary. School personnel will render first aid treatment only. If emergency treatment is necessary, the parents are contacted. The child will be taken to the emergency room if the injury is severe and the parents cannot be reached. Parents are responsible for any medical bills from EMS and the hospital they use.

State law states a child with a fever of 100 or higher will require that you pick your child up from school. **Your child needs to be fever-free for 24 hours without medication before returning to school.**

If your child is vomiting, they need to be kept at home. If the vomiting begins at school, you will be asked to pick up your child immediately.

## **Immunizations**

A student must be fully immunized before entering school. If a child is not fully immunized they will not be able to register for school per state law or stay in school if a delinquency occurs during the year.

## **Learning Difficulties**

If a child is experiencing learning difficulties, the parent may contact the principal or teacher to learn about the general education referral or screening system for support services. This system links students to a variety of support options. Students having difficulty in the regular classroom will be considered for learning lab times, tutoring, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, AISD must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation.

If the District determines that the evaluation is not needed, AISD will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will

include a statement that informs the parent of their rights if they disagree with the district.

If you have other questions, or would like your child to be evaluated, please contact the principal at 414-5311.

## **Legal Documentation and Custodial Issues**

If there are any court decrees or other legal documents which might determine who is and is not eligible to see your child, receive information about him/her, etc., please be sure our school office has a copy. We cannot enforce family expectations unless they are in legal documents.

## **Library**

The library has thousands of books that are available for the students to check out. Once a book is checked out by a student, he/she is responsible for its safe return. Lost, damaged or destroyed books must be paid for before the student is able to check out another book. If the book is found and returned, the money will be refunded.

## **Lice**

Head lice are parasitic insects, which live on the scalp.

Head lice do not hop, jump, or fly. They crawl from one person to another by direct contact and by use of infested articles. To avoid the spread of lice, do not share hats, coats, head gear, combs or brushes.

Children with head lice are not allowed to return to school until they have received the recommended treatment. Documentation of lice treatment must be submitted to the nurse's office. All information is kept confidential.

## **Lost and Found**

All clothing found on campus is placed in the lost and found. Please label your child's jackets, sweaters, gloves, backpack and lunch containers. Clothing items are placed on a rack by the music room. Money, jewelry, and other items of value are held in the office and will be released after proper

identification. Items left at the end of the semester will be donated to a charity organization.

## **Medications**

If your child takes medication during school hours, the following requirements must be met:

### *Prescription Medications:*

1. Must be in original container with a prescription label including child's name, drug identity, dosage, and doctor's name and date.
2. Prescription must be current.
3. Medication request form must be completed and signed by the parent, then turned into the office.
4. Medication will only be given by trained school personnel. Students may not self-medicate.
5. Refrigeration is available.
6. Medication must be picked up on the last day of school.

### *Non-Prescription Medications:*

1. Must be in original container (aspirin bottle, cough syrup bottle, etc.)
2. Must be clearly identified as to the name, type, and dosage instructions.
3. Medication request form must be completed and signed by the parent, then turned into the office.
4. Must be age appropriate.

## **Money at School**

When it is necessary to send money to school, we request that it be placed in an envelope with the child's name along with a note indicating what it is for. Students should not bring unneeded money to school.

District policy prohibits the buying or selling of any items on a school campus unless it is related to an approved fundraiser or event sponsored by the school or PTA. Items and/or money for such "private sales" or exchanges are not to be brought to school.

## **Morning Assembly**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of

Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

After morning assembly activities, teachers will walk their students to the classroom. Parents are highly encouraged to allow their children to walk to class with their classmates. After one separation for assembly, a second separation at the room can be difficult for kids. We want students to develop a sense of independence while at school and preparing for class in the room.

## **Parent Teacher Association (PTA)**

The Boone PTA is highly involved in the school. Parents are urged to become members and to actively participate in the family focused events.

Our PTA helps fund student tutoring, classroom instructional materials, field trip fees, free monthly family events, etc. We hope you will take advantage of these terrific resources.

## **Parent Volunteers**

Boone considers parent volunteers to be a very valuable resource. Parents are encouraged to help in classrooms, with programs and other activities. Contact the school counselor or your child's teacher to donate your time and skills.

## **Parties**

AISD policy mandates only two parties per year. We observe a Winter Holiday party and End of School Celebration. We have a Valentine exchange on Valentine's Day, with no snacks.

## **Permanent Records/**

## **Cumulative Folders**

An active record of each student's progress is kept at school in their cumulative folder. Parents who wish to view their child's permanent records have the right to do so and need to contact the office to arrange to view the records.

## **Promotion and Retention**

A student will be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. Students in grades 3 – 5 must receive a grade of at least 70 based on grade-level standards in all core subjects in order to be promoted. Excessive absences can impact a decision for promotion.

## **Safety**

Our goal is to keep students safe not only at school, but also in coming and going from school. The City of Austin provides crossing guards in different locations around the school. Children should cross the street at the corner where they are supervised. The crossing guards are on duty for 30 minutes before and after school.

The following are traffic rules intended to help ensure the student's safety:

- **Do not** drop off or pick up children in the teacher parking area.
- Children should always be dropped off in the morning at the curb to avoid the risk of them being hit by cars.
- No parking is allowed in the fire lanes at the front and side of the school. Visitor parking spaces are clearly marked on the side and front of the building.
- Please follow the direction of the 5<sup>th</sup> grade safety patrol students.
- State laws prohibit the use of cell phones in school zones and tickets can be issued.
- Afterschool dismissal requires car riders to be picked up in the drive on the side of the school. Staff will escort students to their cars.

Your conscientious cooperation, patience, and courteous efforts to follow the designated traffic flow patterns will expedite the safe arrival and dismissal of the students.

## **Safety Drills**

Once a month, we will have either a fire drill, disaster drill, or secure in place exercise. Our secure in place exercise is a safety drill in case of an emergency where it is necessary to lockdown the school.

## **Scooters/Roller Blades**

Motorized scooters, rollerblades and heeies are not permitted at school during class hours. Please lock all bicycles in the bicycle racks.

## **Smoking on Campus**

Smoking is not permitted on campus at any time. Smoking does include the use of e-cigarettes. Smoking in cars is not permitted.

## **Student Awards**

Students receive recognition for academics through two methods. Their names are posted on a bulletin board by the cafeteria for each nine weeks and they are recognized through an awards assembly on the Friday following the Thursday the report cards go home.

Students are recognized by the following categories:

**"Top" Honor Roll:** All A's for grades 3 – 5; all 4's for 1<sup>st</sup> and 2<sup>nd</sup> grade. **AB Honor Roll:** All A's and B's for grades 3 – 5; all 3's or 3's and 4's for 1<sup>st</sup> and 2<sup>nd</sup> grade. **Citizenship:** All 4's for PK – 5<sup>th</sup>.

For Honor Roll and Citizenship, students will be called on stage by name and given their ribbon. For Perfect Attendance, students will stand in place and be recognized.

## **Student Placement in Classes**

The administration and teachers at Boone place students in classes. We try to match students and teachers based on the child's needs. Please place any concerns in writing to the principal. Parents are given an opportunity for input in May for class placement for the following year.

## **Student Telephone Use**

Classroom phones are for emergency use only. Students may use the phone for forgotten lunch or lunch money. Social plans (going to someone else's house) need to be decided the day before, not during or after the school day. We will expect students to go home the way they normally go home unless they have written permission from a parent/guardian.

## **Technology Use Policy**

**AISD Acceptable Use Policy for Technology:** Access to the District's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students for instructional purposes. Students will receive education regarding student safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response.

### **Unacceptable use of technology by students:**

- Posting or transmitting personal information about yourself or others, such as addresses and phone numbers.
- Responding to requests for personally identifying information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

**Reporting of inappropriate use:**

Immediately report any known violation of the district's applicable policies to the Acceptable Use Violation Hotline at (512) 414-4466.

## **Textbooks**

State law requires that all textbooks be covered at all times. Students are responsible for their textbooks and must be paid for if they are lost, stolen, or damaged.

## **Toys, Games, Cards & Other Personal Items.**

Parent cooperation in preventing your child from bringing unnecessary items to school is appreciated. Such items include cards (e.g., Pokemon, baseball, etc.), dolls, balls, action figures, radios, recorders, CD players, electronic games, etc. These types of recreational items and toys interfere with the learning process. Personal belongings of this nature are sometimes lost or damaged, and the school will not be responsible for the loss.

Confiscated items will be kept in the school office and must be retrieved by a parent. The student is expected to let their parent know that the items are available for pickup.

## **Use of Grounds**

After 3:00 p.m., students and parents are not allowed back in the building for drinks or to use the restroom. First Aid is not available after 3:00 p.m.

Priority use of the playground, track, blacktop and small playground is reserved for Boone students and programs from 7:00 a.m. to 6:00 p.m. Children supervised by parents can play on the large playground only from 3:00 – 4:00 p.m. Third Base only uses the playground from 4:00 – 6:00 p.m.

## **Visits**

Parents are welcomed and encouraged to visit the school. **All visitors must sign in at the front office and wear a visitor tag during their visit.**

To observe in a classroom, make an appointment with the teacher in advance. It is not only courteous, but also enables you to schedule the visit for maximum benefit. Visits during instructional time are permitted only with prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Please leave younger children at home. Classroom visits should be limited to one hour.

## **Withdrawal from School**

If a student is moving, the parents should notify the school office at least 24 hours in advance. This advance notice will give the teacher and the registrar time to ensure all records are complete.

## **Important Dates to Remember**

- September 1 – Back to School Night  
PPCD – 2nd 6:15 – 7:30 p.m.
- September 4 – Back to School Night  
3<sup>rd</sup> – 5<sup>th</sup> 6:15 – 7:30 p.m.
- September 7 – Student Holiday/Labor Day
- October 12 – Student Holiday/  
Parent Conference Day
- November 11 – Student Holiday/  
Staff Development
- November 25– 27 – Thanksgiving Holidays
- December 21 – January 4 – Winter Break
- January 18 – Student/Staff Holiday
- February 15– Student Holiday/  
Parent Conference Day
- March 14 – 18 Spring Break
- March 25 – Student/Staff Holiday
- April 29 – STAAR Math – 5<sup>th</sup> Grade
- April 29 – STAAR Writing Day 1– 4<sup>th</sup> Grade
- April 30 – STAAR Writing Day 2- 4<sup>th</sup> Grade
- April 30 – STAAR Reading – 5<sup>th</sup> Grade
- May 9 – STAAR Math – 3<sup>rd</sup> & 4<sup>th</sup> Grade
- May 10 – STAAR Reading – 3<sup>rd</sup> & 4<sup>th</sup> Grade
- May 11 – STAAR Science – 5<sup>th</sup> Grade
- May 27 – Student Holiday/  
Staff Development
- May 30 – Student/Staff Holiday
- June 2 – Last Day of School