

Emile Elementary Student Campus Handbook Appendix



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Bastrop ISD...Proud of OUR Past, OUR People, and OUR Performance!

2020-2021

Located at 601 Martin Luther King, Jr. Drive
Bastrop, Texas 78602
(512) 772-7620
Fax (512) 321-3564
www.bisdtx.org

Principal: Windy Burnett
Assistant Principal: Juan Hernandez

Vision

Emile Elementary will promote the academic success of its students within a collaborative culture that appreciates diversity and develops well-rounded lifelong learners who will contribute responsibly to society.

Mission Statement

To foster a commitment to excellence in teaching and learning by providing accessible and engaging educational experiences that will lead to the development of 21st century learners accepting of change, skilled in problem solving, and prepared to make positive contributions to society.

Absences/ Attendance

In order to maximize your child's opportunity for success, they must be at school on time every day. **Students arriving after 7:30 a.m. are tardy.** Official attendance is taken daily at 9:00 a.m. for Pre-Kindergarten morning classes - 4th grade. Pre-Kindergarten afternoon attendance is taken at 1:00 p.m.. Please remember that **the instructional day is from 7:30 a.m. – 3:00 p.m.**

The school opens for students at 7:00 a.m. and the first bell rings at 7:15am. Students arriving before 7:00 a.m. are not supervised by Emile staff and must be monitored by the student's guardian. Also, please prioritize morning instructional time when scheduling appointments.

Instruction ends at 3:00 p.m. every day. Due to the number of students in our building, **all changes to transportation arrangements must be made before 2:00 p.m. every day. A note to the teacher or phone call to the front office is required.** All teachers are responsible for changes posted to their attention by 2:00 p.m.

If your child is absent, please provide a parent or doctor note to our Attendance Clerk, Priscilla Gregory. You may email your notes to her pgregory@bisdtx.org or hand deliver the note to her at Emile Elementary. She can also be contacted by calling the school at (512)772-7620. Please provide absence notes within 3 days of your child's absence.

Absence notes are reviewed by an attendance committee. You will receive letters and/or phone contact from the school if your student's absences/tardies are in an excessive amount and/or in violation of the state compulsory attendance laws. If your child is in violation of the laws referenced in the Student Handbook, you may be referred to our truancy officer, you may be charged with a civil offense, and you may be subject to disciplinary action by a court of law.

Awards

Emile Elementary School will award certificates of attendance, performance, and improvement at our mid-year and end of the year awards celebrations. Tardies are a factor in attendance awards. A student cannot have more than 2 (two) tardies in a 9-week period in order to receive an attendance award.

Arrival/Dismissal

Our number one concern for your child at Emile Elementary is safety. Please read the following procedures for dropping off your child in the morning and/or picking your child up in the afternoon.

MORNING ARRIVAL- 7:00 a.m. is the earliest time for arrivals. Please do not drop off or leave your children unattended prior to 7:00 a.m. Emile Staff will not be available to monitor students prior to 7:00 a.m.

Bus Riders - Emile students can ride the Gold Star buses to school if they qualify for transportation and live in the Emile school zone. School buses load and unload on the south side of the campus, on Emile Street. Emile Street is not a drop-off area for car riders. **For your child's safety, do not allow your child to exit the vehicle on Emile Street.**

Car Riders - Emile students can get to school by car. Drop-off is in the front of the school building, by the cafeteria. Students who arrive by car in the morning, enter the building through the cafeteria at 7:00 a.m. and remain in the cafeteria until 7:30 a.m.

The "front car rider" area drops off at the front entrance to the school by the cafeteria ramp, **entering from Pine Street on the north side of the school parking lot and exiting back towards Pine Street.**

Parking is not allowed in the drop-off areas. Please pull as far forward as possible before allowing your child to exit. **It is not safe to drop-off your child in the parking lot and have them walk across the parking lot.** At the beginning of the school year, the traffic will be slower until everyone learns the drop-off patterns. For many parents, this is the first time they are taking a student to our school. We greatly appreciate your patience and pre-planning to get your child to school on time!

Please have your child ready to exit the car when you pull up to the designated drop-off areas. Wake them up as you approach the school, in case they are sleeping. This will speed up the line and allow students to get to class on time. **For everyone's safety, please be patient and do not go around other vehicles that are waiting.**

Parents are allowed in the cafeteria in the morning but must remain in the cafeteria and only exit through the cafeteria once students are released to their classrooms at 7:15. **Any parent/family member wanting to enter the cafeteria must first go to the front office to get a visitor's sticker.** This is a security measure that helps ensure safety of your child's campus. No ID stickers will be issued after 7:15 a.m. for entry to classrooms and all visitors must be back to the front office as close to 7:15 a.m. as possible. **Parents/Family members may not accompany students into the hallway or to their classrooms.**

Parents that habitually fail to return to the office by 7:20 a.m. will not be issued ID stickers in future visits.

The first bell rings at 7:15 a.m., and the tardy bell rings at 7:30 a.m.

AFTERNOON DISMISSAL and DEPARTURE

We ask that any transportation change request be completed by 2:00 p.m. by calling the front office.

Make sure your child's classroom teacher knows how your child will get home daily by putting it in writing. It is very important to keep the same routine if possible. It takes about 15 minutes to get all students loaded and on their way home; however, it takes everyone working together to make this a safe and smooth transition.

Please do not pick up students early from instruction. Teachers are expected to provide instruction and guidance until 3:00 p.m. When your student is not in class for the full day, they miss out on valuable instruction and learning. Please partner with us, and schedule appointments after school as much as possible.

Bus riders are managed by the teachers to get to the correct bus.

"Front car riders" will load in front of the school. Vehicles enter off of Pine Street and exit onto Pine Street. All cars are required to display a pick-up tag in the window of their vehicle. If a person does not have a pick-up tag, they will be required to park, come into the office with proper identification to obtain a tag. Please form one line and do not pass. Move up as students are loaded. This can be a dangerous loading area if people get in too big of a hurry or try to get around a car. Please work with us and we will load your child as fast and as safely as we can. Monitors will be at the entrance to load students. They have radios and will ask for your child's name. Please follow the signals of the monitors. Please be patient as everyone learns the routine at the beginning of the school year.

"Walk-up's" will exit in front of the school once they are dismissed by an Emile staff member. Anyone walking up to take a student home must show a pick-up tag. If the person does not have a pick-up tag, they will be required to enter the office with proper identification to obtain a tag. When walking up to pick up a student, please park in parent parking and wait outside of the school, under the covered front area and an Emile Staff Member will take your pick-up tag, and your student will then exit holding the pick-up tag to return to the person picking up.

There is no pickup on Emile Street for Emile Elementary students. If you block the buses, Gold Star transportation may report you to law enforcement.

Please be courteous to the neighbors in this area. Do not block their driveways or park on their property. As property owners, they can report you to law enforcement.

We appreciate your cooperation in helping us to make our arrival and dismissal times as safe and effective as possible.



Birthdays

If you plan to bring edible items to celebrate your child’s birthday, they must be dropped off at the front office and will not be distributed to classmates until the end of the day and at the teacher’s discretion. Birthday items are **not** distributed during student lunch times due to State Child Nutrition laws and concerns involving food allergies.

Parents/Guardians must let teachers know if they plan on joining the class when the birthday items are distributed. Parents must check-in at the office to obtain a visitor’s pass first.

Bring Your Own Tools (BYOT) Possession of Electronic Devices

K-6 Campuses

While electronic devices are allowed before school and after school, usage at other times will be focused in the instructional setting at the staff’s discretion. Usage in the hallways will not be permitted. Cell phones are to be turned off and must remain in the student’s backpack. Elementary students do not currently use cell phones for instructional purposes.

Classroom Observations

Per board policy GKC (LOCAL),

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's 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.

Therefore, classroom observations require the permission of the principal and the teacher. Parents who wish to observe their children in class must call the school office in advance, make an appointment, sign a statement of confidentiality and must comply with the access rules.

Field Trips

Field trips are an extension of your child's learning and a privilege to attend. A student may be denied attendance to the field trip or parents may be asked to attend a field trip with their child if there are safety issues and/or consistent, inappropriate behavior concerning their child. All field trip destinations may not be suitable for all students. Parents who are asked/want to attend field trips must be approved by Bastrop ISD's volunteer program, VIPS. To become VIPS approved, parents must fill out an application and provide a form of valid, state-issued identification. Applications are available in the front office or on the district's website. VIPS applications must be current, approved, and on file to attend school functions. **Volunteer forms must be submitted each school year to remain active.**

Please read and return all permission slips in a timely manner. Parents are not permitted to ride the bus for field trips. They may follow the busses from Emile Elementary, or meet their child at the location of the field trip.

If students do not attend a field trip, an alternate assignment that is related to the content of the field trip will be completed by the student and turned in to the teacher.

The parent of an Emile student may take their child home following a field trip. The parent may only transport their student, and only after the field trip. In order to be counted present for attendance purposes, the student must ride the bus with his/her class. Parents must sign their child out with the classroom teacher prior to leaving. Parents will only be allowed to check out their child and will not be permitted to take any other student(s) home from the field trip.

Schedules

A copy of your child's daily schedule can be obtained through their homeroom teacher. It is also accessible through the classroom teacher's website and through Google Classroom which will be a new addition and common practice this school year.

Our campus website also contains schedules and important dates and events.

Tardiness

Your child is considered tardy if they are not in their designated classroom when the tardy bell rings at 7:30 a.m. Students who are tardy will be required to report to enter the building through the front office and receive a tardy pass. Students who are tardy will be allowed to eat breakfast in the cafeteria, as long as breakfast is still being served. Parents or guardians will receive letters and/or a phone contact from the school if your child's absences/tardies are in an excessive amount. Tardiness is a factor in attendance awards and may also impact academic performance and stress. A student may not be tardy more than 2 (two) times in a 9-week period in order to receive an attendance award.

Oversleeping, depending upon siblings to drop a student off and car trouble are not accepted as tardy excuses. The student is still marked tardy. Late buses and obvious heavy fog or other dangerous driving conditions are not counted for tardiness.

Transportation

If your child's transportation from school will change for the day and/or permanently, you must inform the teacher with a note or call the front office. **For your student's safety, hard copy records (pink/yellow/white) are kept of all transportation changes.** Please provide a written note or call the front office any time transportation changes for your student, even for a single day. **Students are not allowed to verbally change their transportation arrangements** without a signed note or phone call from a parent or guardian. **Transportation changes by phone will be accepted until 2:00 p.m. each day.** All teachers are responsible for changes posted to their attention by 2:00pm. Notice of changes by phone after 2:00pm will not be accepted for any reason.

Transportation: Bus

Behavior problems that arise on the bus are handled through the Gold Star Transportation discipline department. If you have questions or concerns regarding buses or any issues that may arise while students are riding a bus, please call Gold Star at 512.321.5262.

The campus principal does not have access to the video cameras that are on the buses. Only GoldStar Transportation employees have this access.

Visitors

Checking-in: All visitors are required to check-in at the front office with a valid driver's license or state identification card through the Raptor System. Raptor is a visitor registration system that enhances school security and helps us to identify questionable visitors. Daily visitors to campus are not allowed into the hallways after the 7:15 a.m. bell. This includes the nurse's office, library, or classrooms. Our office staff is happy to deliver items to the nurse, library, and/or classroom. Please make sure that all items are marked with your student's name and teacher.

If you need to visit with your child's teacher for a conference, but are unable to attend due to identification issues, a phone conference may be set up for you.

Communication assistance: Emile Elementary works to provide communication opportunities for all parents. If you need assistance with translation, we have staff able to read, write, speak and understand Spanish. We also have support for Sign Language and some other languages. If you are planning to attend an event and need translational support for an extended amount of time, please help us to arrange this in advance (72 hours or more) , so that the staff member is on duty during that event. If for some reason you arranged to attend and will not be able to, please notify the front office as soon as possible, as many of these services have to be funded and without prior cancellation we are still required to pay.

Visiting during lunch time: We realize that due to parent work schedules, you may only have the opportunity to join your child for a meal during lunch. If you plan to join your child for lunch, please sign in at the front office, meet your child in the cafeteria and sit at the designated parent table with your child. Please note that your child will be the only student allowed to sit at the parent table with you. You may not invite other students to sit with you. Once lunch is over, please return to the front office to sign out, and exit through the front doors. Please do not accompany your child to their classroom as they will be continuing their instructional day. Parents that enter instructional areas and are reported by staff to the front office may lose the privilege to visit with their student during lunch. **Visitors may not accompany students to the playground area.**

The amazing members of the Emile PTA that work on volunteer projects during the school day are cleared for these activities every time they enter the building. They do not enter classroom settings during normal school hours.

Daily Campus Wide Folders

All Emile parents should expect to find their student bringing home a daily folder or binder. The daily folder will contain student work, behavior information, information and updates from the teachers and administration, and any notices that are sent home to all students in the grade level for planning field trips or other campus events. These folders should be sent back to school on the following day and will be collected by your student's teacher. We hope that this will assist parents and students in having discussions about what will be happening in class, as well as keep everyone at Emile in the communication loop for campus happenings.