
Bear Creek Elementary Student and Parent Handbook

2025-2026



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Bear Creek Elementary follows the Austin ISD [Student Success Guide](#). Please refer to the embedded link for additional information.

ABSENCES

Daily attendance builds into a successful school year. However, there are times that illness will require a student to remain home. Students with a fever above 100.0 degrees should remain home until 24 hours fever free. Please refer to [AISD Health Services](#) for a more detailed guideline. Attendance is taken at 9:45 a.m. each day.

If your child is off campus during the attendance period (9:45 am), they are considered absent for the school day. Please consider this as you schedule any appointments for your child.

Parents, if one of your children must be out for any reason, please send a note to the office stating the reason for the absence the day your child returns or the absence will be considered unexcused. Notes are only accepted up to 48 hours after an absence. In case of illness, work missed will be provided to the student upon returning to school. Teachers need at least 24 hours' notice to prepare assignments for these students.

AFTER SCHOOL CARE PROGRAM

We partner with the Circle C Child Development Center for after school care. It begins immediately after school and ends promptly at 6:00 p.m. For more information please visit [here](#).

BEHAVIOR

Bear Creek follows the Austin Independent School District's Code of Student Conduct which can be referenced [HERE](#). This year Bear Creek is implementing a campus wide Social Emotional Learning curriculum to foster connections and reinforce skills essential for life-long success. Daniele Gibbon, Assistant Principal, is the Bear Creek Campus Discipline Coordinator.

BIRTHDAYS

In accordance with the Austin Independent School District's Wellness Policy, as well as input from the Bear Creek Elementary Campus Advisory Council, birthday treats (edible and non-edible) are not allowed.

See the [AISD Wellness Policy](#) for additional information about physical education and nutrition.

CAFETERIA

Students may add funds to their account by bringing cash to the cafeteria, or caregivers may make online payments through their SchoolCafé account. Online payments are subject to a processing fee.

If students exhaust their meal accounts, they may charge up to three meals. Once a student reaches their charge limit, if the account is not replenished, the student shall receive a courtesy meal—their choice of the available menu items for that day. We do not pull trays or provide an alternative meal. There is no limit to the number of courtesy meals a student may receive.

The school cafeteria will notify caregivers of any negative meal account balances.

All campuses are required to offer healthy à la carte smart snacks available for purchase. Students may purchase using cash or funds on their SchoolCafé account. Parents may set à la carte restrictions on a student's account by contacting their café manager.

Parents are welcome to enjoy lunch with their child any day of the week. Parents may eat with their child in the courtyard or other designated areas. Parents may not provide other students with food. Please see below for a complete list of lunch times.

CAMPUS VISITS

All visitors are required to bring a driver's license and sign in at the office each time they arrive on campus after 7:40 a.m. and obtain a visitor sticker. Staff members have been trained to ask you to sign in if they do not see that you have a sticker. In the interest of safety and ease for staff, it is requested that ***you wear your visitor sticker on the upper left side of your chest.***

CLASS PARTIES

Elementary schools are allowed to designate up to three (3) party days each school year. These party days will be set by Bear Creek team leaders and communicated via The Cub Hub and/or Teacher emails to parents. Parties are an opportunity for students and their teacher to bond. Parent attendance may be limited due to classroom space. Siblings are not allowed to attend the party of another student.

COMMUNICATION

On the last day of each school week, The Cub Hub will be sent to families via School Wide Messenger. School Wide Messenger may be utilized at various times throughout the year for timely updates and important information. Grade Level Teams will communicate with parents once a week. Essential Areas will send out a monthly communication. These will be embedded in the Cub Hub. Email addresses are automatically added to School Wide Messenger from the information provided upon registration. If you wish to add an email address, update your child's student portal.

DRESS CODE

Bear Creek Elementary follows the Austin Independent School District's dress code. In order to ensure sensitivity to all students, please note students will be addressed individually if there are dress code concerns. All staff members will keep in mind the student's age and maturity when having sensitive discussions with students.

The dress code can be viewed [here](#).

EARLY CHECKOUTS

When it is necessary to check your child out of school prior to the end of the school day, ***parents must sign out the student in the office.*** Parents should communicate ANY change in transportation with the Front Office. (Classroom teachers are unable to check their email or phones during the day.) Office personnel will call the classroom and have the student sent to meet you in the office. Please be prepared to show your identification in the office each time you pick up your child. Students must remain in the classroom until they are checked out in the office. Teachers cannot release a student to a parent. Please be mindful: it is very difficult to check a student out after 2:00 p.m. due to preparations for dismissal.

EMERGENCY CONTACT INFORMATION

It is essential that the school office has current home, work, and emergency contact numbers for each child. These numbers must be kept current. If you have a change in contact information, update your child's registration portal. [Robin Mealey](#) can assist with questions.

FIELD TRIPS

All field trips are planned for educational purposes only and an extension of the grade level curriculum. Permission for field trips using AISD-arranged transportation is given on the AISD Student Registration Form. Parents will be notified of any field trips scheduled by teachers.

LATE ARRIVAL

If your child arrives after 7:40 a.m., he/she will be marked **tardy**. Any child arriving after 8:10 a.m. will be marked **very tardy**. Tardies can have an impact on overall student performance and attendance measures.

LICE

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 seven days. The name of the treatment product must be provided by the parent/guardian on the treatment letter. If treatment has occurred within the last week, the student may stay in school. If treatment has not occurred in the last seven days, the same protocol for live lice will be followed. Alert letters will only be sent home in the event of a high percentage of students infested in a classroom.

See the [Austin Independent School District Lice Policy](#) for more information.

LOST AND FOUND

When items are found at school, they will be placed in the “Lost and Found.” Children and parents are asked to check this area for items that are lost. ***After a few weeks, unclaimed items are donated to our sister school, Palm Elementary.*** Labeling your child’s items (*first and last name*) will help reduce the number of items sent to lost and found.

MEDICATION

In order for Austin Independent School District staff members to administer medication to a student, a parent must sign an [AISD Request for Administration of Medication by School Personnel](#) form. These forms are available in the school office. All medication MUST be in the ORIGINAL container and clearly show the student’s name and dosage to be given. Students should come to the office to take medication when needed. If your child needs to be reminded, please write a note to the teacher. Teachers may not administer medications except in the case

of field trips. All medications must be brought to school by the parent/guardian. Please do not send students to school with medications (prescription or over-the-counter).

MEDICAL ALERTS OR ALLERGIES

Food allergies can be very serious and potentially fatal. The only way to avoid a reaction is to avoid the offering of food. To provide a safe environment for all children, some classrooms may be designated as a *Nut-Aware Classroom*. In *Nut-Aware Classrooms*, we request that you voluntarily consider finding alternatives when providing lunches and snacks for your child. For more information, please contact the school nurse. Students are not to share food.

PERSONAL PROPERTY

All personal items should be labeled with the child's first and last name. Please limit items brought to school as only those necessary for the academic day. Any personal item considered a distraction to the academic day will be collected and held until the end of the day.

PTA

Bear Creek PTA is a tremendous support and advocate for your child's education. Your membership is an opportunity to provide voice for Texas Public Education on both a local and state level. By having a robust PTA membership, we can assure there is a [Voice For Every Child](#).

RELIGIOUS HOLIDAYS

The Texas State Board of Education has specified that students shall receive an excused absence 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, provided a written request is sent in advance by the parent or guardian.

REPORT CARDS

Report cards are electronically issued each nine weeks to notify parents of the ongoing progress of their children. Grades on report cards are based on a variety of assessments throughout the nine weeks, including but not limited to: teacher observations, anecdotal records, student products, formal assessments, journals, etc. Grades are also given for personal development, work and study habits, and conduct. PK-2nd grades use a developmental scale: 4 (mastery), 3

(proficient), 2 (emerging understanding), 1 (needs improvement). Grades 3-6 use a letter scale (A, B, C, F) for academics and a number scale for personal development areas (4, 3, 2, 1).

SOCIAL MEDIA USE AND FERPA

Class parties, field trips, and special events are great photo opportunities for families. As you capture precious moments, be mindful of how you capture the images of other children. We ask in the interest of student safety and respect for the privacy of other families, you refrain from posting the images of children to social media without permission of their parents.

STUDENT CELL PHONES

If cell phones, smart watches, or other technology with the ability to connect to the internet are brought to school, they should be put on silent mode and put away at all times. If you need to reach your child, please call the front office. Students caught using a cell phone or smart watches will have the item collected and placed in the front office for parent pickup.

TEXTBOOKS AND LIBRARY BOOKS

It is the responsibility of the school to issue, collect, care and account for all state adopted textbooks. Text and library books that are damaged, destroyed, or lost by a student must be paid for at the cost established by the Texas State Board of Education. Please refer to the library [website](#) for more information.

TRIPS AND VACATIONS

School days missed due to vacations are unexcused absences, even with advanced notice. While we embrace the opportunity for students to learn in alternative ways and understand that a trip can add value to life experiences, the 90% attendance rule should be considered when planning an event.