

Patton Elementary School



Guidelines for Success Parent and Student 2025-2026 Handbook

Our Mission

Our staff is currently re-evaluating our mission, values, and beliefs. Please stay tuned for more updates as the year progresses.

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

Vision and 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 - Pioneer
Office Hours - 7:30-3:30
School Hours- 7:40-3:10

JAMES ANDREW PATTON ELEMENTARY SCHOOL

~CONTACT INFORMATION ~

512-414-1780

Christine Snowden Principal Ext. 58774 christine.snowden@austinisd.org	Lauren Hollander Assistant Principal Ext.	Jerry Torres Assistant Principal Ext.
---	---	---

	lauren.hollander@austinisd.org	jerry.torres@austinisd.org
Counselor	Amy Bassett-Wells Counselor Ext. amy.bassett-wells@austinisd.org	Olga Neverovitch Counselor Ext. olga.neverovitch2@austinisd.org
Celeste Delgado Admin Assistant/Bookkeeper Ext. celeste.delgado@austinid.org	Monica Alvizo Registrar Ext. monica.alvizo@austinisd.org	Velma Lopez Clerk/Attendance Ext. velma.lopez@austinisd.org
Winston Evans Cafeteria Manager (512)414.1780 winston.evans@austinisd.org	Transportation/Bus (512)414-0238	Jillian Rourke/Sarah Pool School Nurse Ext. jillian.rourke@austinisd.org
PTA Webpage http://www.pattonpta.org	AISD Webpage www.austinisd.org	Patton Elementary Webpage https://patton.austinschools.org

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 Patton PTA at pattonpta@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) Have lunch with your child -

At the start of a new school year, we ask that you give students some time to adjust to lunch

procedures. **Adults are welcome for lunch beginning September 8, 2025.** Please sign in at the office. Tables for visitors and the child visited are located at the back of the cafeteria. Picnic tables are also available outside in front of the building. If you choose to bring your child a special lunch, please note that no outside food is permitted to be shared/given to any child other than your own.

3) 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. We welcome and appreciate our volunteers very much. If you're interested in volunteering, you will need to complete a background check through Austin Partners In Education. Click [here](#) to complete that process. If you have any questions about the volunteer process, please contact patton@austinisd.org and one of our front office staff will assist you.

- 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.

5) Read Weekly Parent Pioneer S'more Every weekend(Friday-Sunday) watch for our Pioneer Weekly Updates which includes important school information, dates, and events on campus. In addition, teachers distribute classroom information through classroom newsletters and/or websites weekly.

ARRIVAL AT SCHOOL Doors open at 7:10am. **Please drop off students at the front of the building prior to 7:15. Students are counted tardy if not in the classroom at 7:40 a.m.** 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.

ARRIVING LATE OR LEAVING EARLY The school day begins promptly at 7:40am each day. It is extremely important that your student arrives on time and prepared to learn. When students arrive late, this can cause undue stress and your child is missing valuable instructional time.

Students arriving after 7:40 and/or leaving early (before regular dismissal time) will be counted as tardy, i.e. "missing part of the school day". Students who arrive after 7:40 will be required to first check into the front office so they can receive a pass to go to class.

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. In addition, we are unable to retrieve your child from class before you arrive to check them out. Please plan accordingly and be sure you have plenty of time to get to your appointment, etc.

VISITORS ON CAMPUS:

[AISD Board Policy For Visitors on Campus](#)

[AISD Board Policy for Conduct of Visitors on Campus](#)

ATTENDANCE Regular, on time, attendance is essential for student success. A child not in class at 9:45 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 healthcare 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).**

Please email all doctor notes or other information related to attendance to patton@austinisd.org .

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.** 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. Per AISD policy, we will follow the directives for the most recent court order that we have on file.

PARENT/TEACHER COMMUNICATIONS Concerns: If you have a classroom concern, please contact the teacher first. Questions or concerns should be raised via email or over the phone. Please note that teachers are actively engaged with students throughout the school day, as their job is teaching. Our teachers will respond to emails and phone calls as quickly as possible, but we appreciate your patience in waiting for a reply. Teachers will respond within 24-48 hours. If you are visiting the campus in-person, please refrain from engaging the teacher in conversation about your specific student during the school day outside of their planning period. According to board policy, this is disruptive to the normal school or learning environment. If after utilizing the appropriate channels of communication with the teacher, your concern is not resolved, feel free to contact campus administration for support.

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 with teachers via email to arrange a conference. Parent/Teacher conferences are officially held in the Fall and Spring, and those dates are published on the AISD calendar.

Weekly Communication from the Classroom- Every teacher and/or grade level team will send home weekly parent communication via email. When you have your Meet the Teacher night, be sure to provide your child's teacher with an accurate email address that you check regularly. This will be the main mode of communication between you and your teacher.

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. **Email**- Every teacher has an email. Please send an email with questions, concerns or comments for your child's teacher. Email is the preferred method of communication between parents and teachers. If a call is requested or needed, teachers will happily give you call during times when they are not teaching.

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

CLASSROOM DELIVERIES All student/parent deliveries must be brought to the front office. Please ring the buzzer and the front office will assist you in either placing your items on the shelf outside the front door or bringing it inside depending upon what the item is. 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 7:40 a.m. and 3:00 p.m. each day. **For the safety of all students and staff, visitors are NOT permitted in the building during morning drop off or afternoon dismissal times. We appreciate your support and understanding.**

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 five different drills:

- **Evacuations** conducted for fire, bomb threat, or gas leak.
- **Lockdowns** conducted for intruders 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.
- **Hold-Hold** in classrooms (medical and/or safety)

CELL PHONES/SMART WATCHES Elementary aged students may bring cell phones and smart watches **provided they stay in the backpacks and are turned off during the instructional day. They may access these at dismissal time. We appreciate your support with this. Staff are more than happy to assist your child in contacting a trusted adult during the school day as needed.** Teachers may allow them to be out for instructional purposes ONLY during the day. No smart watches, please. Any device that is picked up due to misuse, will only be returned to a parent. **Parents/Caregivers: 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 cannot 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, i.e. rewards such as board games.

FIELD TRIPS Parents will be notified in advance whenever children leave campus on field trips. Permission for trips using AISD arranged transportation is given on the Student Registration Form. All trips are planned for educational purposes. If a parent would like to chaperone a field trip, a background check must also be completed through APIE. Parents are not permitted to ride the bus with students. If a parent is attending as a chaperone, they are expected to driver their own vehicle. An AISD private transportation form must be completed and signed by the parent for each trip including charter buses.

STUDENT 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. Please label all clothing such and belongings.

General Guidelines

1. Basic Principle:

- Certain body parts must be covered for all students at all times.
- Clothes must be worn in a way such that abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
- All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above: • A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND

- Pants/jeans or the equivalent (for example, a skirt, sweat-pants, leggings, a dress or shorts), AND
- Shoes.

3. Students May Wear, as long as these items do not violate Section 1 above: • Religious headwear Hats facing straight forward or straight back and must allow the face, ears to be visible to staff any not interfere with the line of sight

- Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans” • Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF(LEGAL).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (waistbands and straps excluded). • Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”).
- Accessories that could be considered dangerous or could be used as a weapon. • Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress

code outlined in the student handbook.

BREAKFAST AND LUNCH PROGRAM Breakfast is served from 7:05am to 7:40am in the cafeteria. 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. 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. Lunch 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 two-three parties during the school year that are scheduled during instructional time: These dates will be shared by your child's teacher.

*****Days and times for parties are scheduled through the child's teacher.

PARTIES AND SOCIAL EVENTS OUTSIDE OF PATTON As a campus, we cannot distribute invitations to events outside of school. This includes, but is not limited to birthday parties, holiday celebrations, etc. We respectfully ask that you do not request teachers to send out your invitations or information that is not a Patton/AISD related event.

BIRTHDAYS: Each child's birthday will be recognized every day during morning announcements. Please do not send party favors, presents, or balloons for distribution at school. **UPDATE: We will no longer have FOOD items passed out to celebrate birthdays. We encourage you to celebrate your child's birthday by sending NON-EDIBLE treats, if you choose. Your teacher can provide you with non-edible ideas as needed based upon age level.**

If you send birthday 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. Teachers and staff members cannot email invitations or promote birthday parties. We respectfully ask that you do not request teachers to send out your child's birthday invitations.

We cannot have birthday parties at school, but you may arrange with your child's teacher to share an appropriate and healthy treat at the end of the school day. As many students have various health needs, we strongly suggest non-edible treats. If you choose to send a treat to share with your child's class, it must be individually wrapped. Birthday treats may not be shared at lunch. All birthday treats will be distributed at the END of the school day and not before. REMEMBER: Birthday treats must be NON-EDIBLE. Food will not be handed out and we appreciate your support with this.

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 without any fever reducing medications. **They need to be fever free for 24 hours with NO medication/s 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.

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 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 is 414-6500.

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 Patton CREW after school on the school grounds until 6:30 pm. 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.

PHILOSOPHY FOR DISCIPLINE

At Patton we strive to give our students the best well-rounded education. Each student has the right to learn and each teacher has the right to teach. Our goal toward excellent instruction requires that students adhere to school and classroom rules to create the best learning environment possible. Patton is also recognized by the Anti-Defamation League as a "No Place for Hate" campus.

Here at Patton, we are 100% committed to the academic and social/emotional success of all students. We believe that the best decisions for managing behavior are based on a value system that maintains the dignity of each student in all situations. We advocate a discipline model that is highly flexible, yet structured, incorporating the best current thinking of education experts. A key component of our campus behavior plan is to acknowledge students who do follow our expectations.

This year, we will be using Leader in Me and a variety of Social Emotional Learning (SEL) behavior tools such as: Positive Behavior Intervention Supports (PBIS), Second Step, Conscious Discipline, and Trust Based Relational Intervention (TBRI) as our School-Wide Positive Discipline Plan to encourage students to:

- Develop positive social skills
- Learn to be a cooperative member of a community
- Use empathy, problem solving and anger management skills

Each teacher/grade level works to develop a classroom culture of respect for one another and a place of authentic learning. Although we have a school wide community culture, educators also recognize each students' individuality.

Rewards for Exemplary Behavior

- Praise (specific praise)
- "Lunch Bunch" with the teacher
- Homework pass
- Special jobs/tasks for students

- Positive phone call or note home to parents
- Extra library, computer time, etc.
- Visit to Principal or Assistant Principal office for praise
- In class reward systems (ex. collecting points for the classroom store or treasure box)

Tiered Levels of Behavior

Behavior Levels Examples include, but are not limited to items below:		
Level 1 Class or campus expectations need to be retaught/reviewed with classroom teacher.	Level 2 Disruptive behavior that directly impacts the physical or emotional safety and well-being of students or staff.	Level 3 Behavior immediately puts the safety of others at risk or breaks the law.
• Not following instructions • Disrespect • Off task • Refusal • Disruption • Talking back • Uncooperative behavior • Horseplay • Minor destruction of school property • Mild physical contact • Dishonesty	• Repeated behavior from previous level • Defiance • Profane/vulgar language • Teasing/name-calling • Physical aggression • Improper use of technology • Destruction of school property • Stealing • Throwing objects • Use of racial/ethnic slurs	• Repeated behavior from previous level • Sexual harassment • Bullying • Possession of weapons • Major destruction of school property • Leaving campus without permission • Public lewdness • Possession or use of drugs (including medications) or alcohol • Throwing objects • Possession of inappropriate images (drawings/pictures) • Sudden acts of aggression • Threat of danger/harm • Refusal to comply with all redirection
Possible Teacher Interventions: • Reteach class/campus expectations • Model desired behavior • Use of physical proximity • Verbal correction/warning • Moving student to another seat • Loss of privileges • Reflection sheet • Apology letter	Possible Teacher Interventions: • Any level 1 interventions • Parent contact • Parent/student/staff conference • Counseling referral • Removal to another classroom • Peer mediation with counselor • Behavior contract	Possible Administrator Interventions: • Administrators contacted immediately • Phone call home • Detention (lunch) • Loss of privileges by administrator • Parent-Administrator conference • Behavior contract

• Phone call home • Conference with student • Conference with parent	• Loss of privileges	• Suspension home (3-5 grade) • Referral to counselor or behavioral specialist
--	--	---

IN SUMMARY

- Level I behaviors are handled in the classrooms; no office referral
- Level II are handled in the classrooms, within the grade level or behavior contract; and counselor or administrator (if needed). A written office referral may be issued (with documentation of previous intervention).
- Level III behaviors are to be referred to the office.