Academy Elementary
Bumblebee Basics
2023-2024

Academy Elementary School

107 S. Pondalilly
Little River-Academy, TX 76554

Dear Parents:

Welcome to the 2023-2024 school year. We have strived for excellence since our school was established and plan to continue with our efforts to bring to your children a quality 21st century education. Please join us in making Academy Elementary a vibrant learning community.

Our goal is to create life-long learners, and our hope is that your children will enjoy their time with us. By working together, we can ensure this will happen. Please take the time to read through this handbook with your children, so we will have your support for our guidelines and practices. If you have any questions, call or make an appointment with any of the administrators or other personnel who are here to help you. We are happy to answer any questions.

Sincerely,

Academy Elementary Leadership Team

Academy Elementary Facebook:

Academy ISD Website:

AES Remind 101

Text: @aesbee to 81010

Contact Numbers

Front Office	254-982-0150
Fax	254-982-0223
District Administration	254-982-4304

*If you need to speak to the nurse or cafeteria, please call the AES main office and we will transfer you.

School Hours

Breakfast…… 7:15 to 7:35

Doors Open to Campus for students.... 7:15

Classes Begin …… 7:40

Dismissal …… 3:40

Academy Elementary is a first grade through fifth grade campus. Our campus offers a number of programs to meet the special and individual needs of each child at our school. We have a supportive staff who provide a safe, secure, learning environment for your child.

The school day begins at 7:40. We open the campus doors at 7:15. Students may not be on school grounds before 7:15. Staff goes on duty at 7:15 to closely supervise students so that we can keep them as safe as possible. Please do not allow your children to come to school before 7:15. If they walk, they should arrive at school no earlier than 7:15. Please cooperate with this effort.

School breakfast is served from 7:15 until 7:35. When students arrive they are expected to go to breakfast or their classroom. Academy Elementary is committed to educational excellence and instruction begins promptly at 7:40. Students not in their classrooms at that time are considered tardy and **must be signed in by an adult at the front office**. Please help your children be on time for school.

School is dismissed at 3:40.

Address, Telephone Number Change, and Student Registration Card

Address & Telephone Number: State law indicates that parents/guardians provide the school with a current address and current telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, and emergency contacts, babysitter, etc.) and who is allowed to take your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Most importantly, parents or guardians **must come to the office in person, with a valid ID, in order to add or delete names and make changes including telephone numbers** on the student registration card. We **will not** release your child to anyone whose name is not on the student registration card. Please inform those who you have designated to pick up your child they will be required to **show a picture ID**. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

Animals

For student safety, please do not bring pets to school when picking up and/or dropping off your child.

Attendance

If your child is unable to attend school, please call the school office at 254-982-0150 and email the school at katie.vansa@academyisd.net or send a note with your child upon return. **All absences are recorded as unexcused until a written note is received.** The excuse note is due within five school days of the absence. If not received, the absence remains unexcused. The reason for an absence must be stated in writing and signed by the parent or guardian unless you are providing a doctor's note. In your note, please include the following:

- student's full name
- date of absence
- full explanation of absence
- teacher's name
- parent's signature.

If your student is marked tardy, you will receive an automated phone call notifying you. If you have already contacted the office, please disregard this call. If your child is withdrawn during the day (illness, medical appointments, etc.), a note is required. Students with medical appointments will not be counted absent, if they are in attendance any part of the day and bring a written note signed by the doctor and have completed their classwork or assignment for the day.

Awards

Awards assemblies are held in May. AES recognizes A Honor Roll, A-B Honor Roll, and Perfect Attendance (yearly). Only children who have been enrolled in AISD from the first day of school and in attendance daily will receive Perfect Attendance recognition for the year. Students may be awarded extra certificates from classroom teachers. Time out of school due to tardiness or leaving school early will be accumulated by semester. Three tardies will count as a day's absence for the purpose of awards for perfect attendance.

Bad Weather Day
Parents, students, and staff members are asked to tune in to radio, television broadcasts, Academy ISD website, and the Academy Elementary facebook page for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. In the event that schools must be closed, the decision will be made by the AISD superintendent and the information will be disseminated as soon as it becomes available. We recommend that parents sign up for the Academy Elementary Remind 101 account so you may be up to date with safety information.
***For up to date weather information, please join our AES Remind 101 Group - text @aesbee to 81010**

Before School
Staff does not come on duty to supervise students until 7:15. **Students are not to arrive on campus before 7:15.** No staff member will be able to supervise your child before this time. Students habitually on campus before 7:15 a.m. will be documented as such by the district's School Resource Officer.

Those who want to eat breakfast in the cafeteria will be served from 7:15 to 7:35. The breakfast line closes at 7:35.

Checking Students Out During the Day
Parents are discouraged from regularly signing out their student(s) in order to miss dismissal traffic. Students who are routinely checked out early from school are denied an educational opportunity and it could adversely affect their learning experience.

Students are not permitted to leave school grounds unless they have been properly signed out through the office. Check out hours are between 8:00am and 2:30pm.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the office. Teachers are not allowed to release students to anyone.
2. Be prepared to show a valid driver's license or military ID. Office staff will not release students to anyone not listed on the student's registration card. **Please do not send anyone to school to pick up your child who is not on the Student Registration Card.**
3. Once you are verified to be able to pick up your child, your child will be sent to the front.

Child Abuse
The reporting of suspected child abuse is a state law that teachers, administrators, and staff must observe. Our school is most interested in the health and safety of our children and will abide by the state law.

Clinical/Medical Issues
Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

Fever – Fever is defined as a temperature equal to or greater than 100ºF. AISD policy states a child cannot remain at school with a temperature equal to or greater than 100ºF. **Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol**.

Clinic Visits – The clinic will document the care your child receives. Parents will receive a call from the nurse only if the student needs the parent's immediate attention.

Medication – Medications will be administered by a trained staff member and **can only be given with a physician's order on file and proper pharmacy label on the medication**. **Students are not permitted to carry any prescription medications or over the counter medications**, including cough drops, medicated creams, eye drops, etc. For the complete AISD medication policy, see the district website under AISD Health Services.

Head Lice - An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.
Please see more information on head lice on our AISD website under Health Services. (www.academyisd.net)

Immunizations
If your child receives immunizations throughout the school year, please bring written documentation that immunization was given. Students cannot attend school until immunizations are up to date.

Visitors During Lunch
- Visitors will need to be listed on the student's registration card in order to eat lunch with the student.
- All visitors will need to sign in at the front office.
- Visitors will sit only with their child at the designated visitors' table in the cafeteria.
- Outside food may only be brought for the visitor's student.
- After lunch is over visitors will need to report back to the office to sign out.

Deliveries to Students
No commercial deliveries of food will be made to any campus. No deliveries of any nature will be made to any classroom. All approved commercial deliveries must be made to the office. Parent deliveries of any nature should be cleared through the office. Please do not have flowers or balloons delivered to your child at school.

Dress Code
Please refer to the Academy ISD Student Handbook for guidelines on dress code.

Dropping Off Students
Student drop off should only take place in The Hive line. We ask that parents remain in their vehicles. As much as possible, an adult will help all children out of their vehicles. When dropping off students, pull forward to the end of the drop off lane as far as you can. All students may be dropped off at the front entrance of Academy Elementary. Additionally, students in grades 3-5 (and their siblings)

may be dropped off at the back drop off located near Academy Middle School. **Please remember, students are not to be dropped off before 7:15.** Staff will not be on duty and doors will not be open until that time.

Field Trips

Parents who wish to chaperone a field trip must first fill out a background check form and be approved. Background forms can be picked up at the Administration Office. Only staff and students may ride an AISD bus to or from the field trip. Those parents acting as an approved chaperone will need to provide their own transportation and may not bring other children on the field trip. Students who ride the bus to the field trip **MUST** return on the bus with their class unless signed out with by a person listed on the student's registration card and after providing appropriate identification.

Grading

Please see the Academy Elementary Grading guidelines for detailed information regarding grades.

Homework Guidelines

Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete them independently and successfully. Homework will not be taken as a grade.

Lost and Found Articles

Students lose many articles each year. Please help us with this by labeling your student's sweaters, coats, lunchboxes, bookbags, etc. If a student loses anything, he or she should check the lost and found area. Clothing, lunch boxes, and other similar items are placed there. Valuable items such as watches, eyeglasses, etc.are kept in the office. **All unclaimed items are donated multiple times throughout the school year.**

Network Use

AISD offers internet access for students. An Acceptable Use Policy is included in the Student Code of Conduct. A parent signature is required before students are allowed access.

Parent Conferences

Teachers and/or parents may request conferences throughout the year during the teacher's scheduled conference time. Participation is strongly encouraged to monitor your child's academic progress and grades. Please schedule a conference by writing or calling the teacher in advance. Teachers will not participate in conferences during instructional time.

Parental Rights

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

Parent Portal
Parent portal is used to view student progress reports, report cards, absences, update information, and enroll your child each school year. The email used for the parent portal must be the same email given to the school during registration. The email is what connects our systems. If you need support with your parent portal account please contact the school at 254-982-0150 and ask to speak to the PEIMS specialist.

Parking
There is a parking lot on the west side (S. Pondalily/front entrance) of the building for visitors called "The Hive."

Parties
Winter, Valentine, and End-of-Year parties may be held. If food is brought to one of these parties, it must be store bought and in the original packaging. Parties for birthdays, farewells, etc. are not permitted. Students can not carry balloons or flowers into the classroom during the school day. Parents may bring cupcakes or treats for a student's birthday. Please notify the teacher so they can ensure there is enough for each child and there are no food allergies in the classroom. All treats MUST be store bought and delivered to the office by 2:00 pm. The office will deliver these items to the classroom.

Physical Education
If your child is unable to participate in P.E. due to a medical condition, a doctor's note is required. Athletic shoes are required for full participation in P.E. For further questions, please contact jayme.ramsey@academyisd.net

Picking up Students
The safety of our students is of utmost importance. Please make sure you have filled out information regarding the way your student will go home. **No changes can be made over the phone for student dismissal.** A parent or guardian listed on the registration card is the only person who will be allowed to make these changes. Changes in dismissal must be made **in person** or a **written note** may be sent to the child's classroom teacher the morning of the change. **Students will be released only to adults listed on the Student Registration Cards. A valid picture ID is required at all times to pick up students. All vehicles in the pick up line must have a pick up placard. Those who do not have this at the time of pick up will be directed to the front office to verify the identification of the pick up person.**

Playground Behavior Expectations
While on the playground, students are expected to:

1. Follow directions the first time given.
2. Keep hands, feet, mouth, and objects to themselves.
3. Play in assigned areas only.
4. Use equipment properly.
5. Line up when the whistle is blown.

Procedure for Students with Wet/Soiled Clothing
Parents of younger grade-leveled students may provide an extra set of clothing for their child (to include shirt, shorts, pants, underwear, socks and shoes) labeled with the child's name in a grocery sack or ziploc bag. The clothing may be stored in the classroom or the child's backpack. At the change of seasons, the clothing should be replaced by season- appropriate clothing.

- Most students should be able to change wet clothing by themselves. Before assisting any child with zippers, buttons, clasps or belts, permission from the child will be obtained.

- The teacher will allow the student to change their wet clothes in the restroom. The teacher will send the wet clothes home in the bag that was provided by the parent for the dry clothes.

- If the child has wet his/her clothes, he or she will clean themselves with wipes, change their clothes, place their clothes in a bag and wash their hands before returning to the learning environment.

  - If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible. The child will await the parent in a campus designated area.

  - The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.

If clothing is not provided and/or the child is unable to change by themselves, the parent will bring a change of clothes and change their child. **The child cannot be sent home on the bus or to after school daycare with wet clothing. The parent will be contacted to pick up their child from school if this occurs.**

Progress Reports

Progress Reports are sent out according to the District calendar to show the progress your child is making in mastering the Texas Essential Knowledge and Skills (TEKS). Parents and guardians should review the information, sign, and return the progress report the next school day.

Promotion/Retention Policy

A Grade Review Committee will meet toward the end of the school year to determine the promotion/retention status of each student according to state and district policy. Parents will be notified of academic concerns throughout the year. The committee will be composed of teachers, administrators, and support staff.

Report Cards

Report cards will be issued at the end of each grading period. Please sign and return your child's report card the next school day.

Safety

If there were to be an emergency, we will contact you using the emergency contact numbers provided on your child's registration card. Please make sure that these are current and up to date. If you have any contact information changes, please visit the front office to make updates.

Social & Emotional

Academy Elementary is focusing the first 15 minutes of each school day on social/emotional learning. Our staff has participated in training from our school counselor on how to best support students' social and emotional needs. For tools on how to support your child at home, please contact our school counselor, Chelsea Hitt, chelsea.hitt@academyisd.net

Signing Students Out of School

Parents may not sign students out of school after 3:00. This action becomes very disruptive to the end of day instruction and the learning process for students and teachers. A valid photo ID is required for all student early sign-outs. Only those persons identified on the student's information cards will be permitted to sign for release of the students. Valid picture IDs will be required.

Student Conduct and Discipline

Student conduct and discipline are governed by the school board and campus policies in the interest of providing a safe school environment that is conducive to learning. Refer to the AISD's Student Code of Conduct. Every child enrolled is expected to abide by the school rules. Appropriate action will be taken when there are violations. Please visit the Academy ISD website (www.academyisd.net), then select the Student Code of Conduct link. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administration can conclude his/her investigation.

Student Supervision Before/After School

Student supervision begins at 7:15. **Please do not drop students off before this time.** When school is dismissed, children are expected to leave the campus immediately. Please be prompt in picking up your child. Students are not permitted to wait on other students participating in after-school activities. **The school office closes at 4 p.m.** At that time, any remaining students **are subject to referral to other agencies, such as Child Protective Services or Bell County Sheriff's Department.** There is no after school supervision on the school grounds.

Tardiness

7:50 a.m. is the time school is scheduled to begin. **Students who are tardy must be signed in by an adult in the front office.**

Transportation

Ways your child can be dropped off or picked up: walkers, bus riders, daycare, parent pickup/drop off (The Hive line).

The safety of our students is of utmost importance. Please make sure you have filled out information regarding the way your student will go home. **No changes can be made over the phone for student dismissal.** A parent or guardian listed on the registration card is the only person who will be allowed to make these changes. Changes in dismissal must be made in person or a written note may be sent to the child's classroom teacher the morning of the change. **Students will be released only to adults listed on the Student Registration Cards. A valid picture ID is required at all times to pick up students.**

Daycare

If your daycare will be picking up or dropping off your child, you will need to indicate this on the dismissal form at Meet the Bees, or when registering your child. Daycares are responsible for arriving at the time of dismissal, 3:40, for pick up.

Walkers

Walkers that live in the subdivision on the same side of the road as the school, will be dismissed out the front door. Walkers who live in the Arbors, River Springs, First and Second Street will be dismissed through the cafeteria and cross at the crosswalk. All walkers must be walking home.

Car Riders

Each student will be given car placards. This placard must be displayed. All Car Riders will be picked up through the car line in the front circle of the school. **All vehicles in the pick up line must have a pick up placard. Those who do not have this at the time of pick up will be directed to the front office to verify the identification of the pick up person.**

Bus

Some of our students are bus riders. The safety of each child depends on the child obeying the bus driver and all of the bus rules. Activities that create distractions for the bus driver **WILL NOT** be permitted. Please see all transportation information on AISD website transportation page. Please discuss bus rules with your child. Bus Conduct Referrals can result in expulsion from the bus. **In emergency situations, please notify the office if you need to remove your child from the bus.**

Parents are given the option to give permission for their child to vacate district transportation without an adult present at the stop. If they choose not to give this permission, a verified guardian must meet the child at the bus stop. Students that are not picked up at the bus stop by a person listed on their Student Registration card, they will remain on the bus and be returned to the school. The parent will then be contacted.

Behavior at the bus stop (both before and after school) must meet the AISD student handbook expectations.

Students are expected to be at their bus stop on time. Bus route information is located on the district website under transportation.

All bus riders are required to use their AISD Smart Tag daily. If a child loses their Smart Tag, AES will request a replacement. Parents may also request a replacement on the AISD website (academyisd.net/Page/477). The first replacement tag is free, all other replacements are subject to a $2 fee. Cash or check (made out to AISD) will need to be sent to the front office. Smart Tags allow an extra layer of safety and security for our bus riders. Smart Tags allows parents and AISD to know when and where students get on and off the school bus, as well as, see a live GPS location of the bus.
Additionally, parents may download the SMART Tag app to receive alerts and other information. Please see the SMART Tag Parent Portal page on the AISD website for information. (academyisd.net./page/480)

REASONABLE STANDARDS FOR BUS BEHAVIOR

Bus service is not a right, but considered a privilege. Violations of bus rules may result in a suspension from the bus for a period of time deemed necessary by school administration. The Student Code of Conduct may be applicable to bus related disciplinary situations. If your student is having a problem on the bus, he/she should let the bus driver know at the first safe opportunity (when the bus is stopped). If that does not correct the situation, have them contact their principal or email the principal.

1. Remain seated facing the front and keep all limbs within the school bus seat compartment until the bus comes to a complete stop and driver opens the door.

2. Actions that distract the driver and create an unsafe environment for other students are prohibited on school transportation.
3. Be courteous and respect the rights and property of others.
4. No profanity, lewd talk, obscene gestures, racial or sexual slurs is permitted.
5. No pushing, shoving, hitting or fighting. Putting your hands on others is the quickest way to get in trouble. Bullying (physical or verbal) WILL NOT be tolerated on AISD transportation.
6. Students are expected to throw away trash.
7. The driver is the authority on the bus and may assign seats as he or she deems necessary.
8. ANY vandalism/destruction of the bus (not limited to writing on, cutting, or tearing of seats, etc.) will result in suspension from the bus AND COST OF REPLACEMENT PARTS.
9. Students riding a bus with seat belts are required by state law to wear the seat belt.

For any transportation questions/concerns, please contact Mr. Nolen, Director of Transportation at 254-982-4304.

Visitors

Visitors must check in at the office with a valid government identification card and receive a visitors badge which must be worn at all times. If you are choosing to eat lunch with your child, please contact your child's teacher or the front office for their lunch time. **All lunch visitors are asked to sit at the designated visitor's table in the cafe.** Student lunch times will remain the same. While you are visiting, we ask that your student return to class with their teacher at the conclusion of their lunch time. Also, we kindly ask that you sit only with your child when eating lunch with them. You are welcome to bring lunch with you, but we ask that you only bring lunch for your child.

Volunteers

Academy ISD has a volunteer group called the Busy Bees. There are a variety of ways to serve with this organization. For more information, please join our AES Busy Bees on the Remind 101 app.

Remind 101 Class Code = @aesbusybee

Withdrawals from School

In case a student is to be withdrawn from school, the homeroom teacher and the office should be notified at least 48 hours in advance of the planned withdrawal date. Students ***must*** return all library books and pay all monies owed to the school (if there are library fines) prior to withdrawing.

Academy Elementary Grading Practices

1. **Summative** assessments (major grades) account for 40% of a student's 9 week average. **Formative** assessments (minor grades) account for 60% of a student's 9 week average. Spelling grades will fall under the formative assessment category and will hold a 3% weight.
    - **Formative**- an assessment for learning that occurs during the learning process and provides information to both teachers and students and enables them to make adjustments to increase learning. Formative assessments that might be used for grading purposes include daily work, performance assessments, guided or independent practice, quizzes, or compositions.

- **Summative**- an assessment of learning that occurs after instruction to determine what students know, understand, and can do at one point in time. Summative assessments that might be used for grades include end-of-unit assessments, major projects or products, final essays or compositions.
    - Summative grades are to be derived from different summative assessments, not one summative assessment counting 2 or 3 more times.

2. **Number of grades**- A teacher should have a sufficient quantity and variety of assessments during the grading period to accurately reflect academic achievement.
    - Teachers will record a **minimum** of 7 formative grades and **at least** 2 summative grades per 9 weeks grading period for ELAR, math, science, and social studies.

3. The English Language Arts and Reading grade must reflect a student's mastery of the standards (as outlined in the TEKS and in the TEKS Resource System) in all areas of Language Arts, Reading, and Writing.

4. Grades shall be posted/recorded in the gradebook (viewable in Parent Portal) and viewable to a student's parent in a timely manner, **no later than 5 instructional days from date received** with exception given for projects.

5. Grades must reflect accommodations and instructional modifications as specified by campus committees such as ARD, 504, LPAC, etc.

6. A student shall be permitted one opportunity during school hours to redo any assignment or retake any test for which the student received a failing grade.

Parent Resources

- 23-24 AES Campus Improvement Plan
- 23-24 AES Parent Family Engagement Policy
- 23-24 AES Home School Compact