

Parent/Caregiver Handbook

2025-2026



SUMMITT
ELEMENTARY SCHOOL
AUSTIN Independent School District

Kim Placker, Interim Principal

Matthew Bradley, Assistant Principal

Lucie Cantrell, Assistant Principal

Lisa Adams, Counselor

Katie Sieber, Counselor

Summitt Elementary

Welcome to the Summitt Elementary family. Summitt Elementary is a diverse campus with a positive and collaborative campus culture. The staff and administration at Summitt Elementary believe that it is our responsibility to assist all children in reaching their potential. Summitt is the home of the Vietnamese Dual Language Program and Koblenz Exchange Program. Students at Summitt have the opportunity to develop their technology, social/emotional, and leadership skills.

Summitt has been recognized as having a TEA overall rating of an 96 out of 100 (2022 TEA Accountability) and continues to work towards soaring to excellence. We look forward to working with you to provide your child with the best possible educational experience.

Summitt Slogan

Soaring to Excellence

Summitt Mission

At Summitt Elementary we ensure high levels of learning for each student, engaging both heart and mind.

Summitt Pledge

I am a Summitt Eagle.

I am Kind.

I am Courageous.

I am Collaborative.

I am Innovative.

I am Tenacious.

I am Summitt Strong.

Summit Mascot

Eagle

School Colors

Blue and White

TIPS FOR PARENTS

1. Do place funds in your child's cafeteria account ahead of time utilizing the [School Cafe](#) website as the cafeteria does not accept cash.
2. Establish routines for homework. Young students will benefit from having a quiet area within view of a parent for homework time. Provide a snack and some wiggle-time prior to tackling the homework for the night.
3. Read with your child nightly.
4. Have your child practice keyboarding skills.
5. Arrive on time/early. The school day starts at 7:40. Children feel better when they have time to adjust to the school day.
6. [Join the PTA](#) and/or WATCH DOG program and participate in our school activities as you are able.
7. If you have a kindergarten student, we recommend waiting several weeks before coming up to have lunch with your child.
8. Subscribe to our Summitt PTA Newsletter, and other school social media outlets in order to stay abreast of what is going on at Summitt.
10. Communicate any special concerns that you may have regarding your child directly to your teacher. For example, if your child has a specific dietary restriction, health concern, or medical issue, please discuss this with your homeroom teacher so that we can best serve your child.
11. Update your phone numbers, home address, and/or email address in the main office when there is a change.
12. Please contact the front office directly at 512-414-4484 if you need to speak directly with the classroom teacher. If it is during the instructional day (7:40 A.M.-3:10 P.M.), you may leave a voice message or the front office staff will deliver your message promptly.

ARRIVAL/DISMISSAL PROCEDURES

[Video Update 25/26 - Click here.](#) [Maps of Arrival/Dismissal Locations - Click here.](#)

Arrival Students may arrive as early as 7:15 am. Please do not drop your student off prior to that time as there will be no supervision. Students will go to the cafeteria for Morning Assembly. Assembly starts in the cafeteria at 7:30 am. Students may purchase breakfast at this time. After the Assembly, students walk with their class to their classrooms. The school day begins at 7:40am so students arriving after this time will need to go to the front office (On the Mosely Ln. side of the building.) with their adult to get a tardy slip.

Dismissal Please pick-up your child using the plan that you have provided to your child's teacher. If something needs to change with that plan please notify the front office and your child's teacher. The dismissal bell rings at 3:10pm to dismiss students. Students will need to be picked up prior to 3:30.

After 3:30, students will be located in the office and parents/guardians will be called. Upon arrival, parents/guardians will need to sign their student out of the office. Students will only be released to parents/guardians listed on the emergency care card.

Car Pick Up Teachers will monitor car riders as they wait inside. Students will be called to come outside to meet you at your car. Please place your family number in the front dashboard of your car so we can call for your student. You will receive your family number card from your child's teacher.

Bus Pick Up Teachers will help ensure students board the buses appropriately. We recommend downloading the Where's the Bus App so you can track the location and arrival time of your student. [Click here for the app.](#)

YMCA A teacher will escort students to the Annex building. The YMCA teachers will take over from there.

Extend A Care A teacher will escort students to the cafeteria to be monitored by the Extend A Care teachers.

Parent Pick Up Parents of PK - 2 grade have the option to park their vehicle and meet their student at a designated location on campus. Each grade level has a different spot teachers will bring their students to. Make sure to have your family number (given to you by your child's teacher) for this pick up as well.

Grade	Parent Pick Up Location
PK	PK courtyard area.
K	Door to Alvarado class.
1	Flag Pole on Brigadoon Ln side.
2	Arrival / Dismissal Doors (Yellow doors off of Brigadoon Lane)

INDEPENDENT Walkers and Bike Riders ONLY Students in grades 3-5 can independently leave campus and meet their parent/guardian at an arranged spot.

VNDL After School Program Students will be monitored by the non-Summit staff/VNDL After School Program staff until 3:30 at their designated locations.

ATTENDANCE

Daily school attendance is key to academic success and should be the goal of every parent/guardian and child. Daily attendance and on-time arrival permits students to engage consistently with the presentation of information and in activities that extend beyond textbook assignments.

It is the responsibility of the parent or guardian to monitor their child's school attendance and ensure they arrive at school on time each day. Students should be in class each school day with the exception of illness, religious celebration, or a family emergency. A written note of explanation must be sent to the school within 48 hours of an absence.

Policy

The Texas Compulsory Attendance Law states that AISD can file a complaint against the parent/guardian of a student who has three or more unexcused days or parts of days within a four-week period. AISD must file a complaint if the student has 10 or more days or parts of days within a six-month period. For elementary campuses, "unexcused days or parts of days" are coded UNX (unexcused absence) or UT (unexcused tardy).

Excused vs. Unexcused

Students who are not at school at 9:45 A.M. are counted absent. Students who arrive late (before 9:45) are counted tardy.

The following reasons will be accepted as excused:

- Healthcare appointments (doctor, dentist, etc.) - be sure to bring a physician's note to the front office
- Illness – if your child runs a fever, please keep him/her home until fever-free for 24 hours. Please bring a note from student's parent/guardian indicating that the student was ill
- Holy days
- Extenuating circumstances – ie. funeral or family emergency as approved by the principal
- Shadowing at another school with a note from the school – maximum of two days allowed

The following are common reasons for unexcused absences and tardies:

- Failure to provide documentation when the student is out ill, or failure to list correct dates on the note
- Being signed in or out during the day for a medical appointment without providing a note from the physician
- Travel
- Family event
- Oversleeping
- Car trouble or traffic

CLASSROOM ASSIGNMENT GUIDELINES

The school goals for student placement consist of the following:

1. Accommodate any academic needs of the student.
2. Provide the best student/teacher assignment to suit the student's individual learning needs.
3. Provide experiences resulting from a diverse group of students in each classroom.
4. Balance class populations by such factors as ability levels, new and returning students, and numbers of boys and girls.
5. Maximize instructional time by eliminating inappropriate combinations of students within the classroom.

Our overall goal is to provide the best possible educational experience for your child. After spending the entire school year with each child, the professional opinion of the teachers is very valuable in determining the optimum placement of each student. Input from the staff, faculty, counselor and parents will be considered in the class placement process. In the spring of each academic year, parent feedback is requested from parents to help with the placement process. **Requests for specific teachers cannot be honored.**

CLASSROOM MANAGEMENT

Classroom management begins with highly engaging instructional practices. Summit teachers will establish high expectations for learning and for behavior in each classroom.

As part of Responsive Classrooms, the classroom teacher develops a Social Contract with his/her class. The Social Contract serves as a guide for how students will behave and how they will treat each other. Teachers conduct a Morning Meeting every day after morning assembly. This is a daily opportunity for students to greet one another and set the tone for the day. Summit teachers establish clear expectations and consistent classroom routines in order to provide the best learning environment for each student.

CLASSROOM REASSIGNMENT REQUESTS

A parent or person standing in parental relation is entitled to reasonable access to the school principal with authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student. (FDB LEGAL)

In accordance with district policy and upon parental request, the following guidelines will be in place when a class change is requested:

Beginning of the school year

The administration and faculty begin the class placement process at the end of the previous school year. Many factors are considered in making the most appropriate decisions for placement: student needs, class dynamics, parent feedback, instructional styles, etc. Class change requests will not be considered prior to the start of the school year. A reasonable time frame to request a class change is 2-3 weeks after the school year has begun.

Beginning of the school year

After 2-3 weeks, if a parent chooses to request a class reassignment, the following guidelines will be followed:

1. Parent notifies administration of intent to request a class reassignment.

2. Upon notification, the following administrative activities will occur:
 - a. Review of parent feedback letter (If on file.)
 - b. Review of additional placement documentation
 - c. Consult with the previous teacher/grade level team (If available.)
 - d. Parent shares specific concerns with the currently assigned teacher.**
 - e. Document communication via email or conference
 - f. A plan of action is formed by the teacher and parent to address concerns.
 - g. A reasonable time period to monitor the plan is agreed upon by teacher and parent, which is then shared with administration.
 - h. Administration shares reassignment decision with parent and teacher.

Throughout the school year

1. Parent notifies administration of intent to request a class reassignment.
2. **Parent shares specific concerns with the currently assigned teacher.**
3. Document communication via email or conference.
4. A plan of action is formed by the teacher and parent to address concerns.
5. A reasonable time period to monitor plan is agreed upon by teacher and parent, which is then shared with administration.
6. Administration shares reassignment decision with parent and teacher.

NOTE: The above processes are a guide for best professional practices. In the event of dangerous or harmful conditions, a more timely reassignment can be considered.

COMMUNICATION

1. There are multiple means of communication at Summitt Elementary.
2. All primary communication from the principal will be through Thrillshare. This is a district communication tool that you will be signed up for at the beginning of the year based on information provided at registration.
3. Facebook and Twitter are both utilized by the Principal and by the Summitt PTA.
4. Summitt PTA also has a website.
5. Summitt PTA sends a weekly newsletter via email each Wednesday.
6. A monthly newsletter, called the Talon Talk will also be shared from the Principal.

COMPLAINTS AND CONCERNS

Summitt staff members and administration stand ready and willing to work with you to address your concern. We value partnership and advocacy. Most student or parent complaints/concerns can be addressed by discussing the issue with the individuals involved. Start with the classroom teacher. If the issue cannot be resolved, you may call the principal or assistant principal for assistance. The administration's goal is to assist you in working through any challenge that may arise in an efficient and fair manner.

DISCIPLINE MANAGEMENT PLAN

The Summitt school discipline plan is based on the Positive Behavior Support program and the Restorative Practice philosophy. We believe that each child is responsible for his or her own actions. Summitt teachers work to establish a strong sense of community in

each classroom. A class Social Contract is developed by the students to guide the class throughout the year. Positive rewards are offered to recognize appropriate behavior. If a child is sent to the office for a behavioral concern, parents will be called by the school.

Students are held to the expectations outlined in Austin ISD's [Student Code of Conduct](#).

DOGS ON CAMPUS

Please do not bring dogs on the campus unless authorized by the teacher for a special occasion.

DRESS CODE

Students are dressed appropriately for school when their attire and hair do not distract others from learning, and they are able to actively participate in all activities during the school day. All students have a formal physical education class (ask your child for the schedule) and need to wear appropriate clothing and shoes that day. Please see [AISD Student Dress Code Policy](#) for specifics.. If the principal or designee determines that dress is inappropriate, the student shall be given the opportunity to correct the problem at school before calling home for help.

EMERGENCY CONTACT

Parents must provide telephone numbers where a responsible adult may be reached in the event of illness or injury. 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 from EMS and the hospital they use.

HOURS OF OPERATION - 7:10 A.M. – 4:00 p.m.

Students may enter the building after 7:15 a.m. and wait in the cafeteria or assigned gym.. When the 7:30 A.M. bell rings, morning assembly will begin with the goal of getting into classrooms so that instruction can begin promptly at 7:40 A.M. It is very important that students arrive on time and ready to learn. The school day ends at 3:10 P.M. If your child is not picked up on time, he/she will be taken to the office at 3:30 P.M. Parents/guardians may pick up children there.

If an emergency occurs and you are unable to pick up your child, please contact the school office to make special arrangements for your child. **Please note** that students are not allowed to return to the classrooms after 3:00 P.M.

IMMUNIZATIONS AND TB TEST

Our school enforces the state laws for requiring records of mandated immunizations or proper exemptions.

LEAVING SCHOOL DURING THE DAY

Any student leaving the school during school hours must be signed out in the office by a parent or guardian who is listed on the emergency card. For security, your child will be called to meet you in the office. You must notify the office if someone other than a person on the card will be picking up your child for appointments, etc. Proper identification must be provided. Any time away from school is counted as tardy.

LOST AND FOUND

Please label your child's sweaters, coats and lunch boxes. Items with a child's full name are promptly returned. Found items are taken to the lost and found area in the hall near the cafeteria. The lost and found items will be displayed outside the cafeteria for students to identify. Each semester all unclaimed items will be donated to a charitable organization.

LUNCH VISITATION

After Labor Day, families are welcome to join their Eagle for lunch on Wednesdays and Thursdays. You will need to come to the front office to check in, receive a badge and wait for your child near the cafeteria line entrance. Please plan to eat outside at our picnic

tables under the trees near our play area. If it is raining tables will be set up in the office hallway. Once your child has finished eating, please make sure they rejoin their class before they leave the cafeteria.

MEDICATION

For the safety of all students, prescription and non-prescription medication can only be administered from the school office. School regulations require the office to maintain written requests from parents explaining time and dosage, etc. Forms are available in the office. All medications must be in original containers and correctly labeled. Teachers and the office staff are willing to assist with medications, but it is the responsibility of the child to report to the office for the medication.

RELIGIOUS MATTERS POLICY AND GUIDELINES

Summitt students and families share a wide range of religious beliefs and expectations. Since public schools are non-religious entities, Summitt will remain neutral in regard to religious expression.

All students and staff members are expected to be tolerant of each other's religious views. Therefore, no particular religious beliefs or non-beliefs will be promoted or endorsed by the school or its employees, and none should be disparaged. Students and staff may request to be excused from participating in practices that are contrary to their religious beliefs in accordance with the AISD policy.

Guidelines:

1. Teaching about religion and religious observances within the context of the curriculum is appropriate. It is further recommended that the focus be on themes such as sharing and giving, the diversity of family celebrations, community action, principles of religious freedom, and religion and its relationship to the law, rather than holidays or beliefs being a course of study in and of themselves.
2. Symbols that represent a religious holiday may only be utilized as curriculum aids provided their use is relevant to the learning experience. Religious symbols may not be used as decoration.
3. The campus calendar should be prepared so as to minimize conflicts with major religious holidays and observances for all faiths.
4. The class parties in December are referred to as winter parties and will not contain symbols related to the Christmas holiday.
5. We recommend the PTA school-wide Room Parent Coordinator be thoroughly versed in the policy established by the CAC, and that an orientation be provided for all Room Parents, particularly the Grade Level Room Parent Coordinators.

SMART PHONES/SMART WATCHES

Summitt aligns its smartphone and smart watch policy with [AISD Board Policy Personal Electronics](#), including: A student is not permitted to use a personal communication device during the school day. Personal communication devices shall be silenced and stored in a backpack or bag, out of sight during all instructional times. The School Board will adopt an updated policy on August 21st which will align with the State expectations of students not having access to personal devices from bell to bell. **This section will be updated once the districted policy has been confirmed.**

STUDENT BIRTHDAYS

Balloons and flowers are not allowed but pre-packed treats may be utilized after lunch or at the end of the school day in coordination with your classroom teacher. However, on this special day, the classroom teacher will recognize your child.

TARDIES

It is very important that children arrive on time to school each day. Class begins promptly at 7:40 A.M. Any time missed during the school day is considered a tardy. A conference with the parents and principal, assistant principal or counselor will be requested if tardies are excessive. Tardies will be recorded and will be reported on report cards.

STUDY FIELD TRIPS

Each grade level takes a variety of field trips each year. Teachers will send information home explaining the purpose of the trip and will ask for parent/guardian permission. The permission slip must be signed and returned for your child to be able to participate.

TECHNOLOGY AT SCHOOL

Summitt Elementary values the use of technology for our digital natives. All classrooms are equipped with one technology device (Chromebook or iPad) per student. Personal devices should not come to school. Our goal is that ALL students have equal access to technology while at Summitt and that ALL students use technology safely. All parents are asked to sign a technology agreement at the beginning of the year. District devices will remain at school and not travel home.

If students bring phones to school they must keep them off and in their backpacks during the school day and while on campus.

TELEPHONE USE

The school phone is a business phone and we receive and make many calls during the day. Therefore, we must limit students' calls to emergencies only. This means that after school visits to friends must be arranged outside of school. Students may use the classroom phone only with teacher permission. Student phones must remain off during the day and placed in a backpack.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students and parents are responsible for the cost of damage to or loss of a textbook.

TRAFFIC

Take time to review the appropriate drop-off and pick-up spots for your children prior to the first day of school. Older children will be asked to go to the pick-up area of the youngest child in the family.

The student pick-up process is completed in 15 minutes and may take longer during rainy or bad weather days. Your patience and compliance with the pickup map are greatly appreciated. In addition, do not park in the Condominium parking lot across the street on Brigadoon, do not double-park, do not leave your car in a pickup zone, and do not talk on your phone in the school zone.

VISITORS AND VOLUNTEERS

All visitors and volunteers must sign in at the office and wear a visitor or volunteer badge/sticker before going to the classrooms or other campus location. These procedures are essential for the security of the campus.

WEEKLY COMMUNICATION

Each week your child's teacher will provide a communication with the upcoming week's learning targets, classroom happenings and important dates. Some classrooms may send home a Monday Folder. Take time to review the folder and information provided with your child, sign where requested by the teacher, and return the folder with your child..

WHAT CAN BE BROUGHT TO SCHOOL

Children are not allowed to bring any items to school that are dangerous, valuable (too dear that it cannot be lost), or that distract other children. In general, children should only bring items for "show and tell" as requested/approved by the teacher. Do not allow stuffed toys, toy cars, toy guns, knives, nail clippers, expensive games, or jewelry to be brought to school. Books are always appropriate. Ask the homeroom teacher for guidelines on technology in the classroom.