

Mathews Elementary

Parent & Student Handbook 2018-2019

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AISD Website: www.austinisd.org

Mathews Website: www.mathews360.com

Twitter: @Mathews360

School Phone: 512-414-4406

Fax: 512-476-2108

School Office Hours 7:30 am – 4:00 pm

Student Hours 7:40 am – 2:57 pm

WELCOME MATHEWS FAMILIES!

We are so happy to begin another school year with you. Our beautifully diverse campus celebrated 100 years of teaching and learning in September 2016 and we're excited to begin the next century of learning this year! Our school is named in honor of Dr. W. J. Mathews (1849 – 1911), one of the founding members of the Austin School Board. He was born in County Deny, Ireland on August 6, 1849 and opened his medical office in Austin in 1876. Dr. Mathews was an early environmentalist who opposed dumping sewage in the Colorado River. Mathews is designated as a city and state Historic Landmark

Our goal is for each child to learn, grow, and develop every day at Mathews. Our desire is to provide academic excellence in a warm and supportive school climate.

Thank you for being our partners in your child's education. Strong parental and community support enhances the quality of education at Mathews. Please come to school, meet us, talk to us, join the PTA, and volunteer your time and energy. Together we can build on our strong foundation to ensure quality educational experiences that promote the social, emotional and academic success of our Eagles.

PARENT POWER

Parents are a key ingredient for the success of Mathews' students. You can be a part of the Mathews school community by working daily with your child at home, reading with him/her, and asking questions that connect with his/her learning experiences. In addition, we have many opportunities for participation.

1) Join and actively participate in PTA

Participation with PTA can be done creatively whether you have limited time or lots of time.

There are always opportunities for you to be involved at Mathews and we need your help. The Mathews PTA is essential in promoting the educational goals of the school and does a tremendous job of fostering and promoting a positive educational program. We invite you to become a PTA member and to be actively involved in one of the many PTA sponsored activities. As a volunteer, room parent, board member, officer, etc., you can make a meaningful contribution to our school and your child. Get involved and be a part of our team.

Want to learn more? Join us for a Mathews Meeting the 4th Thursday of every month at 7:45 am. This is a casual meeting with wonderful folks and all are welcome!

2) Visit the campus

You are WELCOME to visit us at Mathews. We have school-wide events, Friday morning assemblies, lunch opportunities and multiple class celebrations and opportunities for you to join us at school in addition to volunteering in various capacities.

For visits to your child's classroom or the school day outside of lunch and scheduled volunteer times, appointments should be made at least one day in advance with your child's teacher. This helps us avoid scheduling conflicts and also maintains the integrity of the learning environment for all students. Outside of special occasions, pre-scheduled classroom visits are typically limited to twenty minutes. Longer visits may cause disruptions to learning.

A planned conference with the teacher provides the optimal conditions for positive and productive interaction. Unfortunately, teachers cannot stop teaching to visit with parents who "pop in." Their first priority has to be instructing students and facilitating class learning. Teachers will be happy to discuss what you observed during your visit at a

mutually convenient time. Except for open classroom events or celebrations, please do not bring younger children to the class with you.

Visiting parents need to sign in at the office and pick up a badge before going to the classroom or other teaching areas (again, with prior teacher communication). **New this year: We've updated our Raptor sign in system and ALL VISITORS will need to scan a driver's license or other form of photo ID when visiting, even those who were previously in the system.**

3) Having lunch with your child

Adults are welcome in our cafeteria for lunch. Check your child's lunch schedule and sign in at the office before joining your child in the cafeteria for lunch. Please meet the class at the cafeteria doors, not in the classroom. Our cafeteria tables are typically filled with students eating lunch. You are welcome to go to the picnic tables or benches in the front of the school with your only your child, if you'd like. Parents are requested to follow our cafeteria expectations and help students do the same.

4) Read/listen to weekly school wide communication

Every week you will receive a Sunday Message with information about the week and important reminders. Wednesday folders are sent by the teachers and includes teacher communications and school information will be updated on an electronic Wednesday Folder on our website. In addition, teachers distribute classroom news and post information on websites.

THE DAILY SCHEDULE

- 7:00 Doors open for student arrival, gathering in the cafeteria
- 7:20 Students in grades 3-6 transition to the gym

- 7:35 Teachers pick students up from the cafeteria or gym
- 7:40 Class officially begins/morning announcements – all students should be in classrooms
- 7:50 Morning assembly for all students in the gym on Fridays
- 2:57 Student dismissal. Please be punctual when picking up students

Arrival and Departure

The instructional school day is from 7:40 am - 2:57 pm. Students who are brought to school by automobile are to be let out in the front of the school only. Parents should not park in the front of the building during these times.

The building is accessible to students beginning at **7:00 a.m.** daily. Students should enter the building through the front doors only and then proceed to the cafeteria or the gym, depending on grade level. Students are not to go to any other areas of the building between 7:15 and 7:40 a.m. Appropriate supervision for "early arrivers" cannot be guaranteed anywhere other than in the cafeteria.

Students are dismissed at 2:57 p.m. All students should be picked up no later than 3:00 p.m. PLEASE NOTE: The safety of students who arrive at school before 7:00 a.m. or who are not picked up by 3:00 p.m. is not guaranteed by Mathews School or Austin I.S.D.

DO NOT USE MOBILE COMMUNICATION DEVICES (CELL PHONES, ETC.) WHILE OPERATING A MOTOR VEHICLE IN ANY SCHOOL ZONE AND AROUND OUR SCHOOL

Leaving School Early

Any student leaving school during school hours must be signed out at the office by a parent or guardian. Please do not go directly to classrooms to pick up students. If a student

has a medical appointment before 10:00 a.m., you must bring a note from the doctor to the office upon returning to school (same day) so the student will not be counted tardy or absent. Per AISD policy, leaving early constitutes a partial day absence. **Students will not be called from class until the parent has arrived in the office.**

Morning Classroom Routine

As required by state law, our students recite the pledges of allegiance to both the U.S. and Texas flags. In addition, we also observe a minute of silence each morning. This is also required by state law and is a time during which students may pray, meditate, reflect on the day ahead, or simply sit still and quietly. Students are not to interfere with others during this time.

REGULAR ATTENDANCE AND PUNCTUALITY

Few would argue with the fact that there is a direct correlation between good attendance and success in school – and later in life, too! Please do all that you can to ensure that your child is at school. Illness, family emergencies, and other unavoidable reasons for absences are understandable. Vacations, extended trips, and other recreational activities, which can be scheduled during holidays or during the summer, should be avoided during instructional time, as these are not excused absences. **AISD now requires a note from the parent explaining reason for absence. Please send a note with your child within three days of him/her returning to school.**

Students are expected to attend school regularly and to arrive punctually. Official attendance is taken at 9:30 a.m. daily. To be considered “present” for the day, a student must be physically present on campus at this time. If a student is not present at 9:30 a.m., the student is counted absence unless he/she return to school the same day with a note from a

medical professional indicating that the absence was due to a doctor’s appointment.

Punctuality: When arriving at school, students go directly to the cafeteria to find their class row and to be seated. Students may read, study, write or draw until the school wide assembly begins on Mondays at 7:45 or when their teacher picks them up at 7:35 on all other weekdays. Please try to have your student here by that time. Students are not permitted to wait outside the classroom prior to the teacher and class arriving at the room. Please instruct your child to go to the cafeteria or gym (depending on grade level) on all days up until 7:35 am. Teachers will begin instruction promptly at 7:45 am. Children arriving after the 7:45 bell are tardy.

The only excused tardies are those accompanied by a documented doctor/dentist or medical appointment.

Absence: Regular, on time, attendance is essential to student achievement. State law requires that students be in attendance unless legally exempted or excused. Unreported absences are documented and excessive tardies and/or absences may result in an attendance contract and/or court action. After 3 unexcused absences and/or tardies, a warning letter will be sent from the district. After 10 tardies and/or unexcused absences, court action may be taken. **Send a written note with the reason for your child’s absence within 3 days of their return or the absence will be considered unexcused.**

In case of extended illness (more than 3 days) work missed will be provided. Teachers will need at least 24 hours’ notice to prepare assignments for students who are absent. Per AISD policy, leaving early constitutes a partial day absence.

Religious Holy Days – A student may be excused from attending school for the purpose of observing religious holy days when it is one generally recognized by the student’s religious denomination as a holy day that is required to be observed by all members of that denomination. A written request must be made in advance by the parent or guardian. Students are not counted in attendance and will be given the opportunity to make-up work.

Trips/Vacations – We recognize that families have to make careful decisions regarding out of town trips during the school year. **Please be advised these absences are unexcused absences (per district policy) and will not be approved as “excused”.** These absences affect make-up work and student learning, and they also factor into state attendance requirements for students to be considered for advancement to the next grade.

BIRTHDAY CELEBRATIONS

Mathews recognizes that each child’s birthday is special. If you send invitations to school to pass out, there must be one for every child in the room – otherwise use your own contacts through email/US mail. **We cannot have birthday parties at school, but you may arrange with the classroom teacher a time to share an appropriate and healthy treat. Birthday treats may not be shared at lunch.** Please do not bring gifts to school.

CAFETERIA

Providing good nutrition in a courteous atmosphere is our goal. Breakfast and Lunch menus are sent home monthly from AISD and they are available at: www.austinisd.org/schools/menus/index.phtml.

Breakfast is available from 7:00am to 7:30 am. Please make sure your child arrives at school in time to eat breakfast and get to the classroom before the 7:45 bell.

Students may bring or purchase lunch. We ask that milk, juice, or water be utilized as the lunch beverage. **No soft drinks or gum please.**

Each child has a personal identification number (PIN) for a cafeteria account. Please send **cash only** (checks are not accepted) in a sealed envelope labeled with the child’s and teacher’s names on the front and amount. You may purchase several meals in advance to avoid sending money daily or you may prepay and track your child’s lunch account using credit or debit cards through www.schoolcafe.com. Milk, juice and healthy items may also be purchased. Applications for free or reduced lunch are available from the school office.

Cafeteria Behavior – Lunch is part of the social development of children. General expectations include:

- Students will walk in the cafeteria and keep their place in line
- Students will use a quiet level two voices & good manners
- Students will stay in their seats and raise hands to get help; (Sit and Stick)
- Students will keep hands, feet and belongings to themselves
- Students will clean up after themselves.

When you are visiting for lunch, please model these expectations. Your child will follow your lead.

CAMPUS ADVISORY COUNCIL (CAC)

The Campus Advisory Council is a committee of teachers and other school employees, parents, and community members that serves in an advisory capacity to the principal. The CAC meets monthly on the fourth Monday of each month at 3:15 p.m. Agendas are posted in the main hallway. Please notify either of the CAC-Co-Chairs if you would like an item to

be placed on a meeting agenda. All CAC meetings are open to the public.

CELL PHONES

Elementary aged students may bring cell phones to school provided they stay in backpacks and are turned off during the instructional day. Any cell phone picked up by a teacher or administrator will be returned only to the parent.

PLEASE DO NOT CALL OR TEXT YOUR CHILD ON HIS/HER MOBILE DEVICE DURING THE SCHOOL DAY. DO NOT USE MOBILE COMMUNICATION DEVICES (CELL PHONES, ETC.) WHILE OPERATING A MOTOR VEHICLE IN ANY SCHOOL ZONE AND AROUND OUR SCHOOL

CHILD STUDY TEAM/DYSLEXIA EVALUATION/504/ARD

The process for screening students with specific needs (e.g., learning difficulties, speech difficulties, physical difficulties, acting out behaviors, etc.) includes a referral to the Child Study Team (CST). The Child Study Team (CST) will analyze the student's referral information such as strengths and weaknesses, attendance/academic concerns, health history, dominant language, educational history, family situation, interventions, modifications/instructional alternatives offered, and student/teacher relationship.

The CST will also develop a student action plan and establish an intervention evaluation. The teacher will monitor student progress, review, and modify as appropriate. If the CST feels that the teacher has tried all interventions to help the student succeed, it can recommend review by the assigned campus diagnostician for academic testing.

The diagnostician will review all information collected by the CST to determine if any more

data is needed. After that review he/she may request a CST meeting convene. Parents are informed and invited to the meeting to discuss educational concerns, suspected disability and possible evaluation. A referral packet is completed and after assessment results are available, the committee reconvenes as an Admission, Review, and Dismissal (ARD) meeting. At the ARD meeting, the committee will determine appropriate intervention for the student. This might include interventions in various setting and/or services available through special education if the student is so eligible.

Evaluations for Dyslexia follow similar procedures. A Child Study Team (CST) meeting is convened and information is collected. The information is forwarded to the AISD Dyslexia department for review and decision about assessment. Once the assessment is complete, a 504 committee will convene (teacher, administrator, and parent) to determine interventions, services, and accommodations if the student is so eligible.

504 eligibility and potential accommodations may be considered for a student with a diagnosed impairment that impacts school success.

If you have such concerns about your child, be sure to convey these to his/her homeroom teacher.

CLASS PARTIES

Class parties are typically held twice a year. The dates of these parties are designated by the grade levels and approved by campus administration. Please check with your child's teacher.

COMMUNICATION BETWEEN HOME AND SCHOOL

Living Tree - This year we will be using Living Tree as our communication system. More information about Living Tree will be sent home at the start of the year.

Weekly folders – Teachers send home a weekly Wednesday folder. This is an avenue for increased communication between school and home. This year, we are planning to create electronic Wednesday folders for the majority of flyers and information sent home. More information will be shared throughout the year. The folder may contain a weekly and/or monthly class newsletter (including units/topics of study, skills and concepts that have been or will be introduced, class events, activities, behavior, etc), student work, and community and school related information.

Parents are requested to carefully read the information in this folder and return the folder with the child the following day. This system is designed to enhance home-school communication. We must rely on the student to deliver these to parents promptly. Please check your child's backpack daily and/or weekly.

Parent-Teacher Conferences – Communication between parents and teachers is essential for each student's progress. Parent-teacher conference days are held in the fall and spring of each year on the dates indicated on the AISD calendar. Your child's teacher will prearrange conferences on the set day or sometime within the week before or the week after that day. Conferences have different forms – some will include students and others will just be parents. If you are unable to attend a conference, please notify your child's teacher and reschedule the meeting. At the conference, teachers and parents discuss a child's strengths and areas of need and review work, school-based assessments, and teacher observations.

In the event a parent is unable to attend a conference with the teacher, the parent may request a telephone conference.

If a child has learning or behavioral difficulties, additional conferences can be scheduled at a mutually agreed upon times. Teachers have a planning and preparation period each day, and they may have time available at 3 p.m. (We often have faculty and staff meetings after school, so please check with your child's teacher).

If you have a classroom concern, please contact the teacher first. If after communicating with the teacher, the concern is not resolved, feel free to contact the administrator.

Classroom Telephones – Each teacher has a telephone in his/her classroom. Incoming phone calls during instructional time should go directly to the teachers' voicemail, so please do not expect teachers to answer their phones when classes are in session. Teachers typically check voice mail messages during their planning time and after school. For emergency messages, contact the school office at 512-414-2013. We cannot guarantee that any dismissal changes will be communicated to the classroom after 1:30 pm. Please try to make arrangements with your child in the morning or communicate earlier in the day with the classroom teacher.

E-mail – All our teachers have school e-mail. In most cases, the email address is the teacher's firstname.lastname@austinisd.org. Like the telephone, teachers will not be able to answer email during instructional time. Parents are also encouraged to give their email address to the teachers, if desired. This will help facilitate communication between the teacher and parents.

Report Cards - Report cards are issued each nine weeks to notify parents of the on-going 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). You can view your

EMERGENCY INFORMATION:

It is essential that we have current telephone numbers and addresses where parents, relatives, or friends may be reached as soon as possible in the event of an emergency. The school office will not release students to persons not listed on the file! Special permission for someone else to pick up your student must be sent in advance and must be in writing! Parents are requested to submit to the office any change of address or telephone numbers, so that our files can contain accurate information. All parents should have some telephone number where they may be reached during the school day.

Each teacher cares about the safety of your child. Notes from parents about special health problems, extended or severe illness, the need for temporary restriction of physical activities, or changes in afternoon transportation are welcome and help us do a better job.

FOOD & NUTRITION POLICY

Mathews follows the district's *Food and Nutrition Policy*. Although strongly discouraged, a student may bring foods or beverages of minimal nutritional value

(FMNVs) from home as long as only that student consumes them.

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.
- FMNV foods and beverages may not be made available to students on field trips.
- 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.)

HOMEWORK

Homework is assigned as needed and appropriate at each grade level. Reading every night is an expectation for every student. For a more specific description regarding the expectations regarding homework, please attend Back to School Night or visit with your child's teacher.

LEAVING SCHOOL DURING THE DAY

Any student leaving school during school hours must be signed out at the office by a parent or guardian. Please do not go directly to classrooms to pick up students. Students are not allowed to call home to check out after they get to school except in case of emergency. As a safety precaution, positively no one is to leave our campus at any time during the school day without permission from the office. Students will be released only to parents/guardians or other adults who are on the official emergency contact list. We need written permission from the parent or guardian if other individuals are to take students from school. Persons who are picking up students must provide identification in the office upon request.

LEGAL DOCUMENTATION (CUSTODY OF CHILD, ETC.)

If there are any court orders or other legal documents which might determine who is and is not eligible to see your child, receive information about him/her, etc., and please be sure our office has an official copy. We cannot enforce restrictions or request assistance from the police or other law-enforcing agency without such supporting documentation.

LOST & FOUND

When items are found at school they will be placed in the "Lost and Found" located at the bottom of the stairs adjacent to the cafeteria. Children and parents are asked to check this area for items that are lost. After a few weeks, unclaimed items are donated to a local charitable organization. Notice of such a donation will be emailed home in case a last-minute search through any lost-and-found items by students or parents is desired. If a belonging is labeled with a name, we will do our best to return them to the proper owner.

MEDICAL ALERTS

We all care about the health of our students. Notes from parents about special health concerns, extended or severe illness, allergies, or the need for temporary restriction of physical activities will help us do a better job. Students with communicable diseases (e.g., chicken pox, pink eye, strep throat, etc.) are not allowed to attend school until the disease is no longer a threat to other students. If your child has a fever of 100.4 or more he/she must be picked up and should not return to school until clear of fever for 24 hours without the use of fever-reducing medication. Also, if your child has been vomiting the night before, or the morning of class, please keep him/her home until clear for 24 hours.

MONEY AT SCHOOL

When it is necessary to send money to school, we request that it be placed in an envelope with the child's name and the teachers' name on the outside. If the money is lost, it is easier to return to the owner if this information is available.

PARENT VISITATION

Parents are encouraged to visit Mathews throughout the year. Checking with the teacher first about the best time to visit enables you to schedule the visit for maximum benefit (to ensure that the class is not taking a test, going on a study trip, or having some other activity). Please sign in at the school office before going to the classroom areas. Please limit your visit to 20 minutes. You are welcome to visit the cafeteria and eat lunch with your child any day.

REQUEST TO WITHDRAWAL FROM SCHOOL

When it is necessary to withdraw a child from school, please contact the office at least one day before the date of withdrawal. Before a student can be cleared to withdraw he/she will need to return all textbooks and library books. Books that are lost, damaged or destroyed must be paid for before the withdrawal card is released.

SAFETY

The safety and security of each student and adult in the Mathews School community is of paramount importance. Students should not bring items to school that are dangerous, expensive, or distracting to themselves or others.

Arrival and Dismissal – The lane in front of the school is for car pick-up and drop off. Please note that Homedale Drive between Mathews Drive and the back parking lot exit has now been designated a School Zone.

Drop off/pick-up/parking:

- Student Entrance - **Front of School Only**
- Parallel pull-in for **drop-off** on West Lynn (facing south only).
- Safety patrol will be on duty to assist beginning at 7:20 am.
- **There is no parking** on West Lynn from 7:00–8:00 am or 2:00–3:00 pm.
- Do not U-turn in front of the school during pick up or drop off. Instead, when traveling north on West Lynn, turn left on 9th Street and drive around the school and turn right on West Lynn.
- Afternoon pick-up is at the front of the school on West Lynn. Please do not pick up on 9^{1/2}.
- ***Please drive carefully and watch out for children.***

Bike racks are located in front of the school. Students should walk bikes on campus. Students should cross streets only in marked crosswalks.

Pets:

Due to the congestion at arrival and dismissal time, we are asking that you **any pet be kept on the street level sidewalk**. Unexpected reactions from children, adults, and pets may occur, so do not bring pets up the stairs onto the school grounds. This request does not apply to dogs trained to assist those who have vision impairments or to certified therapy animals.

Early Dismissal:

Any student leaving school during school hours must be signed out at the office by a parent or guardian. Please do not go directly to classrooms to pick up students. Office personnel will call the classroom and have the student sent to meet you in the office or office staff will issue you a sticker to indicate you have signed out your child. Please be prepared

to show your identification in the office. For safety reasons, teachers will not dismiss students without a call from the office. Students must remain in the classroom until they are check out in the office.

Safety Drills:

We conduct several different types of safety drills every year. If you are visiting the building, please follow all staff instructions. This year we will be following the “I love u guys” safety protocols. We conduct four different drills:

- **Evacuation:** conducted for fire, bomb threat, or gas leak
- **Lockdown:** “Locks, lights, out of site” protocol used to secure rooms and keep students in place.
- **Lockout:** “Get inside. Lock outside doors” protocol used to safeguard students and staff within the building.
- **Shelter:** conducted for inclement weather or HAZMAT.

SCHOOL HEALTH SERVICES AND MEDICATION

Austin ISD has contracted with Seton Health Care to provide part-time registered nurses and part-time health assistants at school. Minor injuries, stomachaches, and other temporary conditions will be handled on an individual basis. Parents are asked to pick up students who are running a fever or vomiting. Students with communicable diseases such as chicken pox or pink eye are not allowed to attend school. Students with lice will be sent home with instructions on how best to ensure disinfection.

Health information should be included on your emergency care card. All medicine should be brought to the office by a parent with a note giving complete instructions. Parents must sign a form authorizing the school to administer medications. Medicine must be in

its original container and is administered by the nurse or office staff only.

It is very important that we have up-to-date contact information so that you or another family member/friend can be reached in an emergency. Please notify the school immediately if your address or phone number changes.

LICE PROTOCOL

Head lice are common for children ages 3-12. Head lice are not a health hazard and are not responsible for the spread of any 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 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.

SCHOOL SUPPLIES

Students are expected to have the necessary supplies for school each day. A supply list is available from your child’s teacher or on our

website. If assistance is needed with acquiring school supplies, please contact our school counselor at 512-414-2013. Students must also have appropriate tennis shoes for P.E. and they should wear closed shoes (heel and toe) daily.

STUDENT CONDUCT

Mathews prides itself on its community spirit and hopes to build a climate where all community members treat each other respectfully. We are committed to creating a safe, healthy learning environment for all students. Verbal, physical, and sexual harassment will not be tolerated. We expect our students to display respect for themselves and for others, and to accept responsibility for their words and actions. Our basic guidelines are:

- Respectful**
- Responsible**
- Safe**
- Kind**

Being a good citizen and productive member of the Mathews Elementary School community is a daily goal for everyone. Appropriate behavior is taught and positively reinforced. We believe developing self-discipline is a school and family responsibility and process. Severe disruptions will result in immediate referral to the administrator and appropriate disciplinary actions will be taken, as guided by the AISD Code of Conduct.

STUDENT DIRECTORY

Each year, the PTA works to provide an online directory of student contact information. The directory contains student name, teacher, parents names and contact information. This is an “opt-in” directory.

STUDY/FIELD TRIPS

Parents will be notified in advance whenever children leave campus on study trips.

Permission for trips using AISD arranged transportation is given on the Student Registration Form. All study trips are planned for educational purposes only.

Parents who are kind enough to volunteer to drive on study trips are requested to bring their insurance information and driver’s license to the school office before driving on a trip as well as complete the volunteer background check through APIE. Each child must be properly seat belted. An AISD Private Transportation form must be completed and signed by the parent for each trip including charter busses.

TEXT AND LIBRARY BOOKS

It is the responsibility of the school and the principal to issue, collect, care and account for all state adopted textbooks. The school furnishes book covers and sees that all textbooks are covered as required by law. Textbooks and library books that are lost, damaged, or destroyed by a student must be paid for by that student at the state established price.

TOYS, GAMES, CARDS, 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, i-pods, electronic games, etc. Such recreational items and toys tend to interfere with the learning process or promote arguments or disagreements. Personal belongings of this nature are sometimes lost, damaged, or ruined, and the school will not be responsible for any personal property brought to school, including jewelry.

Although the Board of Trustees has approved that elementary students can possess a mobile

phone or electronic device on campus, the device should not disrupt the instructional day. Overall, students are discouraged from bringing such items to school to prevent theft, damage, etc. If a student still chooses to bring an electronic device on campus, the device must be completely turned off and not seen by the teacher or staff unless specific permission is given by the teacher for instructional use (example: use of a Kindle for reading). The campus cannot be responsible for the theft or damage of any such items as well.

If a teacher approves the presence of specific items on specially designated days (“show and tell”, Student of the Week, etc) the items should be used only during the specified time of the day. For classroom exceptions such as a reward with board games, the teacher will typically notify the parents of the designated day.

Children are not allowed to bring any item to school that is dangerous, too dear to be lost, or which distracts other children. Inappropriate items will be collected by the teacher and returned at the end of the school day. Dangerous items or electronic devices used without permission will be sent to the school office for pick-up by the parent.

Confiscated items will be kept in the school office and may be retrieved by a parent. The student is expected to let his/her parent know that the items are available for pick-up.

Purses and backpacks - Although it is rare, student purses and backpacks brought to school are subject to reasonable search by a school official (teacher, principal, assistant principal) when he or she has established reasonable belief that the student is violating or has violated a student code of conduct rule, school rule or law. Parents should remind students not to bring items to school that are in

violation of the student code of conduct (guns, knives, weapons, drugs, etc).

VISITORS & VOLUNTEERS **(PARENTS AND OTHERS)**

Anyone who is not a student or staff member must sign-in at the office, present their driver’s license, and wear an identification badge. Mathews uses the Raptor system. If a family has special custody or security concerns, it is their responsibility to inform the school office in writing and provide copies of court orders that give or deny permission to specific parties.

If a parent or community member is volunteering on a consistent schedule, they must complete a background check through Austin Partners in Education. The counselor can provide specific directions. Any parent driving on a field trip must have an additional background check.

