

# Parent and Student Handbook



MARY B. AUSTIN  
ELEMENTARY

150 Provident Lane, Mobile, AL 36608

[WWW.MARYBAUSTINELEMENTARY.COM](http://WWW.MARYBAUSTINELEMENTARY.COM)

#AUSTININNOVATORS

LEARNING FOR THE 21ST CENTURY

CRITICAL THINKING - COMMUNICATION

COLLABORATION - CREATIVITY - CITIZENSHIP - COMMUNITY

2023-2024

## History of Mary B. Austin Elementary

Mary B. Austin School began as Spring Hill School just before 1900 on a site across Stein Street from its present location. The main building was opened on the present site in September 1910, with a principal and two teachers. Additions were made in 1929 to the small building. In 1943, the name was changed at the request of the parents to honor Miss Mary B. Austin, who had served for over 20 years as principal. The school system built the "annex" in 1946 with parents adding the cafeteria in 1947. The PTA added two extra classrooms in 1959. The facilities were renovated in 1967. The original Spring Hill School wood frame building also known as the Glenys Mason building was moved onto the campus by the PTA in 1988 and was destroyed by fire in 2017. In September 2002, Austin was placed in a new two-story building. A new administration, media center, and classroom addition were completed and opened in March 2003. Bricks and cornices from the original main building were saved before its demolition and are now incorporated into the school sign located at Stein and Provident.

In addition to Miss Austin, principals have included Miss Catherine Lining (1943-1966), Miss Flora Mary Pearson (1966-1978), Mrs. Glenys Mason (1978-1989), Mrs. Lexie Barnett (1989-1999), Mrs. Jackie Zeigler (1999-2013), Dr. Amanda Jones (2013-2018), and Mrs. Melissa Whigham (2018-present).

Austin serves a student body of racial, economic, and cultural diversity. Many prominent citizens are Austin alumni who retain fond memories of "Old Ann," Play Day, and outstanding teachers. Austin is noted for achieving a high rate of academic success for its students in an atmosphere of caring concern for each individual and with the involvement of the parents, community, and staff, past and present.

For the School Year 2006-2007, Austin received the prestigious national award of NCLB-Blue Ribbon School from the US Department of Education. Austin was one of only two schools in Alabama at the time to be recognized for this honor. In 2017, Austin was designated one of America's Entrepreneurial Schools by the National Consortium for Entrepreneurship Education as the first Entrepreneurial School named in the state of Alabama. In 2018, Austin was named a CLAS Banner School. Most recently, Austin was voted as the Best Public Elementary School in Mobile County in 2021 through the Nappie Awards.

Mary B. Austin Elementary is also a digital literacy school that incorporates project-based learning to bring real-world relevance to student learning. All classrooms are equipped with interactive digital boards and additional devices. Austin is equipped with innovative labs that include a focus on STREAM activities and emerging technologies where students in K-5 learn to code, 3D design and print, utilize the engineering design process, and create a plethora of digital communication products. Austin continues to hold firm to our roots as we branch into the future.

# Welcome to Mary B. Austin Elementary

Austin Elementary continues to pursue academic excellence with the support of teachers, staff, the community, and the parent-teacher association. Our educational program includes research-based methods through the Open Court Reading Program, Houghton Mifflin Harcourt Math Program, Phonics First, project-based learning, and entrepreneurial thinking, which will prepare our students to generate ideas, think creatively, reason, problem-solve, and communicate effectively. In addition to the activities, Austin Elementary will provide our students with an enriched program by integrating citizenship skills, community involvement, and 21st-century skills through the 4Cs model: critical thinking, creativity, collaboration, and communication.

Since 2017, Austin Elementary has been well-known as America's Entrepreneurial School by the National Consortium for Entrepreneurship Education in the Mobile County School System. We integrate the latest technologies into our instruction, using technology as a tool for more personalized student learning. We use project-based instruction in our classrooms to make learning relevant to our students. Also, our students will have learning experiences that include innovative communications, fine arts programs, and integration of emerging technologies featuring 3D printers, a 3D scanner, robotics, coding, programming, the engineering design process, video production, and the creation of digital products in our Innovative Labs. Students will have the best learning opportunities and experiences in our academic program through highly qualified teachers of the Mobile County Public School System.

Austin is the place to "BEE" in Mobile County. Thank you for your support and partnership! We look forward to meeting and working with you this 2023-2024 school year!

Sincerely,

Mary B. Austin Faculty & Staff

## **School Overview**

### **Vision:**

The vision of Mary B. Austin is to develop life-long learners who graduate from high school prepared for future endeavors.

### **Mission:**

The mission of Mary B. Austin is to engage all students through relevant, individualized instruction that empowers students to take ownership of their learning and gain the skills necessary to think creatively, critically, and independently within a safe and encouraging learning environment.

### **Symbol/Mascot:**

Our Oak Tree, “Old Ann”

### **Motto:**

OUR ROOTS TEACH US TO...

**Respect** Ourselves and Others

**Own** our Learning

**Own** our Actions

**Treasure** our Talents

**Serve** our Community

These are our “Roots to Success”

### **Song:**

You’re a grand old school

You’re the best of them all.

And together we all sing your praise.

You have brought success and made us one

For learning in challenging ways.

Everyone feels true to the red and the blue

We know effort and honor’s the rule;

As long as “Old Ann” stands so tall,

We’ll be proud of you, Austin School!

### **Colors:**

Red and Blue

## Uniform Policy 23-24

### UNIFORM TOPS

- **Preferred** solid **Red** or **White** Austin MBA patched polo shirt from Zoghby's
- **Option #1** solid **Red** or **White** polo
- **Option #2** solid **Red** or **White** PTA SOLD T-shirt
- **Fridays ONLY:** TREEHOUSE shirt or PTA/School Event T-Shirt

### UNIFORM BOTTOMS

- Classic **Navy** twill UNIFORM pants or shorts.

### ADDITIONAL GIRLS' OPTIONS

- Zoghby's **Austin Plaid** jumper (178-82 and 162-82)
- Solid **Navy** uniform jumper (*NO polo OR knit materials*)
- Solid **Navy** uniform skort
- Zoghby's **Austin Plaid** skirts/skorts (143-82)
- Solid **White** buttoned Oxford MBA patched shirt from Zoghby's (Peter Pan collar acceptable)
- Skirts/skorts **MUST** be **NO SHORTER** than 2 inches above the knee and **MUST** have shorts underneath skirts.

### OUTERWEAR/JACKETS/SWEATSHIRTS

- Solid **Red** or **Navy** (MBA logos allowed only)
- 5th Grade students only may also wear **Navy** blazers, but this is not required. (Patches can be purchased at Zoghby's.)

### OTHER CLOTHING ITEMS

- **Belt:** ***Brown** or **Black** leather-style belt must be worn with uniform (1st - 5th grade)*
- **Socks:** *Solid **White**, **Black**, or **Navy***
- **Shoes:** *Solid **White**, **Black**, or **Navy** TENNIS SHOES or OXFORD style  
Velcro or laces accepted - If a child wears laces, please make certain the student can tie the laces.*
- **Backpacks:** *No rolling backpacks or distracting/inappropriate logos*
- **Jewelry:** *Stud earrings only (No other jewelry should be in view.)*
- **Girls' tights** *may be worn under a jumper and must be long-length solid **White** or **Navy**.*
- **Girls' headbands and bows** *must be school colors (**Red**, **Navy**, **White**, or **School Plaid**).*
- **Undershirts** *must be solid **White** only and not seen below shirt sleeves.*

### The following items ARE NOT allowed to be worn in the school building

- Hats/ Hoods/ Bandanas
- Unnatural hair color (Examples: Blue, Pink, Red)
- Body adornments that will serve to distract from the instructional program
- Fake nails, make-up, or strong-odor perfumes, colognes, or lotions

**The uniform is mandatory for grades K-5. Parents may be called to bring uniform attire if students are out of uniform. Repeated Uniform Infractions may lead to Disciplinary Action for Willful Disobedience.**

## Arrival PROCEDURES

Breakfast will be provided in the cafeteria daily from 7:40 a.m.- to 8:10 a.m. daily.

*Carpool Line will be from 7:40 a.m. to 8:10 a.m. (Students arriving between 7:40 a.m.-7:50 a.m. will be held on the outside benches unless a student is eating breakfast in the cafeteria.*

*Students who arrive **before** 7:40 a.m. must be enrolled in Before-School Care.* If a student arrives early, they will be escorted to *Before-School Care*, and the parent will be charged the drop-in fee.

School begins promptly at 8:15 a.m. Students should be in their classroom ready to learn before the tardy bell.

Students arriving after the **tardy bell at 8:15 a.m. must be checked in the front office by a parent or guardian.** The gate closes promptly at 8:15 a.m. Parents should make an effort to have students arrive on time. It is disrupting the classroom and the instructional process when students are tardy. We encourage all students to be in their classroom by **8:10 a.m.**

## Dismissal PROCEDURES

Afternoon announcements will begin at 3:05 p.m. Carpool students will be dismissed promptly after announcements. Walkers will dismiss at approximately 3:10 p.m. from the front of the building and must exit campus with the crossing guard. Bus Students will be dismissed at 3:15 p.m.

- Display carpool tag daily for afternoon pick-up. This is for the safety of all children.
- Once your child is in the car, it is important to remove the carpool number from sight so that staff knows when it is safe to move vehicles.
- Failure to display a carpool number may result in the need to show identification. Please note that only those who are on a student's pick-up list will be allowed to pick up the child.
- If a student is not picked up by 3:40 p.m., they will be sent to After-School Care and charged the afternoon drop-in rate. School personnel are required to notify the proper authorities when parental obligations are not being met.
- When in the carpool line, please follow the lanes in front of the school, even if you have already picked up your child. Driving straight ahead is not allowed to avoid accidents.

Please note, teachers are officially on duty from 7:45 a.m. to 3:20 p.m. Please remember punctual attendance (both before and after school) is a part of your child's transfer, if applicable.

**Note: There will be no early dismissals after 2:25 p.m. due to the carpool line.**

Parents are encouraged to schedule all medical and dental appointments after the regular school day. **No early dismissals after 2:25 p.m.** will be granted without prior approval. Parents must come to the office to pick up students. If a child receives an early dismissal before 11:30 a.m., the student will be marked absent for the day. A photo ID is required from all parents /guardians before the student will be released.

## **Additional CARPOOL PROCEDURES**

**Attention carpoolers! We have made some adjustments to the morning and afternoon carpool times, which now run from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 3:30 p.m. Please be aware that Provident Lane is a one-way street that permits northbound traffic only from Old Shell Road to Cedars. Once you exit the carpool line, remember to turn left onto Cedars. Thank you for your cooperation!**

To avoid traffic congestion, we kindly request that you arrive only 20 minutes prior to the morning and afternoon carpool times. When lining up, please leave one car length from the Provident/Stein stop signs and avoid blocking residence driveways, mailboxes, and intersections. Unless you are scheduled to volunteer inside the school, please remain in your vehicle at all times. An Austin employee or traffic guard will direct the cars to form two lines at 7:40 a.m.(morning) & 2:45 p.m. (afternoon). Please pull up to the white line located in the driveway. During afternoon dismissal, all cars must display their carpool numbers. Please do not park on surrounding streets and have your children walk to your car, as students will not be allowed to go to a parked car that is not in the carpool line. This rule is in place to ensure the safety of your child and the orderly flow of traffic. Cars parked on side streets can cause traffic jams and are dangerous to children who walk home nearby.

### **Carpool Etiquette**

- Refrain from texting and talking on cell phones while on campus.
- Loud music is not allowed on campus. Turn your radio down before arriving on campus.
- Smoking on campus (including the carpool line) is prohibited.
- Parents must follow the directives of the traffic guard and teachers of carpool procedures.
- Parents must remain in their cars during the unloading and loading of students. Austin staff and Safety Patrol will assist your child in getting to their car.
- Please assist your child with recognizing and memorizing their carpool number. This helps the line flow quickly and smoothly.
- It is expected that traffic laws are obeyed in the carpool lines. (i.e., children buckled appropriately, children not allowed in truck beds, no texting and driving) We reserve the right to report unsafe traffic behaviors to authorities for the safety of our students.

## ATTENDANCE POLICY

### **Truancy**

Definition: Alabama Department of Education Prevention and Support Services- (May 2004)

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following the return to school. A failure to furnish such an explanation shall be evidence of the child being truant each day he/she is absent.

The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance Manual. Five (5) unexcused absences within a school year constitute a student being truant to file a petition with the Court.

### **Tardiness**

Please remember that when students are tardy, they are missing classroom instruction. A child arriving late for school must be accompanied by their parent/guardian. Excessive tardiness may result in transfer revocation (if you live outside Austin's zone) or a home visit if your address is recorded to be inside our school zone.

### **Absences for Students**

School attendance is important to success. In case of an absence, a dated written or email excuse must be sent the day the student returns to school. The note or doctor's excuse must be sent to the school within **three (3) days** of the student's return to school to be counted as an excused absence. If this excuse is not filed with the teachers, an unexcused absence will be marked against the student's record **and cannot be changed!**

**Excused** absences include illness, death in the family, inclement weather that is hazardous to the child, legal quarantine, *prior* permission of the principal and consent of a legal guardian, or an emergency condition as determined by the principal. As described above, a written note from parents or guardians will excuse absences for up to but not exceeding eight (8) absences.

**In addition, transfer students who accumulate more than 8 absences, have excessive tardiness, and/or have excessive early dismissals may have their transfer revoked.**

**The attendance officer from the Central Office will investigate excessive absences and tardies.** It is helpful to us if parents call the office when a child is absent since some illnesses must be reported to the Nurse's Office. It is the student's responsibility to complete any work missed due to absences. The student will have **three (3) days** to complete this work. Please note: Suspensions are considered UNEXCUSED ABSENCES as per the MCPSS Student Code of Conduct.

A dated written excuse is also required when a student is sent home by the school for illness. Students are counted absent if they miss more than half of the school day, even if sent home by the school for illness.



Absences cause us to lose valuable instructional time and teacher allocations. Let us work together to have our students in school, on time, and for the full school day every day for maximum learning.

## **Parental/Custody Issues**

Due to the overwhelming number of custody issues involving students, all Mobile County Public School System employees will follow the same procedures as outlined below relating to noncustodial parents' access to records and visitation.

At the advice of school system attorneys, the Student Online Registration, completed by the enrolling parent, should govern issues relating to pick up, visits, etc. of students at school. The custodial parent that completed the Online Registration at the time of enrollment may complete the Parent/Legal Guardian #2 sections for the noncustodial parents. All other contacts should be placed in the Emergency Contact section. Unless otherwise prohibited by a judge, the noncustodial parent has the right to their child/children's records, copy of report cards, and conference with the administrator or teachers at the school. Visitation of children by the noncustodial parent at school is not allowed. This includes lunch, field trips, class parties, etc. unless the noncustodial parent's name is in the Guardian #2 sections.

The primary role of our school is to provide a safe learning environment for all students in which their attention can focus on instruction. The schools will not become the environment for adult custodial disputes. These types of issues must be dealt with away from the school campus.

## **Emergency School Closing**

During emergencies, we must know how each child is to get home. The phones will not accommodate a large number of calls or could be out of order. Please talk to your child now about how he/she is to get home in case of an emergency school closing. Be certain to keep the Emergency Closing of School card updated with your child's teacher. If you check "walk home" or "ride the bus", be sure your child can get in the house or can stay with a neighbor. Announcements of an early closing will be made on local radio, television stations, and FACEBOOK. Please do not call the school.

## GENERAL SCHOOL INFORMATION

### Teacher Conferences and Classroom Visits

Parent conferences may be scheduled by a written request to the teacher. Should you need to speak with a teacher, please leave a message with the front office staff so your call can be returned during the teacher's planning period, or send an email to your child's teacher. ***All teacher conferences and/or classroom visits must be prearranged. Conferences and/or classroom visits must be kept to a maximum of 30 minutes to ensure that the instructional day is not interrupted.*** Please understand teachers may not be available to respond to emails or phone calls immediately. A 24-hour response time is acceptable.

### Administrator Conferences

Administrator conferences **must be scheduled**. Should the need arise, call the office to schedule administrator conferences or email the principal or assistant principal with your concerns.

### Visitors on Campus

**All** visitors are **required** to sign in at the school office and obtain a visitor's pass. This is for the protection of the children. Volunteers coming to assist at the school must sign in and wear an identification tag. As an added security measure Austin has doorway cameras and a "call" button at the front door. Press the call button to reach a staff member who will assist you before entering the building. **All visitors are required to present a driver's license and must be listed on the student's contact information.**

### Media Access

**\*PUBLIC NOTICE TO PARENTS WITH CHILDREN IN MOBILE COUNTY PUBLIC SCHOOLS**

Occasionally, news media representatives seek access to public schools within the Mobile County Public School System. Quite often these visits involve filming, taping, and interviewing students. Furthermore, students are sometimes filmed, taped, or interviewed in the production of educational or promotional material for use by the Mobile County Public School System. If you object to your child or children being filmed, taped, or interviewed, you must notify your child's teacher in writing. Be advised, that while every effort will be made to honor your written request, it is necessary for parents to explain to their children that they are not to be filmed, taped, or interviewed. The parents should also make sure teachers and administrators are aware of their objections.

### Lost and Found

Money or other valuables found should be submitted to teachers or administrative personnel.

**Please label all outer clothing.** Please be aware that expensive items or those with personal worth need to stay at home. **Lost items are the owner's responsibility.** The school will not be able to take the time to recover lost items. Items accumulated and unclaimed in lost and found will be donated to a local charity at the **end of each quarter.**

### **School Fees**

The general school fee of **\$10.00 per student** will allow the school to purchase first aid items and supplies, computer maintenance, postage, and a school treehouse shirt for each student. The **Literacy and Numeracy Fee of \$15.00 is waived this year due to Title 1 Funds for the 23-24 School Year. However, if you would like to contribute to the Literacy and Numeracy Fund for additional supplemental materials for teacher requests, it will be considered a school donation.** Student Fees are to be paid by cash, money order, cashier's check, **E-funds**, or personal check. All checks must include two (2) telephone numbers and a driver's license number. *If a family writes two NSF checks at the school (including cafeteria, PTA, fundraiser, etc.), no further checks may be written for the remainder of the school year. All additional items must be paid in cash. The family will also incur a \$30.00 service charge for processing. There will be no exceptions to this policy.*

### **Health Room/First Aid**

We are only permitted, by state law, to administer medication that has been prescribed by a physician. Forms are available in the office and must be completed before medication can be administered. Directions on medications and forms must have the same information or the medicine will not be administered. Over-the-counter medication must also be labeled with the physician's instructions and accompanied by a doctor's prescription and other forms required by the school.

Each teacher will send students to the office to receive medication prescribed by a physician. **Students should never have medications on their person or in their book bags.** This is a violation of the MCPSS Student Code of Conduct. It is also unsafe for our students. *Please notify the school immediately of phone/address changes during the school year. In case of an emergency, the school must have the phone number of someone to contact at all times.*

### **Textbooks**

The majority of subject matter is taught through a variety of resources. There is not one specific text that covers all standards.

If an assigned textbook is damaged or lost, the student/parent is responsible for the cost of repairing or replacing the damaged or lost textbook. *Please understand* that teachers use a variety of resources for their instruction and do not simply teach directly from a textbook. All standards are not covered directly in a textbook. Should you need additional resources for your child, place this request in writing to your teacher and they will assist where possible.

### **County-Issued Computer-Technology**

Mary B. Austin is privileged to announce that we will be a 1:1 school as it relates to technology. Students will have their school-issued devices to collaborate, research, and complete online tasks assigned by their teacher.

Parents will sign a contract of responsible use through the registration portal. Students must take responsibility for the correct use of the device. Students who maliciously damage a computer will be liable for damages.

### **Library**

Books can be checked out for a “two-week” period during the student's scheduled classroom time. Additionally, books can be borrowed more frequently or re-borrowed on request. Overdue book notices will be sent home when necessary. After three (3) overdue notices, the student is expected to pay for the book. No refunds will be given if the book is found after payment has been made to the library.

### **Field Trips**

- Field Trips are educational excursions that occur during school hours. These excursions are planned by a teacher to correlate with the regular classroom instructional program. In planning a field trip, the following guidelines and procedures should be followed:
- Permission slips: Our legal responsibility requires that we obtain parental permission for each field trip that must be turned in before the trip. Students may not participate without a permission slip.
- Trips that require students to pay entrance fees or any other monies are kept to a minimum. *Please contact your child's teacher if you are unable to pay for a field trip.*
- Students must wear school uniforms on all field trips.
- **No refunds** are given when students are unable to attend field trips. Buses/tickets are reserved and paid for in advance; therefore, we are unable to make refunds.
- **Parents chaperoning field trips must ride the bus with students.** Parents/Chaperones MAY NOT follow in personal vehicles per the MCPSS field trip policy. Chaperones must sign stating they agree to follow MCPSS procedures.
- ***Siblings are NOT allowed on field trips.*** When attending as a chaperone, make arrangements for siblings.
- Field trips are considered a privilege. We desire for all students to have the opportunity to attend educational excursions. **However, the school reserves the right to withhold field trips for students who have frequent student tickets or office referrals.**
- When parking at Austin Elementary to accompany a student on a field trip, parents/guardians should park on side streets, not blocking intersections, driveways, or mailboxes.

### **Classroom Interruptions:**

Our primary concern is the safety, well-being, and education of our students. Classroom interruptions **MUST** be kept to a minimum. Please make every effort to send all needed materials to school with your child each day and avoid bringing items to the office for delivery (snacks, bookbags, homework, lunch, messages, etc.). We do not have the office personnel to make deliveries throughout the day, and deliveries or “calling” students to the office disrupt instruction. We recognize that emergencies arise and occasional mistakes happen, but this should be a rare occasion. We will not interrupt instruction to call students or make deliveries except on rare occasions or in case of a family emergency. Please plan accordingly.

### **Classroom Parties:**

**Only two class parties** are allowed during the school year. These are scheduled parties at the end of the first and second semesters. Class parties must be conducted on campus in the teacher's classroom and may not last for more than one hour. Any other social activities requiring time from instructional activities must be approved by the principal. Mobile County adheres to a health and wellness plan to promote student wellness. The number of unhealthy snacks must be kept to a minimum. \*We have students with extreme nut allergies. Review information sent home with your child's teacher regarding snacks or lunch items that may not need to be sent to school.

### **Student Birthday**

- Birthday parties are not allowed on campus. Parents are welcome **to send** a "special prepackaged snack" as long as it has been **prearranged with the child's teacher**.
- Parents/guardians may not attend during the special snack time.
- Birthday invitations can be exchanged on campus if **ALL** students enrolled in your child's class receive an invitation.
- Balloons, flowers, guests, and presents are not allowed to be given or delivered on campus.

### **Holiday Activities, Presents, Etc.**

Children are not allowed to receive delivered presents (i.e., balloons, flowers, stuffed animals) at school for any occasion (birthday, Valentine's Day, etc.). Unfortunately, this can serve as a disruption to the school day and may pose difficulties during dismissal.

### **Dismissal Changes:**

**ALL** changes in the dismissal routine **MUST** be made in **writing or by email before noon**. **SEND THESE CHANGES TO YOUR CHILD'S TEACHER THE MORNING OF OR THE DAY BEFORE THE NECESSARY CHANGE**. We cannot accept dismissal changes over the phone. Again, this disrupts the instructional day when having to call or deliver messages regarding changes. We cannot do this. We understand emergencies arise, but we will not accommodate the constant day-to-day changes. Please plan accordingly.

### **Snacks**

*Most* days students will be allowed time within the instructional day to eat an additional snack. Please understand that instructional time must be safeguarded, and students will often eat snacks while learning and/or working on a task. Please be mindful of the type of snack you provide for your child, and students may not consume more than one snack in a sitting. **Candy is not allowed as a "snack"**. Snacks should be something your child can manage on his or her own and NOT cause mess or distraction. Also, please understand that occasionally the day may not lend itself to an additional snack time. **Snacks should come to school with the child. Do not drop snacks/lunches by the office.** \*We have students with extreme nut allergies. Review information sent home with your child's teacher regarding snacks.

\*Students are encouraged to bring a labeled water bottle (**metal water bottles are not allowed due to the distraction of the learning environment**).

### **Physical Education**

The Physical Education Department at Austin consists of two Physical Education (P.E.) Specialists and one paraprofessional of organized P.E. daily. The focus of our program revolves around loco-motor and manipulative skills at the K-3 level and team sports and physical awareness at the 4-5 grade levels. Classroom teachers also provide weekly recess when possible.

### **Safety Patrol**

Fifth-grade students will be selected to participate in the Austin Safety Patrol. These students will assist with arrival and dismissal procedures and help monitor student safety under the direction of teachers.

Safety Patrol Times: 7:45 a.m.- 8:05 a.m. in the mornings and 3:00 p.m.- 3:20 p.m. in the afternoons.

### **Honors Ceremony**

Awards or special recognitions are given to students for the following accomplishments:

Perfect Attendance (No Tardies and No Absences)

Principal's A Honor Roll & Satisfactory Conduct

A/B Honor Roll & Satisfactory Conduct

National Elementary Honor Society (4<sup>th</sup> and 5<sup>th</sup> grades only)

Character Kid (Student of the Month)

Physical Education activities

President's Education Awards Program (5<sup>th</sup> Grade)

Austin Innovator Award (Creativity and Critical Thinking)

**\*\*\*Awards and special recognitions will be announced at a later time by grade level.**

### **Student Council**

Our Student Council is affiliated with the American Student Council Association, a student service of the National Association of Elementary School Principals. Officers and representatives from grades two through five are held in the fall. Projects of the Student Council include but are not limited to raising the school flag each morning, planning special school pride activities, and supporting service projects for our community.

### **System-Wide Testing**

The Alabama Department of Education decides on a standardized state assessment.

Testing May Include the Following:

**iReady** assessment is used as a screening tool which means all students take the **test** under the same conditions three times a year. The assessments are used to measure student growth and identify students who may need support or follow-up **diagnostics**.

**Alabama Comprehensive Assessment Program (ACAP)** is a summative assessment mandated by the state of Alabama for grades 2<sup>nd</sup> through 8th-grade.

**AlaKids** is the Alabama Kindergarten inventory of developing skills, intentionally designed to help kindergarten teachers efficiently collect information during the beginning of the school year to assess kindergarten readiness by identifying student knowledge, skills, and behaviors.

**Houghton Mifflin Harcourt Technology Program (HMH)** is a diagnostic math program designed to identify learning abilities and deficits.

**Open Court Reading Program** is a comprehensive reading program designed to build a solid foundation in literacy skills.

## **LUNCH**

We welcome parents/guardians to visit and eat lunch with **your** child occasionally. This can serve as a special treat for your child! Other students are not allowed to join during the visit. We ask, however, that lunch visits be treated as a special time and **NOT** as a daily occurrence (Once a month preferred and prearranged). While we know parental support is critical to a child's education, we also want children to become independent learners and become accustomed to daily routines and expectations. The long table nearest the cafeteria line is reserved for parent visits.

***Please note that according to federal guidelines, outside food containers (i.e., fast food bags and boxes) are not to be brought into the cafeteria. If you bring outside food items, they must be in non-labeled bags or packaging. Any person wishing to eat lunch with a student MUST be on the student's list of approved contacts completed during the registration process.***

### **Food Services**

	<b>Breakfast</b>	<b>Lunch</b>	
Visitor	\$2.00	\$4.00	Holiday Meals \$5.00
Child Visitor (10 yrs. or less)	\$1.50	\$3.00	Holiday Meals \$3.50
Milk (8oz) Ala Carte	\$0.50	\$0.50	

**All students may receive no-cost breakfast and lunch or they may choose to bring a lunch from home.**

**\*MARY B. AUSTIN IS A NUT-SENSITIVE CAMPUS to safeguard students with allergies.**

## **ADDITIONAL SERVICES**

### **Counselor**

Austin has a full-time counselor on staff. The Counselor provides a neutral, non-judgmental, and caring environment in which a child feels comfortable working out his/her problems. The counselor also assists students in their adjustment to school and the development of good study skills for them to meet the challenges of the school year.

### **Exceptional Education Programs**

Austin offers classes for the emotionally disabled, learning disabled, intellectually disabled, and **PACE** (gifted) students. Many of these students are included in the regular classroom. Speech therapy is available for students who qualify. Testing for these programs is a free service performed by the local school system psychometrist and/or speech pathologist. Recommendations for testing must come from the student's teacher, parent, or the principal of the school. The school PST (problem-solving team) meets monthly to examine and promote effective instructional strategies and interventions.

### **Report Cards/Student Progress**

Report cards are issued four (4) times during the school year. Parents are notified of student progress through **mid-quarter** progress reports. Parents may check grades at any time using the Schoology grading portal. A parent conference is required during the school year.

### **Bullying Protocol**

Several measures are being taken by the Austin Faculty and Staff to deter bullying and educate students and parents regarding bullying. Austin will work with the District Attorney's office, to promote its anti-bullying campaign. The administrators, counselors, and teachers will instruct students on actions to take when they feel they are being bullied. Students are being instructed to 1) STOP- Tell the bully to stop. If that doesn't work, stop what you are doing and find an adult who can help. 2) WALK- Walk to another adult who can help resolve the situation. 3) TALK- Talk to the adult and let them know the problem so the adult can help you. Bullying will not be tolerated. The student code of conduct will be followed, and appropriate disciplinary action will be taken.

### **Transfer Students:**

Students attending Austin on transfer must maintain good attendance with limited tardies/early dismissals and positive behavior. In addition, parents of transfer students must abide by the rules/procedures established for a safe and orderly learning environment and support the mission and vision of the school. Transfer students must be transported by a parent/guardian to school. Siblings of currently enrolled students must apply for a transfer.

### **Resident Assessments for Temporary Living Arrangements:**

If you are temporarily living with another person inside our school zone, special permission must be granted by student services to attend our school temporarily.



## EXTENDED DAY PROGRAM

Austin's Extended Day Program provides morning and after-school care for currently enrolled students. The hours provided for morning care are from 6:30 a.m. to 7:50 a.m. and afternoon care from 3:00 p.m. to 6:00 p.m. EDC is only provided for days in which school is in session and will be closed if MCPSS cancels or closes school early. EDC is not offered on holidays, teacher workdays, or the last calendar school day. An annual registration fee must be paid to attend the program.

Students who arrive before 7:40 a.m. and remain after 3:40 p.m. will be charged a fee and placed in EDC for adult supervision. Every Austin Family will be allowed one "Get out of Paying" fee for an emergency only per semester. The morning Fee will be \$15.00 per child and the afternoon fee will be \$20.00 per child.

Sessions	Annual Registration	Weekly Fees
<b>Morning Only</b>		
1 <sup>st</sup> child	\$35.00	\$35.00
2 <sup>nd</sup> child	\$35.00	\$30.00
3 <sup>rd</sup> child	\$35.00	\$25.00
<b>Morning and Afternoon</b>		
1 <sup>st</sup> child	\$35.00	\$75.00
2 <sup>nd</sup> child	\$35.00	\$70.00
3 <sup>rd</sup> child	\$35.00	\$65.00
<b>Afternoon Only</b>		
1 <sup>st</sup> child	\$35.00	\$55.00
2 <sup>nd</sup> child	\$35.00	\$50.00
3 <sup>rd</sup> child	\$35.00	\$45.00
<b>Drop-In (registration fee required)</b>		
Morning Only	\$35.00	\$15.00
Afternoon Only	\$35.00	\$20.00

A separate discipline policy is in effect for before and after-school care. Misconduct or non-payment may result in dismissal and/or refusal from our extended day program.

EDC will be closed on the last day of 1st Semester and 2nd Semester.

## **DISCIPLINE PLAN**

### **Code of Conduct**

Students need and should expect a safe environment that is conducive to learning. Parents, as well as administration, faculty, and staff, are responsible for teaching good citizenship traits. Students are expected to conduct themselves properly during the school day while on campus, on school buses, on field trips, and at other school-related functions. You were allowed to read the MCPSS Student Code of Conduct during online registration. It is also available on the MCPSS website. Please review this information carefully with your child and keep the provided copy for your reference throughout the school year.

### **School-Wide Rules**

1. Maintain a quiet atmosphere conducive to learning.
2. Care for the property of the school, others, and yourself.
3. Respect yourself and others.
4. Keep hands, feet, and objects to yourself.
5. Find an adult to help with your problems.

### **School-Wide Procedures**

1. Walk quietly on the right side of the hallway, keeping your hands and feet to yourself.
2. Transitions are to be orderly. (Take-In, Restroom Breaks, Cafeteria Line, and Dismissal)
3. Table manners are to be used in the cafeteria. (Seated flat facing your food, low volume, no food sharing, etc.)
4. When an adult indicates a “zero” sign with a raised hand, this is a symbol of not talking.
5. All voices are quiet, and attention is given during announcements.

Each classroom will establish routines and rules for daily living. Teachers will set limits and consequences for disruptive behavior. Students will be reminded by any faculty or staff member when rules of courtesy are broken in common areas such as the hallways, restrooms, cafeteria, and school grounds. When a student breaks a rule, consequences are in place to help the student learn from their mistake. Therefore, before a student can be sent to the administrator for a discipline referral, three student tickets must be sent home before the referral. However, if a student’s actions are a Level B or Higher, the student may be sent directly to the office. Good citizens who set positive examples by treating others with respect and frequently adhering to rules and procedures will be recognized throughout the year.

### **Level 1 Discipline for A Offenses: (handled by classroom teacher)**

#### **Example Behaviors**

- Excessive Talking
- Minor Acts of Disobedience
- Out of Uniform
- Non-Participation
- Nuisance Items
- Tardy
- Cheating

#### **Example Actions**

- Employ positive reinforcement procedures
- Use verbal correction, reminders, and redirection
- Parent contact (student discipline ticket, phone conference)
- Assign students according to the buddy-teacher system for cool-down
- Conference with student/student reflection
- Conference with Counselor
- Face-to-face Parent Conference
- Office Referral for a continuous infraction

### **Level 2 Discipline for B Offenses: (discipline referral to administration)**

*The administration will investigate and make an appropriate decision following the Mobile County Public School System policies and procedures*

#### **Example Behaviors**

- Leaving Campus without Permission
- Act of Physical Aggression
- Willful Disobedience
- Improper Use of an Electronic Device

#### **Example Actions**

- Administrator
- 
- /Student Conference
- Parent contact
- Student/Parent/Teacher/Administrator Conference
- Individualized Student Behavior Plan with monitoring and support.
- Refer to the Counselor for counseling or conflict resolution
- Referral to the Problem-Solving Team (PST)
- Revision to IEP (For Students with Disabilities)
- In School Suspension
- Out of School Suspension
- Request for Alternative Placement if infractions are continuous

**Level 3 Discipline for all C, D, and E offenses: (discipline referral to administration)**

*The administration and Resource Officer will investigate and make appropriate decisions following the Mobile County Public School System policies and procedures.*

**Example Behaviors**

- Theft
- Misuse of School Property
- Harassment
- Assault
- Disorderly Conduct

**Example Actions**

- Out of School Suspension
- Discipline Contracts/Behavior Plans
- Referral to Alternative Placement School
- Expulsion

**Dress Code Violation**

There is a distinct relationship between dress codes and students' behavior, attitudes, and achievements. The uniform dress will be required and monitored daily.

- All uniforms should be clean (not torn, tattered, or with holes)
- Inappropriate attire will be called to the attention of the student and administration will be contacted. Parents must take appropriate measures and correct the uniform dress violation.
- The administrative team of the school will make final decisions about compliance with the policy.
- Students are expected to display an appearance of neatness and modesty at all times.

**Example Actions**

- Documented Warning
- Parent Contact
- Refer to Counselor/Social Worker
- Office Referral/Parent Contact or Conference

\*\*\*Office Referral for repeated offense and progressive discipline will occur.

## **BUS TRANSPORTATION**

### **SAFETY TIPS and REMINDERS**

- Students must report directly to their assigned seats and sit down.
- Students are not permitted to stand unless given instructions by the driver.
- Students must move away from the bus as soon as they exit.
- Students are not permitted to walk on the bus, hang body parts out the window, or physically assault another student during transport.
- Students must look to the rear of the bus for oncoming vehicles as they exit the bus.
- Students should never play in the loading/unloading zones.
- Students should never go back to retrieve anything they may have dropped or left behind.
- Students should never bend down near or under the bus.
- Students should always stay where the bus driver can visibly see them.

### **BUS DISCIPLINE**

Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege and subject the student to additional disciplinary consequences.

Austin administrators are authorized to suspend or terminate bus privileges. If a child loses his/her bus-riding privilege, the parents assume the responsibility for transportation to and from school.

Depending on the severity of the incident a student may receive an additional consequence for violations of school rules during transport.

### **Example Actions**

- Administrator/Student Conference
- Parent contact
- Short-Term Bus Suspension
- Long-Term Bus Suspension (up to the remainder of the semester or school year)

## **PARENT AND COMMUNITY SUPPORT**

### **Partners in Education**

We are very fortunate to have several business partners and community supporters. This group has played a vital role in the smooth operation of our school. Many accomplishments have been made possible through their efforts. We look forward to continuing this wonderful partnership program. We would like to extend an invitation for more business partners and community supporters to join our school family.

### **Parent Involvement**

Parents are strongly encouraged to take an active part in their child's education and join the Parent-Teacher Association (PTA). The member fee is \$20.00 per family per year.

Parental input is necessary and actively sought through both formal and informal means. Parents should understand, however, that the operation of the school is the responsibility of the school personnel.

By choosing to enroll a child in Mary B. Austin Elementary School, you have provided your child with an opportunity to receive an excellent education. In addition, parents have accepted the responsibility to provide the appropriate encouragement, guidance, and home environment to foster the most helpful learning situation possible.

### **Parents should uphold our school philosophy in the following ways:**

- Support the dress code.
- Support the discipline policy.
- Support the attendance policy.
- Use proper channels for contacting school personnel.
- Support teachers when dealing with student performance or classroom attitude.
- Support the Guidance Counselor when dealing with a student's personal or school problems.
- Support the Assistant Principal when dealing with behavior problems or transportation concerns.
- Support the Principal when dealing with school programs or activities.
- Provide a suitable time and place for homework, and ensure that homework is completed and turned in on time.
- Ensure the student submits his/her original work.
- Review papers brought home by students.
- Sign and return promptly all school-related papers.
- Maintain mutual responsibility with the child for arriving at school on time.
- Participate in any activities needing parental assistance.



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