



## Know the Buzz on Mary B.!

Below you will find a brief overview of Mary B. Austin's school policies and procedures. The complete policies for MBA will be listed in our handbook at the beginning of the year. Our policies and procedures allow us to operate a safe, organized, orderly educational environment for our students. We appreciate your support in adhering to all school policies.

**Parental Involvement-** We have a wonderful and highly active PTA! Look for ways to become involved in PTA and assist with special events and activities for our students and school community.

**Carpool-** All carpool students will be given a carpool number at the beginning of the school year. Practice the number with your child. Carpool typically lasts about 45 minutes to an hour during the first week of school, but within a week or two we have it down to 30 minutes max! Having car numbers posted in windows for our teachers, and students to know their numbers and listen carefully, helps our carpool run efficiently.

Cars line up at the three stop signs at Provident. Wait in line inside your car behind the stop signs until a teacher or traffic guard pulls traffic into our lanes. Please leave a car length behind the stop sign to make room for the traffic. A teacher and crossing guard will begin moving traffic into our school car lanes at approximately 7:45 and 2:45 for morning and afternoon carpools. To avoid unnecessary traffic congestion in the neighborhood, our policy is to begin carpool line-up NO EARLIER than 7:25 a.m. and 2:25 p.m.

**Walkers-** Only those walking to a place of residence or employment are allowed to walk to and from school. At no point should students be let out of cars within the neighborhood. Do not park within the neighborhood to walk students to or from school. Walking privileges will be revoked if policies are not followed. Walkers are released at approximately 3:05.

**Bus Riders-** We have two buses at Austin. One bus travel on Old Shell Road towards University Blvd. The other bus travels to Maison De Ville and Yester Oaks. Information about bus routes is on the MCPSS website and will be available at Meet and Greet. Riding the bus is a privilege. **Students must follow bus rules, or bus privileges may be revoked.**

**Before and After School Care-** Sign up will be available at Meet and Greet. There is typically a waiting list after Meet and Greet.

**Uniform Policy-** Our policy is listed on our school website. The Austin monogrammed shirts can be purchased at Zoghby's.

**Lunch/Snack-** Students may eat breakfast and lunch provided by the school cafeteria free of charge or bring a lunch from home. A working snack time will also be provided most days. Students should bring a healthy, easy-to-eat/maintain (on their own) snack. Also, snacks will be sold daily such as chips, Capri Suns, and/or cereal bars based on availability for \$0.50. Gatorade and Water will be sold during PE for \$1.00. Ice Cream will be sold only on Fridays.

**Instructional Time-** We make every effort to safeguard instructional time. Please make certain students have the necessary items (book bag, materials, lunch, snack) when they come to school. We will not make a habit of interrupting class for messages or materials.

**Classroom/Lunch Visits-** Visits are allowed for a maximum of 30 minutes with pre-approval from the teacher. We do not allow drop-ins or sneak-peeks. Lunch visitors must be on the child's approved list of contacts. Therefore, when eating lunch, you should find a table where you and your child may enjoy lunch together with only those who you have listed as a contact. Also, outside food is not allowed. We cannot allow parents to eat and interact with other's children without their consent or supervision of Austin staff. All visitors must check-in through the front office and wear a visitor's pass when leaving the office. This is for our students' safety.

**Meet the Teacher & Move-in** is Tuesday, August 2nd from 4:00 pm-5:00 pm (Last Names from A-M) and from 5:00 pm-6:00 pm (Last Names from N-Z). Class rolls will be posted at this time. You can bring school supplies (additional supplies were bought with ARP Grant monies to supplement the supplies for the students to use in the classroom), meet your child's teacher, visit the classroom, receive information, sign up for before/after care, and pay school fees. If you did not finalize registration, your child will not be on a class roll. If your address has changed or was on a temporary status last school year, your child will not be on a class roll until we receive updated proofs.

**Tardies/Early Dismissal-** Students should enter the school building by 8:15 to be considered on time for school. The early dismissal cut-off is 2:25.

**First Day of School-** Monday, August 6<sup>th</sup> - Doors will open at 7:45 a.m. Kindergarten parents are **only** allowed to walk their children in on their first day. **Normal routines begin on Monday, August 8<sup>th</sup>.** Kindergarten "first-day" pictures will be taken by a photography company on the first day.

**We look forward to another fantastic school year!**