

MARGARET T. REILLY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018
Corrine Saenz, Principal

PRINCIPAL'S MESSAGE

Welcome to Reilly Elementary! I invite you to become actively involved in making our school a great place to learn! I hope that you are excited as I am about the year before us.

The information presented in this handbook is intended to help acquaint you with what is expected at Reilly Elementary. In order to provide a successful oriented learning environment for students, certain policies and procedures are necessary. Your ability to successfully meet future challenges will depend largely on self-discipline, acceptance of responsibility, and a positive attitude.

It is my belief that school and home must work together to give students the outstanding education they deserve. I challenge you to make academic achievement your main objective for the school year. I am also confident that you will commit to making positive contributions to Reilly Elementary School.

Our faculty and staff are very excited about working with you to make this an exceptional year of learning and growing! Please contact the office at 414-4464 if you have any questions or wish to communicate with us at any time.

Corrine Saenz, Principal

ABOUT OUR SCHOOL

BELIEFS

- We believe that school must provide a safe, nurturing and academically rich environment.
- We believe that every student must be given equal opportunities to learn and be successful academically and socially.
- We believe that together teachers, parents and community play vital roles in the academic and social growth of our children.

MISSION STATEMENT

The mission of Margaret T. Reilly Elementary School is to inspire and enable all students to become active participants in life-long learning through rigorous curriculum, total communication, and effective collaboration between parents, students, faculty, staff and the community.

SCHOOL MASCOT
Mustang

SCHOOL COLORS
Blue & Yellow

OFFICE HOURS- 7:00 - 4:00 p.m.

7:00- ARRIVAL

Students who arrive to school beginning at 7:00 a.m. are to report to the cafeteria for breakfast, to the gym (Kinder-5th grade), or to the library (PreK only) and sit with their grade level until they are picked up by their teacher at 7:35 a.m. Instruction begins promptly at 7:45 a.m. If you arrive at 7:47 a.m. or later, you need to stop by the office to obtain a tardy slip.

2:57- SCHOOL DISMISSAL

For the safety of your child, all students who are car riders will be escorted by their teachers to parent/guardian cars at the front East parking lot. Please follow the coned pathway and move up with caution until you reach the front of the line and a staff member will bring your child to the car. Please do not leave your car unattended because it creates traffic jams and unsafe conditions. Car riders will not be allowed to be picked up in any other area of the school other than the front East parking lot. To ensure your child's safety, it's important that she/he is picked up at 2:57p.m. Chronic late pick-ups after 3:00 will be reported to campus police and Child Protective Services.

BUS TRANSPORTATION

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students are to obey their drivers at all times. Bus drivers will report any misconduct of a student to administration. Upon the second referral, a student may be suspended from the bus for his/her behavior. In addition, it is very important that you or someone who is authorized to pick up your child is there at the bus stop when students arrive. If no one is there to pick up your child, the child will return to Reilly and it will be your responsibility to pick them up.

CAFETERIA SERVICE

Breakfast will be served from 7:00 a.m. until 7:30 a.m. Students must be in the serving line no later than 7:30 a.m. if they wish to eat breakfast in school. (If a bus is late arriving, students will be served breakfast). The cost for breakfast is \$1.50 and \$.30 (reduced). Adult breakfasts are \$2.25.

The cost for lunch is \$2.80 and \$.40 (reduced). If lunches are brought from home, milk can be purchased for \$.40 in the cafeteria. Adult lunches are \$3.50.

Lunch can be purchased at school or brought from home. **Please avoid packing sugary/caffeinated drinks, any drinks in glass containers, candy, or chewing gum.** It is

MARGARET T. REILLY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018
Corrine Saenz, Principal

the parent's responsibility to provide their child(ren) with money for meals everyday if not on "free meal". Money cannot be loaned from the school office.

Parents/Guardians are welcomed to have lunch with your child only, not other students, during their lunchtime. You may sit at the designated Parent table to have lunch with your child. Please be sure to have them return with their class when their lunch time is ending. We ask that you maintain and keep any additional children that you may bring with you at all times.

CAMPUS ADVISORY COUNCIL

The Campus Advisory Council (CAC) is a group of elected parents, staff, and community members who address school issues related to budget, curriculum, student achievement, and general operation of the school.

REPORTING OF STUDENT PROGRESS

Report cards will be sent home with students after nine weeks of grading. Students will receive mid nine-weeks progress reports (5th week) as per district policy. Weekly Wednesday folders will also be sent home for parents to review the child's work every Monday.

SUCCESS ASSEMBLIES

At the end of each semester, an assembly is held to recognize students for academic excellence, perfect attendance, and citizenship. Parents will be notified of the dates and times and are encouraged to attend.

ATTENDANCE

Our school goal is to have every student in class every day, except when absences include those resulting from the following circumstances:

- Personal illness
- Serious illness or death of a member of the immediate family
- Medical or dental appointments
- Subpoenaed or required to appear in court
- Official school-related activities that have prior administrative approval. It is the building principal's duty to determine the validity of all excuses for student absence(s).
- Child subpoenaed or required to appear in court

Upon returning to school after an absence, the parent is to submit a note to the front office stating the reason for the absence(s). This must be done within 48 hours of the 3rd day of absence. The teacher will then submit this documentation to the office, where it will be kept in file. It is the Principal's discretion to determine the validity of

all excuses for student's absence(s). The Texas Compulsory School Attendance Law (Chapter 25 of the Texas Education Code) and AISD Board Policy [FDD (Local)] require your child's attendance at school. According to this law, AISD:

- **May** file a complaint against the parent(s)/guardian(s) and/or student in a justice or municipal court if a student is required to attend school and fails to do so without an excuse on 3 or more days or parts of days within a four-week period.
- **Must** file a complaint against the parent(s)/guardian(s) and/or student in a justice or municipal court if a student is required to attend school and fails to do so without an excuse on 10 or more days or parts of days within a six-month period in the same school year.
- **Also please remember that** a student who is late to school (arrives after 7:45 a.m.) but is present at 10:00 a.m., or a student who is on time and present at 10:00 a.m. but who leaves after that time and who does not have an acceptable excuse, shall have an "unexcused tardy" posted to his/her attendance record.
- **Please remember that upon enrollment in kindergarten, a child shall attend school as required by AISD policy.**

AISD will notify parent(s)/guardian(s) if a student is required to attend school and fails to do so for three days or parts of days without an excuse during a four-week period. This notice will include the following information:

- Parent(s)/guardian(s) are responsible for monitoring their child's school attendance and for requiring the student to attend school
- Parent(s)/guardian(s) are subject to criminal prosecution.
- Parent(s)/guardian(s) need to request a conference with school officials to discuss the absences.

The law requires that parent(s)/guardian(s) contact the school to discuss ways they and the school can work together to improve their child's attendance. The school's administration, counselor, teacher, parent support and health care personnel are available to assist the parents.

LEAVING SCHOOL DURING THE DAY

Any student leaving the school during school hours must be signed out in the office by a parent or guardian. No child is to leave the grounds anytime without permission from the principal's office. Students will be released only

MARGARET T. REILLY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018
Corrine Saenz, Principal

to parents and guardians listed on the Emergency Care Card.

TARDINESS

Students are considered to be tardy if they arrive after 7:47 a.m. or if they leave before 2:57 p.m. Tardy students disrupt the classroom and miss important instruction. Should a child be late, he/she is to report directly to the classroom; please send a note to the office explaining the reason for the tardiness.

STUDENT RESPONSIBILITIES

BEHAVIOR EXPECTATIONS

We strongly believe every student has the right to learn. Students are expected to display behavior that shows respect towards their classmates, school property, and all personnel.

The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district and school policies and procedures. In the event that your child chooses not to behave in an appropriate manner, you will be contacted by note or phone. We need and appreciate your support to help ensure that all children learn.

Disciplinary actions from the principal may include the following:

- Conferencing with the student
- Conferencing with the counselor
- Lunch/after school detention
- Community service
- In-school suspension
- Suspension from school
- Removal to an alternative school Other consequences deemed necessary by the principal

The following guidelines will facilitate a positive and safe environment for the purpose of maximizing teaching and learning for all students.

- I will be responsible.
- I will always try.
- I will do my best.
- I will cooperate with others.
- I will treat everyone with respect including myself.

BRINGING THINGS TO SCHOOL

When it is necessary to send money to school, we request that it be placed in an envelope or other container with the child's name and the teacher's name on the outside.

Cell phones are permitted for the purpose of calling parents after school or after school events. The cell phones must be kept on "off" during the instructional day and should not be a distraction to the student. If a cell phone rings (phone call or alarm) or the student is distracted by using or playing with the cell phone during instructional time, the teacher will confiscate the phone and turn into the office. To claim a cell phone, a \$15 fee is required (AISD policy). Unclaimed cell phones at the end of the year will be turned over to the Campus Police.

Students may not bring objects to school that are dangerous, of value, or distracting to other students. Please leave at home: toys, electronic games, any item that could be used and/or perceived as a "weapon", cassettes, compact discs, jam boxes, radios, gum, candy, etc. Show and tell items may be brought upon teacher request.

The teacher or administration may collect any item a student brings to school that disrupts the learning process or is dangerous. These items will be returned to the student at the discretion of the administration or teacher, but no later than the last day of school. Unclaimed items after the last day will be discarded.

DRESS CODE FOR STUDENTS AND PARENTS/

Clothing should be appropriate to weather conditions and daily school activities. Shoes should be comfortable with consideration being given to safety and gym activities. Students should wear clothing that will not disturb the learning atmosphere. Examples of inappropriate dress shall include, but not be limited to:

- Improperly fitting clothing; baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts
- Tops that are strapless or backless, spaghetti straps, or have low cut necklines;
- Shorts and skirts that are short enough to be distracting or above finger tips when arms to sides.
- Makeup and artificial nails;
- Gang associated clothing or colors;
- Hat or caps worn inside the building (except for religious requirements).

The above code/expectations will be applied fairly and equally regardless of gender; the decision of the building principal will be final in all disputes concerning student dress.

STUDENT SEARCHES AND SEIZURES

MARGARET T. REILLY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018
Corrine Saenz, Principal

Purses and Backpacks

Student purses and backpacks brought to school are subject to reasonable search by a school official (Principal, Assistant Principal, Counselor, or Teacher) when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct 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.).

School Cubbies, Bins and Desks

School cubbies and bins are school property and may be searched for contraband (i.e. illegal items), overdue or missing books, or stolen items. Similarly, school desks are school property and may also be searched for contraband, overdue or missing books, stolen items, and spoiled food. As these are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of cubbies, bins, and desks. Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items. Any contraband found in plain sight will be confiscated and the student may be subject to disciplinary action.

TELEPHONE USE

The school telephone is a business phone and is not to be used to make arrangements to go home with a friend, etc. These arrangements need to be made at home, not at school. Students may get permission to use the phone from their teachers in case of an emergency.

TEXTBOOKS AND LIBRARY BOOKS

It is the responsibility of the school to issue, collect, care and account for all State Adopted Textbooks. 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.

PARENT RESPONSIBILITIES

BIRTHDAYS

Birthdays parties in the classroom or at school are not allowed. Invitations to parties are not to be distributed at school unless every child in the classroom receives an invitation. Flowers and balloons or birthday celebrations will not be delivered to the child during the instructional school day. **If you wish to distribute cake or cupcakes (STORE BOUGHT ONLY) you may do so 30 minutes before the dismissal bell (2:25). Our school is abiding by the Nutritional Guidelines adopted by the school district.**

CHANGE OF ADDRESS OR PHONE NUMBER

Students are requested to submit to the office a change of address or telephone numbers. All parents should give a telephone number where they may be reached during the school day in case of an emergency.

HELPFUL INFORMATION

We care about the safety of each child. Notes from parents regarding special health problems; extended or severe illness; the need for temporary restriction of physical activities; or changes in the afternoon transportation are welcome and help us do a better job.

PARENTAL INVOLVEMENT

Participation in the Reilly Parent-Teacher Association is one way to become involved with your child's school. The faculty and staff welcome parent participation for greater success for children. Information regarding ways in which the parents and the community can work together with the school will be disseminated throughout the school.

PARENT-TEACHER CONFERENCES

Close communication between home and school is important to the achievement of students. October 9th and February 19th have been set aside as Parent Conference Days. With advance notice, conferences may also be scheduled at any time you feel it is necessary. Please contact your child's teacher if you have a question.

PARENT VISITATION

For the safety of all students and staff, all visitors must sign in through our Raptor system, obtain a Visitor's Pass, and sign out each time you are in the school building. All visitors on campus must enter through the front doors of the building, this is an AISD safety protocol.

Parents are encouraged to visit the school throughout the school year. Visits to the classroom must be approved by the Principal prior to visiting a classroom. To visit a classroom a form must be completed by the visitor and approved by the Principal. Forms may be obtained from the office. Teachers cannot stop teaching to visit with parents who "pop-in" during the instructional day. Please limit your visit to 30 minutes; younger children (siblings) should be left at home when visiting a classroom. Teachers will be happy to discuss your observations at a mutually convenient time.

Visits to individual classrooms during instructional time shall be permitted only with the principal and teacher's approval and such visits shall not be permitted if their

MARGARET T. REILLY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018
Corrine Saenz, Principal

duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

You are welcome to visit the cafeteria and eat lunch with your child. Student will sit at the parent table with their own parent. No cell phones are allowed in the cafeteria. Taking pictures of students is prohibited. Parents are not allowed to let students use their personal cell phones. Parents are allowed to bring food for their own child and students are not allowed to share food with other students. Please check in with the main office and obtain a visitor's badge. Before leaving the building, please sign out.

HEALTH & SAFETY

EMERGENCY CARE INFORMATION

It is very important that we have a completed emergency care card on file for each student. The emergency information should include current address, work and home telephone numbers and any other emergency numbers. Also, names of any persons designated to pick up a student should be included; for the safety of your child, a student's name will not be released to any individual whose name is not listed on the emergency care card. Medical information needs to be indicated on the card. Any changes in the emergency information should be given to the school immediately.

Parent Involvement Policy

The faculty, parents, staff and community members of Reilly Elementary recognize that parent involvement plays a big part in the success of students. In order to support parental involvement at Reilly:

1. The Parent Involvement Policy will be distributed through the Parent-Student Handbook during the first 6 weeks of each school year. We request your input in developing the policy.
2. Every attempt will be made to communicate with parents in a language that is understandable and is in their home language.
3. We will communicate with parents regarding the Title I school-wide programs. The school receives Federal funding to support teaching and learning that is based on the percentage of students receiving breakfast/lunch on reduced rate or free.
4. Parents are given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title I program,

and Parent Involvement Policy through the CAC representative or PTA executive board meetings.

5. A Back-to-School Night will be held to provide parents with information regarding the school curriculum, performance data, discipline management guidelines, district and school initiatives and district and school policies.

Parental Notification of Illness or Injury at School

If, during the school day, a child has a higher than normal temperature, injury that requires additional medical attention, or has other medical needs, parents are notified immediately by the teacher, school nurse or office staff. The school must have current, working telephone numbers in order to contact parents at all times. Office staff personnel will contact you for your child to be picked up.

Parental Responsibilities

Good discipline begins at home. Parents are the child's first teachers. Through example and modeling, parents instill in children habits of acceptable behavior and positive attitudes. As a child's first teacher, parents should attempt to utilize the following guidelines:

1. Provide your child with guidance and support, model good habits and socially acceptable behavior.
2. Have your child read every evening for at least 20 minutes or have someone read to them.
3. Know the homework requirements for your child
4. Provide updated phone numbers to the office
5. Read all information sent home
6. Attend all parent-teacher conferences
7. Attend scheduled PTA meetings and events
8. Attend parent workshops or trainings
9. Volunteer at school
10. Model respect and appropriate behavior

MEDICATION

Please do not send medication of any kind to the school for your child to take on his/her own. We must keep all medications in the office. A note from the parent authorizing school personnel to administer medication is necessary. Please come by the office and sign the appropriate form, if your child has prescribed medication. All prescriptive medication must be in the original container with dosage instructions.

SEXUAL HARASSMENT/BULLYING

Reilly Elementary School believes all students should receive an education in an environment free from sexual harassment, any other inappropriate behavior of sexual nature, or bullying. Reilly is committed to creating a safe,

**MARGARET T. REILLY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018
Corrine Saenz, Principal**

healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, sexual harassment of bullying of students, teachers, and staff will not be tolerated at school or school-sponsored or school-related activities such as field trips or special events where the student is under the control of the school.

Students must not participate in unwanted and unwelcome verbal, nonverbal, or physical conduct of a sexual nature directed toward another student or a teacher. This rule applies whether the bad conduct is by word, gesture, or any other action. All students are expected to treat other students and school district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A complaint against a student, for breaking these rules, which is found to be true, will result in appropriate disciplinary action, according to the nature of the offense and the Austin I.S.D. Student Code of Conduct. In some circumstances, the student may be reported to the police.

Austin I.S.D. encourages parent and student support in its efforts to address and prevent sexual harassment and bullying in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about this subject with a teacher, the counselor, the assistant principal or the principal.

AISDANTI-HARASSMENT STATEMENT

The Austin Independent School District prohibits acts of harassment of any kind, including harassment based on race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, disability, or any other conduct prohibited by law, including bullying or harassment carried out via electronic forms of communication (e.g. cyberbullying via social network sites). Should you believe that you have been subjected to harassment based on sex, report the harassment immediately to the 1) Campus administrator or the 2) District's Title IX Coordinator, Ylise Janssen, 1111 W. Sixth St., Bldg. A Suite A-250, Austin, TX 78703, (512) 414-9812.

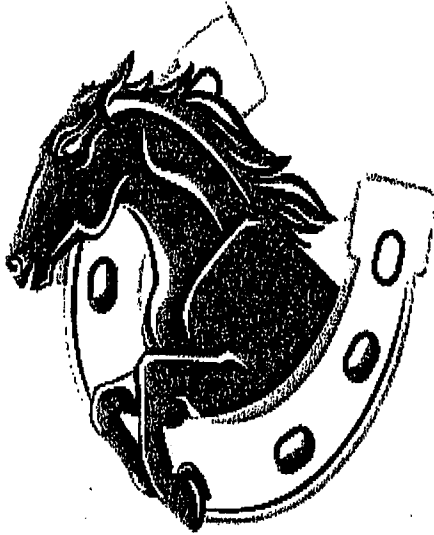
Austin ISD encourages students, parents and employees to work together to prevent acts of harassment of any kind by fostering a climate of mutual respect for others. However, if any student or employee is found to have engaged in acts of harassment, he/she will be promptly disciplined. The discipline may include various remedies,

up to and including suspension or removal of students and termination of employment of employees.

(Source: Austin ISD Board Policies DH, DIA, FFH, FFI, FNC)

AISD STUDENT CODE OF CONDUCT

This document is an abbreviated version of the AISD Student Code of Conduct and it does not take the place of it. For more specific details please visit the district web site and review the downloadable Student Code of Conduct @ <https://www.austinisd.org/parent-information/conduct-code>.



REILLY ELEMENTARY

MIGHTY MUSTANGS

PACING TOWARDS EXCELLENCE

School of Total
Communications



Parent/Guardian Agreement

Please sign below to acknowledge that you have thoroughly read this parent/student handbook document and agree the contents. We have these protocols in place to ensure safety for all members of our community. Thank you!

I, _____, parent/guardian agree with the contents of this handbook and will comply with them.

Date: _____

Acuerdo de Padre / Guardián

Por favor firme abajo para reconocer que ha leído completamente el documento del manual del padre / estudiante y está de acuerdo con su contenido. Tenemos estos protocolos establecidos para garantizar la seguridad de todos los miembros de nuestra comunidad. ¡Gracias!

Yo, _____, padre / tutor estoy de acuerdo con el contenido de este manual y cumpliré con ellos.

Fecha: _____

