

Lalla Odom Elementary Student Parent Handbook



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<http://odom.austinschools.org>

Twitter: @odomeagles

This handbook describes the school's policies and procedures, as well as parent and student responsibilities. This handbook should be used in conjunction with the Austin Independent School District Student Code of Conduct and the policies of the Board of Education and the Texas Education Agency. Subject to change.

WELCOME

It is with great pleasure that Lalla Odom Elementary School welcomes you and your student(s) to the 2017-18 school year. As we begin this year, please remember that this is your school and we welcome your involvement. We encourage you to join the PTA. Working together; teachers, students, and parents/guardians can ensure a successful and productive school year. As the school year progresses, policies are examined and refined to better meet the needs of students, parents, and staff. Any changes in procedures will be communicated to you as soon as possible. Please read and refer to this handbook as a helpful resource this year.

Respectfully, Mrs. Sondra McWilliams, Principal

MISSION STATEMENT:

Through the cooperative efforts of teachers, students, parents and the community, Lalla Odom's mission is to:

- Provide a safe and positive environment where students are actively engaged in rigorous learning, based on state and national standards.
- Instill passion, curiosity, and a desire to learn
- Nurture the development of the whole child

OFFICE HOURS

Office hours are from 7:00 am to 4:00pm. Our doors are locked to ensure the safety of our campus. If you need to enter the building, please ring the doorbell located outside the front red door and a staff member will assist you. **Please ensure you have your ID each time you visit the campus.**

SCHOOL DAY

7:00am–7:30am	Arrival/Breakfast
7:30 a.m.	Morning Assembly/Announcements
7:45 a.m.	Instructional day begins
2:15 p.m.	Dismissal for Pre-K
3:00 p.m.	Dismissal for K-5 th grades

ATTENDANCE

There is a strong relationship between attendance and achievement. Students are expected to be on time and attend school every day unless they are ill. Students are expected to make up any missed work. The parent is responsible for communicating the reason for any absence. Written excuses must be brought in within 2 days of returning to school in order to be excused. Failure to submit notes within this time frame will result in the absence remaining unexcused in the student's attendance record. If a student has been out more than 3 days because of illness, the parent note must be accompanied by a doctor's note/receipt in order for the extra days to be excused.

Notification of absences:

An AISD electronic message and/or e-mail will be sent to the primary contact of any student who is given an unexcused absence, on the day the absence is recorded. On the third unexcused absence within a four-week period, the district's central office sends a US

mail letter to the residence of the parent/guardian of the student. After ten or more days or parts of days of unexcused absences in a six month period; it is the legal responsibility of the school to file truancy charges with County and/or Municipal courts. This filing can result in fines and court appearances.

Tardies

At 7:45 a.m. a student is considered tardy if they are not in their class or under the direct supervision of a teacher. Persistent tardies will require a parent conference.

ARRIVAL

The building opens for student drop off at 7:00a.m. Parents may drop off students in the circular driveway. The circular driveway has two lanes. In the right lane cars should drive up as far as possible, not allowing significant gaps in between cars for drop off. The left lane is **ONLY** to exit the circle driveway **not** for student drop off.

No parking or extended waiting is allowed in any of the drop off areas. Parents who do not wish to use the drop off line must park on the street or a parking space in the parking lot and escort their children into the building.

For safety reasons, students are not allowed to cross the front parking lot except at the crosswalk.

Students eating breakfast should drop off their backpacks in their teacher line and go directly to the breakfast line. Students NOT eating breakfast should report directly to the cafeteria and sit in their teacher's line.

For security reasons, it is requested that you drop off and say good-bye to your child at the entrance of the building. If you have made prior arrangements with the teacher or PSS to volunteer on campus after 7:30am, please go to the office with your I.D. and sign in.

DISMISSAL

Early Dismissal

Because every minute of instructional time is valuable, parents are discouraged from picking up their students early. If a student must leave school before 3:00 pm, the student must be picked up in the office. The office staff will request identification from the person and will verify that the person has authority to pick up the student. Students will be released during the school day only to persons listed on the emergency care card.

After School Dismissal

Dismissal begins at 3:00 PM. Students will be escorted by a staff member to the cafeteria to be picked up. Students are escorted to the cars as the cars pull up to one of the four pick up stations. Please ensure that you have the "student pick up sign" on the passenger side of your dashboard. **Cars that do not have the "student pick up sign" will be asked to park and present ID to the front office.**

- Car riders (K-5) will be dismissed from the front circle drive located on Turtle Creek.
- Parent pick up (K-5) will be dismissed from inside the cafeteria.

- PK students will be dismissed at the first set of red doors.

Students are not allowed to cross the front circle drive except at the crosswalk. **No parking is allowed in the front circle drive.** Parents who do not wish to wait in the car pickup line must park in the parking lot and pick up their student(s) inside the cafeteria, then escort their student(s) to their cars.

Parents should make provisions for the prompt departure of their student(s) from the school grounds if the student(s) are not enrolled in school sponsored after school activities. **All students are expected to be off the school grounds when supervision ends at 3:15 PM, unless enrolled in school sponsored after school activities.**

Teacher's phones are kept on make busy during instructional time. Please notify the office by 2:30 pm if there is a change in the student's regular dismissal procedure.

DRESS CODE

In order to maintain a safe and respectful learning environment, our students are expected to attend school dressed in clothing that is appropriate to the school setting and weather conditions. Odom students will adhere to the AISD student dress code. Students should not wear 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, with spaghetti straps, or have low cut necklines. Shorts, skirts and dresses should not be shorter than 3 inches above the center of the knee. Flip-flop shoes and slippers are discouraged while Athletic shoes are highly recommended. Gang associated clothing or colors are not permitted. Hats, caps, or hoods are not to be worn inside the building (except for religious reasons)

If a student's choice of dress impairs the learning process the student will be asked to change.

CAFETERIA

Breakfast

Our school provides **FREE** breakfast for **every student** in grades PK-5 each morning from 7:00 - 7:30 AM. Students are to get in the breakfast line as soon as they enter the building and drop off their bags. Only students in line by 7:30 AM will be served. Staff is on duty during breakfast and will assist students as needed.

Lunch

Students may bring their lunch from home or they may purchase a nutritious lunch from the cafeteria. Parents may only provide lunch for their own student. A lunch menu is distributed to students at the beginning of each month. When a change from the printed menu is necessary, an equally nutritious item will be substituted. Students are discouraged from bringing sodas or candy for lunch. Birthday cakes/cupcakes are not allowed in the cafeteria.

Full Lunch Price	\$2.80
Adult Lunch Price	\$3.50
Reduced Lunch Price	\$.40

Free/Reduced Lunch Program

Applications for the federal lunch program are available in the office. Only one application is needed per family. Families must apply for the program each year. Qualification for the lunch program is based on federal guidelines. The school has no authority to approve or deny applications.

Cafeteria Expectations

Students are expected to conduct themselves appropriately while in the cafeteria. They are not permitted to leave the cafeteria except in case of an emergency. As a health precaution, students are not allowed to share food. Students are under the supervision of the cafeteria monitors while at lunch and are expected to be respectful of the monitors. Students who do not conduct themselves appropriately may be separated from their class. A parent conference may be requested.

Parents/guardians who wish to eat with their child must sign in the office, obtain a visitors pass, and eat with their child at the parents' table. Due to limited seating in the cafeteria, priority will be given to the student and their immediate parent/guardian.

HEALTH SERVICES

Health services in AISD are provided by the Seton Health Care network.

Accident or Illness

Students who have an accident or become ill during school will be sent to the nurse's office. The school nurse, Seton Health Aide (SHA), or office clerk will examine the student and take the student's temperature and provide minor treatment as allowable. The student will be returned to class as soon as possible. If the student is too ill to return to class, the parent will be called to promptly pick up the student.

Emergencies

All students should have emergency care information on file in the office with current emergency contacts and phone numbers. In case of serious illness or accident, the parent will be contacted immediately to take charge of the child. If the parent cannot be reached, the child's physician and/or EMS will be called.

Medication

Only medication which is necessary for a child to remain in school will be given during school hours. No medication will be given to any child without a signed permission slip from the parent or legal guardian. All medication must be in the original container with a label indicating how the medication should be administered. Medication will be administered only, as labeled unless accompanied by a physician's order and a parent request. Students may not carry medication or self-administer medication of any type.

Lice

All students with **live lice** will be sent home at the end of the school day after contacting parent/guardian by phone. Students with **nits only** will have their parent/guardian contacted to inquire about treatment. Proof of treatment is required upon return to be readmitted to school.

SAFETY

Fire Drills

Fire drills are conducted monthly during the school year. Students are to exit the building quickly, in a quiet orderly manner, following the instructions of the teacher at all times.

Lockdown Drills

Lock down drills are conducted periodically during the school year. You will be notified one week in advance of a lockdown drill. In the event of a real lockdown, a written note will be sent home with your child.

Bad Weather

Parents should establish a bad weather plan with their children to ensure that students will get home safely. The school phone lines quickly become jammed during bad weather making communication difficult.

Closing School

The Superintendent determines when the school should be postponed or closed due to severe weather. Radio, T.V. stations, school messenger, and social media are used to broadcast information.

Safety Measures

- The front door will remain open until 7:45am for student drop off. All other doors are kept locked for the safety of your child. If you need to enter the building, please ring the doorbell located outside the front red door and a staff member will assist you.
- All visitors/parents MUST bring a photo I.D. to school and sign in to obtain a pass before going to the classroom/cafeteria and sign out in the office before leaving. Visitors not wearing a badge will be escorted to the office to receive one. Please be considerate of our wonderful students, staff, and parents. As adults, we are models for our students and need to use appropriate language, dress, and behavior. Working together, we can continue to make Odom Elementary a safe, healthy, and courteous learning environment.
- The campus may be closed to visitors on designated testing days.
- Parents who wish to volunteer with the school, including but not limited to attending field trips and classroom parties **must register with Austin Partners in Education**. www.austinparkers.org prior to the event. Please allow 7-10 days for clearance.
- Outside: Adult Crossing Guards and Student Safety Patrol are on duty around the school in the morning and afternoon.
- Cross only at a crosswalk. Do not motion for your child to walk between parked cars or to jaywalk.
- Please be courteous and observe the speed limit and ALL traffic laws.
- Park only on the street or in the parking lot spaces; **NOT IN THE FRONT DRIVE WAY.**
- THERE ARE 3 NO LEFT TURN SIGNS on Turtle Creek in front of the school. Please observe the law.
- **Do not use your cell phone in school zone.**

ITEMS TO BE LEFT AT HOME:

- Toys, "weapons", ipods, electronic devices, lasers, makeup, etc. These may be taken by teachers and returned to parents (in person only).

STUDENT RECORDS

Withdrawal

The parent or guardian who registers a student may withdraw the student from school by coming to the office during regular office hours. A withdrawal form will be issued once the student has returned all textbooks and library books.

Non-custodial Parents

In accordance with the Buckley Amendment, non-custodial parents have access to academic records unless a court order to the contrary is on file. It is the responsibility of the custodial parent to provide a copy of any such order to Odom.

ANIMALS/PETS

In accordance with board policy, No animals, except those used in the instructional program or those used by persons as trained service animals, shall be allowed in District facilities.

BIRTHDAY PARTIES

Public schools are not allowed to serve, sell, or give away during the school day, foods which the state of Texas has ruled as foods of minimal nutritional value, except for the three designated campus party days. In addition, Odom Elementary is a CATCH and allergy aware campus. For this reason, we are requesting cupcakes, cookies, cakes, ice cream, candy or balloons **not** be brought to school. Instead, we encourage you to speak to your child's teacher about a healthy snack option or a non-food treat. Party invitations are not to be given out at school unless the whole class receives one. This is a District Policy and is intended to prevent hurt feelings. We appreciate your cooperation.

The school has three designated party days: Winter party, Valentine's Day, and End of the year party.

TEXTBOOKS/LIBRARY BOOKS

Textbooks are loaned to each student. Students are required to pay for any books that are lost, torn, or damaged. Students are responsible for reporting any damage to the teacher/librarian at the time the books are issued.

HOME / SCHOOL COMMUNICATION

- Each student in K-5th grade will be issued an agenda. Students HW, upcoming school events, and notes from the teacher will be communicated through the agenda. Please feel free to use it to communicate with your child's teacher.
- All important school communications are sent home on Wednesdays.
- Parent/Principal Chats will be held monthly.
- Grade Level Newsletters will be sent home each week. Please read them to keep informed about school events. If you have questions or concerns, please talk with us about them. We are eager to know you and to work with you for the good of our students.
- An automated phone call will be sent each week informing you of the upcoming week's events.

- School updates may also be received via the school website <http://odom.austinschools.org>, Twitter account @OdomEagles, or Facebook Page
- Conferences / Telephone Calls - Please respond to requests for conferences on the report card or in your child's agenda. Parents are urged to request conferences, also. A message may be left in the office for teachers and they will return your call.
If you have a concern, please contact the teacher directly. If you need further assistance, contact an administrator. There will be two conference days, **October 9 and February 19.**

Homework and Grading Policies

- Each Grade Level Team will send information outlining the grade level homework and grading policies. Please ensure your child completes homework as assigned. These assignments are designed to reinforce academic skills as well as develop responsibility.
- Progress Reports are given at the mid-point of a grading period to students who are in danger of failing a subject or whose average is borderline. Students whose behavior is interfering with their academic performance may also receive a progress report. Parents are asked to sign and return all progress reports.
- Report Cards are issued at the end of each 9 weeks. Please read the report card with your child, respond to any conference request, sign the envelope, and return it to school. You can view grade information online at Parent Self-Serve.

RECOGNITION

Awards assemblies will be held at the end of each 9 weeks. You will receive notification in your students' report card if your student is receiving an award. Students will be recognized in the following categories:

- Honor Roll
- Perfect Attendance
- Citizenship

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. Detailed information regarding the CAC will be sent home during the first month of school.

PTA

The Odom PTA is essential in promoting the educational goals of the school. The PTA serves as a collective voice in discussing matters pertaining to the general welfare of the school. The generous contributions made through the PTA enable the school to purchase additional materials and conduct special projects to meet the needs of the students enrolled at Odom. PTA membership dues will be collected in early fall. All

parents are encouraged to join the PTA and attend its meetings.

STUDENT USE OF THE TELEPHONE

- Phones are used only in the case of an emergency.
- Please do not ask to call home to make after school arrangements (unless teacher requests).
- Cell phones are allowed at Odom, but must be turned off and kept in the backpack during school hours. If a cell phone is picked up, there will be a fee of \$15 to retrieve it in person by parent.

DISCIPLINE

State Law (S.B. 1) mandates that every school district in Texas implement a district-wide Discipline Management Plan. The local campus plan was developed in accordance with the policy. It is the right of every student to learn in an atmosphere where he/she is respected as an individual and his/her right to learn is not interfered with by others. It is the teacher's right to expect students to behave in a manner that does not interfere with his/her right to teach. We expect parental support as members of our team. The school will communicate with parents regarding students' progress.

HARRASMENT/BULLYING

Odom elementary is a No Place for Hate campus and a "bully free zone". Bullying or harassment of students or staff will not be tolerated. Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender or disability directed toward another person. Any reports of this type of behavior will be thoroughly investigated by the administration and/or the district police. A substantiated charge of harassment or bullying against a student will result in disciplinary action.

STUDENT RESPONSIBILITIES

All Odom Students Are To:

1. Respect themselves
2. Respect others
3. Respect other's property

IMPORTANT DATES

Student & Staff Holiday*	September 4
Parent Conference Day	October 9
Thanksgiving Holiday	November 20-24
Winter Break	Dec. 20 - Jan. 3
Student & Staff Holiday*	January 15
Parent Conference Day	February 19
Spring Break	March 12-16
Student Holiday*	March 30
Student & Staff Holiday*	May 28
Last Day of Classes	May 30

* Student & Staff Holiday – No School

Student and Parent Acknowledgment

The signature(s) below acknowledge that I/we have read and carefully reviewed the Lalla Odom Elementary Student Parent Handbook.

Student Signature

Parent Signature

Date

Please return this signed form to your child's homeroom teacher.