

Be HERE.
Belong. YOU.

BE SOMEBODY WHO MAKES EVERYBODY FEEL
LIKE SOMEBODY AT EANES ELEMENTARY!

Eanes Elementary School
Campus Handbook
2019-2020

Lesley Ryan
Principal

Amanda O'Daniel
Assistant Principal

Eanes Elementary School

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www.ee.eanesisd.net

Welcome to Eanes Elementary School!

We are thrilled to have you join our Mustang community. This Eanes Elementary Student Handbook, in conjunction with the EISD Elementary Handbook, is intended to provide you with important information about our school policies and school procedures. Please take the time to read this information specific to Eanes Elementary, as well as the district handbook located at www.eanesisd.net.

We hope you feel welcome at Eanes Elementary. Our motto is “Be Somebody who makes Everybody feel like Somebody”. We hope you’ll feel like somebody special here at Eanes Elementary. The staff and I are here to make this school year an enjoyable learning experience for you and your child.

Sincerely,

Lesley Ryan
Principal

Amanda O'Daniel
Assistant Principal

For the safety of your children, EISD provides excellent bus transportation for all resident students. Taking advantage of this service guarantees your child arrives at school on time, reduces traffic congestion in and around our campus, and saves on wear and tear of parents' nerves. It is illegal for cars to use the same lanes as our buses. Please use the upper or lower drop-off / pick-up areas for ALL car riders.

If you must drive your child to school, remember that it is against the law to use a cell phone in active school zones. The location of our campus on busy Bee Cave Road is surrounded by businesses and other schools and can cause hazardous traffic problems. The only people who can help alleviate these problems are drivers. Please adhere to posted signs and directions from staff. The following guidelines have been written to protect our biggest asset – your children.

SCHOOL HOURS

Office Hours	7:00 – 3:30
Gates Unlock	7:15
School begins	7:30
Tardy Bell	7:35
School dismissed	2:45

Arrival

Mustang Students

- Students may arrive between 7:15 – 7:35 a.m. If students arrive prior to 7:15 a.m., the gates will be locked, and there will be no adult supervision or care.
- Between 7:15 – 7:30 a.m., Kindergarten students should be dropped off at the lower parking lot and should proceed to the cafeteria (after Winter break, Kindergarten students will proceed to the upper playground).
- Between 7:15 – 7:35 a.m., 1st, 2nd, and 3rd grade students should proceed to the upper playground (after Winter break, 3rd graders should proceed to lower playground).
- Between 7:15 – 7:35 a.m., 4th and 5th grade students should proceed to the lower playground.
- If it is raining, all students should proceed to the cafeteria between 7:15 – 7:35 a.m.

- Classes begin at 7:30 a.m. If students are not in their classroom by 7:35 a.m., they should proceed to the office for a tardy slip before entering the classroom.
- Students are not to go to classrooms prior to the 7:30 a.m. bell, as teachers are busily preparing for the day.
- Please use walking feet to get to your designated area or classroom.
- Greet people politely with “hello” and “good morning” when you see them.
- Follow all playground behavior expectations and directions given by adults on duty.

Mustang Parents

- Please avoid impromptu conferencing with teachers before and after school. If you need to meet with a teacher, please set up a scheduled, agreed upon time.
- If your child arrives after the 7:35 a.m. tardy bell, please direct them to the front office for a tardy slip before they go to the classroom.
- If your child will be absent, arrive late, or be picked up early, please log on to our Dismissal program <http://www.eanesisd.net/smarttag> to notify us. We are no longer able to take this information over the telephone. If you would like to email this information instead, please email it to eeattendance@eanesisd.net
- Students who leave during the school day or who come in late for school due to appointments with a health care professional, must provide a note from the health care professional as proof of the appointment when returning to school. This will allow us to update your child’s attendance with an Excused absence.
- If your student will be absent for 3 or more days (for reasons other than illness) please submit the Extended Absence form (also called the Family Travel Advance Notification form) to the front office at least 5 school days prior to the absence. While it is sometimes necessary to take students out for non-medical reasons, these absences, as well as family vacations, are unexcused per EISD policy and are strongly discouraged.
- Classwork missed for a family vacation will be given to students upon their return to school. Please do not ask your teacher to provide work for your child to take on a family trip. This is very difficult for staff to do with the number of family vacations our families take and the extended pre-planning involved when giving work ahead of what has been planned and printed for the class already.
- Dropping off items for your child during the school day can be disruptive. Please help your child remember to bring his/her lunch, notebook, library book, special projects, etc. to school to limit these disruptions during classroom time.

Student drop off in the mornings

- Student drop off is only allowed at upper car and lower car. Drop off is not permitted below the cafeteria/gym where the Bus Lane is. This area is not safe for students to be dropped off and should also not be used when students are late for assemblies on Fridays. All tardy students must go through the front office for a tardy slip before entering the campus.
- Staff members are available at the morning drop off areas to help your child safely out of your vehicle. We ask for your patience when waiting in the car line. Please do not let your child get out of your vehicle until you reach the actual drop off area where a staff member is waiting. There have been numerous collisions and near misses when a parent has tried to leave the car line before reaching the safety of the drop off area where staff members are available to help your child. Please help us keep your children safe during this critical time.

Dismissal

Mustang Students – Car Riders

- Students will go to their assigned grade level area at dismissal. Kinder, 1st and 2nd graders will be picked up at lower car. 3rd, 4th and 5th graders will be picked up at upper car.
- Older siblings will join younger siblings at lower car.
- Students should pay attention and listen for their name to be called and also look for their car.
- Recorders, toys, ipads, phones etc. should remain in backpacks.
- Changes in afternoon transportation are discouraged, but sometimes unavoidable. If your child needs to go home a different way than usual, a parent must log into <http://www.eanesisd.net/smarttag> to put this change in before 1.45 p.m. on the day of the change. Otherwise, your child will go home their usual way. Our teachers have been instructed to send children home based on what is reflected in School Dismissal Manager.

Mustang Students – Bus Riders

- Students move quickly to their bus at dismissal.

Mustang Parents

- Students are only allowed to ride on the bus that they are registered to ride. Bus registration is handled only by the Transportation Department businfo@eanesisd.net.
- If your child needs to be dropped off at a different bus stop than their usual one, you will need to log on to <http://www.eanesisd.net/smarttag> and log the change there before 1.45 p.m. on the day of the change.

Staff Parking

- Please do not park in designated staff parking spots. Parking for parents and guests is located only in the upper lot on Bee Cave Road. All other parking spots, in the middle of campus and behind the cafeteria/gym, are reserved for staff only.

Student Behavior

Our school theme will be “Lend A Hand”. The following 5 character traits will be represented as 5 fingers on a hand.

Respect – To show a positive feeling of esteem for someone else. To honor the rights of others. To treat others as you want to be treated.

Acceptance – To welcome someone into your group of friends. To respect each other’s differences.

Safety – To be protected from harm (physically or emotionally). To act in a way that does not cause harm to yourself or others.

Responsibility – To take care of your duties as a student. To accept when you have made a mistake, apologize, learn and move on (because it’s okay...we ALL make mistakes. It is what we learn from those mistakes that counts!)

Integrity – Doing the right thing when no one is looking. Keeping your promises. Do what you say you are going to do.

Cafeteria

Mustang Students

- Use walking feet in a single file line to enter the cafeteria.
- Please make sure your hands are clean prior to eating lunch.
- If you brought your lunch, go directly to your lunch table.

- If you purchase your lunch, walk around the outside of the cafeteria to get to your lunch line.
- Please gather what you need to eat your lunch prior to leaving the lunch line (plasticware, straws, napkins, condiments).
- Kindergarten, 1st, and 2nd grade students, please raise your hand using “3 fingers up” showing you need adult help to heat up your food in the microwave. 3rd, 4th and 5th grade students may use the microwave as needed.
- Please use the following 1, 2 3 finger signals:
 - 1 – Use the restroom
 - 2 – I need to get up and get something from the lunch line
 - 3 – I need adult help
- Use appropriate table manners with a voice level at a volume 2 (group voice level).
- Be accepting of other people’s food choices.
- Allow anyone to sit next to you and accept your table neighbors.
- Eat your own food. **Do NOT share food.** This can put students with allergies at risk.
- Sit at the section of the table assigned for your lunch (lunch from home, school lunch, nut free section).
- Clean up after yourself appropriately and pick up any remaining trash at the table.
- Be respectful of and follow the directions of all adults in the cafeteria.
- When your table is dismissed, walk to the trash can, throw away your garbage and line up outside of the back door with your class. Wait quietly in line.

Mustang Parents

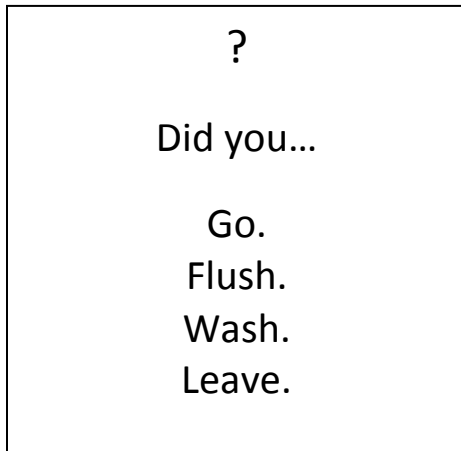
- Parents must sign in at the front office and get a visitor’s badge prior to going to the cafeteria.
- Please model expected and appropriate behaviors for the students.
- Please support our lunch monitors, teachers, custodians and cafeteria workers. Lunch duty is a hard job!

Restrooms

Mustang Students

- Go. Flush. Wash. Leave.
- Respect the privacy of others in the restroom.

- Wait quietly while waiting for restroom. (Level 0 – silent).
- Report problems or unsafe behavior to an adult.
- Keep the restroom clean.



Playground

Mustang Students

- Be a good sport and be respectful.
- Include everyone in games and playing.
- Place lunch box in designated area.
- Rocks and sticks stay on the ground.
- Use equipment properly:
 - Slides – feet first, one at a time, bodies only down the slide
 - Swings – one person per swing, swing front to back, no jumping off swing
 - Zipline – one person at a time
- Walk to the playground from the building.
- Be able to see an adult at all times.
- Use library restroom one at a time after permission is granted. (upper playground)
- Students must have permission to leave recess for any reason.
- For K-2 grades, students must take two buddies when leaving the playground for any reason after receiving permission.

- For 3–5 grades, students must take one buddy when leaving the playground for any reason after receiving permission.
- Students must have teacher permission to bring any equipment, toys and supplies outside.

Assemblies and Guest Speakers

Mustang Students

- Students will be in cafeteria by 7:30 a.m. for Friday morning assemblies; any students arriving after 7:35 should report to the office for a tardy slip before going to the cafeteria.
- Students should enter using their Level 1 voice.
- Students will follow walkway expectations when entering assembly/guest speaker location.
- Students will sit in designated area.
- Students will put backpacks with belongings behind them; all hats should be taken off.
- Maintain central aisle or walkway.
- Students should prepare for attentive listening by:
 - Put distracting materials away
 - Be in charge of yourself
- Be a high 5 listener
 - * Eyes on speaker
 - * Mouths closed/Level 0 voice
 - * Criss cross apple sauce, spoons in bowl
 - * Ears on
 - * Mind open
- Take care of restroom needs before assembly begins
- Raise hand if restroom break is needed.
- Wait for appropriate time to clap, ask questions or share comments.
- Check your area for personal belongings to prepare for dismissal.
- Class remains seated until teacher informs class it is time to exit the room.
- Dismissal begins with students in back of cafeteria.
- Classes will exit through the doors on your side of the cafeteria.

Lost and Found

If a favorite coat or lunch box is missing, we probably have it! Have your child stop by the lost and found in the cafeteria and look for the item. Please label all coats, sweaters, and lunch boxes with a

FIRST AND LAST NAME. Labeled items can be returned to your child easily. Please check the lost and found often and as quickly as possible after realizing that the item is missing, as we will donate any unclaimed items to charity at the end of each nine week period.

Parties

Each class is allowed to have 3 major parties during the school year. These party dates have been set as a campus. The three parties that are scheduled for our campus are: Fall, Winter and End of Year parties (Monday, October 31, Thursday, December 16 and Thursday, May 25). Birthday party invitations may be handed out at school ONLY if every child in a class or every child of one gender in the class is invited. If this is not the case, please mail invitations.

Due to the Texas Public Nutrition Policy, only food provided by the Child Nutrition Department may be distributed to students. We are given three days per year in which we can serve other foods. These are designated as the campus party days listed above. Our PTO provides one snack and a bottle of water per student for each classroom. Notification of each ingredient in the snack must be sent to each parent of the classroom at least one week prior to the party. Otherwise, any food brought in can be for your own student's consumption only.

Per EISD Policy: *****All party foods must be nut free for ALL classrooms. Cross contamination from classroom to classroom on party days puts students with life threatening food allergies at risk. All class party ingredient lists will be given to parents one week prior to the party (per district policy) so that parents of students with allergies are forewarned and can give suggestions for safe foods (since some students have severe allergies to other foods besides nuts).**

Please do not bring or send cupcakes or other birthday treats for your child's class on his/her birthday. **We are not allowed to serve them, per child nutrition laws.** Many students have special dietary needs and life-threatening allergies. Food provided without permission can put a child's health at risk.

Child Nutrition

Lunch is served daily using the National School Lunch Program Guidelines as well as the Texas Public School Nutrition Policy set in place by the State of Texas. Lunch includes the main entrée (students may choose between 2 menu entrees), bread, vegetable, fruit and milk. All 5 menu items are provided on a set tray for grades K-3. Grades 4-5 may choose 3, 4 or 5 items from the menu to create a student meal.

Baked potatoes with cheese, hard boiled eggs and string cheese are among the items that are available daily as an entrée.

Student Meal – \$3.00 A La Carte Items– \$.35 to \$2.05 Adult Meal – \$3.75

Certain snack items are only sold once a week. Parents are encouraged to visit their children for lunch and sample the food that is served. **Menus are posted at www.eanesisd.net under Menus.**

Due to the Texas Public School Nutrition Policy, only food provided by the Child Nutrition Department may be distributed to the students. **Food brought in can be for your own student's consumption only.** **Sharing of food is against the state and school district policy.** Please don't bring food to school that is intended for another student. As there are many restrictions and guidelines in this new policy, it is recommended that you contact Child Nutrition Department with any questions you may have regarding parties or events.

The Child Nutrition Department is on a computerized account system. Students have an assigned ID number which serves as their cafeteria account number. **Payment may be made online through a link on the EISD home page www.eanesisd.net/students-and-parents.** Click on "Online payments". Payment may also be made by check payable to "EISD Child Nutrition Department".

We realize that it is difficult to keep track of your child's purchases. When your child's account is \$5.00 or less, their hand will be stamped with a happy face requesting money. A cheese sandwich and milk will be offered to the student at no charge if the account is deficit by more than 2 meals. Parents should periodically request a Detailed Account Report to review purchases. Student accounts may be restricted (example: "must purchase meal daily") by sending an account restriction form, signed by the parent, to the Child Nutrition Manager at your campus. All balances are carried over to the next school year. Charges on negative balances will not be allowed the last 2 weeks of the spring term.

Applications for free and reduced price meals are sent home with each child at the beginning of the school year. Applications are available at the school office, school cafeteria or the Child Nutrition Department and can be completed anytime during the school year.

To obtain account balances, refunds, etc., please contact the Child Nutrition Manager at your campus malvarez@eanesisd.net For other needs, please contact: Steve Stracke, Director of Child Nutrition at 732-9060 or sstracke@eanesisd.net.

Dress Code

Mustang Students in 4th/5th grade

- Students are expected to wear clothing that is appropriate for school environment.
- Any clothing that is determined to be disruptive to the school environment may not be worn.
- Skirts must be the length of the longest finger of a student's hand to their leg when arm is extended.
- Shorts must be 3" length from the inseam.
- Half-shirts, or any other type of shirt/blouse that exposes the mid-section of the body, tank tops, halter tops/tube tops, see-through blouses/shirts, and clothing with rips or tears may not be worn.
- Sleeveless shirts/blouses that expose any under clothes such as bra straps, may not be worn. Shoulder straps must be at least 2" wide. Spaghetti straps are not allowed. Necklines on shirts/blouses/dresses should not be revealing.

*** Students in violation of this dress code will be asked to wear school provided clothing. Parents will be contacted. Repeat violations may result in further disciplinary action.***

BEST LEFT AT HOME

Students are advised that the following items have no place at school. The item will be taken up and returned only upon parent request.

- Anything that interferes with teaching and learning
 - a. Such things as trading cards and/or other items that can be bought, sold or traded at school
 - b. Reading material that is deemed inappropriate for students at this level or is disruptive to school operations
 - c. **Cell phones may only be used before or after school. During school hours they must remain turned off in the student's backpack.**
- Anything that makes the school environment unsafe
 - a. Knives, firearms (real or make-believe), fireworks
 - b. Glass containers

LIBRARY SERVICES

Eanes School Library is available to all students from 7:50 a.m. – 3:30 p.m. Classrooms are scheduled for weekly visits to the library, and are also encouraged to visit whenever they need to return and/or check out materials. Regular library times are used for literature sharing and/or lessons and check out. Any teacher may schedule extra time in the library for research or special projects.

Students are limited to the number of library items they may have at any one time so that it is easier for them to remember what they have checked out. Students may come to the library whenever they need new materials.

All students may check out books for a 1 week period. If needed, books may be renewed for additional time. If an item becomes 1 month overdue, a reminder notice will be sent home with the student. If an item is lost, parents will be asked to sign an IOU notice so that the student may continue to check out while he/she looks for the lost book. All library items need to be returned or paid for by the end of the school year. A fine will be assessed for any damaged materials consistent with the degree of repair or replacement required.

Volunteers are an important part of the library program, and any parent interested should contact the library volunteer coordinator.

NURSE

Our nurse's office is open for the entire school day to assist your child with an illness or injury at school. Parents or emergency contacts are notified to pick up their child when the child's temperature is 100 degrees or above or when he/she is experiencing continuous discomfort or pain. **EISD requires that children be fever free (without fever reducing medications) for 24 hours before returning to school. Do not send children to school who have been ill during the night.** Please inform the nurse of times you will be out of town or unavailable and provide contacts and numbers. Children may be released to persons noted on the emergency contact list. Please keep information up to date.

All medications **MUST** be in the original bottle (both over the counter and prescription). The pharmacist will place prescriptions in 2 bottles upon request. **No drugs (prescription or nonprescription) will be given at school unless accompanied by written permission with instructions from a parent. Long term medications (used at school more than 2 weeks) must be accompanied by a doctor's instructions and signature on the medication permission form. Medication permission forms**

are available in the health clinic. For the safety of all students, medications will not be sent home with children. Parents are requested to deliver and pick up their child's medications to/from the nurse.

All communicable diseases or major illnesses/injuries throughout the year should be reported to the nurse. An absence of 3 days or more or an extended change in school activities requires a physician's note with instructions.

Technology

Mustang Students

- Follow the EISD Responsible Use Guidelines for Technology.
- Take care of equipment.
- There will be ZERO tolerance for cyber-bullying on or off campus. If off campus cyber-bullying impacts student or staff relationships or learning at school, the administration will respond.
- Follow all copyright laws.
- During school hours, cell phones are to remain off and in backpacks. If a cell phone rings during the school day, interrupting instruction, it will be taken up by the teacher and turned into the office for parents to pick up at the day's end.
- Bring your own technology to school at your own risk. Eanes Elementary cannot be responsible for lost or damaged technology properties.

Parking

When parking on campus before, during and after the school day, please park at the top of campus (Bee Cave Rd.) and enter through the front office. Every visitor on campus must obtain a visitor pass from the office before entering our campus.

All parking spaces in the middle and the lower lot are reserved for staff only. There is no parking down below the cafeteria/gym during the school day, as this is reserved for staff and buses – this includes parking for drop off and pick up.

Welcome!

We are so glad that you and your family are a part of our Mustang community! Welcome to Eanes Elementary!