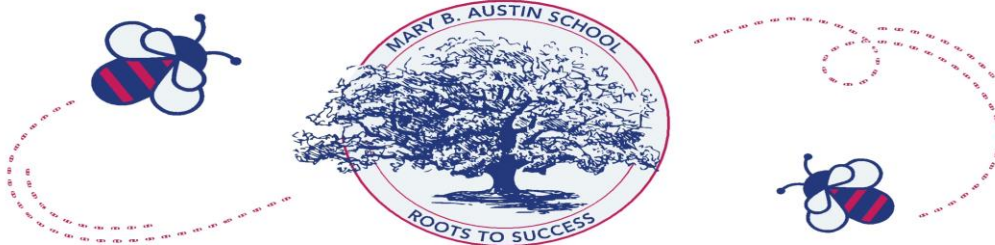


Mary B. Austin Elementary School

Parent and Student Handbook



MARY B. AUSTIN
is the place to BEE!

LEARNING FOR THE 21ST CENTURY
CRITICAL THINKING COMMUNICATION
COLLABORATION CREATIVITY
@MARYBAUSTIN
#AUSTININNOVATORS

SCHOOL YEAR 2020-2021

History of Mary B. Austin Elementary School



Mary B. Austin School began as Spring Hill School just prior to 1900 on a site across Stein Street from our 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 was completed and opened 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 Ms. 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 by the US Department of Education. Austin was one of only two schools in Alabama at the time to be recognized for this honor. Austin has been a Talents Unlimited International Demonstration Site for Critical and Creative Thinking for many years. Most recently, Austin was designated one of America's Entrepreneurial Schools by the National Consortium for Entrepreneurship Education - the first America's Entrepreneurial School named in the state of Alabama. Dr. Jones, one of the past principals of Austin was also named the 2017 Chiquita Marbury Technology Innovation Administrator by the Alabama State Department of Education. In 2018, Austin was named CLAS Banner School.

Mary B. Austin Elementary is also a school of digital literacy and incorporates project-based learning to bring real-world relevance to student learning. All classrooms are equipped with smart boards and additional devices. Austin is equipped with two innovative labs- a communication lab and an emerging technologies lab where students K-5th 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.

Mobile County Public School System Board of Commissioners

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Commissioner, District 5

Mobile County Public School System Superintendent
Chresal D. Threadgill

Administration of Mary B. Austin Elementary
Principal, Melissa Whigham
Assistant Principal, Kirsten Glover

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:

Our Oak Tree, “Old Ann”

Motto:

OUR ROOTS TEACH US TO...

***R*espect Ourselves and Others.**

***O*wn our Learning.**

***O*wn our Actions.**

***T*reasure our Talents.**

***S*erve 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



Mary B. Austin Elementary

ROOTS TO SUCCESS "Holding firm to our roots as we branch into the future."

Melissa Whigham, Principal
Kirsten Glover, Assistant Principal

Dear Parents,

Welcome to Mary B. Austin Elementary for the 2020-2021 school year. Mary B. Austin has a tremendous history of excellence, and with the help of our wonderful staff, PTA, parents, students and community, we will continue this tradition.

Austin will continue to pursue academic excellence by implementing the Talents Unlimited Model which prepares our students to generate ideas, think creatively, reason, problem solve and communicate effectively. In fact, Mary B. Austin is a Talents Unlimited International Demonstration Site. We will also continue to implement the College and Career Ready Standards adopted by our state, and with the support of PTA, Austin will continue its focus on the arts, understanding that music and art instruction develops a well-rounded individual and can improve student academic success.

In addition to the aforementioned activities, Austin will continue to prepare our students for their future by integrating 21st century skills through the 4Cs model: Critical Thinking, Creativity, Collaboration and Communication. Austin is a Mobile County Public School of Innovation and was designated as one of America's Entrepreneurial Schools by the National Consortium for Entrepreneurship Education. We integrate the latest technologies into our instruction, using technology as a tool for more personalized student learning, and we utilize project-based instruction within our classrooms to make learning relevant to our students. Also, our students will continue to be exposed to our innovative communication and emerging technologies labs featuring 3D printers, a 3D scanner, robotics, coding, programming, the engineering design process, video production, and creation of digital products. We will also continue to integrate additional electives into our academic program.

Austin is the place to "BEE" in Mobile County. Thank you for your support and partnership! We look forward to meeting and working with each of you this 2020-2021 school year!

Sincerely,
Mary B. Austin Faculty & Staff

UNIFORM REQUIREMENTS 2020-2021

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.

Tops:

Preferred: Solid Red or White Austin MBA patched polo shirt from Zoghby's
OR Solid White buttoned oxford MBA patched shirt from Zoghby's

Option #2: Solid red or white polo shirt or white buttoned up oxford (Peter Pan collar acceptable for girls) - No Logos

Option #3: *New Logo Design red PTA T-Shirt*

Bottoms:

SOLID Navy UNIFORM pants or shorts that sit at natural waist (NO "skinny", cargo, etc.)

**Shorts may only be worn when temperatures are 60 or above for the entire school day*

**Shorts MUST NOT be shorter than 2 inches above knee*

ADDITIONAL GIRLS' OPTIONS-Zoghby's Austin Plaid Jumper (178-82 and 162-82)

Solid Navy Jumper (*NO Polo OR Knit Materials*) or Solid Navy Uniform SKORT

Zoghby's Plaid Skirts/Skorts (143-82)

Skirts/skorts MUST be NO SHORTER than 2 inches above knee and MUST have shorts underneath skirts.

OTHER CLOTHING/ ALL STUDENTS:

Accessories: Brown or Black leather-style belt must be worn with uniform pants and shorts that have belt loops.

BLACK or WHITE socks must be worn with shoes at all times.

Girl's Tights/Long Length Leggings underneath Jumpers MUST be SOLID White, Navy, or Black

Girl's headbands and bows must be **school colors (Red, Navy, White, or School Plaid)**

Undershirts: SOLID WHITE only and not seen below shirt sleeves

MBA T-shirts: Austin spirit t-shirts (purchased at school) can be worn on FRIDAYS.

Sweatshirts: Austin sweatshirt (sold at school) preferred OR Solid red or navy (NO designs or logos)

Boys SHOES: Tennis Shoes

Girls SHOES: Tennis Shoes or Mary Jane Shoes with Rubber Soles

(No High Tops, No Boots, No Light-up Shoes, No Skating Shoes)

Color Options: SOLID WHITE, BLACK, OR NAVY Tennis Shoes or Oxford. NO OTHER COLORS ALLOWED.

**Velcro or laces accepted- If child wears laces, please make certain they know how to tie their shoes.*

Backpacks: No rolling backpacks or distracting/inappropriate logos.

Jewelry: Stud earrings only. (No other jewelry should be in view.)

OUTERWEAR: SOLID NAVY, RED, or WHITE jackets or sweaters may be worn in the classroom.

Additional outerwear may only be worn outdoors.

***5th Grade students may also wear navy blazers, but this is not required. (Patches can be purchased at Zoghby's)*

PLEASE NOTE: The following items **ARE NOT** allowed and must be adhered to at all times:

- Tattoos (fake/other)
- Hats/ Hoods/Bandanas (indoors)
- Unnatural hair color, cuts or body adornments that will serve to distract from the instructional program.
- Fake nails, bright nail polish, make-up, and strong odor perfumes, colognes and lotions

ARRIVAL /DISMISSAL PROCEDURES

- Breakfast is provided in the classroom while under pandemic CDC guidelines from 7:40 a.m.- 8:10 a.m. Daily. Breakfast will resume in cafeteria once social distance is lifted.
- ***Carpool Line will begin at 7:40a.m. (Students arriving between 7:40 a.m.-7:50 a.m. will be sent directly to the classroom.***

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 8:15a.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** check-in by the front office **by a parent or guardian**. The parent or guardian must come to the main entrance and notify office. Parents should make 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. ready to learn**.
- Afternoon announcements will begin at 3:00 p.m. Carpool and bus students will be dismissed after announcements. Walkers will dismiss at approximately 3:10 from the front of the building and must exit campus with the crossing guard. Bus Students will be dismissed at 3:15.
- Students are to be picked up in the afternoon by 3:30 p.m. Students who are still on campus at 3:40 p.m. will be sent to After-school care for a drop-in fee.

Teachers are officially on duty from 7:40 a.m. to 3:20 p.m. Although the staff spends many extra hours beyond these times on campus, we may not be aware of or responsible for children on the grounds or in the buildings before or after these times. Please remember punctual attendance (both before and after school) are a part of your child's transfer, if applicable.

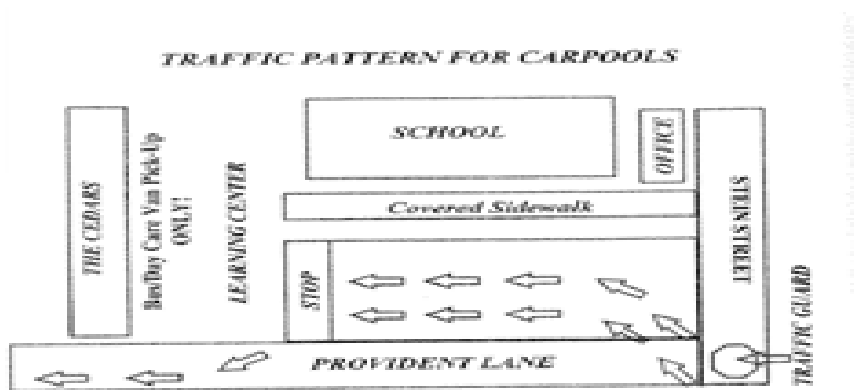
Note: There will be no early dismissals after 2:30p.m.

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

CARPOOL PROCEDURES:

Do not arrive within the neighborhood prior to 2:00 p.m. and preferably not until 2:30 p.m. Arriving early can cause unnecessary traffic congestion. Cars should begin forming a line approximately one car length from the Provident/Stein stop signs. **Do not block drive ways, mailboxes and intersections.** Remain in your vehicle at all times, unless you are scheduled to volunteer inside the school. An Austin teacher or employee will direct cars to pull into the carpool line, forming two lines at 2:45 p.m. Pull up to the white line located in the driveway. All cars will turn right onto Provident Lane when leaving the parking lot. **Do not park on surrounding streets to have your children walk to your car. Students will not be allowed to go to a parked car that is not in the carpool line.** This rule is to ensure the safety of your child and to ensure the orderly flow of traffic. Parked cars on side streets can cause traffic jams and are dangerous to children who walk home nearby.

- Students are assigned a carpool number/tag.
- Parent will receive a carpool tag to hang in rearview mirror to display for carpool pick-up
- When your child is in the car, remove the carpool number from sight. This will help staff know when we are ready to safely move vehicles.
- If you do not have a carpool number assigned by Austin personnel, you may be required to show identification. If you are not on the student's pick-up list, you will be asked to park and come indoors for further identification. This is for the safety of our students.
- Students who have not been picked up by 3:40 p.m. will be sent to after school care and charged the afternoon drop-in rate. Teachers are no longer on duty after 3:30 p.m. Please note that in the best interest of our students, school personnel are required to notify the proper authorities when parental obligations are not being met.
- **Follow the carpool line through the lanes in front of the school** EVEN IF YOU ALREADY HAVE YOUR CHILD. DO NOT DRIVE STRAIGHT AHEAD. THIS IS TO AVOID ACCIDENTS.



Carpool Etiquette

- Refrain from texting and talking on cell phones while on campus.
- Loud music is not allowed on campus. Turn your radio down prior to arriving on campus.
- Smoking on campus (including the carpool line) is prohibited.
- Parents are asked to remain in their cars. Staff and the Austin Safety Patrol will assist your child getting to their car.
- Please practice car pool numbers with your child daily. This helps the line flow quickly and smoothly.
- It is expected that traffic laws are obeyed in carpool. (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 return to school. A failure to furnish such 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 upon the State Department of Education's current School Attendance Manual. Five (5) unexcused absences within a school year constitute a student being truant for the purpose of filing 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 tardies 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 Remote and Face to Face 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 face to face learning or remote learning. The note or doctor's excuse must be sent to 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 legal guardian or an emergency condition as determined by the principal. A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding eight (8) absences.

In addition, transfer students who accumulate more than 5 unexcused absences, 8 excused absences (and/or excessive tardies or early dismissals) may have their transfer revoked.

Excessive absences and tardies will be investigated by the attendance counselor from the Central Office. It is helpful to us if parents call the office when a child is absent, since there are some illnesses that must be reported to the Nurse's Office. It is the students' 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 bellowed relating to noncustodial parent' 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 section noncustodial parent. All other contacts should be placed in the Emergency Contact section. Unless otherwise prohibited by a judge, the noncustodial parent has right to their child/children's records, copy of report cards, and conference with administrator or teachers at the school. Visitation of children by the noncustodial parent at school is not allowed. This includes lunch, field trips, and class parties, etc. unless the noncustodial parent's name in the Guardian #2 section.

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 school campus

GENERAL SCHOOL INFORMATION

Teacher Conferences and Classroom Visits

No Parents allowed on campus due to pandemic until further notice. You may schedule a virtual parent-teacher conference at this time.

Parent conferences can be arranged through our office or by written request to the teacher. Should you need to speak with a teacher, please leave a message with the school secretary so your call can be returned during the teacher's planning period. **All teacher conferences and/or classroom visits must be prearranged and preapproved. Conferences and/or classroom visits must be kept to a maximum of 30 minutes to ensure that the instructional day is not interrupted.** Teachers are teaching with the exception of their planning period and are sometimes involved in meetings during their planning. Please understand they may not be available to respond to emails or phone calls immediately.

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.

Media Access

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

Occasionally, representatives of the news media 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, 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.

Health Room

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 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 bookbag.** 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.***

Lost and Found

Money or other valuables found should be submitted to teachers or administration 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 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.**

No Parents or Visitors allowed on campus due to pandemic until further notice.

ALL visitors are expected 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 are also required to 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 prior to entering the building. **All visitors are required to present a driver's license and be currently listed on the student's contact information.**

Textbooks

The majority of subject matter is taught through a variety of resources. There is not one specific text that covers all standards. If a text is sent home, state law requires that all textbooks carried home be covered with a book cover. Do not use contact paper or tape the cover directly to the textbook.

NO BOOKS SHOULD BE TAKEN OFF CAMPUS WITHOUT A COVER. Most textbooks are available online.

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.

Library

Books are checked out by request for a “one week” period with three (3) week renewals and will be delivered to the classrooms. Overdue 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 made if the book is found after payment has been made to the library.

Field Trips ***Due to pandemic, field trips are postponed until further notice.

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 prior to the trip. Students may not participate without a permission slip.
- Trips that require pupils 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 fieldtrips for students who have frequently had problems following school rules and procedures.**
- 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: ****At this time, we are not accepting materials left at home. Please make sure your child has all needed materials before class.**

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 disrupts 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 a rare occasion or in case of family emergency. Please plan accordingly.

Classroom Parties: **No Parents allowed on campus due to pandemic until further notice.**

Only two class parties are allowed during the school year. These are scheduled parties at the end of first and second semester. 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 amount 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.

Birthday Parties

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**.

- Parent/Guardian may not attend during the special snack time.
- Birthday invitations can be exchanged on campus if **ALL** students enrolled in your child’s receives an invitation.
- Balloons, Flowers, Guests, Presents are not allowed to 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 dismissal routine **MUST** be made in **writing or email before 12 p.m.** SEND THESE CHANGES TO YOUR CHILD’S TEACHER THE MORNING OF OR DAY BEFORE THE NECESSARY CHANGE. We cannot accept dismissal changes over the phone. Again, this causes disruption to the instructional day when having to call or deliver messages regarding changes. We cannot do this. We understand emergency situations arise, but we will not allow constant day to day changes through the office. Please plan accordingly.

Snacks

Most days students may be allowed time within the instructional day to eat an additional snack. Please understand that instructional time must be safe-guarded, and students will often eat snack 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 that your child can manage on his or her own and NOT cause mess or distraction (no HOT flavors, etc.). Avoid sending snacks with strong odors or snacks that may become messy (i.e., cheesy, powdery, crumbly) 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 during the pandemic. Water fountains are currently not in use.

*Water and Snacks will be sold daily beginning Oct. 26, 2020.

Lunch: No Parents allowed on campus due to pandemic until further notice.

We welcome parents/guardians to visit and eat lunch with **your** child. This can serve as a special treat to 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 a daily occurrence. 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, 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

Meal costs are:

	Breakfast	Lunch	
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.**

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 on 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 TBA

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

- Perfect attendance (No Tardies and No Absences)
- A/B Honor Roll
- Principal's A Honor Roll
- National Elementary Honor Society (4th and 5th grades only)
- Good Citizenship (Student of the Month)
- Physical Education activities
- President's Education Awards Program (5th 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 will make a decision concerning 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 2nd -8th.
- **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.

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 in order for them to meet the challenges of the school year.

Exceptional Education Classes

Austin offers classes for 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. Recommendation for testing must come from the student's teacher, parent, or from 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 report. Parents may check grades at any time using the Schoology grading portal.

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, Ashley Rich's office, to promote its anti-bullying campaign. The administrators, counselor 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.

EXTENDED DAY PROGRAM

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

Students who arrive before 7:40am and remain after 3:40pm 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. Morning Fee will be \$15.00 per child and afternoon fee will be \$20.00 per child.

Sessions	Annual Registration	Weekly Fees
Morning Only		
1 st child	\$35.00	\$35.00
2 nd child	\$35.00	\$30.00
3 rd child	\$35.00	\$25.00
Morning and Afternoons		
1 st child	\$35.00	\$75.00
2 nd child	\$35.00	\$70.00
3 rd child	\$35.00	\$65.00
Afternoons Only		
1 st child	\$35.00	\$55.00
2 nd child	\$35.00	\$50.00
3 rd child	\$35.00	\$45.00
Drop-In (registration fee required)		
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.

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 vehicle to school. Siblings of current enrolled students must apply for a transfer.

Second Party Residence:

This process has been abolished by student services. If you are temporarily living with another person inside our school zone, special permission must be granted by student services to attend our school on a temporary basis.

DISCIPLINE POLICY

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, school buses, field trips, and other school-related functions. You were given the opportunity 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 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 for no talking.
5. All voices are quiet, and attention is given during announcements.
6. When an adult raises 1 finger this signal is for talking to be a soft whisper.

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 of the school 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 office on a Discipline Referral 3 Tickets must be issued prior to the referral. However, if a student’s actions is a Level B or Higher they 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.

Discipline Plan and Procedures

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**

Step 1:

- Employ positive reinforcement procedures
- Use verbal correction, reminders, and redirection.

Step 2:

- Conference with student
- Conference with Counselor
- Assign student according to buddy-teacher system for cool-down
- Parent contact (phone conference or discipline ticket issued)

Step3:

- Parent Contact (phone conference or discipline ticket issued)

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

Administration will investigate and make 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**

Step 1:

- Individualized Student Behavior Plan with Monitoring and Support.
- Refer to Counselor for counseling or conflict resolution.
- Referral to Problem Solving Team (PST)
- Revision to IEP (For Students with Disabilities).
- Conference with Student/Parent/Teacher/Administration
- Student short-term suspension

Step 2:

- Conference with Student/Parent/Administration
- Student short-term suspension.
- Student long-term suspension and assignment to Alternative Placement School for repeated infractions.

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

Administration and Resource Officer will investigate and make appropriate decision following the Mobile County Public School System policies and procedures.

- **Example Behaviors**
 - **Theft**
 - **Misuse of School Property**
 - **Harassment**
 - **Assault**
 - **Disorderly Conduct**
- Short-term suspension
- Discipline Contracts/Behavior Plans
- Long-term suspension
- Referral to Alternative Placement School
- Expulsion

Dress Code Violation

There is a distinct relationship between dress code and student's behavior, attitudes, and achievements. 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 pertaining to the compliance with policy.
- Students are expected to display an appearance of neatness and modesty at all times.

Uniform Plan

Step 1: Documented Warning

Step 2: Documented Warning and Parent Contact

Step 3: Refer to Counselor/Parent Contact

Step 4: Office Referral/Administrator's discretion

***Office Referral for repeated offense

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). Member fee is \$10.00 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 and by signing the Parent Compact and Parent Contract, 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 Guidance Counselor when dealing with a student's personal or school problems.
- Support Assistant Principal when dealing with behavior problems or transportation concerns.
- Support 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 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 parent assistance.

SCHOOL FEES

School fees include instructional supplies, computer maintenance, one carpool number, first aide, postage, and Literacy Fee. The **general school fee is \$10.00** per student and **Literacy Fee is \$15.00** per student. 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 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 further 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.***

EMERGENCY CLOSING OF SCHOOL

During emergency situations, 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 early closing will be made on local radio and television stations. Please do not call the school.

