

*Lee Lewis Campbell Elementary
Media and Performing Arts Institute*

PARENT/ SCHOLAR HANDBOOK 2024–2025



Scholar' s Pledge

From the moment I enter the building
‘Til I lay my head down tonight
I’ll remember the importance of my work today
I’ll keep my future in sight

My attitude will stay positive
I’ll always do my best
On every challenge I chose to take on
Each one that proves a test

For I’m a Campbell scholar
and I’ll do my parents proud
When I graduate from college
and hear my name called loud.

Keith Moore, M.Ed., Principal
Brittany Madkins, M.Ed., Assistant Principal

Dear Parents and Scholars,

Welcome to Lee Lewis Campbell Elementary School. We have prepared this handbook so that you will become more familiar with our school. Procedures, rules, and clear expectations make it possible for all of us to live, learn, work, and play together in a safe environment. This handbook should be used in conjunction with the Austin Independent School District Scholar Code of Conduct and the policies of the AISD School Board.

Please keep this handbook available and refer to it as needed throughout the school year. Any significant changes in expectations will be communicated to you through our monthly parent newsletter, in the scholar take home folders, or by use of School Messenger.

We look forward to a successful school year. Please feel free to call the school office at 414-2056 should you have any questions regarding this handbook.

Sincerely,

Keith Moore, M.Ed., Principal

Brittany Madkins, M.Ed., Assistant Principal

CAMPBELL PHILOSOPHY

At Campbell we believe that all children have the potential for learning and achieving their own personal best – academically, socially, physically. In addition, we believe that every scholar should be provided the opportunity to find success each day and should be accepted as individuals who will be treated with consideration and respect. We believe that as educators it is our responsibility to provide all scholars with a safe, caring, and motivating learning environment and we encourage and solicit the support of the community as we implement this philosophy each day.

AFTER SCHOOL CARE

Creative Action offers on site quality childcare after school for scholars in Kindergarten through 5th grade. Hours are from 3:08 p.m. to 6:00 p.m. Reduced fees are available for our Campbell families. The main number to Creative Action is: 512-442-8773. They can also be emailed at www.creativeaction.org. Concerns about the Creative Action program should be addressed directly to their main office as they are not managed by the school principal or an AISD Department.

ARRIVAL AT SCHOOL

The main entrance doors and the school doors by the cafeteria are opened at 7:00 a.m. daily. All scholars arriving between 7:00 – 7:30 a.m. should go directly to the cafeteria for breakfast. All scholars in grades PreK-5 will go to the gym after they finish eating and wait for their instructor to pick them up at 7:30 a.m. The school day officially begins with our live broadcast at 7:35 a.m. and dismisses at 3:05 p.m. for all scholars. ***School for Pre-K scholars is the same as K-5th graders. Breakfast ends at 7:30 a.m.***

ATTENDANCE

Please plan doctor/ dentist visits and therapy after 3:00 PM. To receive the maximum benefit from classroom and instructional participation, it is important that your child/children report to school by 7:30 a.m. each day. Any scholar who joins the class after 7:45 a.m. is considered tardy for the day. When scholars are absent for the whole day parents should send a written note with their child upon the scholar's return explaining the absence or tardy. If the child visited a clinic, doctor, or dentist, an excuse FROM THE DOCTOR is needed in order for the absence to be considered EXCUSED. When a scholar accumulates three partial day absences or three whole day absences without parental notice, a document is generated by the district to warn parents about compliance with state compulsory attendance laws. State law mandates that elementary scholars be in attendance a minimum of 160 days. If a scholar

misses more than the allowable number of days, 10 or more days or parts of days, within a 6 month period in the same school year or on three or more days or parts of days within a four-week period, charges are filed within 7 days of the last absence or tardy against the parent for non-compliance with the compulsory attendance laws.

If your child will not be attending school on any particular day, you are responsible for notifying the school (512) 414-2056 **before 10:00 a.m.** to explain the reason for the absence. Our school goal is aligned with that of AISD and that is to have every scholar in class everyday, except when notes from our school RN, from doctor's or parents are submitted to explain and excuse an absence that resulted from one of the following circumstances:

- *Personal illness*
- *Serious illness or death of a member of the scholar's immediate family*
- *Medical or dental appointments*
- *Subpoenaed or required to appear in court*
- *Official school related activities that have prior principal approval.*

Children entering after the doors have been locked (7:45 p.m.) will be considered TARDY and must be processed through the office before proceeding to class. **Breakfast ends at 7:30 a.m.**

BREAKFAST AND LUNCH

Breakfast will be served from 7:00- 7:30 a.m. daily. **Scholars must be in the serving line no later than 7:30 a.m. if they wish to eat breakfast at school.** Lunch can be purchased at school (all Campbell scholars receive FREE breakfast AND FREE lunch) or brought from home. No drinks in glass containers are allowed.

Questions regarding Food Services may be directed to the Food Services Central Office at 512-414-0251.

Meals can be purchased with cash only. The school cafeteria cannot accept checks.

Adult Lunch \$5.00

Meal deliveries (i.e., parent drop-offs, DoorDash, etc.), will only be given to the scholar during their regularly scheduled lunch time. Scholars are not allowed to order their own meal deliveries.

CAFETERIA

The cafeteria is a place where courteous behavior can be practiced. Scholars are expected to practice the same general values of good manners one shows in the home. No drinks requiring bottles or cans are permitted in the cafeteria. Scholars not displaying good manners or conduct may be required to sit at a table away from others.

CAFETERIA EXPECTATIONS

1. Follow all directions.
2. Keep your areas clean.
3. Remain seated.
4. Walk (do not run).
5. Do not play at the table.
6. Do not share food.
7. Stand quietly.
8. Use appropriate volume.

CAMPUS ADVISORY COUNCIL (CAC)

The purpose of the Campus Advisory Council is to involve the professional staff, parents, and community members in establishing and reviewing the campus' educational plans, goals, and performance objectives and major classroom instructional programs. It also assists the principal in developing, reviewing, and revising the Campus Improvement Plan. The CAC is made up of parent, community, and professional staff representatives who serve staggered two-year terms. All parents are invited to the meetings. Parents wishing to place an item on the CAC agenda must inform one of the co-chairs at least two weeks prior to a meeting. Meeting dates are posted on the CAC bulletin board and communicated through the school newsletter. The CAC is an advisory group that shares ideas about important topics and from which the principal makes final decisions.

CLASS/BIRTHDAY PARTIES

Three class parties are allowed per year (Valentine's Day, Winter Break, and End of Year). These parties are limited to the classroom teacher and the scholars. They must occur **after** 1:30 p.m. on the designated dates. Parents will be notified by the classroom instructor about designated dates for classroom celebrations. Parents may **send** cupcakes or other agreed upon item(s) that are **sealed and store bought** to celebrations. *Birthday parties are not allowed at school. **Parents do not attend class parties.

For scholar birthdays outside of the school day invitations must be given to every child in the class if handed out at school. If only certain children are invited, invitations must be distributed outside of the school day. Birthday parties cannot take place during time set aside for instruction but cupcakes can be brought and shared in the classroom at the end of the school day. Cupcakes and other food items cannot be shared in the cafeteria during lunch. Please abide by this rule as it is monitored by AISD and Food Services and Campbell can be fined for violations.

Balloons and gifts should also be given at home and not brought to school.

DISMISSAL

All scholars will be dismissed at 3:08 p.m. For the safety of your child, his/her instructor will escort all scholars to the designated dismissal area in the front of the building. Please make arrangements to pick scholars up in front of the building. Please do not go to your child's class to pick him/her up during dismissal.

Scholars who are car riders will be brought out to the parent's/guardian's car. Please do not leave your car parked and unattended in the pickup line as this will slow down the dismissal process.

Scholars not picked up by 3:20 p.m. will wait with a designated staff member, in the front foyer until 3:30 p.m. Parents/Guardians will have to come into the building and sign the child out if picked up late. If consistent late pick-up occurs parents will be issued a warning. If parents or others listed as emergency contacts cannot be located the school is obligated to contact AISD Police for further assistance. *To avoid disruption of bell to bell instruction at the end of the

day, scholars will not be released/ dismissed from classes after 2:00 p.m. **Parents should schedule appointments (i.e., doctors, therapists, dental) after 3:10 p.m. or on non school days.

EMERGENCY CONTACT INFORMATION

All telephone numbers and addresses where parents, relatives, or friends may be reached should be recorded and kept up to date so that a contact can be made as quickly as possible in the event of an emergency. The **school office will not release scholars to persons not listed on the 290 emergency cards or without proper picture identification (driver's license). *Special permission for someone other than a parent, guardian or emergency contact to pick up a scholar during school hours must be received by the campus in advance before 2:00 p.m. and must be in writing.***

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

In accordance with state law and the Austin Independent School District's Policy, schools will no longer be able to serve or provide foods that are deemed of minimal nutritional value. These foods include candy, jellies and gum, candy coated popcorn, marshmallow candies, licorice, candy corn, cotton candy, snow cones, and sodas. We would encourage parents not to send these types of foods to school with their children. A more detailed list will be sent home with your child along with the District's policy on FMNVs. This list will also include a list of appropriate snacks.

HOMEWORK POLICY

Your child's instructor will provide homework guidelines. It is suggested that a daily home routine be established to review assignments and completed work. In addition, most instructors ask that scholars read (or are read to) for at least 20 minutes every day.

IMMUNIZATIONS

All scholars must be current on their immunizations. The school enforces state law requiring records of mandated immunizations or proper exemptions. When immunizations are not up to date parents will be contacted by the school nurse. Parents will have 30

days to get missing immunizations up to date. After 30 days, scholars will not be allowed to attend school. Any absences acquired for no immunizations are considered unexcused. Please contact the school nurse for information on immunization service locations.

LIBRARY

The library is an integral part of the school educational program. The librarian will collaborate with instructors to develop scholars' appreciation of quality literature, general library knowledge, and research skills.

Matters regarding lost or damaged library books must be resolved through payment. Scholars will be unable to check out additional books until the matter has been resolved. If a lost book is found during the current school year, the money will be reimbursed.

Library volunteers are always needed to help the librarian shelve books, check out books to scholars, etc. Please see the librarian if you are interested in becoming a library volunteer.

LOST AND FOUND

When items are found at school they are located in the lost and found across from the art room. Children and parents are encouraged to check there for items that are lost. After nine weeks, unclaimed items/articles will be given to the Salvation Army.

MEDICATION

PLEASE DO NOT SEND MEDICATION OF ANY KIND (THIS INCLUDES INHALERS AND COUGH DROPS) TO THE SCHOOL WITH YOUR CHILD FOR HIM/ HER TO TAKE ON HIS/ HER OWN. Parents are to give medications to the nurse and fill-out appropriate forms. We must keep all medication in the nurse's office. A medical form giving the school permission to administer medication must be filled out in advance, by a parent/guardian, before medication can be given. All prescriptive and over-the-counter medication must be in the original container. Prescriptive medication must have a label with the scholar's name and the name of his/her doctor attached. Remember to notify and update the school nurse and the cafeteria manager of any allergies.

MONEY AT SCHOOL

When it is necessary to send money to school, we request that it be placed in an envelope with the child's name, instructor's name, amount of money, and purpose. A parent will be contacted by a school representative when money over the amount of \$10.00 is brought to school without proper justification. Parents will also be contacted if scholars attempt to use large bills to purchase snacks from the cafeteria.

PARENT CONFERENCES

Regular Parent/Instructor conferences are held. Parents are always welcome to request a conference with the instructor or an administrator outside of the AISD designated days.

PARENTAL RESPONSIBILITIES

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

1. *Support and assist the school in the administration of recommended consequences for disruptive or unbecoming behaviors.*
2. *Provide your child with guidance, and support and model good habits and socially acceptable behavior.*
3. *Remain fully engaged and informed of your scholar's campus/ classroom events and expectations. *See classroom weekly newsletter, social media, check email weekly for campus S'mores. **Read all information sent home.*
4. *Provide updated phone numbers where parents can be reached at all times.*
5. *Attend all Parent/Instructor conferences.*
6. *Attend scheduled PTA and CAC meetings.*
7. *Volunteer for school committees.*
8. *Communicate any changes (i.e., pick-up, bus, after school programming, home address, email, phone number, custody paperwork), in a timely manner (before 2 p.m. on the day of desired changes).*
9. *Notify or update the school nurse and cafeteria manager of any allergies.*

PARENT VISITATION

Parents are encouraged to visit the school throughout the year during the many campuswide family events, including each day for lunch. Making an appointment with your child's instructor at least a day in advance enables you to schedule a conference. Please keep in mind that instructors cannot stop teaching to visit with parents who "pop in." When possible, younger children should be left at home so that your conference can remain focused and meaningful. Visits to individual classrooms during instructional time shall be permitted only with the principal and instructor's approval. Parents are always welcome to eat lunch with their child(ren) in the designated areas. Parents are not allowed to eat with scholars. Due to dietary restrictions/allergies, parents may not supply food for other scholars, other than their own. For safety of all scholars and staff, all visitors must sign in, get a visitors pass, and sign out each time they are on campus. *Visitor's badge must be worn on the upper chest (left or right) for the duration of the visit.

PRINCIPAL AND INSTRUCTOR DISCRETION

The instructor has the authority and responsibility to maintain discipline in the classroom, consistent with school policy. A fair policy will be established, announced and consistently enforced. Each instructor will explain the class discipline procedures to the parents through a newsletter in August. In instances where the instructor or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the Assistant Principal or Principal. Both principals have the authority and responsibility to maintain application of district policies and procedures.

WHEN A PROBLEM OCCURS, the Administrator will:

1. *Identify the problem (scholar and instructor's view)*
2. *Consider disciplinary action*

WHEN NECESSARY, DISCIPLINARY ACTION MAY INCLUDE (but not limited to):

1. *Conference with the scholar*
2. *Refer the scholar back to the instructor*
3. *Conference with the parent (and/or scholar)*
4. *Issue timeout, detention, loss of privilege(s), or suspension.*

REPORT CARDS

A digital report card is distributed every nine weeks. Parents and guardians can log into their AISD Parent Portal to view the report cards. Every scholar will receive a progress report midway through the nine weeks. Parents are encouraged to meet with instructors to discuss grades and progress regularly as well as to check grades posted on the AISD Parent Portal.

SECURITY

Everyone must sign-in at the front office, show some type of identification, (state identification) and wear an identification badge at all times while visiting the campus. If a family has divorced or has special custody or security concerns, it is their responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties.

SEXUAL HARASSMENT

Lee Lewis Campbell Elementary believes that all scholars should receive an education in an environment that is free from any type of harassment (including sexual harassment) and we are committed to creating a safe, healthy learning environment for all scholars that encourages respect, dignity, and equality among all scholars. Thus, sexual harassment of scholars, instructors, and staff will not be tolerated at school or school related activities such as field trips or special events where the scholar is under the supervision of the school.

SPECIAL EDUCATION

Options and Requirements for Providing Assistance to Scholars Who Have Learning Difficulties or Who Need or May Need Special Education:

If a child is experiencing learning difficulties, the parents may contact the Assistant Principal to learn about the district's overall, general education referral or screening system for support services. This system links scholars to a variety of support options, including referral for a special education evaluation. Scholars having difficulty in the regular classroom should be considered for tutorials, compensatory, (if applicable) and other support services that are available to all scholars.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable

amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be contacted and asked to provide consent for the evaluation.

The district must complete the evaluation and the report within 60 calendar days of the date the district received the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his/her rights, if they disagree with the district. Additionally, the parent will be provided a copy of the Notice of Procedural Safeguards-Rights of Parents of Scholars with Disabilities. Please see updated progress on your scholar's goals in the parent portal every 9 weeks.

SCHOLAR PLACEMENT IN CLASSES

The administration and instructors at Campbell place scholars in classes. We try to match scholars and instructors according to the child's needs.

STUDY TRIPS

Parents will be notified in advance of all study trips. Though parents are giving permission for trips by signing the school registration forms, a parent signature is required on permission forms that are sent home for study trips. In situations where the safety of a child becomes a concern a parent may be required to attend the study trip with that scholar or an alternate activity may be designated.

PHONES

Each teacher uses an app, Classroom Dojo, to communicate regularly with families. This is a two-way communication platform. It is the easiest and most efficient way for parents to communicate with their scholar's teacher as needed. In addition, each instructor has a private phone number with voicemail. The number will be provided at the beginning of the school year. Parents should call this number to contact the instructor. Instructors will not be able to answer the telephone during instructional time, but will check messages periodically. Please allow 24 hours to receive teacher responses to voice messages, missed calls, and

Classroom Dojo. Arrangements regarding the end of the day dismissal should be made with the instructor and with the front office in writing. *Communicate any changes (i.e., pick-up, bus, after school programming, home address, email, phone number, custody paperwork), in a timely manner (before 2 p.m. on the day of desired changes).*

Scholars will not be allowed to contact parents during instructional time, or at any time, without the permission of the classroom instructor. Parental permission for occasions such as going to a friend's house after school must be made in writing, prior to coming to school. All paperwork must be provided to the campus upon registration in order to minimize delay of provided services.

WHAT CANNOT BE BROUGHT TO SCHOOL

Scholars who bring inappropriate items to school could be subject to removal from Lee Lewis Campbell Elementary. Children are not allowed to bring an item to school that is dangerous (including any weapons or replicas of weapons), too dear to be lost, or distracts other children. **The school is not responsible for and will not investigate the loss or theft of inappropriate items brought to school (unless the items pose a danger to our scholars.** Inappropriate items will be collected by the instructor and can be picked up by a notified parent at the end of the school day unless the items require assistance from Austin/ Campus Police. Inappropriate items include, but are not limited to:

- Electronics (including music players and games)
- Cell phones (must remain powered off and in the backpack the entire school day) *Campus is not responsible for and will not replace lost or stolen items, including cell phones **Any staff may confiscate a scholar's phone if visible during the school day (powered on or off). In the event that a scholar's phone is confiscated, a parent will need to pick it up from Principal Moore. On the second occasion that a scholar's phone is confiscated, a fee of \$25 will be charged. All proceeds from confiscated phones/ devices are used for scholar incentives and enrichment.
- Trading cards (ex. Sports cards or Pokemon)

- Expensive accessories (i.e., earrings, rings, watches/ jewelry, etc.) *School is not responsible for lost/ stolen items and will not replace them
- Weapons of any kind, real or imitation (including any projectiles or other items in the shape or image of a gun, BB guns, airguns, knives, homemade weapons, and razor blades) *Some items could subject scholar to expulsion
- Permanent markers
- Drugs/ medications (prescription or over the counter)/ vapes or any AISD prohibited items
- Make-up of any kind (including shiny or tinted lip gloss)/ nail polish
- Stretch band bracelets

WITHDRAWAL

When it is necessary to withdraw a child from school, please contact the school **at least 24 hours in advance** of the withdrawal. Before a scholar can be cleared to withdraw he/she will need to return all textbooks and library books. Books and devices that are lost, damaged, or destroyed must be paid for before the withdrawal form is released to parents.