

STUDY TRIPS

Students participate in study trips away from the Mathews campus for special performances, visits to museums or attractions, or other special occasions. Parents sign permission for trips on foot or in an AISD bus on the back of the Student Information Card. In the event that private transportation is used, students will receive a special permission slip. All parents are informed in advance of study trips. Some trips are free of charge and some may require a fee for admission and/or transportation. No child will be denied the opportunity to go on a study trip because of financial hardship.

CLASS AND BIRTHDAY PARTIES

Class parties are held twice a year. State and local policy encourages healthy snacks at these parties. Refer to the AISD nutritional guidelines that you will receive in regards to acceptable snacks. Parents are welcome to provide cookies or cupcakes to be passed out for birthday celebrations. Please check with the teacher in regards to the best time for this celebration. Invitations to birthday parties outside of school must include all students in the class.

MEAL PRICES / CAFETERIA INFO

Mathews serves breakfast and lunch. Please ask in the office about how to qualify for free or reduced prices. Students are also welcome to bring lunch from home. Meals can be paid for in advance at mylunchmoney.com
Breakfast...\$1.25 (full price) / \$.30 (reduced price)
Lunch...\$2.10 (full price) / \$.40 (reduced price)
Milk Only...\$.65
Parents/guardians are always welcome to have lunch with their children. Adult lunches cost \$3.00.
Weekly/monthly breakfast and lunch cards can be purchased. Please send money in an envelope labeled with your child's name and teacher. When children bring lunch from home, they may purchase milk, juice, and snacks.

LOST AND FOUND

Lost clothing is hung on the clothing rack to the cafeteria, and other lost items are placed in the box to side of the rack or brought to the office. Unclaimed items are donated to a local charity in December and May.

PERSONAL ITEMS/MONEY

Students are discouraged from bringing any personal items to school such as toys, stuffed animals, cards, cd players, cell phones, etc. Money should be sent in a sealed, marked envelope.

PTA OFFICERS

Tony Estrada, President
Elizabeth Breston, Vice President/President Elect
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Anne Marie Ocasio, Historian
Yvette Alvarado, Academic Affairs
Lacey Strake, Communications
Joanna Duncan, Building and Grounds
Julie Noble, Volunteer Coordinator
Emily Johnson, Octoberama
Pat Morgan and Marcia Torno, International Festival
Lynn Rubinett, Homeroom Parent Coordinator
Julie Levy, Membership; City Council PTA

CAMPUS ADVISORY COUNCIL

The Campus Advisory Council usually meets the first Monday of every month. Meetings are open to the public. Agendas and minutes are posted on the bulletin board next to the main office. The CAC's role is to monitor the campus's plan for improvement and to advise the Principal and PTA on school related matters.

AFTER SCHOOL

Mathews and the wider Austin community offer various options for students after the regular school day ends.

Prime Time - This is a free after school program that runs for two six-week periods in the spring and fall. Classes run from 3:00 - 4:00. A wide variety of classes are offered.

Homework Center - Students who are struggling with their academics and who need a structured environment for homework are referred by their teachers to the Homework Center.

Tutoring - Students in 3rd - 6th grades who are in need of supplemental instruction can receive tutoring after school.

Mathews Fun Club - Our after school care program runs daily from 2:45 - 6:00 and on professional development days. Information about M.F.C. is available in the office.

Austin Recreation Center - This after-school care program has a van that picks students up at the school at 2:45.

Watch your Wednesday Folders for other after school opportunities such as Spanish classes, Girl Scouts, Brownies, Cub Scouts, and Boy Scouts.



MATHEWS ELEMENTARY
PK - 6TH
"WE EDUCATE THE WORLD"

906 WEST LYNN
AUSTIN, TEXAS 78703

Amy Kinkade, Principal

Student/Parent Handbook

2008-2009

AISD Website: www.austinisd.org

Mathews Website: www.austinisd.org/campus/mathews

School Phone: 414-4406

Fax: 476-2108

School Office Hours 7:30 - 4:00

Student Hours 7:45 - 2:45

HISTORY

Our school is named in honor of Dr. W. J. Mathews (1849 - 1911), one of the founding members of the Austin School Board. He was born in County Deny, Ireland on August 6, 1849 and opened his medical office in Austin in 1876. Dr. Mathews was an early environmentalist who opposed dumping sewage in the Colorado River. Mathews is designated as an Austin Historic Landmark.

SCHOOL DAY

Arrival: Instruction begins promptly each day at 7:45. The cafeteria begins serving breakfast at 7:00. Students arriving at school before 7:40 assemble in the cafeteria (PK - 2nd) or gym (3rd - 6th). **Friday assemblies begin at 7:40.**

Dismissal: The school day ends at 2:45. All students not picked up by 3:00 must come in to the building and parents must sign them out.

Drop off/pick-up/parking:

- Parallel pull-in for drop-off on West Lynn (facing south only).
- Safety patrol will be on duty to assist.
- **No parking** on West Lynn from 7:00-8:00; 2:00-3:00.
- When traveling north on West Lynn, turn left on 9th Street and drop off at the back gate or drive around the school and turn right on West Lynn.
- 8:00 - 2:00 parallel parking only on West Lynn.
- Afternoon pick-up is on 9 ½ Street.

Absences: Call the school office by 10 a.m. when your child is absent. Upon return to school, you must send a note to school explaining the reason for the absence. Excessive absences are unacceptable.

Tardiness: Students who are tardy must sign in at the office. Students who arrive after 10:00 are considered absent. Bring a note from the doctor or dentist if that is the reason for your tardiness. Excessive tardiness is unacceptable.

Leaving School Early: Please send a note to school in the morning when it is necessary for your child to be checked out of school early. Only those listed on the student information card are permitted to check out a child. Adults must sign the Student Checkout Binder in the office.

STUDENT DRESS

Please abide by the AISD student dress code. Samples of specific items of clothing that may not be worn to school are: Backless tops, spaghetti straps, baggy pants, elongated armholes, hats or caps (inside), t-shirts with inappropriate language. Students are encouraged to wear close-toed shoes, preferably tennis shoes. Mathews reserves the right to ask students to change or cover their clothing.

STUDENT BEHAVIOR

Mathews prides itself on its community spirit and hopes to build a climate where all community members treat each other respectfully. We are committed to creating a safe, healthy learning environment for all students. Verbal, physical, and sexual harassment will not be tolerated.

We expect our students to display respect for themselves and towards others, and to accept responsibility for their words and actions. Our basic guidelines are:

- Be kind in words and actions.
- Be safe! Do not harm yourself, others, or school property.
- Follow adult instructions the first time.
- Keep your hands, feet, and objects to yourself.

Most disciplinary issues are handled within the classroom setting. Students receive appropriate consequences for continued misbehavior. Teachers call parents when student behavior is such that it consistently interferes with the learning process. Students are sent to the office with a discipline referral when their behavior interferes with our safe, healthy learning environment.

PARENT/GUEST VISITATIONS

Mathews has a Parent Involvement Policy that encourages parents to become partners with our staff in the education of your child. Parents, guardians, and other relations are always welcome to visit the school. We encourage all parents to become involved in their child's learning by attending learning celebrations and programs, attending study trips, and participating in parent/teacher conferences. All visitors must sign the binder in the office and wear a "Visitor" sticker.

Those who wish to visit the classroom on undesignated days must make arrangements with the teacher at least 24 hours in advance and plan to limit the visit to 45 minutes.

GRADING AND REPORT CARDS

Report cards are issued each nine weeks to notify parents of the on-going progress of their children. Grades on report cards are based on a variety of assessments throughout the nine weeks, including but not limited to: teacher observations, anecdotal records, samples of student products, formal assessments, journals, etc. Grades are also given for personal development, work and study habits, and conduct. Grades PK - 2 uses a developmental scale: 4 (advanced), 3 (skilled), 2 (basic understanding), 1 (needs improvement) for both the academic and personal development areas.

Grades 3 - 6 uses a letter grade system (A, B, C, and F) for academic areas and the developmental scale (4, 3, 2, 1) for personal development areas.

MEDICAL INFO. / EMERGENCY CARD

The AISD has contracted with Seton Health Care to provide part-time registered nurses and part-time health assistants at school. Minor injuries, stomachaches, and other temporary conditions will be handled on an individual basis. Parents are asked to pick up students running a fever or vomiting. Children can return to school when they are **fever free for 24 hours**. Students with communicable diseases such as chicken pox or pink eye are not allowed to attend school. Students with lice will be sent home with instruction on how best to ensure disinfection.

Health information should be included on your emergency care card. All medicine should be brought to the office by a parent with a note giving complete instructions. Parents must sign a form authorizing the school to administer medications. Medicine must be in its original container and is administered by the nurse or office staff only.

It is very important that we have up-to-date contact information so that you or another family member/friend can be reached in an emergency. Please notify the school immediately if your address or phone number changes.

SCHOOL/HOME COMMUNICATION

On-going communication between the school and home is absolutely necessary! Each Wednesday, your child will bring home a folder that includes school information, class information, and student work. Our website is updated regularly. Your teacher will give you her contact information at Back-To-School night.

Each month you will receive a Mathews School newsletter and a classroom newsletter. Please read these carefully to keep informed about school information and events.

There are two days designed specifically for Parent/Teacher Conferences (October 13; February 16). Please contact your teacher if you would like to schedule a conference at another point during the year.

Students must ask permission from an adult to use a school phone. Please send a note to school with your child if there are different arrangements for going home on a particular day.