The University of Texas
University Charter School System

The University of Texas Elementary School

PARENT & STUDENT HANDBOOK

2026–2027

PARENT & STUDENT HANDBOOK

THE UNIVERSITY OF TEXAS ELEMENTARY SCHOOL

★ WELCOME

Welcome to The University of Texas Elementary School for the 2026-2027 school year. This handbook provides a reference for pertinent details regarding our school. Our goal is to provide the best education possible in a warm, supportive, and safe school environment for each student. We invite you to become actively engaged in your child's learning. We know that your involvement, combined with our excellent faculty and staff, will make this year a rewarding experience for your children.



"HOOK 'EM LITTLE LONGHORNS"

Sincerely,

Nicole Whetstone, Ph.D.
Superintendent

Lara Wilder, Ed.D.
Executive Principal

Ryan May, M.S.
Assistant Principal

MISSION STATEMENT

The mission of the University of Texas Elementary School is three-fold: to develop students into lifelong learners through rigorous research-based curricula delivered in a nurturing environment that includes parental and community involvement, provide opportunities for professional development and outreach for the university's academic units, and serve as a model of an exemplary program for diverse learners.

UT ELEMENTARY MASCOT

The mascot of the University of Texas Elementary School (UTES) is the Little Longhorn. The school colors are burnt orange and white.



DRESS CODE

UTES has a daily student uniform of burnt orange, white, or navy collared shirt and khaki or navy pants, shorts or skirts. Students without a collar (T-shirt) are not considered in uniform, and will be asked to change into a uniform brought from home. Students may wear a UT Spirit shirt on Fridays only. Students are expected to wear appropriate, closed-toed, shoes for PE and play. Flip-flops, crocs, and cowboy boots are not appropriate for school. For the safety sweaters and hoodies are not permitted during recess or any outdoor activity when the weather is 90˚ or higher. Encourage older female students to wear proper undergarments as needed so that they are comfortable and well supported during PE. Please reach out to the UTES Nurse for support with dress code needs.

CELEBRATE FREEDOM WEEK

UTES participates in Celebrate Freedom Week which is scheduled by law to occur during the last full week of classes during the week in which September 17th occurs. Instruction includes study of the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical context. Students with conscientious objections, children of representatives of foreign governments, or children who have a written request from a parent or guardian may be exempted from the activity.

PLEDGE AND MOMENT OF SILENCE

UT Elementary will recite the Pledge of Allegiance and the Texas State Pledge followed by a minute of silence each school day. SB83 requires students to recite the pledges to the United States and the Texas flag once each school day. Students may be excused from reciting a pledge on request of the student's parent or guardian.

The legislation also requires school boards to provide a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. School employees are required to ensure that students remain silent and do not distract other students.

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag, the request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

SECURITY

Due to heightened security measures, the front gate will remain locked. Please use the doorbell or call the front office for assistance. If a family has special custody or security concerns, it is the family's responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties.

Any visitor who is not a student or staff member MUST SIGN IN at the front office and get a visitor identification sticker. UTES utilizes the Raptor system to screen visitors. Upon entering the school building, visitors will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

ACCIDENTS AND EMERGENCIES

While children are supervised carefully at all times at the UT Elementary School, sometimes an accident may occur. In the event of an emergency, the child's parents are contacted. When parents are unavailable, school administration notifies alternate emergency contacts from the child's files. If no one can be reached, the school calls the child's physician to determine what action should be taken. If the emergency requires immediate medical attention, the school calls EMS to transport the child to Dell Children's Hospital.

Under opinions issued by the Attorney General of Texas, state agencies cannot purchase insurance coverage unless the establish liability by common law or the Texas Tort Claim Act. In accordance with this ruling, The University of Texas Elementary School cannot purchase any insurance coverage for children attending the school. Parents need to provide insurance for their children.

SCHOOL HOURS

The school doors on Hidalgo Street (by the gym) are opened at ***7:15 a.m.*** From ***7:15 a.m. – 7:50 a.m.***, students will enter the school through the Healthy Horns Hall. After ***7:50 a.m.*** all students will enter through the front office. The school day ***begins at 7:50 a.m.*** Students arriving after 7:50 a.m. are considered tardy. The instructional day ends at 3:30 p.m. Students MUST be picked up no later than 3:45 p.m. unless they go to childcare, or have a teacher-sponsored activity after school. Students not picked up by 3:45 p.m. must be signed out from the front office by an adult.

Breakfast & Morning Assembly:

- Breakfast is served from 7:15 to 7:40 a.m. Students should arrive during this window if they plan to eat breakfast at school.
- Parents are welcome to join their child for breakfast between 7:30 and 7:40 a.m. Monday-Thursday and 7:15-7:40 on Fridays. Please sign in at the front office first.
- After 7:40 a.m., we kindly ask all parents to exit campus so students can begin their day with calm and focus.
- Morning Assembly begins promptly at 7:40 a.m. It includes the pledges, a moment of silence, and daily announcements.
- Assembly is a student-only space, unless a special event (such as an awards ceremony) is scheduled. This routine helps students transition smoothly into the learning day.

Arrival:

- Arrival begins at 7:15 a.m. **Students may not be dropped off or left unattended before this time, as supervision is not available.**
- Students enter through the Café on Hidalgo Street.
- The safest and most efficient route is to travel east on 7th Street and turn right onto Hidalgo, approaching the school from east to west.
- Students should not wait alone outside the Café doors. They must remain in their car or stay with their parent if walking in.
- School doors will lock promptly at 7:50 AM. Students arriving after this time, including those still in the driveway or car line, must be checked in through the front office by a parent/guardian.
- Please do not drive through the private businesses across the street, as it is a moving violation to cut through a parking lot. **(See Map Below)**

Dismissal:

- Dismissal begins at 3:30 p.m.
- Car riders are picked up on Hidalgo Street.
- Bus riders and after-school program vans are picked up on E 6th Street.
- Walk-up dismissal takes place through the STEAM doors on E 6th St. Students will only be released to parents or guardians who present an official UTES Walk-Up Card or Car Rider Tag.
- To ensure the safety of all students and allow sufficient time for communication to teachers and dismissal staff, all transportation or dismissal changes (bus, walk-up, car rider, or after-school care) **must be communicated to the front office** no later than 3:00 PM.
- If a dismissal change is not communicated prior to 3:00 PM, parents/guardians will be required to pick up their child from the front office at 3:45 or from their designated after-school care program. Late dismissal changes cannot be guaranteed after this time. **No students will be dismissed in the front office until AFTER 3:45.**
- For safety and efficiency, if your child requires a car seat or extra assistance entering the vehicle, please park and walk up to pick up your child.
- Please be patient during dismissal. Lines may be long for a few minutes, but safety remains our top priority

TRAFFIC AND SAFETY RULES

For smooth and safe student drop-off and pick-up times, all parents/guardians are asked to comply with the following safety rules:

- Students are reminded to walk on all sidewalks and cross only at the crosswalks.
- Follow the directions of the UTES staff at all times. They are there to keep traffic moving and children safe.
- For safety, do not park or stop in the fire lanes or on the railroad tracks, even for a brief period of time.
- The disabled parking area is clearly marked in front of the circle drive. These spots are reserved for our children and parents with special needs.
- Park your car on the street in designated spaces. Do not park in spaces reserved for UTES faculty and staff.
- Do not stop your car in the crosswalk area. The crosswalk is utilized by all of our students and parents during drop-off and pick-up. Stop your car before the crosswalk when a crossing guard is bringing your child to your car.
- Abide by traffic and safety laws and do not drive through nearby business parking lots.

IMPORTANT:

UTES CAR RIDER PICK-UP & DROP OFF REMINDER



UTES PARENTS – **DO NOT USE THE DRIVEWAYS OF LOCAL BUSINESSES FOR MORNING DROP OFF OR AFTERNOON PICKUP!!**

Several local business owners are concerned for the safety of their customers during high traffic times. Please ONLY use Northwestern Ave from 7th St. to drop off or pick up your child. Hidalgo St. at Robert Martinez is an EXIT ONLY street during drop off & pick up.

CLASS / BIRTHDAY CELEBRATIONS

Texas state law permits each class a limit of three class parties per year. Your child's teacher will communicate in advance information regarding class parties. Parties are typically held at Winter Holiday, Valentine's Day and at the end of the year. Birthday celebrations are not allowed in the classroom and invitations may not be passed out at school unless every student is invited. Parents are able to coordinate a special snack (**store bought only due to safety/student allergies**) for the class to enjoy and must be dropped off in the front office by 12:00pm. Please follow state guidelines about nutrition by providing healthy treats rather than cakes, cupcakes and cookies. Balloons or other floral decorations are not allowed in the classroom. Those delivered will remain in the front office until the end of the day.

STUDY / FIELD TRIPS

Parents will be notified in advance when children leave campus on study trips. All study trips are planned for educational purposes only. When private transportation is used, students must have a permission and transportation form signed by the parent. Parents are requested to be chaperones on some of the study trips, depending on the venue and experience. Each grade level makes that decision in collaboration with the study trip provider, taking into account space availability and overall experience. We kindly request that siblings not attend so adults can focus on the students' needs, safety, and care. For student safety and accountability, students may not be checked out directly from a field trip location. All student check-outs must occur through the school's front office following regular dismissal procedures.

Parents/guardians who plan to attend a field trip must check in through the front office prior to departure. Any parent/guardian who will be supervising or responsible for a group of students during the field trip must have a completed and approved background check on file with the school prior to the trip.

It is important for all students to attend study trips as it is an enhancement and integral part to our curriculum. However, if your student has had excessive behavior issues, you may be asked to help chaperone him/her to the event or could result in your child unable to attend the field trip for safety reasons

PERSONAL ITEMS, CELL PHONES AND OTHER ELECTRONIC DEVICES

Parent cooperation is greatly appreciated in limiting the use of unnecessary items such as toys, playing cards, iPads, electronic games, sunglasses, and cell phones. These items interfere with the learning process. According to the *Student Code of Conduct,* the district does not permit students to openly possess cell phones during school hours or at any school related function. A student who is in violation will have the device confiscated. A cell phone may be collected when the student arrives, kept in a secure location, and returned to the parent, who must arrange a time to pick up the phone. Any disciplinary action will be in accordance with the *Student Code of Conduct.* The district will not be responsible for damaged, lost, or stolen telecommunications devices.

SCHOOL SUPPLIES

Students are expected to have the necessary supplies for school each day. Families needing assistance with school supplies may contact the Social Work Office for support and available resources.

CARE OF SCHOOL PROPERTY

Students are expected to properly care for all school property and materials issued or used during the school year, including but not limited to textbooks, library books, technology devices, instructional materials, classroom resources, and other school equipment.

Any school property that is lost, damaged, destroyed, or not returned may result in a replacement or repair fee assigned to the student in accordance with district or state guidelines.

★ Attendance Policy

ATTENDANCE

ATTENDANCE

Students learn best when they attend school every day. When students miss school, they miss important lesson and essential skills needed for academic success. Regular attendance establishes patterns of responsibility and commitment that will serve students throughout their lives. Attendance is also how school funding is established each year. Like all other public schools, UT Elementary School is funded through the average daily attendance of our students. The State of Texas has a mandatory attendance policy called the Compulsory Attendance Law Sec. 25.85 TEC. All students who attend a public school (Pre-K–12th grade) are required to come to school every day. Here are the general rules and procedures for attendance at our school.

MINIMUM ATTENDANCE FOR FINAL GRADES

Except as provided below, a student in any grade, level from pre-kindergarten through grade 12 shall not be given a final grade for a class unless the student attends 90 percent of the days the class is offered. This restriction does not affect a student's right to excused absences.

A student who attends for at least 75 percent but less than 90 percent of the days a class is offered may be given a final grade for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive a final grade under this subsection without the consent of the judge presiding over the student's case.

In order to receive a final grade for a class, a student is required to attend class 90 percent of the day's class is offered regardless of whether the student's absences are excused or unexcused.

When students fall below the 75% attendance rate, the student and parent/guardian must appeal to the Campus Attendance Committee. This Committee will review the reasons for your student's absences, review performance, and offer a plan for recovery. Each plan is unique based on individual student's circumstances. If a student is in good standing, work missed has been made up, and proper documentation for absences has been provided, the Attendance Committee may determine the method for recovery.

WHAT IS AN 'EXCUSED ABSENCE'?

Excused absences generally are for the following reasons:

- Illness (3 days or more require a physician's note)
- Religious holiday (1 day)
- Court ordered appointment

If your child is absent from any part of the school day parents should submit an attendance excuse using the UT Elementary Student Absence form.

It is recommended to submit attendance excuses within 48 hours after the absence occurred. Attendance excuses will only be accepted within 7 days of your child's absence. Illness related absences of 3 days or more must be accompanied by a physician's medical excuse to be considered as excused. Administrators have the right to excuse absences at their discretion. Full-day absences, whether excused or unexcused, will still be noted on the student's report card and count towards overall attendance scores.

Phone calls cannot be substituted for submission of the UT Elementary Student Absence form. Parents are encouraged to monitor their student's attendance via the Parent Portal.

Questions or concerns related to attendance should be directed to UTES Registrar: Deziree Calderon Phone: (512)495-3300 E-mail: Deziree.Calderon@austin.utexas.edu

WHAT IS A TARDY? WHEN ARE THEY EXCUSED?

A tardy is counted when a child comes to school after 7:50 a.m. A tardy is excused only when the child has a documented medical or court ordered appointment. Please provide the medical note so the tardy can be marked as excused. Only medical notes for the student who has the appointment are accepted as excuses for a tardy. Medical appointments include visits to a physician, dentist, and therapist or for the purpose of Medicaid screening. To ensure the safety of students, parents must accompany late students and sign them in at the front office.

WHY DID I GET AN ATTENDANCE NOTICE?

If your child has missed 5 or more days or parts of days (tardies and early) that are unexcused you will receive an attendance notice. If attendance becomes difficult for you and your family, we will need to meet and make a plan to get your child to school each day.

EXPECTATIONS OF STUDENT ATTENDANCE

All students at UTES are expected to:

- Arrive ON TIME to school
- Be present for the entire school day
- Provide written communication when absent
- Complete or make up work when absent

CONSEQUENCES

- 6 days of unexcused absences and/or 8 tardies:
    - Campus registrar will call home to remind students/parents of compulsory attendance laws and send written notice of excessive absences.

- 8 days of unexcused absences and/or 10 tardies:
    - An "Excessive Absences/Tardies" letter will be provided to the parents informing them of the number of absences/tardies.
    - Referral to the Campus Attendance Committee.
    - Intervention plan will be developed.

- 10 days of unexcused absences and/or 11+ tardies:
    - A second "Excessive Absences/Tardies" letter will be mailed to the parent
    - Conference with the school principal will be scheduled and an intervention plan reviewed.
    - Review by Campus Attendance Committee and additional interventions developed.

- 12 days of unexcused absences and/or 11 + tardies:
    - A final "Excessive Absences/Tardies" letter will be provided and notification that the student will not be eligible to return for the next school year.

EARLY PICK UP

Students picked up early will need to be checked out by an approved guardian at the front office. A valid driver's license will be required for the guardian picking up students. Students picked up prior to 10:00 AM will be counted as absent unless a physician's note is turned in upon student's return to school. Students can only be called to the front office once the guardian has checked into the front office. Regular FULL day instruction for students is encouraged, picking up early should be reserved for medical appointments or emergencies. Parents picking up more than 5 times within a 6-week period, without a physician's excuse or preapproved by School Administration will be asked to meet with Administration to develop a plan to help their student(s) comply with the Compulsory Attendance Law. When picking up early we ask parents to pick up no later than 3:00 PM.

The front office should be notified of your student's dismissal method. Any changes in dismissal should be communicated to the front office no later than 3:00 PM.

AFTER SCHOOL CARE

UT Elementary School does not provide after-school care but the following after school programs have approved partnerships with the school.

- Boys & Girls Club 512-444-7199
- Pan-Am 512-978-2425
- Mendez Rec Center 512-978-2399
- Parque Zaragoza 512-978-2460
- Pure Ambition 512-635-4694

LATE PICK UP

Students not picked up by 3:45 PM will have to signed out by guardians at the Front Office. Parents must notify the front office if a student will be picked up late. Please note the front office closes daily at 4:00 PM. Parents who pick up late 5 times within a 9-week period will be required to meet with Administration to help resolve this issue.

WITHDRAWAL FROM SCHOOL

A parent or guardian should accompany a student when withdrawing from school. A parent signature is required for withdrawal of a student under the age of eighteen. The procedure for withdrawal is as follows:

1. Obtain appropriate withdrawal forms from the campus registrar's office.
2. Have the appropriate forms filled out by teachers.
3. Return all school instructional materials and technological equipment, library books, school property, and make sure all fees/fines are paid.

When parents wish to withdraw a child from school, they should contact the school office at least one day before the date of withdrawal. Before a student can be cleared to withdraw, he/she must return all textbooks and library books, and pay for lost or damaged books. School records will be sent upon request from the new school.

★ Parent Communication & Involvement

COMMUNICATION

The University of Texas Elementary School (UTES) provides a variety of methods for communicating with our students and families.

PAPER

Your child's teacher will send a family communication folder ***(Thursday Folder)*** home each Thursday to inform you of your child's progress and important events and information. As much as possible, information will be communicated electronically and posted on our website. However, there will still be occasions to send home paper notices in these folders.

ELECTRONIC

The email you provide with registration will be added to our group email account. You may receive weekly emails with information from the Thursday Folder as well as any pertinent information on school and community events. A newsletter from the principal will be emailed out each month. Please take the time to read these. They will contain important information to keep you current on school meetings, issues, policies, and services. Grade level newsletters are emailed monthly. These newsletters will keep you informed of class activities and instruction. Please discuss newsletters, notes, and reports with your child.

VIDEO RECORDING

At no time will any UTES volunteer or parent video record any students or staff members within the school day without the expressed written consent of the campus principal or the superintendent.

SCHOOL PHONE

The school phone is a business phone and is not used to make personal calls. Students may get permission from school staff to use the phone in case of an emergency.

CLASS DOJO

Class Dojo is a communication application for the classroom. It connects teachers, parents/guardians, and students who use it to share photos, videos, and messages through the school day. You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class. Parents are invited to join using a code from your child's teacher. All of your child's information is kept safe on Class Dojo; only their teachers and you as their parent/guardians can see their information.

SOCIAL MEDIA

Cafeteria menus, the annual calendar, and monthly newsletters are posted on the UTES website and social media accounts.

FACE-TO-FACE

Principal Coffees are held each month. School administrators encourage you to come and meet with them to share in successes and learn more about campus programming.

PARENTAL RIGHTS

Parents have a right under the Federal Education Privacy Act (FERPA) to:

1. Request information regarding the professional qualifications of their child's teachers.
2. Request information about the qualifications of any paraprofessional who may provide services to their child.
3. Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to their child.
4. Inspect a survey created by a third-party before the survey is administered or distributed to their child.
5. To review their child's student records when needed. These records include: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to their child.
6. Remove their child temporarily from the classroom, if an instructional activity in which their child is scheduled to participate conflicts with their religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, their child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
7. Grant or deny any written request from the district to make a videotape or voice recording of their child.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA) STATEMENT

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student. If a parent does not want UT Elementary to disclose directory information from their child's education records without their prior written consent, you must notify the district upon enrollment of the student into our school district.

GRIEVENCE PROCEDURES

If any party involved does not agree with the determination or corrective actions taken, they may submit a written appeal to the Superintendent. The Superintendent's Office will acknowledge and respond to the initial written appeal within ten (10) business days of receipt. Only written appeals will be reviewed and investigated by the Superintendent's Office.

Upon receipt of a written appeal regarding the determination and/or actions taken to address a complaint, the Superintendent's Office will complete the appropriate documentation and conduct an independent review, including interviews with all parties involved as deemed necessary.

Following the secondary investigation and final determination by the Superintendent's Office, the complaint will be considered closed. All parties will be notified in writing of the outcome of the investigation and any actions taken to address the situation. Additional appeals or requests for further action will only be considered if new evidence is presented indicating that the alleged harassment or concern may have reoccurred.

UT Elementary has designated the following information as directory information: student's name, honors and awards received.

CHANGE OF ADDRESS OR PHONE NUMBER

The campus registrar's office should be notified immediately of a change phone number, email address, or of a change of physical address. Up-to-date information is essential for the school to successfully handle emergencies and to maintain communication with parents.

PARENT/GUARDIAN VISITATION

Parents and guardians are encouraged to visit and stay involved in their child's educational experience throughout the school year. To help ensure visits are meaningful and do not interrupt instructional time, we ask that classroom visits and conferences be scheduled with the principal in advance.

Advance scheduling allows teachers to plan for the visit appropriately, as classes may be engaged in assessments, special activities, or off-campus learning experiences. To maintain a focused learning environment, teachers are unable to stop instruction to accommodate unscheduled visits or conferences during class time. Parents are welcome to contact the front office by email or phone to arrange a meeting with the principal.

CONFERENCES

Teachers and parents/guardians are encouraged to communicate regularly regarding student progress and may request a conference at any time during the school year. Teachers will make reasonable efforts to schedule a conference when a student is experiencing academic difficulty, including failing performance in any subject area.

UTES schedules two campus-wide parent conference opportunities each school year, one in the fall and one in the spring. Parents and guardians are strongly encouraged to participate in all scheduled conferences to support student success and maintain ongoing communication between home and school.

SCHOOL CLOSURES & EMERGENCY COMMUNICATION

In the event of inclement weather, emergency conditions, or other circumstances requiring a school closure or schedule change, UTES will communicate updates with families through ClassDojo, email, and the school's social media platforms. Families are encouraged to regularly monitor these communication channels for the most current information.

PARENT INVOLVEMENT

The University of Texas Elementary School has multiple opportunities for parents to be involved in our program and school events.

LITTLE LONGHORN LEAGUE (L3)

The Little Longhorn League (L3) is a parent-led organization that promotes parent and community involvement and acts as a support network for both UTES parents and teachers. L3 provides an important and necessary foundation on which the academic program can successfully build. We encourage all parents to become involved in their child's education by joining the UTES Little Longhorn League. Participation in L3 is a great way for parents to connect with UTES staff and with other parents. L3 meetings occur at 5:30 p.m. once a month and are an opportunity for parents to learn more about school programming, campus updates and opportunities to

be involved in campus activities. L3 additionally works with administration to organize fundraisers.

EDUCATION COUNCIL/SHAC

The Education Council (Ed Council) is led by campus administrators and is made up of teachers, parents, and board members. The Ed Council reviews yearly campus goals and objectives and monitors progress towards these goals. Ed Council reviews campus data and develops goals and objectives for the following school year. Ed Council meets one afternoon every quarter. The Student Health Advisory Committee (SHAC) reviews campus programming and initiatives connected to the Eight Components of Coordinated School Health. SHAC meets one afternoon every quarter.

VOLUNTEER PROGRAM

All parents and guardians are encouraged to volunteer in some capacity throughout the school year. The volunteer program is designed to provide families with opportunities to actively participate in and support the educational experience of our students and school community.

Volunteer opportunities may include classroom support, clerical assistance, campus activities, and special school-wide events. Please note that some volunteer opportunities may require completion of a background check ($3) in accordance with district policies and student safety procedures.

★ Academics

REPORT CARDS

Report cards are sent home every nine weeks. Each reporting period the parent will receive coded comments. Please read the comments and review grades with your child and sign and return the report card envelope each nine weeks.

SEMESTER AWARDS

At UTES we strive to provide students with the high quality, research-based learning opportunities needed to develop ***the academic knowledge, intellectual habits, and social and emotional skills*** needed to be college and career ready. Student awards are directly connected to this purpose as they serve to not only recognize students for their hard work, but to teach students that ***recognition and rewards are not given, but earned***.

Our awards system is research-based and designed to reflect the many areas in which students may demonstrate excellence including academics, citizenship, and conduct. Beyond recognition, our awards system teaches students how to set and reach goals, overcome obstacles, develop resilience, and realize ***that reaching their full potential is within their control and directly related to their choices.*** We set high expectations for our students and believe that each one of our students is capable of excellence.

The following chart shows a listing of awards, a description, and opportunities to earn.

Award	Description	Opportunities to Earn
Distinguished Achievement	All A's in each 9 weeks **averages**	All A's for 1st 9 weeks certificate All A's for 2nd 9 weeks certificate All A's for 3rd 9 weeks certificate All A's for all year medal
Honorable Achievement	All A's & B's **All Year**	All A's & B's All Year certificate
Valedictorian	Highest academic achievements of 5th grade class	Medal
Attendance	Perfect Attendance in each 9 weeks **Perfect Attendance All Year**	Certificate **Medal**
Longhorn Leader	Students that demonstrate excellence as UT Peacekeepers, who strive to serve others and who demonstrate outstanding leadership. (Only one per class)	End of Year – one per class
Specials Areas: *Excellence in PE* *Excellence in Music* *Excellence in STEAM* *Excellence in Spanish*	Students that demonstrate excellence by doing their best, showing tenacity and acting as Peacekeepers in their class. (Only one per class)	End of Year – one per class
Completion	All students in PreK –5th will be recognized	End of Year Awards Certificate

HOMEWORK

At UT Elementary School, students are expected to follow through with homework assigned by the classroom teacher. Each student is expected to practice their reading at home daily and record their efforts in a nightly reading log, as well as complete assignments in core content areas. Homework will be sent home each Monday and due the following Monday, giving students and families a full week to complete assignments. In grades 2nd–5th homework will count as 10% of the nine weeks grade. Incomplete homework or missing homework will be addressed through the following steps:

- Discussion with student
- Call to parent/guardian each week homework is incomplete or missing
- Request to complete homework during station time
- Parent conference

★ Special Programs

ACADEMIC & BEHAVIORAL SUPPORT SERVICES

UT Elementary is committed to supporting the academic and behavioral success of all students. When a student experiences difficulty in the general education classroom, the campus may provide a variety of intervention and support services, including tutorials, targeted interventions, behavioral supports, and assistance through the Response to Intervention (RTI) process. These supports are designed to address student needs early and provide appropriate interventions to help students succeed.

Students who are identified as at risk of failing coursework during a grading period may receive a progress report along with notification of interventions and supports being implemented to address academic or behavioral concerns. If difficulties persist despite interventions, a Local Support Team (LST) meeting may be scheduled to review student progress and discuss additional recommendations and supports.

If a student is experiencing ongoing learning difficulties, parents/guardians may contact the Director of Special Programs to learn more about the school's general education referral and screening processes for support services. These processes connect students with a range of available supports, including consideration for a special education evaluation or a Section 504 evaluation to determine whether specialized services, accommodations, or supports may be appropriate.

Parents/guardians have the right to request an evaluation for special education and/or Section 504 services at any time.

Special Education Contact Person: **Janina Roberts** Phone Number: (**512) 965-7033**

SECTION 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the district has a duty to identify and provide educational accommodations and related services to those students who have disabilities, but who are not in need of special education for that disability in accordance with the Individuals Disabilities Education Act (IDEA). For additional information, please contact the district's Section 504 Coordinator, John Cheek, john.cheek@austin.utexas.edu.

SPECIAL EDUCATION REFERRALS

If a parent makes a written request for an initial evaluation for special education services the school must respond no later than 15 school days after receiving the request. At that time UTES will give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. UTES will comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the school to respond within the 15-school-day timeline. If the school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If UTES receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, UTES must give the parent a copy of the evaluation report at no cost. Additional

information regarding special education is available from the school in a companion document titled

Parent's Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Special Education Information Center
- Texas Project First
- Legal Frameworks for the Child-Centered Process
- Partners Resource Network

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Special Education Contact Person: **Janina Roberts** Phone Number: **(512) 965-7033**

★ Discipline & Anti-Bullying Policies

DISCIPLINE POLICY

All students have a right to learn; therefore, no child is permitted to disrupt learning. As all public schools, we follow both state and federal laws regarding privacy, discipline, suspensions, and expulsions.

EXPECTATIONS OF STUDENT BEHAVIOR

All students at UTES are expected to:

- Listen to others
- Follow directions on first request
- Respect self, others, and property
- Make safe choices
- Always do your best

REFERRALS

Our staff is trained in responsive learning and classroom management. We make every attempt to correct behavior and support students to avoid issuing office referrals. Spending time in the office means children are not learning. When referrals are issued, the administrator addressing the referral will determine, based on the offense and her/his knowledge of the student, the actions that will be taken. Visits to the office may result in the following actions:

- Conference with administrator
- Cool down/body and brain break in office
- Problem solving with administrator
- In-school suspension
- Suspension from school
- Expulsion

EXCESSIVE DISCIPLINE ISSUES

As all schools do, there are times when individual students consistently struggle with emotions, behavior, and the ability to meet expectations. As our campus is committed to serving not only the academic but social and emotional needs of ALL students, we work as a team to address the needs of struggling students. Providing support to struggling students, their parents, and their teachers is a key role of the administrative team. We employ a number of strategies, all research based to address consistent behavioral, social, or emotional issues including: frequent observations, developing behavior plans, developing incentive programs, consulting and counseling with parents, teaching self-care strategies, providing counseling, requesting support from outside resources, and referring to outside medical or psychological services. When we have students that continue to be unsafe and disruptive and have been suspended for a total of ten days, UTES has the right to expel the student and send them back to their home school. When a child has earned ***ten total days of in school and /or out of school suspensions***, an expulsion hearing will take place. At this time, the staff will review the child's discipline referrals, data from teachers, and data from parents to determine if expulsion is appropriate. As a public school, we are required to follow all state and federal laws regarding suspensions and expulsions. We understand that there are times parents have concerns about other children in their child's classroom. We know that this concern comes out of wanting your own child to be safe and have the best possible learning experience. However, we are restricted from discussing specific information about a child with parents or guardians other than their own. Teachers are also restricted from discussing other children's behavior with parents. If you have questions or concerns, it is best to address them with the principal or assistant principal.

GRIEVENCE PROCEDURES

If any party involved does not agree with the determination or corrective actions taken, they may submit a written appeal to the Superintendent. The Superintendent's Office will acknowledge and respond to the initial written appeal within ten (10) business days of receipt. Only written appeals will be reviewed and investigated by the Superintendent's Office.

Upon receipt of a written appeal regarding the determination and/or actions taken to address a complaint, the Superintendent's Office will complete the appropriate documentation and conduct an independent review, including interviews with all parties involved as deemed necessary.

Following the secondary investigation and final determination by the Superintendent's Office, the complaint will be considered closed. All parties will be notified in writing of the outcome of the investigation and any actions taken to address the situation. Additional appeals or requests for further action will only be considered if new evidence is presented indicating that the alleged harassment or concern may have reoccurred.

UTES STUDENT REGULATION MATRIX

UT Elementary Regulation Matrix

00 School-Wide Positive Behaviors

- Complies with **ALL** school and classroom rules
- Demonstrates respect to all
- Goes beyond what is expected to assist others or provides a service to the community
- Serves as a positive role model
- Exhibits manners & and other positive behaviors that deserve recognition

Possible Rewards

Parent/Guardian Notified via phone
Positive Note sent home
Tangible incentive/reward
Bevo Bucks
Special privileges
Structured Reward Time

01 Level 1: Minor Behaviors

- Not turning in homework or assignments
- Mild disruptions or talking
- Out of seat without permission
- Indirect use of profanity (e.g., muttering, song lyrics)
- Mild horseplay (no intent to harm)
- Not following directions
- Inattention or failure to stay on task during class or transitions
- Minor misuse of technology (see tech contract)
- Gossiping, spreading rumors, or secrets
- Chewing gum outside of the approved time
- Sharing food or snacks inappropriately
- Toys, trading or playing cards, or personal items at inappropriate times
- Other behaviors not listed, but that interfere with class climate, instruction, or respect for others

Possible Consequences

Reflective/Natural Consequences:
Reflection Seat (reset area in classroom)
Reflective Writing: quick prompt about behavior + better choice
Loss of privileges (station choice, line leader, tech access)
Re-do/repair work or interaction

Example Progression:
1st Incident: → Reteach/Reminder of expectations
2nd Incident: → Reflection Seat w/ Reflective Writing
3rd Incident: → Parent Contact & Silent Lunch
Repeated or accumulated incidents will lead to next level

02 Level 2: Serious Behaviors

- Documented disruptions or frequently interrupting class
- Use of profanity directed at teacher or student
- Verbal or physical incident of harassment
- Nonconsensual physical touch
- Minor vandalism
- Refusal to comply, move, or respond when it is not a safety issue and lasts less than 5 minutes
- Major misuse of technology (see tech contract)
- Teasing or name-calling
- Destruction of property or supplies less than $25 in value
- Petty theft (items with a total worth less than $25)
- Other behaviors not listed, but that show significant oppositional, defiant, or disrespectful behavior

Possible Consequences

Reflective/Natural Consequences:
Reflection Seat (reset area in classroom)
Restorative conversation with peer/adult
Silent Lunch
Logical restitution (clean, repair, replace)

Example Progression:
1st Incident: → Parent contact; student completes reflective writing at home with parent signature
2nd Incident: → Parent notified; Silent Lunch and home follow-up activity assigned
3rd Incident: → Student and parent restorative conference

03 Level 3: Severe Behaviors

- Documented disruptions, consistently interrupting class
- Use of profanity or threat directed at teacher/student
- Verbal or physical pattern of harassment / targeted behavior
- Nonconsensual physical touch with intent to harm / (hit, punch, kick, choke, bite, etc.)
- Serious Vandalism (inappropriate writing/drawing on inappropriate surface)
- Refusal to comply, move, or respond for more than 10 minutes or when safety is concerned.
- Major misuse of technology (see tech contract)
- Serious violations of safety, including elopement
- Possession of a weapon or illegal substance
- Comments to another that is racial, discriminating, highly disrespectful, or inappropriate
- Theft of more than $25 worth of items
- Other behaviors not listed, but show significant oppositional, defiant, or disrespectful behavior

Possible Consequences

Reflective/Natural Consequences:
Silent Lunch
Logical restitution (clean, repair, replace)
Loss of privileges
Detention/Suspensions
Mandatory Restorative conference must include parent/admin/student.
Student develops alternative action plan that parent signs and agrees to support at home.

Example Progression:
Immediate → Parent called for pick-up OR same-day restorative planning call with admin

For repeated severe incidents → Home-school contract (daily or weekly check-in with parents).

UTES Parent Partnership

- Families are asked to reinforce and practice alternative behaviors at home.
- Parents will be notified of repeated behaviors.
- Students will take home written reflection and return it to teacher with required adult signatures.

Student Reflection Expectations:

Student:

- Completes the written reflection at home the same day it is assigned.
- Discusses the reflection honestly with a parent or guardian.
- Returns the reflection to the teacher the next school day with all required signatures.

Parent Reflection Expectations:

Parent/Guardian:

- Reviews the reflection with the student.
- Signs and dates the reflection to confirm the discussion occurred.
- Provides any relevant comments or feedback for the teacher if needed.

Teacher Follow-Up:

- Teacher verifies signature, reviews reflection with the student, and documents completion in behavior log.

The UT Elementary Anti-Bullying Contract appears in the appendix.

SEXUAL HARASSMENT

The district believes that every student has the right to be free from all forms of discrimination and harassment while attending district schools and school-related activities. The district regards sexual harassment of students as a serious incident and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student or adult. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, campus administration, or the district's Title IX compliance officer.

STUDENT CONDUCT COMPLAINT AND REPORTING

Upon knowledge of a suspected incident, the campus administrator files a report, conducts a thorough investigation, and completes a follow up determination report. All parents involved are promptly notified of the complaint and the pending investigation. All interviews concerning any student involvement should include the student, the parent and an additional staff member. The investigation must include the following:

- Conducting interviews of all students involved
- Conducting interviews of witnesses
- Investigating the circumstances of the incident, including events or incidents that preceded the incident in question
- Documentation of all interviews on the complaint form

Regardless of the outcome of the initial investigation, the campus administrator continues to monitor the situation, paying special attention to the student or students involved as well as the interaction with any incidents that may involve a staff member. The summary of the events and the findings are sent to the Title IX coordinator. The Title IX coordinator keeps a record of any reported incidents. The coordinator may assist in the investigation if needed and may be requested to offer a third-party opinion for the determination of actual harassment. If the determination results show that some form of harassment occurred, the campus administrator is responsible for taking immediate and swift action to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring. Any steps taken will not penalize the student who was harassed, intimidated, and/or bullied. The actions involved may include but are not limited to the following:

- Removing the student being harassed from the situation where the events occurred
- Removing the student accused from the situation where the events occurred
- Available counseling options for a student who is a victim of harassment, intimidation, and/or bullying
- Available counseling options for a student who engaged in conduct thatwas harassing, intimidating and/or bullying

- Consequences in accordance with the *Student Code of Conduct*

In the event that any person involved does not agree with the determination or follow-up actions, they may appeal in writing to the superintendent. Only written appeals will be reviewed and investigated by the superintendent's office. Upon receipt of a written appeal concerning the determination and/or action steps taken to rectify a complaint, the superintendent's office will complete the appropriate documentation, and will conduct its own investigation and interviews of all of the parties involved.

After the secondary investigation by the Office of the Superintendent and the determination that follows, the complaint is considered closed. All parties are notified in writing of the results of the investigation and the actions taken to address the situation. Further appeals or action requested by the parent or guardian shall be considered only in the event that further evidence can be shown to conclude that harassment may again have occurred.

★ Health & Wellness

HEALTH

GUIDELINES FOR HEALTH CONDITIONS & INJURIES

Attending school on a daily basis is vital to your child's learning. We realize illness and injuries occur. It is important to keep your child home when they have a contagious illness, are too ill, or injured to participate in learning that day. ***Injuries which limit physical*** activities at school ***require a medical note*** with guidance for activity during school hours. When your ***child is absent for 3 days*** or ***more due to illness, a medical note is required.*** There are times when symptoms displayed at school need medical evaluation to determine contagiousness or otherwise and an appointment will be recommended.

REQUESTING PICK-UP: SENDING STUDENT HOME

When your child develops symptoms of illness at school, or existing symptoms worsen, or an injury occurs, family notification will be made. Families are requested to maintain current contact information. The nurse or office staff tending to your child will determine whether notification and pick up from school is needed. Child pick up is needed ***within 60 minutes of notification.*** Standard guidelines are used to determine family notification and child pick-up. When a concern about a contagious illness or serious injury, pick-up may be requested outside of these guidelines to minimize risk to your child and the school population.

HEALTHCARE EVALUATION

When your child has the following symptoms, a healthcare appointment and/or testing will be requested. Return to school permitted with symptom management plan (such as medication) or when symptom free.

- Rash-full body head to toe
- Sore throat pain, red/swollen throat, with fever
- Eye redness-persistent, green or yellow eye drainage, and/or crusting of the eyed

The chart on the following page outlines Health Department guidelines

GUIDELINES FOR ILLNESS AT SCHOOL

ILLNESS/INFECTION/SYMPTOM	STAY HOME?	RETURN TO SCHOOL?
FEVER: 100.0 or Higher	YES	**24 Hours FEVER FREE and NO FEVER REDUCING MEDICATIONS**
Chicken Pox	YES	When all pox are scabbed over
Cold	NO, unless Fever	See Fever Guidelines
Coxsackie (Hand, Foot & Mouth)	NO, unless Fever	See Fever Guidelines
COVID-19	NO, unless Fever	See Fever Guidelines
Diarrhea	YES	18 hours after last diarrhea episode
Ear Infection	NO	SMILE: You're in school
Fifth's	NO, unless Fever	See Fever Guidelines
Giardia	YES	18 hours after last diarrhea episode
Impetigo	YES	When Rx treatment begins, Area needs to be covered
Lice	NO, Treatment required to return	Notification to all class families No names released in notification
Molluscum Contagiosum	NO	Area needs to be covered
Pink Eye	YES	24 hours after Rx treatment begins
Rash	No, unless Fever, and/or unexplained/unknown	See Fever Guidelines, Medical Evaluation may be requested
Ring Worm (Scalp/face/Body)	Yes, not covered	Area must be covered
Roseola	YES, not covered	When Rx treatment begins
RSV	No, unless Fever	See Fever Guidelines
Scabies	YES	When Rx treatment begins
Strep Throat	YES	12 hours after Rx treatment begins and No Fever, See Fever Guidelines
Vomiting	YES	18 hours after last vomit episode

Proper Rest (REST is BEST): Sleep and rest is vital for health, learning, and recovery during illness. Children need a minimum of 8 hours of sleep each night. When children are sleepy and/or ill it is difficult to focus, regulate emotions, are prone to injury, and possibly prolonged illness. ***Please make sure your child/ children arrive at school well rested and remain home when ill. Thank you***

Communicable Diseases in Schools: CDC/DSHS

MEDICATION

Medications are recommended to be taken before and after school as possible. Any medication needed during school ***must be delivered to the school office in the original labeled container***, Prescription(Rx), or Over the Counter (OTC). **Permission to consent allowing medication administration is required for each year** before the medication can be given to your child. The permission form is available in paper form or sent electronically. ***Respiratory Inhalers require an additional form, the Asthma Action Plan***, from the doctor's office. The first dose of all medicines must be given before administering at school (**except for emergency EpiPen and rescue Respiratory Inhaler).**

HEALTH HISTORY & EMERGENCY CARE INFORMATION

Complete registration forms, Health History, and Immunizations are required to be on file for each child. All telephone numbers, email addresses, and street addresses need to be kept up to date so contact can be made as soon as possible. Definitely, in the event of an emergency. The school office will not release students to individuals not listed on the registration form. Special permission for someone else to pick up your child must be sent in advance and must be in writing. Parents may stop by the school office to add or delete names as appropriate. All parents should have a telephone number where they can be reached during the school day. It is recommended to enroll in the school electronic portal for communication. Persons who are picking up students must provide legal identification as requested.

STUDENT SUPPORT SERVICES: SOCIAL WORK

At UTES, we strive to ensure students are not only physically safe, but that they feel safe and welcomed at school. UTES supports the emotional wellbeing of students and families through a number of campus-based programs, including the school social work program. This program consists of a School Social Work Coordinator, who supervises a cohort of graduate student interns from the MSSW program at The University of Texas Steve Hicks School of Social Work. Social work interns, under the supervision of the School Social Work Coordinator, provide student, family, and campus supports. Services available through the social work team include individual and group student sessions, family engagement and education, and support with community resource referrals.

To make a referral for social work services for your child, complete the following referral form: UTES Social Work Services Referral Form - Parent/Guardian

School Social Work Coordinator: **Deja Gamble** Email: deja.gamble@austin.utexas.edu

WELLNESS GUIDELINES

As a University of Texas demonstration school, we are leading the way in promoting healthy and active lifestyles. Therefore, we go above and beyond the requirements of the National Free and Reduced Lunch Program. Below you will find federal, state, and UTES standards for food and physical activity.

PHYSICAL FITNESS ASSESSMENT (FITNESSGRAM)

Annually, the district will conduct a physical fitness assessment of students in grades 3 through 12 as required by Education Code 38.101. At the end of the school year, a parent may submit a written request to the UT-UCS District Assessment Coordinator to obtain the results of their child's physical fitness assessment conducted during the school year.

FEDERAL AND STATE STANDARDS

- Foods with Minimal Nutritional Value (FMNV) are restricted from 7:10 a.m. to 3:30 p.m. This includes candy, soda, popsicles, chips, and caffeinated beverages, including energy drinks.
- Competitive Foods, including all food and beverages that are not provided by school foodservice, may not be served.
- Three school events throughout the school year may be designated as a special time for consuming FMNV determined by the school administrator.
- Campus approved field trips are not exempt from the nutrition policy.
- Parents providing their child's lunch may not provide food to any other child other than their own.
- Students receive at least 135 minutes of moderate or vigorous structured physical activity per week.
- Food or physical activity may never be used as a reward or punishment.

UTES FOOD STANDARDS

Snacks will be organized by each teacher. Please refer to the recommended snack list in the appendix of this guide for ideas and campus guidelines. Please avoid snacks that are fried, high in sodium (choose foods less than 350 mg per serving), or that contain added sugar, high fructose corn syrup, or food dyes. Any snack requiring refrigeration may be given to the chef for keeping for the week the snack will be served. Any snacks left over at the end of the week will be discarded.

If you plan to bring your child lunch from a restaurant/food trailer, please eat this with them outside at the picnic tables, rather than in the cafe.

- If your child has a severe food allergy, please see the nurse for appropriate paperwork to be filled out by the doctor. With a doctor's note and a completed IEP, 504, or School Health Care Plan, food modifications may be made by our chef.
- For dietary restrictions not associated with severe food allergies, the breakfast and lunch menus are available online and are sent home at the beginning of each month. Our chefs work hard to prepare healthy food options, with alternatives frequently available for commonly avoided foods. When foods such as dairy, gluten, eggs, and meat are served, they will be marked on the menu so that you can send alternative meals with your student when they need to avoid certain foods being served that day.
- Please make sure that students bring a water bottle each day and that the water bottle is brought home regularly to be cleaned.

Notice to Parents:

As part of our commitment to provide your child with a safe, pest-free learning environment, the University of Texas Elementary may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on University of Texas Elementary property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Dr. Autumn Leal, Assistant Superintendent of Operations, 512-471-9876, autumn_leal@austin.utexas.edu

Breakfast & Lunch Guidelines



Outside Food

- If you bring outside food you will have to stay and eat with your child. Under no circumstance can you drop-off outside food.
- You may not bring food/have breakfast/ lunch with other students other than your own. (Yes this includes birthdays!)
- Please make sure other people who come eat lunch with your child is on your child's approved visitor list.

Lunchroom Food

- You may eat the school breakfast/lunch food with your child for $5.00(B) or $6.00(L).

-Includes full breakfast or lunch tray and a cup of coffee or ice tea.

- You may bring homemade cooked food to eat with your child in the lunchroom.
- If you pack your child a lunch please no candy, soda, energy drinks, or popsicles.

The University of Texas Elementary School
Little Longhorns

Recommended Snack List

Below is a list of healthy snack ideas that UTES families can refer to when choosing snacks to bring for their class to enjoy. You are not restricted to the foods below, but if you choose something not listed below, please avoid fried foods, foods high in sodium (not > 350mg), peanuts, high fructose corn syrup, food dyes, or added sugar. These are guidelines. Please refer to classroom teacher preferences for more specific requests and snack guidelines.

If you have snacks that need to be refrigerated, you can bring them to the chef for storage for the week. All perishable leftover snacks will be discarded at the end of the week.

- Hummus with pita or vegetables
- Dried fruits without added sugars
- Baked sweet potato chips, multi-grain chips or veggie chips
- Whole grain muffins
- Whole grain crackers like: Triscuits, matzos, or kalvi rye crackers
- 100-calorie pack snack crackers
- Oatmeal or Whole Grain Bars
- 100% Fruit smoothies
- Mini rice cakes, flavored
- Dry cereal, individual serving (free of peanuts, high fructose corn syrup, artificial flavors, and artificial dyes)
- Whole wheat pita, tortillas, or English muffins
- Healthy dips such as salsa, guacamole, bean dip, yogurt dips, nut butters (not peanut due to allergies on campus)
- Unsweetened applesauce
- Individually wrapped cheese
- Pirate Booty (Tings and Smart Puffs also recommended)
- Goldfish
- Yogurt (Free of artificial ingredients. Greek yogurt is the best option)
- Fresh Fruits such as: grapes, apples, bananas, kiwis, berries, cherries, mandarin oranges
- Hard pretzels
- Whole grain/brown rice cakes
- Popcorn (Air-popped or pre-packaged light popcorn. Microwave popcorn not recommended)
- Cheese and fruit kabobs
- Veggies such as: carrots, celery sticks, snap peas, bell pepper strips, cucumber slices, broccoli, grape tomatoes

Below are some nutritious suggestions for class wide birthday treats (Must be store bought):

- Rice cakes
- Muffins
- Fruit Tray
- Yogurt
- Oatmeal fruit bars
- Mini carrot or pumpkin cupcakes
- If you choose to bring cupcakes, consider bringing mini-sized

★ School Safety & Emergency Procedures

DRILLS – EMERGENCY INFORMATION

UT Elementary conducts emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Emergency procedures must be done quickly and quietly. Teachers will take their classes to the designated safe areas.

UT Elementary conducts fire, severe weather, evacuation, lock-down, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. Even though these drills are almost always for practice, it is very important for students and teachers to treat them seriously. Maps and instructions are posted in each classroom. Each teacher will explain these in class and regular practice drills will occur. Staying quiet and paying close attention to instructions during drills is mandatory. When the alarm is sounded, students must follow the directions of teachers or administrators quickly, quietly, and in an orderly manner. In the event of a campus emergency, students will either be instructed to remain in their room (lock down), proceed with severe weather procedure, or evacuate the building for fire or emergency.

EMERGENCY EVACUATION PROCEDURES/FIRE DRILL

Emergency evacuation procedures will be used any time that remaining in the building might pose a danger to students. Examples are: *fire, bomb threats, environmental and toxic disasters.*

The purpose of an *emergency evacuation* is to remove students from the building and to safety as quickly as possible. In the event that an evacuation is necessary, instructions will be given to evacuate the building.

1. Students should line up and proceed in an orderly manner to the designated area.
2. The teacher should ensure that all students are accounted for and bring an attendance strip with them, if possible.
3. Students should remain quiet at these locations and quiet until further instructions are given.
4. Once at the designated location, *students should remain lined up by the teacher in class order for a quick accounting of all students.*

LOCK-DOWN PROCEDURE

Emergency lock-down will occur for the following: unauthorized/hostile person(s) on campus, catastrophic injury or accident, or any other situation requiring students to remain in the safety of the classroom. In the event of a lock-down drill, the teacher should:

1. Immediately lock the door and have the students remain seated and away from the windows.
2. The teacher will take roll immediately and account for any missing students.
3. Students in library or computer labs should remain with the instructor.
4. Students in a hallway or restroom should proceed to the nearest available classroom until the “all-clear” announcement is given.

SEVERE WEATHER DRILL

In the event of a severe weather emergency:

1. Students will be given instructions by the teacher when notified of a severe weather emergency.
2. When necessary, students will take a defense position "duck and cover" (students on knees in a fetal position with hands over their exposed head and neck).
3. An "all clear" announcement will be made when it is safe to resume normal activity.

REPORTING CHILD ABUSE

State law requires that school employees who suspect or have information regarding child abuse contact the Texas Department of Family and Protective Services.

1. A professional as defined in the law is required to report not later than after the 24th hour after the professional has cause to believe the child has been or may be abused as defined in §261.001(1) or 261.401, Family Code, or is the victim of the offense of indecency with a child and the professional has cause to believe the child has been abused as defined in §261.001(1), Family Code.
2. A non-professional shall make a report immediately after the non-professional has cause to believe that the child's physical or mental health or welfare has been adversely affected by abuse.
3. A report shall be made regardless of whether the contractor/provider staff suspects or knows that a report may have previously been made.

Information and resources regarding child abuse and neglect can be accessed at **http://** **www.dfps.state.tx.us/Contact_Us/hotlines.asp.** Included on this website is a directory listing of toll-free numbers maintained by various crisis organizations.

RECOGNIZING ABUSE AND NEGLECT

What is child abuse*?* It is any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.
Physical Abuse includes actions such as beating, burning, or punching a child.
Emotional Abuse involves criticizing, insulting, rejecting, or withholding love from a child.
Sexual Abuse includes rape, touching or fondling, or involving a child in pornography.
Neglect includes failure to provide for a child's basic physical, medical, or emotional needs. Leaving a young child home alone or failing to provide needed medical attention may also be considered neglect.

SIGNS OR SYMPTOMS OF ABUSE

- Changes in behavior including: anxiety, depression, insomnia, night terrors, rebellion, withdrawal, and changes to eating habits
- Regression to previously outgrown behaviors such as bed wetting or thumb sucking
- Unusual fears of people or places or aggression towards individuals
- Loss of interest in previously enjoyed activities, sports, or friends
- Changes in attitude towards school or academic performance
- Unusual and unexplained health problems such as frequent headaches and stomach aches
- Abnormal sexual behaviors or knowledge of advanced sexual language or behaviors
- Physical signs of sexual abuse are rare but include pain, bleeding or tearing of genitals, anus, ormouth

and/or presence of sexually transmitted diseases

PROTECTING CHILDREN ONLINE: CYBER SAFETY

At UTES students are taught cyber safety through their STEAM (Science, Technology, Engineering, Art and Math) class as well as in the regular classroom. Students are instructed on how to avoid inappropriate sites during searches, to avoid chat rooms or other communication with strangers, and how to communicate appropriately and safely online. In our upper grades, students are taught to recognize and report cyberbullying. At home, parents can protect children by carefully monitoring computer, iPad, tablet or phone/ internet use. The two websites listed below provide additional information on actions parents can take to keep children safe online.

Safekids.com
http://www.safekids.com/safety-advice-tools/
Stopbullying.gov
http://www.stopbullying.gov/cyberbullying/

★ Appendix

UT Elementary Anti-Bullying Policy

Acknowledgment Parent Handbook

The University of Texas Elementary School
Little Longhorns

2026-2027 UT Elementary Anti-Bullying Contract

UT Elementary Anti-Bullying Policy:

Bullying is hurtful behavior (words or actions) that is intended to make others feel unsafe, fearful, degraded or embarrassed on a consistent basis. We work to clarify with our students the difference between having a disagreement with another student and bullying. On our campus all students and adults work to prevent and stop bullying by committing to:

- Use words and actions that make others feel safe.
- Use words and actions that make others feel welcome.
- Build positive relationships by including others and not gossiping or spreading rumors.
- Stand up for ourselves and each other.

What should you do if you or someone you know is being bullied?

- If it feels safe, (i.e. the student who is bullying is your friend) tell them to stop.
- If it feels safe, support the targeted student by saying something kind ("Are you ok? That was mean.")
- If it doesn't feel safe (you're afraid of the student who is bullying,) tell an adult (teacher or parent).
- Write a note to an adult.
- Ask a friend to tell an adult.
- Talk with your friends, family and teachers about ways to stop bullying and to create a more welcoming school climate for everyone.

What does the school do when a child is bullying another child?

- Separate the student who is bullying from the targeted student to investigate.
- Interview potential witnesses as needed to understand the situation.
- Contact parents.
- Have a parent conference.
- Student and parent sign anti-bullying contract.
- Follow discipline policy.
- Increase supervision.

What does the school do to support the child being bullied?

- Parents contacted.
- Mediation with administration.
- Administration will work to identify the best plan for each individual child.

I understand that UT Elementary School has zero tolerance for bullying. I understand that consistent name calling, making fun of others, starting rumors or gossip and consistently physically hurting others is bullying. I understand that I am accountable for my actions and words. I understand that continued bullying will result in disciplinary actions including suspension and ultimately expulsion.

By signing this contract, I am acknowledging that I understand the campus bullying policy and agree to follow campus expectations.

Student Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

Administrator Signature_____ Date_____

The University of Texas Elementary School
Little Longhorns

2026-2027
Parent Handbook Agreement

The Parent Handbook can be found on our website at www.utelementary.org under the Parents section. It will also be emailed to our Parents' Listserv. It is imperative that all families read and discuss this handbook with their UT Elementary students each year. Please complete the agreement below stating that you have read and understand the following sections:

I GENERAL INFORMATION

I have read and understand the general information for UTES. I understand I am responsible for knowing and following the schedules and policies. _____*Initial*

II ATTENDANCE POLICY

I have read the attendance policy/procedures and understand that daily attendance is connected to school funding and student success. I understand that my student must abide by the expectations or be subject to the consequences, including being sent to the Municipal Court. _____*Initial*

III PARENT COMMUNICATION & INVOLVEMENT

I understand there are many ways to be involved at UTES and various means of communication. It is my responsibility to maintain an updated email address for receiving weekly notices as well as checking the website for news and calendar events. _____*Initial*

IV DISCIPLINE & ANTI-BULLYING POLICIES

I have read the policies on discipline and bullying at UTES. I understand the rights of my child and the steps taken to ensure safe and positive experiences at school. _____*Initial*

V HEALTH & WELLNESS

I understand the need for maintaining healthy, active students at school. I will contact the school nurse with any concerns for my child's health. _____*Initial*

I understand and acknowledge that I have read, with my child, the UT Elementary Handbook.

Parent/Guardian (1) Printed Name	Parent/Guardian Signature	Date
Parent/Guardian (2) Printed Name	Parent/Guardian Signature	Date
Administrator Signature	Date	