

Academy Early Childhood Center
Bumblebee Basics



2022-2023

Academy Early Childhood Center

311 North Bumblebee Drive
Little River-Academy, TX 76554

Dear Parents:

Welcome to the 2022-2023 school year. We have strived for excellence since our school was established and plan to continue with our efforts to bring to your children a quality 21st century education. Please join us in making Academy Early Childhood Center a vibrant learning community and help us to plant seeds of knowledge.

Our goal is to create life-long learners, and our hope is that your children will enjoy their time with us. By working together, we can ensure this will happen. Please take the time to read through this handbook with your children, so we will have your support for our guidelines and policies. If you have any questions, call or make an appointment with any of the administrators or other personnel who are here to help you. We are happy to answer any questions.

Sincerely,

Academy Early Childhood Center Leadership Team

Contact Numbers



Front Office	254-982-4621
Fax	254-982-4584
Nurse	254-982-0024
Cafeteria	254-982-4242
District Administration	254-982-4304

School Hours

Breakfast.....	7:15 to 7:40
Doors Open to Campus for students....	7:15
Classes Begin	7:45
Dismissal	3:35

Academy Early Childhood Center is a pre-kindergarten through kindergarten campus. We have approximately 150 students and a staff of about 25. Our campus offers a number of programs to meet the special and individual needs of each child at our school. We have a supportive staff who provide a safe, secure, learning environment for your child.

The school day begins at 7:45. We open the campus doors at 7:15. Students may not be on school grounds before 7:15. Staff goes on duty at 7:15 to closely supervise students so that we can keep them as safe as possible. Please do not allow your children to come to school before 7:15. If they walk, they should arrive at school no earlier than 7:15. Please cooperate with this effort.

School breakfast is served from 7:15 until 7:40. When students arrive they are expected to go to breakfast or their classroom. Academy Early Childhood Center is committed to educational excellence and instruction begins promptly at 7:45. Students not in their classrooms at that time are considered tardy and must be signed in by an adult at the front office. Please help children be on time for school.

School is dismissed at 3:35.

Address, Telephone Number Change, and Student Registration Card

Address & Telephone Number: State law indicates that parents/guardians provide the school with a current address and current telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, and emergency contacts, babysitter, etc.) and who is allowed to take your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Most importantly, parents or guardians **must come to the office in person, with a valid ID, in order to add or delete names and make changes including telephone numbers** on the student registration card. We **will not** release your child to anyone whose name is not on the student registration card. Please inform those who you have designated to pick up your child they will be required to **show a picture ID**. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

Animals

For student safety, please do not bring pets to school when picking up and/or dropping off your child.

Attendance

If your child is unable to attend school, please call the school office at 254-982-4621 and email the school at amanda.hulsey@academyisd.net or send a note with your child upon return. **All absences are recorded as unexcused until a written note is received.** The excuse note is due within five school days of the absence. If not received, the absence remains unexcused. If your child is withdrawn during the day (illness, medical appointments, etc.), a note is required. Students with medical appointments will not be counted absent, if they are in attendance any part of the day and bring a written note signed by the doctor and have completed their classwork or assignment for the day.

Awards

Kindergarten graduation and awards assemblies are held in May .Only children who have been enrolled in A.I.S.D. from the first day of school and in attendance daily will receive Perfect Attendance recognition for the year. Students may be awarded extra certificates from classroom teachers. Time out of school due to tardiness or leaving school early will be accumulated by semester. Three tardies will count as a day's absence for the purpose of awards for perfect attendance.

Bad Weather Day

Parents, students, and staff members are asked to tune in to radio, television broadcasts, Academy ISD website, and the Academy Early Childhood Center facebook page for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. In the event that schools must be closed, the decision will be made by the AISD superintendent and the information will be disseminated as soon as it becomes available.

Before School

Staff does not come on duty to supervise students until 7:15. **Students are not to arrive on campus before 7:15.** No staff member will be able to supervise your child before this time. Students habitually on campus before 7:15 a.m. will be documented as such by the district's Student Resource Officer.

Those who want to eat breakfast in the cafeteria will be served from 7:15 to 7:40. The breakfast line closes at 7:40.

Bus Students

Some of our students are bus riders. The safety of each child depends on the child obeying the bus driver and all of the bus rules. Activities that create distractions for the bus driver **WILL NOT** be permitted. Bus rules are on our AISD website (www.academyisd.net) under transportation. Please discuss these rules with your child. Bus Conduct Referrals can result in expulsion from the bus. **In emergency situations, please notify the office if you need to remove your child from the bus.**

Parents are given the option to give permission for their child to vacate district transportation without an adult present at the stop. If they choose not to give this permission, a verified guardian must meet the child at the bus stop. Students that are not picked up at the bus stop by a person listed on their Student Registration card, they will remain on the bus and be returned to the school. The parent will then be contacted.

Behavior at the bus stop (both before and after school) must meet AISD student handbook.

Checking Students Out During the Day

Parents are discouraged from regularly signing out their student(s) in order to miss dismissal traffic. Students who are routinely checked out early from school are denied an educational opportunity and it could adversely affect their learning experience.

Students are not permitted to leave school grounds unless they have been properly signed out through the office.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the office. Teachers are not allowed to release students to anyone.
2. Be prepared to show a valid driver's license or military ID. Office staff will not release students to anyone not listed on the student's registration card. **Please do not send anyone to school to pick up your child who is not on the Student Registration Card.**
3. Wait in the office until your child joins you.

Child Abuse

The reporting of suspected child abuse is a state law that teachers, administrators, and staff must observe. Our school is most interested in the health and safety of our children and will abide by the state law.

Clinical/Medical Issues

Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

Fever – Fever is defined as a temperature equal to or greater than 100°F. AISD policy states a child cannot remain at school with a temperature equal to or greater than 100°F. **Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol.**

Vomiting/Diarrhea

While experiencing vomiting and/or diarrhea, your student needs extra rest and fluids to prevent dehydration.

Do not send your child to school:

If they have nausea/vomiting or diarrhea during the late evening, during the night, or after arising that morning.

Until they have been **free of any vomiting or diarrhea for at least 24 hours**

Infections: Strep Throat, Pink Eye, Rash, Sores, etc.

If your child has an infection that is being treated with antibiotics, they will be contagious for at least 24 hours after the first dose. Therefore, they will miss AT LEAST the next day of school.

Do not send your child to school:

Until they have been taking an antibiotic for at least 24 hours

Until they have been **fever-free for at least 24 hours without the use of fever-reducing medications**

Clinic Visits – The clinic will document the care your child receives. Parents will receive a call from the nurse only if the student needs the parent's immediate attention. Your child's health and school attendance are very important to us.

From time to time it may be necessary for your child to take medications at school. Please read and comply with the following rules and suggestions when bringing medication(s) to school.

Medication-When bringing medication to school for your child, you must fill out a Medication administration form for each medication. You may obtain this form from the school nurse or the office. Please bring the medication to the nurse's office and the nurse and the parent will count and sign for the medication.

Prescription medicine must be in the original bottle stating the child's name and the name of the medication and dosage of the medication, and also when the medication is to be given. We will only administer what the prescription says. If any changes to the dosage, we would need a doctor's note requesting the change of dosage before we could administer it.

For prescription medication, please ask the pharmacist to divide the medicine into 2 containers, one for home and one for school. This will eliminate the need to send medication bottles home each day.

Over the counter medications must be in their original container and the label must be legible and within the expiration date. Baggies and other containers will not be accepted.

If the requested dosage exceeds the recommended dosage for age and weight, the child's physician must sign the medication administration form.

If you are sending a medication to be administered on an "as needed" basis (pain relievers, cough drops, etc.), please discuss with your child when he/she should use it and for how long. We will not administer a PRN (as-needed) medication longer than 5 consecutive days without a doctor's note. This will avoid lengthy and unnecessary use of medication.

For the complete AISD medication policy, see the district website under AISD Health Services.

Head Lice - An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.

Please see more information on head lice on our AISD website under Health Services. (www.academyisd.net)

Immunizations – If your child receives immunizations throughout the school year, please bring written documentation that immunization was given. Students cannot attend school until immunizations are up to date.

Deliveries to Students

No commercial deliveries of food will be made to any campus. No deliveries of any nature will be made to any classroom. All approved commercial deliveries must be made to the office. Parent deliveries of any nature should be cleared through the office. Please do not have flowers or balloons delivered to your child at school.

Dropping Off Students

Student drop off should only take place in the Hive line or HIVE parking lot (see map at end of Bumblebee Basics). Parents are welcome to remain in their vehicle or park in the HIVE parking lot and walk with their child to the front door. When dropping off students, pull forward to the end of the drop off lane as far as you can to alleviate traffic problems on Hwy 95. As much as possible, an adult will help all children out of vehicles. ***Please do not park in the Subway parking lot and walk or send your child to the front of the school. This creates a safety concern as students are walking through the bus drop off loop.***

Field Trips

Parents who wish to chaperone a field trip must first fill out a background check form and be approved. Background forms can be picked up at the Administration Office. Only staff and students may ride an AISD bus to or from the field trip. Those parents acting as an approved chaperone will need to provide their own transportation and may not bring other children on the field trip. Students who ride the bus to the field trip **MUST** return on the bus with their class; no students will be allowed to leave with a parent from the field trip site.

Grading

Please see the Academy Early Childhood Center Grading guidelines for detailed information regarding grades.

Homework Guidelines

Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete them independently and successfully. Homework will not be taken as a grade.

Lost and Found Articles

Students lose many articles each year. Please help us with this by labeling your student's sweaters, coats, lunchboxes, bookbags, etc. If a student loses anything, he or she should check the lost and found area. Clothing, lunch boxes, and other similar items are placed there. Valuable items such as watches, eyeglasses, etc. are kept in the office. **All unclaimed items are donated multiple times throughout the school year.**

Network Use

AISD offers internet access for students. An Acceptable Use Policy is included in the Student Code of Conduct. A parent signature is required before students are allowed access.

Parent Conferences

Teachers and/or parents may request conferences throughout the year during the teacher's scheduled conference time. Participation is strongly encouraged to monitor your child's academic progress and grades. Please schedule a conference by writing or calling the teacher in advance. Teachers will not participate in conferences during instructional time.

Parking

There are parking lots on the east side of the building for visitors called the Hive. Please do not park in the front of the school between the hours of 7:15 and 4:00. Buses will be loading and unloading in this area.

Parties

Winter, Valentine, and End-of-Year parties may be held. If food is brought to one of these parties, it must be store bought and in the original packaging. Parties for birthdays, farewells, etc. are not permitted. Students can not carry balloons or flowers into the classroom during the school day. Parents may bring cupcakes or treats for a student's birthday. Please notify the teacher so they can ensure there is enough for each child and there are no food allergies in the classroom. All treats **MUST** be store bought and delivered to the office by 2:00 pm.

Physical Education

If your child is unable to participate in P.E. due to a medical condition, a doctor's note is required. Athletic shoes are required for full participation in P.E.

Picking up Students

The safety of our students is of utmost importance. Please make sure you have filled out information regarding the way your student will go home. **No changes can be made over the phone for student dismissal.** A parent or guardian listed on the registration card is the only person who will be allowed to make these changes. Changes in dismissal must be made in person or a written note may be sent to the child's classroom teacher the morning of the change. **Students will be released only to adults listed on the Student Registration Cards. A valid picture ID is required at all times to pick up students. All vehicles in the pick up line must have a pick up placard. Those who do not have this at the time of pick up will be directed to the front office to verify the identification of the pick up person.**

Playground Behavior Expectations

While on the playground, students are expected to:

1. Follow directions the first time given.
2. Keep hands, feet, mouth, and objects to themselves.
3. Play in assigned areas only.
4. Use equipment properly.
5. Line up when the whistle is blown.

Procedure for Students with Wet/Soiled Clothing

Parents of all PK and K students must provide an extra set of clothing (to include shirt, shorts, pants, underwear, socks and shoes) labeled with the child's name in a grocery sack or ziploc bag. The clothing may be stored in the classroom or the child's backpack. At the change of seasons, the clothing should be replaced by season-appropriate clothing.

- Most students should be able to change wet clothing by themselves. Before assisting any child with zippers, buttons, clasps or belts, permission from the child will be obtained.
- The teacher will allow the student to change their wet clothes in the restroom. The teacher will send the wet clothes home in the bag that was provided by the parent for the dry clothes.
- If the child has wet his/her clothes, he or she will clean themselves with wipes, change their clothes, place their clothes in a bag and wash their hands before returning to the learning environment.
- If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible. The child will await the parent in a campus designated area.
- The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.

If clothing is not provided and/or the child is unable to change by themselves, the parent will bring a change of clothes and change their child. **The child cannot be sent home on the bus or to after school daycare with wet clothing. The parent will be contacted to pick up their child from school if this occurs.**

Progress Reports

Progress Reports are sent out according to the District calendar each 6 week grading period to show the progress your child is making in mastering the Texas Essential Knowledge and Skills (TEKS). Parents and guardians should review the information, sign, and return the progress report the next school day.

Promotion/Retention Policy

A Grade Review committee will meet toward the end of the school year to determine the promotion/retention status of each student according to state and district policy. Parents will be notified of academic concerns throughout the year. The committee will be composed of teachers, administrators, and support staff.

Report Cards

Report cards will be issued at the end of each grading period. Please sign and return your child's report card the next school day.

Social & Emotional

Academy Early Childhood is focusing the first 15 minutes of each school day on social/emotional learning. Our staff has participated in training from our school counselor on how to best support students after many months away from the regular routines from school. For tools on how to support your child at help, please contact our school counselor..

Signing Students Out of School

Parents may not sign students out of school after 3:05. This action becomes very disruptive to the end of day instruction and the learning process for students and teachers. A valid photo ID is required for all student early sign-outs. Only those persons identified on the student's information cards will be permitted to sign for release of the students. Valid picture IDs will be required. If accumulated early pick-ups (and tardies) exceed three occurrences per 6-week grading period, the student will not be eligible for a perfect attendance award (unless doctor's notes are provided).

Student Conduct and Discipline

Student conduct and discipline are governed by the school board and campus policies in the interest of providing a safe school environment that is conducive to learning. Refer to the District's Student Code of Conduct. Every child enrolled is expected to abide by the school rules. Appropriate action will be taken when there are violations. Please visit the Academy ISD website (www.academyisd.net), then select the Student Code of Conduct link. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administration can conclude his/her investigation.

Student Supervision Before/After School

Student supervision begins at 7:15. Please do not drop students off before this time. When school is dismissed, children are expected to leave the campus immediately. Please be prompt in picking up your child. Students are not permitted to wait on other students participating in after-school activities. **The school office closes at 3:50 p.m.** At that time, any remaining students **are subject to referral to other agencies, such as Child Protective Services or Bell County Sheriff's Department.** There is no after school supervision on the school grounds.

Tardiness

7:45 a.m. is the time school is scheduled to begin. Students who are tardy must be signed in by an adult in the front office.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

Transportation

All students who ride the bus must complete a transportation request form via online link.

https://docs.google.com/forms/d/1qRxi6hxol8-JTNjRmoal0FwgbKLCXyX0FI25c7ooWsQ/viewform?ts=5d4353de&edit_requested=trueor

Morning Transportation

Students are expected to be at their bus stop on time. Bus route information is located on the district website under transportation.

REASONABLE STANDARDS FOR BUS BEHAVIOR

Bus service is not a right, but considered a privilege. Violations of bus rules may result in a suspension from the bus for a period of time deemed necessary by school administration. The Student Code of Conduct may be applicable to bus related disciplinary situations. If your student is having a problem on the bus, he/she should let the bus driver know at the first safe opportunity (when the bus is stopped). If that does not correct the situation, have them contact their principal or email the principal.

1. Remain seated facing the front and keep all limbs within the school bus seat compartment until the bus comes to a complete stop and driver opens the door.
2. Actions that distract the driver and create an unsafe environment for other students are prohibited on school transportation.
3. Be courteous and respect the rights and property of others.
4. No profanity, lewd talk, obscene gestures, racial or sexual slurs is permitted.
5. No pushing, shoving, hitting or fighting. Putting your hands on others is the quickest way to get in trouble. Bullying (physical or verbal) WILL NOT be tolerated on AISD transportation.
6. Students are expected to throw away trash.
7. The driver is the authority on the bus and may assign seats as he or she deems necessary.
8. ANY vandalism/destruction of the bus (not limited to writing on, cutting, or tearing of seats, etc.) will result in suspension from the bus AND COST OF REPLACEMENT PARTS.
9. Students riding a bus with seat belts are required by state law to wear the seat belt.

For any transportation questions/concerns, please contact Mr. Nolen, Director of Transportation at 254-982-4304.

Visitors

Visitors must check in at the office and receive a visitors badge. Visitors are volunteers who have been cleared through a background check, Parent/teacher conference attendees, ARDs and 504 meeting attendees.

Withdrawals from School

In case a student is to be withdrawn from school, the homeroom teacher and the office should be notified at least 48 hours in advance of the planned withdrawal date. Students **must** return all library books and pay all monies owed to the school (if there are library fines) prior to withdrawing. See the District Information Section of this handbook.

Academy Early Childhood Center Grading Practices Prekindergarten and Kindergarten

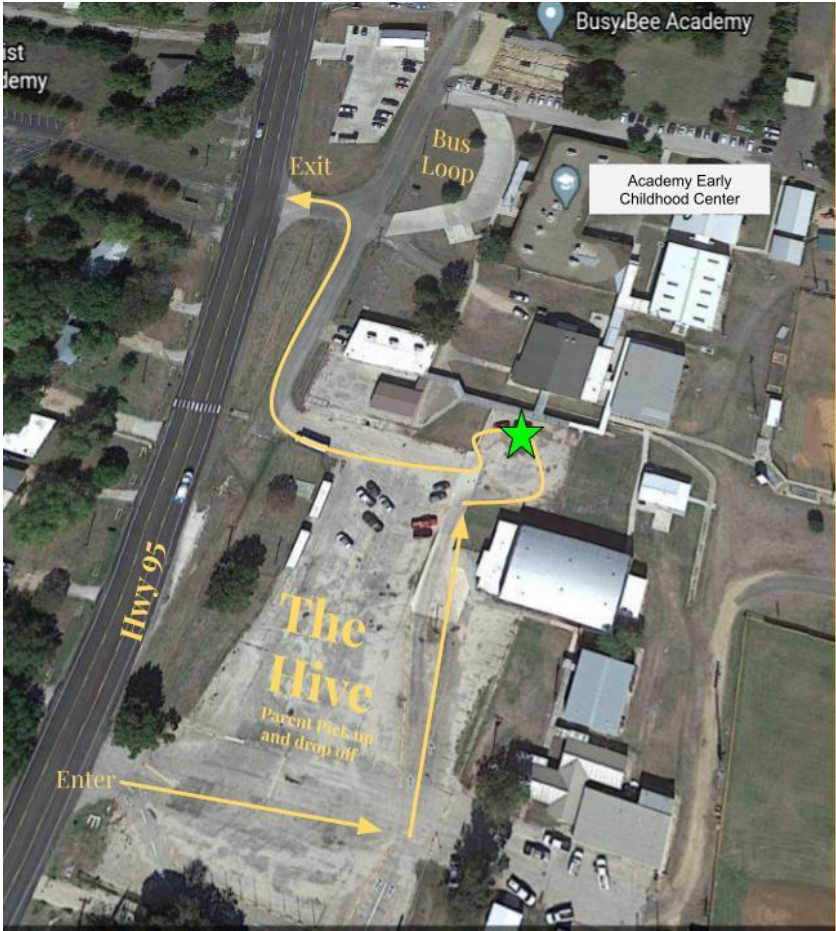
Prekindergarten and kindergarten grading procedures measure each student's progress towards mastery of the learning standards outlined in the Texas Prekindergarten Guidelines and the Kindergarten Texas Essential Knowledge and Skills.

1. Grades shall be based on the individual student mastery of state standards and the district curriculum. Grades should reflect a student's mastery of the academic standards for each grading period as outlined and specified in the district prekindergarten curriculum and kindergarten TEKS Resource System documents.
2. Number of Grades- A teacher should have a sufficient quantity and variety of assessments during the grading period to accurately reflect a student's progress towards mastery of the learning standards.
 - a. Ongoing formative assessments are recorded.
 - b. The final summative grade for the 6 weeks will be recorded on the report card. The number of summative grades will vary depending upon the number of standards taught during the grading period.
3. Summative 6 weeks grades are based on the prekindergarten and kindergarten grading rubric and reflect each student's mastery of the standard at the end of the nine weeks.
 - a. The standard expectations are increased each 6 weeks; therefore, the final summative grade in the 3rd 6 weeks should reflect the child's academic progress for the first semester, and the final summative grade in the 6th 6 weeks should reflect the child's mastery of the standards and the end of the year.
 - b. Appropriate assessments used in prekindergarten and kindergarten might include anecdotal notes, observations, checklists, performance indicators, word lists, reading record, etc.

Prekindergarten and Kindergarten Grading Rubric:	
3+	Exceeds standards: In addition to a 3, the student makes applications and inferences beyond expectations.
3	Meets standards consistently and independently
2	Progressing toward meeting standards
1	Limited progress or does not meet standards
	Not assessed at this time

4. Grades must reflect accommodations and instructional modifications as specified by campus committees such as ARD, 504, LPAC, etc.
5. Students are not retained in prekindergarten. Kindergarten students are retained only by parent request.

Please see below for details regarding arrival and dismissal locations.



Welcome to the Hive!

Student safety is one of our top priorities at Academy ISD. Please know that we have taken every precaution to ensure that our system gets our scholars home safely.

The Hive: Our hive area is for dropping off and picking up students. Please make sure you are using this car line if you are dropping off or picking up your child. Drop off times are 7:15-7:45. After 7:45 parents may bring their student in the front office to sign them in. School dismisses at 3:35. Please remain in your vehicle and a staff member will bring your child to you.

Bus Loop: The front circle of the school is used for loading and unloading buses only. Please do not pull through the front circle during loading/unloading times between 7:15-8:15 and 3:15-4:00.

★ Families will be greeted by an AECC staff member as they enter and exit their vehicle.