

# LINDER PARENT HANDBOOK



## ***WELCOME to Linder Elementary!***

2800 Metcalfe Rd, Austin, TX 78741

Main Office: (512) 414-2398

<https://linder.austinschools.org/>

**Office Hours: 7:00 a.m. - 3:30 p.m.**

Principal .....Patti Estep

Asst. Principal.....Claudia Shudic

Counselor..... Jessica Lopez

School Colors.....Blue and Yellow

School Mascot.....Eagle

Parent Support Specialist.....Mr. Moreno

**At Linder, our goal is to develop lifelong leaders and learners. Helping students become scholars is a responsibility shared between students, parents and teachers. Learning is expected for every child, every day.**

**Our motto: Linder Eagles soaring to new heights!**

## **ARRIVAL**

The school day begins at 7:40 am and ends at 3:10 pm. Main doors open at 7:00 for bus riders and walkers. Car riders will be able to drive up at 7:15, after buses clear. Classrooms open at 7:30. Parents may drop students off in front of the main entrance. Students/parents must enter through the front door. At 7:45, all visitors must sign in at the front office.

Students arriving between 7:25 - 7:40 go directly to their classroom. Students arriving between 7:00 and 7:25 go to the gym or the cafeteria depending on their grade level. These students will be escorted to their classrooms by teachers at 7:25 am. All students should be in their classrooms by 7:40 am. Breakfast will be available in the classroom between 7:30am-8:00am.

## **DISMISSAL**

All students need to be picked up no later than 3:10 pm. Please make arrangements so no child is left behind without parent/guardian supervision before or after school. School personnel are not responsible for students before 7:00 am and after 3:25 pm.

Teachers will need to be notified if your child is a “parent pick up”, “bus rider”, or enrolled in “aftercare” at the school. Students will be released only to persons listed in their file. Any changes to the authorized pickup list must be done through the office by the enrolling parent before 2:00 p.m.

Parent Pick Up – Parent pick up students are escorted by a teacher to the bus loop. **Parents or caregivers who need to enter the school for any reason should do so through the main front entrance.** To ensure the safety of our students, parents will not be allowed to enter the building from any other entrances. Dismissal will begin promptly at 3:10 pm. Students should “high five” the teacher before leaving their designated areas. Students 3rd grade and older may walk home independently with written permission from parents. Younger students may walk home with older siblings/cousins with written permission from parents.

Bus Riders – Students riding buses will be escorted to their buses by teachers.

After School Care – Students will be escorted by teachers to their after-school care program (ACE). Check with your program for pick up information.

### **BUS SERVICE**

Parents may call the transportation department at 512-414-6500 for any questions. Parents should receive bus information from the district before the first day of school. **“Where's The Bus” App for Families:** AISD’s transportation team offers families the “WheresTheBus” app, which provides timely information about the location of their student’s assigned bus only, including when it will arrive at their stop. Please promote the app to your school communities. The free app is available on any device with internet access (smartphone, tablet, personal computer, iPad)—and takes less than five minutes to install. Instructions are available at <https://www.austinisd.org/transportation>.

### **PARKING & TRAFFIC**

From 7:10-8:00 AM our school side curbs are used for student drop off. During dismissal, buses line up for pickup between 2:15-3:10. When parking in front of our school, please do not block the driveways of our neighbors.

To ensure student safety, all students should cross the streets only at a crosswalk. To keep traffic moving, parents are asked to use the designated drop-off locations and not park in the drop-off locations.

Parents dropping off students should pull up to the curb and let children out.

### **DRESS CODE**

The purpose of the dress code is to create the proper learning environment and model good citizenship. Both the student and parent/guardian share the responsibility for age appropriate dress and grooming. The student’s dress and grooming shall not lead school officials to believe

that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities. Emblems or writings that are obscene or that may reasonably be expected to cause a disruption on campus should not be displayed on campus. Clothing depicting the use of alcohol or displaying vulgar language shall not be worn. The student's dress and grooming shall not create a health hazard to the student's safety or the safety of others. Shoes should be worn at all times. Students should wear appropriate shoes to participate in indoor and outdoor PE activities on their PE class days. Clothing should be appropriate to weather. Please review AISD student dress code policy <https://www.austinisd.org/family-support/dress-code>. Clothing should be appropriate to weather conditions and daily school activities.

## **ATTENDANCE & TARDIES**

Absences--Regular, on time, attendance is essential to student achievement. State law requires that students be in attendance unless legally exempted or excused. Notes are required for ALL ABSENCES and must be given to the office no later than 48 hours (3 days) from when the student returns to school. Notes turned in more than 3 days after an absence are not valid and will require a doctor's note. Please note that parents receive an automated phone call from the district any time a child is absent. Students who are absent or tardy three times will receive an automated letter from the district. These calls and letters are sent regardless of whether a note was submitted or not.

Please do everything you can to ensure your child is at school and on time! Illness and family emergencies for absences are understandable. Vacations, extended trips, and other recreational activities, which can be scheduled during weekends, holidays, or during the summer, should be avoided during instructional time as these are not excused absences.

Schools receive funding for every child in attendance for that day. If a student is not present at 10:30, they are counted absent and the school loses funding. However, if he/she returns with a note from a medical professional indicating the absence was for an appointment, the absence is excused and we still receive funding. A note from the parent explaining the reason for the absence within three days of him/her returning to school can also justify the absence as excused. However, when absences are chronic (ten or more absences during the school year) parent notes are examined more carefully.

Excused & Unexcused Absences the following reasons will be accepted as excused:

- Medical –The student has a personal illness, doctor's appointment, or an appointment with a healthcare professional, and provides a note.
- Religious Holy days – A student may be excused from attending school for the purpose of observing religious holy days when it is one generally recognized by the student's

religious denomination as a holy day that is required to be observed by all members of that denomination.

- Extenuating circumstances –i.e. funeral or family emergency as approved by the principal
- Shadowing at another school (with a note from the other school)
- Court Appearance -The student is involved in court proceedings or is participating in an activity related to those court proceedings.
- Citizenship Activities – The student is engaged in the process to secure his/her own U.S. Citizenship or participation in his/her own naturalization ceremony.
- Weather – in rare instances where weather impacts school attendance, absences or tardies will be excused if AISD designates a late start or school closure.

The following are common reasons for unexcused absences and tardies:

- Failure to provide documentation when student is out ill, or incorrect dates on the note
- Being signed in or out during the day for a medical appointment without providing a note from the physician
- Travel
- Family event
- Oversleeping
- Car trouble or traffic

Tardies--Students not in the classroom when the bell rings at 7:40 am are considered tardy. Students who arrive late or leave early are counted tardy (tardy also means “absent part of day”).

Appointments--Students are expected to attend school regularly and arrive on time. AISD’s official attendance is taken at 10:30 am. To be considered “present” for the day, a student must be physically present on campus at this time. If a student is not present at 10:30 a.m., the student is counted absent unless he/she returns to school the same day with a note from a medical professional indicating that the absence was due to a doctor’s appointment. We recommend scheduling appointments for as late in the day as possible, or first thing in the morning in order to minimize interruptions to their learning and attendance.

Consequences for Unreported Absences or Tardies--Unreported absences are documented and excessive tardies and/or absences may result in an attendance contract and/or court action. After 3 unexcused absences and/or tardies, a warning letter is automatically sent from the district. After 10 tardies and/or unexcused absences, court action may be taken. We are required by law to report the parents of students with 3 or more unexcused absences in 4

weeks or 10 unexcused absences in 6 months. Excessive tardies will also be reported to the court system.

At **Linder Elementary**, we are committed to every student's success—and consistent attendance plays a vital role in that success.

#### **Why Attendance Is Important:**

- **Academic Progress** – Regular attendance ensures students don't fall behind in lessons and assignments.
- **Stronger Performance** – Students who attend consistently are more likely to achieve higher grades and graduate on time.
- **Social and Emotional Growth** – Being present supports friendships, confidence, and a sense of belonging.
- **Preparation for the Future** – Punctuality and consistency are essential skills for college, careers, and life.

If your family is facing challenges related to attendance, please reach out. We're here to support you. Please reach out to Ms. Shudic and/or Mr. Moreno.

#### **Early Student Dismissal Procedures**

We recognize that there are times when a student may need to leave school early due to medical appointments or other commitments. While occasional early dismissals accompanied by a doctor's note are considered excused, frequent early departures can significantly affect a student's instructional time and academic progress.

To maintain a focused and safe learning environment, we kindly ask families to follow these procedures:

- **Students will only be called from class once a parent or guardian has arrived at the front office.** This helps minimize classroom interruptions.
- **All students must be signed out at the front office prior to leaving campus.**
- **Parents/guardians should not go directly to classrooms** to pick up their child, in order to preserve instructional time and ensure school security.

- **Valid identification is required** from anyone signing out a student. The individual must be listed as an authorized contact.

We appreciate your cooperation in helping us protect learning time and maintain a safe, orderly campus. If you have questions about early dismissals, please contact the school office.

## **EMERGENCY INFORMATION**

It is essential that we have current telephone numbers and addresses where parents, relatives, or friends may be reached as soon as possible in the event of an emergency.

Students will be released only to persons listed in their file. Any changes to a parent's contact information or authorized pickup list must be done through the front office. Please make sure your contact information is current with the office and your child's teacher. In case of an emergency, we need to be able to reach you.

## **ILLNESS**

Your child should stay home for at least 24 hours if:

- They are running a fever of 100 degrees or more
- They have vomited more than once or have diarrhea
- They have flu symptoms, like fever, cough, sore throat, chills, aches, and pains

Make sure your child is free of symptoms without medicine for a full day before sending them back. Central Texas is a hotbed for allergies, and some symptoms of allergies are similar to those of other illnesses. Students shouldn't stay home for allergies unless it is extremely severe. If you have questions, contact the school nurse.

## **IMMUNIZATIONS**

Up-to-date immunization records must be on file for all students enrolled in the school. According to district policy, a student may be excluded from school if (s)he does not have the necessary immunizations on file or have an exemption on file in the nurse's office. Please visit the AISD Student Health website for more information. <https://www.austinisd.org/student-health>

## **INSURANCE**

Austin ISD provides families an insurance option. Please visit the AISD Student Health website section Resources and Forms for more information. <https://www.austinisd.org/student-health>

## **LICE AND NITS**

Any child found to have live lice or live nits should have their hair treated and the nits manually removed. Lice do not hop, jump, or fly. They crawl from one person to another by direct contact and by use of infested articles. To avoid lice and control the spread of lice, do not share hats, coats, headgear, combs, or brushes. Inspect hair weekly for presence of lice and nits. Treat promptly if you find either. Notify your child's teacher and our school nurse if you find lice or nits. The Austin ISD does not condone removing students from the school when they have lice, nor are we allowed to check an entire classroom for lice. However, we will ensure that we communicate any knowledge we have about your own child(ren)'s lice or substantial lice exposure as we are able.

## **SECURITY**

Security is a top priority at Linder Elementary, and we need parents to follow the protocols just as much as the teachers and students. When entering the school, everyone must enter through the front doors and provide valid ID to check in the front office. Do not enter through any of the side doors. Often when parents are running late, they will ask someone to hold a side door open for them or ask a child that is inside to open the door. PLEASE do not do this. It's important we set the example for following rules intended for every child's safety.

After 7:45, if parents plan to stay at school/volunteer or have arrived late and wish to drop off their child, they MUST check in at the office to receive a visitor/volunteer sticker. During the school day, children who need to be outside the classroom (ex: to see the school nurse) travel in pairs. Additionally, there are security cameras at access points to the school and doors require a badge for entry. Always raise any concern you have about security to the main office.

While it may be inconvenient at times to follow these rules, remember that these are in place to protect your child, and keep all students and staff safe.

## **STUDY/FIELD TRIPS**

Parents/guardians will be notified in advance whenever children are to leave campus on study trips. Permission forms will require parent/guardian signature if the children will be transported in ways other than an AISD bus. Sometimes parents/guardians will be asked to drive students for a field trip. Only the parent of the child will be allowed to do this. However, parents may provide other parents a ride but the school will not be held liable.

## **VISITORS**

Parents that wish to visit during the day for a conference or to volunteer are encouraged to make an appointment with the teacher beforehand. For the safety of our students and staff, all visitors are to report to the office where their ID will be checked and a visitor's pass will be

given. Visitors, including parents, must show a picture ID before being allowed to visit classrooms or other areas.

### **VOLUNTEERS**

We encourage parents to volunteer whenever possible. Volunteer Orientations are offered at the beginning of the school year for new volunteers. Information about volunteer opportunities are shared in the Thursday Folders, and/or contacting our Parent Support Specialist.

### **CAFETERIA, BREAKFAST AND LUNCH**

Linder participates in Breakfast in Class (BIC). Breakfast is served in the classroom from 7:30-8am. Breakfast is offered to all students free of charge, regardless of background or income, however, participation is optional. Students may bring their own breakfast to eat at that time if they prefer. Students may also eat at home before arriving but must be in their classrooms at 7:40 am. Between 7:40-8am teachers will begin the day with morning meetings or other lessons as students eat breakfast. Accommodations will be made for students with food allergies, please contact the Cafeteria Manager to arrange accommodations.

Breakfast and lunch are free for all students.

### **MEDICATION AND ALLERGIES**

Any medication to be given at school must be sent to the Nurse in its original container along with proper utensils for dispensing the medication. A signed permission form (obtained from the Nurse) must also be submitted. Please do not send any medication for your child to take "on their own."

Parents of children with food allergies should contact the Nurse for action plans. Due to severe allergies some grade levels may be nut, egg, or dairy free. Parents in these grade levels will receive information from their child's teacher about what steps are needed to keep classmates safe.

### **ELECTRONICS**

Personal electronics (i.e. video games, cell phones) should NOT be brought to school. Electronic devices may be confiscated and sent to the office for safekeeping until a parent can come pick it up. Linder ES and AISD are not responsible for lost or stolen personal items. Parents may communicate messages to their students through their child's teacher or the office.



## **TOYS**

Toys should not be brought to school as they disrupt class and can get lost or stolen. Linder ES and AISD are not responsible for lost or stolen personal items. Students caught using toys in class will have them confiscated at the teacher's discretion. Items such as fidget spinners are considered toys, and will not be allowed in class unless they are part of an accommodation plan.

## **TEXTBOOKS & LIBRARY BOOKS**

It is the responsibility of the school to issue, collect, care, and account for all state adopted textbooks. The school furnishes book covers as required by law. Textbooks that are lost, damaged, or destroyed by a student must be paid for at the state-established price. The same applies to library books. All library books must be checked out through the library system. Any library books that are lost, damaged, or destroyed by a student must be paid for at the listed purchase price.

## **TECHNOLOGY DEVICES**

Austin ISD is a one to one device district. This means that all students will be assigned a district technology iPad or Chromebook. PK3-1st grade students will be assigned an iPad and 2nd-5th students will be assigned a Chromebook. Grade level teachers will determine the use of the devices in each classroom. Please note that devices are used for supplementary instructions and practice after teachers have delivered initial instruction. Often this means students use technology to submit final assignments, practice math skills in applications, complete assessments and quizzes, read books, etc . **Austin ISD will not be allowing devices to go home. Please note that when you registered your child you signed off on the AISD Acceptable Use Policy.**

## **BIRTHDAYS**

Birthday parties, flowers, or balloons for a student's birthday are NOT allowed in the classroom. Students may share healthy snacks with classmates on their birthday at the end of the day, no earlier than 2:15 pm. Please notify the teacher beforehand that you will be sending snacks so as to reduce distractions to learning time. Some grades have specific allergies, so please see your teacher for appropriate snacks.

## **LOST & FOUND**

When items are found at school they will be placed in the schools "Lost and Found" bin. Children and parents are asked to check this bin for items that are lost. After a few weeks,

unclaimed items are donated to our clothes closet here at school. Adding your child's name to lunchboxes, water bottles, coats, backpacks, and other items will greatly help lost items find their owners again! We strongly advise keeping valuable items at home to avoid losing them at school.

### **AFTER SCHOOL CARE**

Linder ES does not provide after school care, but we are partnered with the following organization: ACE. Please contact this organizations directly for information on pricing and availability.

### **BACK TO SCHOOL NIGHT**

Back to School Night is an important opportunity for parents to learn about their child's classroom and expectations for the year. Typically held in September, this evening event includes sessions where teachers meet with parents in groups and share information about curriculum, field trips, homework, behavior expectations and more. The evening also includes time to visit our special areas- art, music, PE, and library. All parents are highly encouraged to attend.

### **PARENT TEACHER CONFERENCES**

Communication between parents and teachers is essential for each student's progress. Parent-teacher conference days are held in the fall and spring of each year on the dates indicated on the AISD calendar. Your child's teacher will pre-arrange conferences on the set day, sometime within the week before, or the week after that day. Conferences have different forms--some will include students and others will be just parents. If you are unable to attend a conference, please notify your child's teacher and reschedule the meeting.

**\*\*Please note that during the school day, teachers cannot hold conferences outside of their regular planning times because they cannot leave their class unattended while they meet with you. If you are unsure what time your child's teacher's planning, please contact the teacher or the front office.**

At the conference, teachers and parents discuss a child's strengths and areas of need and review work, school-based assessments, and teacher observations. In the event a parent is unable to attend an in-person conference with the teacher, the parent may request a telephone conference.

If a child has learning or behavioral difficulties, additional conferences can be scheduled at

mutually agreed upon times. If you have a classroom concern, please contact the teacher first. If after communicating with the teacher, the concern is not resolved, feel free to contact an administrator.

### **CAMPUS ADVISORY COUNCIL**

Austin ISD has organized campus and area advisory councils to address the concerns of the school communities. The purpose of these councils is to ensure that the goals and the plans of the district and campuses are focused on student learning; have been established with the involvement of parents/guardians, community and staff; and are reviewed and evaluated annually to improve the performance of students. The Linder Elementary Advisory Council (CAC) involves teachers, staff members, parents/guardians and community members in establishing and reviewing educational plans, goals, performance objectives and major classroom instructional programs. The CAC is eager to hear your concerns and ideas for improving Linder. We meet @ 3:30 pm on the last Thursday of each month. You may sign-up for public comments by 4:05 pm the day before the meeting.

### **COFFEE CHATS**

This is a monthly forum where parents can communicate directly with school administration about issues, concerns, and feedback. Information about Coffee Chat dates and topics will be sent home in Thursday Folders.

### **COMMUNICATIONS**

Thursday Folders – This is the main form of communication for the school. Every Thursday your student will bring home a folder that contains important information. Take time to read through the papers and fill out any necessary forms. Please return the Folder the next day.  
Facebook – Like us on Facebook to see reminders, announcements and photos from events.  
Twitter- Follow us on Twitter @LinderEagles to see reminders, announcements, and photos from events.

### **CALENDAR**

The school calendar is available on our website:  
<http://linder.austinschools.org/>

### **HOMEWORK POLICY**

Our campus goal is to ensure homework is specific and purposeful. Our teachers have this goal in mind when they assign homework for their respective grade level/classroom. Best practices

recommend no more than 10 minutes/grade level starting at Kindergarten (adding 10 minutes thereafter per year). Reading at home will always be a component of the home-to-school connection. Every child is encouraged to read, either by themselves or with a parent, for at least 20 minutes daily . Each grade level has a different policy regarding homework; please see your child's teacher for more information on homework expectations.

If your child is struggling with homework or cannot complete assignments on her/his own or without a great amount of assistance, it is very important that you speak with your child's teacher so she/he can modify work or differentiate the work. Homework is meant to reinforce skills, not to discourage a child. If homework seems too easy or you are looking for ways to enrich your child's learning, please speak with your child's teacher as well. Should you have questions/concerns about your child's homework after working with your child's teacher, or if you need help speaking with your child's teacher, please contact an administrator (Parent Support Specialist, Counselor, Assistant Principal, or Principal).

## **RECESS POLICY**

Every child receives recess or active movement daily, weather permitting. Recess is 30 minutes of unstructured time for socialization and play every day. It is valuable for your child's health and social-emotional growth. It is not to be used to complete homework nor is it to be taken away as a punishment (unless an altercation occurs during recess which requires a cool-off period/reflection). Should you have questions/concerns about your child's recess, please contact her/his teacher first. If you continue to have questions/concerns or need help speaking with your child's teacher, please contact an administrator.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

We strongly believe that every child has the right to learn; therefore, no child will be permitted to disrupt the learning process. Students are expected to display behavior that shows respect towards classmates, school property, and all personnel. The Expectations for Student Behavior will be posted in all classrooms. The expectations along with student behavior interventions will be communicated to parents at the beginning of each year. Severe disruptions warrant an immediate office referral to an administrator. The administrator will take disciplinary action appropriate to the student actions(s). If a student is suspended, an administrator will notify parents.

The **AISD Student Success Guide** (formerly known as the Code of Conduct) provides essential information about the rights, responsibilities, and expectations for all students and families within the AISD community.

We encourage all families to review this guide carefully to stay informed about school policies, behavioral expectations, and student supports.

- [English Version](#)
- [Versión en Español](#)

Understanding this guide helps us work together to ensure a safe, respectful, and successful school year for everyone.