

ANDERSON MILL ELEMENTARY IB WORLD SCHOOL

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2009 - 2010

STUDENT HANDBOOK *SUPPLEMENT**

Rebecca Lavender, Principal

* Please read the district' s student handbook prior to reading this **supplement** to RRISD' s student code of conduct and handbook.

Dear Students and Families,

Are you ready for an INTERNATIONAL EXPERIENCE? *Bienvenidos a la escuela primaria de Anderson Mill, una campus internacional.* We are glad you are here with us to celebrate our 31st year serving our community, and our fifth year implementing the IB-PYP. (Read more about the **International Baccalaureate Primary Years Program** over the next few pages.)

Anderson Mill is a small school with around 450 students from Pre-Kindergarten to 5th grade. Our student population is wonderfully diverse with many languages and nationalities represented. We are within walking distance of the secondary schools our students will attend, **Grisham Middle School** and **Westwood High School**. We collaborate closely with them because they both offer the International Baccalaureate Program. Nowhere else in Texas can you get this amazing vertical IB continuum in a public school setting. This is very special!

We offer all kinds of terrific programs for children (during the day and after school) to meet a variety of needs. We have a pre-school program for students with disabilities (age 3 and up) and children who are learning English (4 years and up). We also have a variety of programs for students with learning disabilities, learning gifts and talents, and other special needs. We have an extended-day and extended-year program for students who need a little more time to learn.

Though we do have some “resource,” small group, and pull-out programs, we are known in the district for being a model “**inclusion**” campus. We include *every* student in the general education classroom in the belief that all children can excel when provided a rich learning environment and the opportunity to collaborate with peers of all abilities.

“The Mill” is no ordinary school! For one thing, our campus has adopted a second language and culture. All Anderson Mill students take **Spanish** classes every week and the Spanish language/culture is celebrated all year by all students and staff. Also, we have won a “**Peaceful School**” award from the International Peaceful Schools Initiative because students and adults work hard to create an atmosphere of non-violent conflict resolution and tolerance. We have also been designated an official “No Place for Hate” campus.

As an authorized IB World School, our campus is transforming into an international place with a rigorous and **challenging** curriculum focus which is **global** and relevant to our world. Our students are **thinkers** and problem-solvers. They take on extra projects and strive to make their community a great place to live. Children in an IB environment receive a foundation that will help prepare them to attend the finest **universities** in the country and the world!

As a staff, we plan closely together and share ideas for improving our services. We recognize the need for close communication with our students' families, too, so you are always welcome to visit or give written suggestions. We solicit your support and ask you to be a partner in providing a quality education for every child. If you have any questions, or want to help, please feel free to call. *Quisieramos oir de usted.*

Sincerely,

Rebecca Lavender,
Principal

What is “IB” Doing for My Child and the School?

By Rebecca Lavender, principal

The International Baccalaureate Primary Years Program, or what we affectionately call “Pee Wee IB”

is transforming our school and giving your children an advantage they can get nowhere else in central Texas (except our IB sister school, Spicewood). Below is an overview of this highly regarded program of academic excellence.

The **International Baccalaureate Organization (IBO)**, a non-profit educational foundation based in Geneva Switzerland, offers at all levels an educational program designed to enable students to become “**citizens of the world**” and strive eventually towards a prestigious diploma that is recognized internationally. As you know, Westwood High School has the IB diploma program, and it is very respected. Our goal is to have many more Anderson Mill students choose that route in high school and our program will begin to prepare them. The **Primary Years Programme (PYP)** is designed for students ages 3-12. It is an international, transdisciplinary program designed to “foster the development of the whole child.” The PYP focuses on the total growth of the child encompassing “social, physical, emotional and cultural needs in addition to academic welfare.” It combines the very best research and practice from a range of national and international systems to create a relevant and engaging educational framework for all children.

IB LEARNER PROFILE: After going through a PYP school, students are ***inquirers, thinkers, communicators, risk-takers, knowledgeable, principled, caring, open-minded, well-balanced, and self-reflective learners.*** Explicitly and through modeling, we teach children to grow into this profile, and teach them to reflect on their own skills within the profile. Who wouldn't want their child to be all of these things?

CURRICULUM MODEL: Our curriculum will continue to match state standards (TEKS). However, our approach and delivery model encourages higher-level thinking and problem solving. Across the campus we teach to big ideas or concepts that tie learning all together with real life and make it engaging. We design and continually revise six **Units of Inquiry** at each grade level and through the specials areas that tie the curriculum in with the six IB universal themes: ***Sharing the Planet, Who We Are, How We Organize Ourselves, Where We Are In Place and Time, How the World Works, and How We Express Ourselves.*** The units of inquiry will allow students to research and investigate subjects (within the state curriculum) at a sophisticated level through inquiry-based learning. Student questions drive instruction.

CONCEPTS AND SKILLS: As students learn the curriculum, they will view it through the following concepts: **form, function, causation, change, connection, perspective, responsibility, and reflection.** They will be taught and expected to master these skills that will help them throughout their education and life: **thinking, communication, social skills, research, and self-management.**

ATTITUDES: Finally, in an IB culture, we cultivate these attitudes in our students: **tolerance, respect, integrity, independence, enthusiasm, empathy, curiosity, creativity, cooperation, confidence, commitment, and appreciation.** Wouldn't our schools, businesses, and the world be wonderful if every person adopted these attitudes?

FOREIGN LANGUAGE: Authorized IB schools are required to offer a foreign language program. The Anderson Mill community chose Spanish as the adopted language and culture of the school. All students, kindergarten through 5th grade, take Spanish classes twice a week at our school

AUTHORIZATION AND IMPLEMENTATION: After three years as a candidate school, Anderson Mill became an officially authorized IB-PYP World School in February, 2007. We were only able to do it because a courageous group of teachers, students and community members poured their hearts and brains (and tons of extra hours) into making it happen. Already, parents and teachers report a noticeable change in student behavior and in the children's ability to take on challenging academic tasks. Students report a stronger sense of academic curiosity and think learning has become more fun.

The International Baccalaureate Learner Profile

The philosophy of the IB is expressed in a series of desired traits that characterize students with an international perspective. They create a profile of an IB student, and at Anderson Mill we intend to teach and model these traits so that every student grows toward this profile. Parents will receive **progress reports** indicating their child's growth on the profile. (See sample progress report on next page.) The Learner Profile is also a major component of the Middle Years Programme at Grisham Middle School and the Diploma Program at Westwood High School.

INQUIRERS

Their natural curiosity has been nurtured. They have skills necessary to conduct purposeful research. They enjoy learning and will for life.

THINKERS

They set out to apply thinking skills critically and creatively to make sound decisions and solve complex problems.

COMMUNICATORS

They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.

RISK-TAKERS

They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas, and strategies. They are courageous and well-spoken in defending those things in which they believe.

KNOWLEDGEABLE

In school they have explored themes that are globally important and have acquired a great deal of significant knowledge.

PRINCIPILED

They have a strong understanding of moral reasoning, integrity, honesty, fairness and justice.

CARING

They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.

OPEN-MINDED

They respect the views, values and traditions of other people and cultures and are always willing to consider a range of points of view.

WELL-BALANCED

They understand the importance of physical and mental balance and person well-being.

REFLECTIVE

They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

Anderson Mill International Baccalaureate PYP Learner Profile Report – 1st Semester

The student is showing that he/she is:		Almost Always	Often	Sometimes
<i>An inquirer</i>	Asks questions, doesn't give up easily			
<i>A communicator</i>	Expresses feelings and thoughts in words across the curriculum, communicates in different languages			
<i>A thinker</i>	Uses what he/she already knows, can build on own ideas with something new, can build on others' ideas			
<i>A risk-taker</i>	Willing to make mistakes, prepared to try something new, willing to try things in unfamiliar ways			
<i>Knowledgeable</i>	Learning more about him/herself, others and the world around us			
<i>Principled</i>	Honest, makes good decisions, responsible			
<i>Caring</i>	Helpful to others, empathetic, thoughtful, recognizes that he/she is part of a group			
<i>Open-minded</i>	Listens to other people's thoughts and ideas, accepts that there is more than one way to look at things			
<i>Balanced</i>	Organized, healthy, able to use time wisely			
<i>Reflective</i>	Thinks about what he/she does and says, thinks about his/her learning, thinks about different ways to do things			
Teacher Comments:				

IB-PYP: Fostering an “ International Attitude”

We often hear about the “ bad attitudes” some young people have today. But we need to ask ourselves, what is a “ good” attitude and how can we help all children strive to have one? In

addition to teaching important concepts/knowledge/skills, the designers of the International Baccalaureate Primary Years Program believe it is *important to foster in students positive attitudes towards people, the environment, and learning*. IB calls it an “international attitude”. At Anderson Mill, we will design specific lessons to promote these IB attitudes.

INTERNATIONAL ATTITUDES:

We want students to develop.

Appreciation-appreciating the wonder and beauty of the world and its people

Commitment- being committed to their learning

Confidence-feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices

Cooperation-cooperating, collaborating and leading or following as the situation demands

Creativity-being creative and imaginative in their thinking and in their approach to problems and dilemmas

Curiosity-being curious about the nature of learning and of the world, its people and cultures

Empathy-imaginatively projecting themselves into another’ s situation, in order to understand his/her thoughts, reasoning and emotions

Enthusiasm-enjoying learning

Independence-thinking and acting independently, making their own judgments based on reasoned principles and being able to defend their judgments

Integrity-having integrity and a firm sense of fairness and honesty

Respect-respecting themselves, others and the world around them

Tolerance-feeling sensitivity towards differences and diversity in the world and being responsive to the needs of others

We think these are the right attitudes for students to have and will work hard to help students (and ask them to work hard) to develop them.

IB PARENT Profile

We have spoken many times about what the International Baccalaureate Organization expects a student to “ be” after graduating from an IB-PYP (Primary Years Program). A student cannot reach this lofty goal without the support of BOTH the school and the home. Below are 2 parts of the IB student profile and some suggestions for how adults can model these attributes.

1. INQUIRERS-Parents can model being inquirers by daily “ wondering” aloud how the world works. The idea is for your children to hear you say things like, “ I wonder why bubbles come to the top when the spaghetti sauce gets really hot,” or, “ I wonder where our drinking water comes from.” Allow your child to share their guess or conjecture and then just talk about it. It is not necessary for you to know the answer...in fact, it is better if you don’ t know! Wondering is a worthwhile past time all on its own!

2. OPEN-MINDED-The IBO expects students to respect the views, values and traditions of other people and cultures and always be willing to consider a range of points of view.

- Adults can encourage children to ‘ take the other side’ of an opinion/view expressed by the adult.
- When a child or someone else points out someone who looks/acts differently, be sure to remind the child that we *all* look very odd/different to other people. The world is more beautiful with variety in it.
- While watching a program together that seems to have a bias, consider doing some “ wondering” about the point of view. (i.e. “ I wonder if the people they are talking about see that a little differently?” or, “ I wonder if there is another side to this story.”)

YOU are the most important influence on your child’ s way of thinking. They will grow to be “ wonder” -ful citizens of the world with your good examples. Thank you for all you do!

(Please be sure to read the RRISD Student Handbook first, as this is just a supplement to that handbook)

School Hours: 7:45 AM - 2:45 P.M

Office Hours: 7:30 AM. - 4:00 P.M

SUPERVISION BEFORE SCHOOL

For safety reasons, students are **not** to arrive before 7:30 a.m. There is no staff on duty before that time. The only exception is students who are going to eat breakfast in the cafeteria or who have special permission or arrive early and wait in the cafeteria, which opens at 7:15 a.m. At 7:30 students go directly to their classrooms. Students must be in their classrooms and ready for instruction no later than 7:45 a.m.

Students in front of the building in the morning are required to ***sit on benches*** or stand under the portico ***close to the school***. It is unsafe for students to run around, especially near the circle drive.

SUPERVISION AFTER SCHOOL

Teachers are on duty outside after school until 3:00 p.m. Parents need to make arrangements for children to be picked up by this time, as there will be no supervision after 3:00. Childcare centers should make arrangements for supervision after 3:00 if their buses will be unable to pick up students by 3:00. Please notify your child's childcare center when your child is absent from school.

ATTENDANCE

The Texas Education Agency requires that our attendance be taken during the second period of each day. Therefore, our **attendance is taken at 9:00 a.m.** Children not in the classroom at that time will be counted absent for the day. Please schedule doctor appointments for your child for after lunch whenever possible. When your child will be out due to a dentist or doctor's appointment, he or she will ***not*** be counted absent ***if*** the following occurs:

- 1) He/she returns to school that same day, and
- 2) We receive a note from the doctor by 3:00 p.m. that day.

Please notify the office in advance of this appointment.

If your child will be absent due to a religious holiday which is not listed as a school holiday, please send written notification one week in advance.

It is school policy to verify all absences each day. If it is necessary for your child to be absent, please notify the school by calling 428-3700. You may call this number anytime day or night and leave a message. Please leave the child's name, grade and/or teacher, and reason for absence. Please be sure to call the office as soon before 9 AM on the day of the absence. This will save our calling and interrupting your day at home or work. **A reason for absence note must be sent when your child returns.**

Please send PE excuse notes separate from absence notes. PE teachers do not receive absence notes.

If a student arrives after the 7:45 bell, he/she should go to his/her homeroom. A student will be marked "tardy" if he/she is not in class at 7:45. Tardies will be reported on the report card. If a student arrives after 9:00 AM, he/she should report to the office with a parent to receive an admittance pass before going to class. Students leaving before 2:45 p.m. must be signed out through the office by a parent or guardian as listed on the registration form. If you are having someone else pick your child up before 2:45 you must send a note or call the office giving us permission for this person to pick up. Listing a person as "emergency pickup" on the registration/health form does not give blanket permission.

BREAKFAST/LUNCH

On most school days, the RRISD Food Service Department offers three menu choices for students.

Menus are sent home with students each month.

Breakfast is served from 7:15 a.m. until 7:35 a.m. Children will not be served breakfast after 7:35 a.m. so that they will be on time for instruction at 7:45 a.m. The cost for this meal is \$1.35.

The cost for lunch, including milk, is \$2.05. We call our lunch count in to the central kitchen by 8:30 a.m. If your child will be late but wants to order a lunch tray, please call us before 8:30 so he/she can be counted on our lunch count. If a parent would like to have a school lunch, please call the school kitchen at 428-3716 by 8:30 a.m. The cost for an adult lunch is \$2.50. Students who bring their lunches may purchase milk for 50 cents. If your child has a disability which requires modification to the offered menu, please contact the school nurse for a physician's form.

Parents can set up meal accounts through the school's kitchen. The kitchen staff **will not** be able to set up this account during lunch serving times. Accounts can be for one week, two weeks, or a month. The kitchen staff keeps record of each student's purchase. Parents can have their child purchase accounts by sending a check made payable to RRISD. Each student will be issued a personal identification number to be used with the electronic purchasing system in the cafeteria. Parents may also open meal accounts online at the district's website under the "Student/Parent" section.

When purchasing a meal account with a check or cash, please include information about how many days the check is to cover, who it is for, and the teacher's name. Checks should be made payable to Round Rock I.S.D. and should include your current address, phone number, and driver's license number. Handling charges for **returned checks will be \$30.00 plus tax of \$2.48 (\$32.48).**

Setting up a lunch account can provide a good safety net for those busy mornings when parents cannot find the right change or don't have time to pack a lunch. Many parents purchase lunch accounts for emergencies just like this. Any unused portion of the account may be carried into the next school year or will be refunded **upon request in writing to food service.** The refund request letter must contain parent first and last name, address, student's name, and number of days to be reimbursed. Reimbursement checks will be mailed within the month.

District policy does not allow students to charge their lunches in most circumstances. A student with no lunch/lunch money will be given a sandwich and milk.

Applications for the free/reduced meal program are given to each student and are available in the cafeteria or the school office.

If you have questions about our meal program you may call RRISD Food Service at 464-9380. For our vegetarian families, if students are having a difficult time finding suitable meals, please contact us.

* The above meal prices may change.

ACCEPTABLE CHECKS

Checks written to Anderson Mill Elementary School should contain the following current information: **1) Name 2) Address 3) Phone Number 4) Driver's License Number.**

BIRTHDAYS

Our school no longer permits parents to bring edible birthday treats and baked goods to school to celebrate a child's birthday. If you would like to send non-food party favors with your child (like pencils, or such) on his/her birthday, the teacher will distribute them at the end of the day if there are enough for every child to receive one. No birthday celebrations will occur.

Also, please handle private party invitations outside of school. If these are sent to school, they will be sent back home. We do this for two reasons: to be fair to any students who may be excluded, but also to minimize disruption.

VISITING THE BUILDING

For the safety and protection of our students, state law requires that every visitor to our building sign in at the office and be issued a photo ID badge. For the safety of students, all Round Rock ISD schools are using the Raptor security system. All visitors to our school should have their photo ID

(driver' s license, official state photo ID card from any state and many countries, or military ID card) scanned one time on our campus. Future visits will require you to sign in (and out when you leave) and be issued a photo ID badge at the office using the Raptor computer system. When the system indicates that the visitor is not listed on the sex offender database, the visitor will be issued a photo ID badge. Parents are always welcome, but we request that they make an appointment to see a teacher or principal, or to visit their child' s classroom. One front door will remain unlocked during the day from 7:30 a.m. - 4:00 p.m. Pre-school age children may visit at lunch but we request that they not visit the classroom during the school day. Please call the kitchen before 8:30 a.m. at 428-3716 to order an adult lunch. Remember to sign out when your visit is concluded. **Please DO NOT park in fire lanes or handicapped parking spots. Please use crosswalks.**

VOLUNTEERS

In response to recent state legislation attempting to improve student safety RRISD now requires any person wishing to volunteer (in classroom with students, field trips, etc.) agree to a Name-Based Criminal History check. This is in addition to the Raptor System. To complete the Volunteer application, please go to <https://hrsapp.roundrockisd.org/appentry/>. When you complete the application, be sure to mark your child' s school. Paper applications are available in the school office. This application must be renewed yearly.

LEAVING SCHOOL EARLY

If you must pick up a child during school hours, please do not go to the classroom. Teachers are instructed not to release students without a note or call from the office. Please come to the office to sign your child out. The office staff will call your child from class at this time. Our students will be released only to parents/guardians listed on the registration form unless you have notified us of other arrangements. Children will not be pulled from instruction until you arrive to sign them out so please add 5-10 minutes to your schedule when you' re picking up your child. A lot of learning is still going on right up until the bell rings. Please do not check your student out early solely because it is more convenient for you. **Please DO NOT park in fire lanes or handicapped parking spots. Please use crosswalks.**

WITHDRAWAL – LEAVING ANDERSON MILL

If you plan to leave the Anderson Mill attendance area during the school year, please notify the office one week in advance. This allows time for the office staff and teacher to get the necessary paperwork needed to enroll in a new school.

STUDENT ILLNESS

Students ill with a temperature of 100 or above will be sent home. To prevent the spread of communicable disease, ill students must be symptom free and fever free for 24 hours before returning to school. When picking up your child, please do not park in the fire lanes in front of the school.

WEATHER

We monitor all weather conditions through the National Weather Service. In the event of threatening conditions we will take all necessary emergency precautions. If you have a concern about school closure/delayed opening because of weather conditions, listen to the local TV or radio stations. You can also call the RRISD hotline at 464-5000 for updated information. Please **DO NOT** call the school for this information, as we will be awaiting word from the superintendent.

EMERGENCY INFORMATION

Please keep your emergency record up to date. A change in phone, workplace, spouse, people who can pick up your child in the event of an emergency - all of this is important to update as completely as possible. In the event of a weather or health emergency, we will rely on the accuracy of this information to

contact you.

EMERGENCY DISMISSAL PROCEDURES

In the event of an emergency at school, the campus crisis management plan will be implemented. The west side porch is the designated parent/guardian area. All parents/guardians who wish to pick up children must go to this west side pick-up area.

The campus registrar will coordinate parents signing students out. Because our primary objectives are to maintain a calm, safe environment for the students and to account for every student in the building, children will not be released directly from their classrooms. The registrar will have the children brought to the west side porch and release them to their parents/guardians there.

During these events it will be critical that you **DO NOT PARK IN THE FIRE LANES**, since these will be needed for emergency vehicles.

The full campus crisis management plan is available for inspection in our library.

TRANSPORTATION

Parents who drive children to school or pick them up after school should use the circle drive in front of the school. With the exception of parents of children in wheelchairs, the side parking lots are off limits for picking up/dropping off children. If your child is brought to school by a day care, he/she will be dropped off and picked up on the west side of the school. Siblings should make arrangements to meet in front or at the west side porch after school, not in school hallways. Please send a note to the teacher if you plan to change your child's usual way home. Please make any special after-school arrangements or bad weather plans at home. **Please DO NOT park in fire lanes or handicapped parking spots.** You may park on the school side of Salt Mill Hollow, but NOT on the apartment side of the street. Please, please do NOT cross (alone or with your child) this busy, dangerous street in front of the school where there is no crosswalk. PLEASE, ALWAYS USE THE CROSSWALK. You are setting an excellent example of wise, safe behavior for **all** of the students who may be watching. It is worth walking the extra paces to model this important act of safety.

BIKE/SCOOTER RIDERS

Students riding bicycles or scooters must follow the same traffic laws as they apply to bike riding. Students must walk, not ride, their bicycles/scooters on campus and through cross walks. A lock is required to prevent bicycle theft. A helmet is required. Scooters must be folded up and hand carried on campus. **NO** rollerblades or skateboards are allowed on school property, not even in backpacks. Shoes with wheels inside are not allowed.

SPECIAL DELIVERIES OR FORGOTTEN LUNCHES

We ask that parents **not** interrupt classroom instruction to deliver forgotten items such as lunch money or books. If items need to be brought in for a student, please label these items with the name of the student and the teacher and bring them to the office. We will ask the student or the teacher to pick these items up in the office. Students will be notified of lunches or lunch money to be picked up in the cafeteria. Student messages are for emergency reasons only and will be delivered at 2:30 p.m. daily. This includes delivery of personal items. While we cannot guarantee messages or forgotten items will be delivered on time, we will make every effort to deliver them in a timely manner. **Please DO NOT park in fire lanes or handicapped parking spots.**

TEXTBOOKS

The school is accountable for all state-adopted textbooks. We furnish book covers so all books are covered, as required by state law. Books that are lost or damaged by the student must be paid for by parents at the current state-adopted prices before student records are released.

HOMEWORK

Homework is a reinforcement of the day's instruction and therefore is considered a requirement when assigned. Refer to your child's grade level letter with specific details concerning the grade level's homework policy. If you wish to request homework for your child while he/she is absent, please call the office by 12:00 p.m. and homework will be in the office after 3:00 p.m. Homework requested after this time will not be available until the next morning at 9:00 a.m.

WEEKLY PAPERS

Each Wednesday your child will bring home the previous week's work so that you may monitor progress or problems. If you have any questions or concerns, please send a note to the teacher to request a conference. A Progress Report will be sent home if your child has grades at or near failing or a U in conduct.

VALUABLES - LEAVE THEM HOME

Students are cautioned not to bring large amounts of money, MP3 players, cameras, electronic games/ equipment, or valuables to school. Students who wear glasses are responsible for keeping up with them. The school is not responsible for students' personal property. If it is necessary to bring more money than needed for lunch, leave it in the office for safekeeping. Do not leave valuables in a desk or backpack.

PROHIBITED ITEMS

In addition to the prohibited items listed in the district Code of Conduct, the following items are not to be brought to school: skateboards, roller-skates/blades, portable CD players, iPods, MP3 players, devices for playing video games or other electronic devices, gum, collectible/trading cards, and toys. If these items are brought to school, they will be confiscated and held in the office until the parents pick them up. We prefer students **leave cell phones at home**. If parents feel strongly a child must bring a cell phone to school, the parent must send a note to school with the reason. The phone must **remain turned off and in the child's backpack** at all times. If the cell phone rings or vibrates loudly or emits any audible signal while on campus, the phone will be confiscated and held in the office until the parent comes to retrieve it.

LOST AND FOUND ITEMS

Please label articles such as jackets, lunch kits, etc. with a permanent marker. A lost and found is located on the wall by the gym. Small items such as money, keys, glasses and jewelry are kept in the office. Children should be encouraged to turn in all items that they find. Items left at the school over 30 days will be donated to charity.

DRESS CODE

Please read the dress code in the district's student handbook before going on to read the supplementary dress code information on the following page.

Anderson Mill Supplementary*

DRESS CODE

*(Please read the district's student handbook dress code first, as this is merely a supplement to that document)**

During the fall of 2004, the Anderson Mill Site-Based Advisory Committee reviewed community, parent and staff

feedback concerning dress code/uniforms and came to the following conclusion: As an International Baccalaureate Primary Years School, our campus needs to make some adjustments to policy in order to accelerate our Mission to Excellence. Before going so far as to consider school uniforms, we need to first try to more consistently enforce our current dress code and see if that solves the problem. The concern of the committee is that some types of clothing prevent students from fully participating in all of the learning activities of the school day. Also, clothing that indicates anything other than respect for the learning environment can interfere with learning.

GOAL of the DRESS CODE: Respect for, safety within, and access to the entire educational setting.

SHOES: Open toed or open back shoes, or shoes with “ high heels” prevent students from fully participating in PE, walking club, and recess and can present a safety concern elsewhere. Students are to wear only **low heeled, closed toe, closed back shoes** that are suitable for comfortable running and climbing every day. In a world where childhood obesity has become a community health concern, it is very important that students be able to access all opportunities for movement and play. This is part of being a well-balanced IB student.

SHORTS, PANTS, SKIRTS/DRESSES: Short articles of clothing make sitting on the floor and climbing problematic. Shorts and skirts must be APPROACHING THE KNEE in length. If a student chooses to wear a skirt/dress to school, shorts should be worn underneath. Extremely tight clothing can hinder movement and is not allowed. Super baggy shorts and pants make running and climbing difficult and unsafe. They may also resemble “ gang” attire which is disrespectful in the school environment. Pants/shorts must fit properly at the waist and elsewhere.

TOPS AND SHIRTS: Large, long, baggy shirts are inappropriate for the same reason as described for pants and shorts. Spaghetti strapped shirts or thin strapped tank tops, tops with low cut fronts or large arm holes or shirts that show midriffs are unacceptable.

MESSAGES ON CLOTHING: It is best for students to avoid clothing that displays messages or advertising. Words or symbols that are disrespectful of the learning environment or that are designed to draw attention to certain parts of the body are not acceptable. (An example would be pants/shorts with words written across the seat.)

MISCELLANEOUS: To reduce distraction within the learning environment, students may not wear the following items: hats, caps, scarves, bandanas, unnatural hair color, tattoos, body piercings (other than the ear), spandex shorts/pants, wind/jogging/athletic shorts, sheer clothing or clothing that shows undergarments, bedroom attire, excessive/distinctive make-up, chains.

ENFORCEMENT: For the first week we will be **reminding** students to wear appropriate clothing. If problems persist, parents may be notified. Beginning September 1st, students wearing shoes or clothing that hinder safe play will sit out of recess, jogging day, PE and any other physical activities. Students wearing other inappropriate clothing will be asked to change. If no suitable replacement clothing is available in the nurse’ s clinic, parents will be called to bring a change of clothing.

DRESS CODE CONTINUED

UPDATE: During the spring of 2007, SBAC reviewed our progress in this area and found it to be fairly effective. The committee decided to take it to the next level. For the 2007-08 school year, on a voluntary basis, many staff will begin wearing their IB t-shirts 3-5 times per week as a sort of staff “ uniform”. Student’ s families are being given the opportunity to purchase multiple IB t-shirts for children to wear DAILY as their “ uniform.” This is

optional, but the committee hopes that it will catch on and that most students eventually will choose to express their IB pride by wearing their IB t-shirts EVERY day (thus saving their parents a lot of money and hassle!)

COUNSELING

All students are served by the social worker. In classroom group settings topics such as making friends, being responsible and using communication skills are explored. Group interactions offer opportunities for growth in self-esteem, which is vital in learning.

SAFETY & SAFETY PATROL

Safety Patrol members are selected on their courtesy, dependability, attitude toward others, and scholastic standing. The primary aims of the patrol are:

- To foster qualities of leadership and good citizenship in patrol members;
- To help children develop safe habits while walking or bicycling;
- To help protect children from accidents as they travel to and from school;
- To assist staff members to implement safe procedures during emergency drills.

Both students and adults are expected to cross streets at crosswalks and heed directions given by the safety patrol and crossing guards. **DO NOT** cross the street in front of the school where there is not a crosswalk. *When parents walk their children across the street where there is no crosswalk, they set an extremely UNSAFE example for all the children.*

The Anderson Mill campus is surrounded by school zones where the posted speed limit is 20 miles per hour. Drivers are cautioned to observe this speed limit because sheriff's officers regularly patrol this area. Please take note of the NO PARKING signs on the street across from the school. They are there to make the driving/walking conditions safer for you and your family.

STUDENT INSURANCE

Optional student health insurance is available during the first few weeks of school at a nominal cost. When your child brings an insurance form home and you do not wish to purchase the insurance, you do not need to return it. If you wish to purchase the insurance just fill out the information and return it, with your check, **to the insurance company**. If your family is having difficulty paying for health insurance, our school nurse may be able to connect you with organizations that can help.

PTA AND PARENT INVOLVEMENT

We have an active and supportive PTA and volunteer program. We hope you will join and become involved in the activities that are planned for the year. The investment of your time and energy in PTA will pay dividends to you, the staff, and most importantly, your child. Our PTA president is Kirstin Seale. The difference between a good school and a great school is positive parent involvement. The theme of all parent activities this year is to celebrate and support our IB-PYP implementation.

LIBRARY MEDIA CENTER

The library is open to all students throughout the school day. Small groups and individuals come on a scheduled and unscheduled basis to check out books, do research, or just read and browse. Large groups or classes are scheduled by teachers and the librarian. Students check out library books for a one-week period. Books can be returned anytime and rechecked if needed. Students are responsible for all materials

they check-out. Damaged or lost materials must be paid for at their current replacement value. If they are slightly damaged, a damage fee will be assessed.

Parents are welcome to check out books from our library. We have many that offer help with parenting. Parents may use the computers in the library when staff are on duty. Our library is open for extended evening hours most Tuesday nights. Stay tuned for a more specific schedule.

PARENT RESOURCE CENTER – ROOM 404

We have a room on campus dedicated just for parents! Our PTA Executive board is often in there working, but all parents are welcomed and encouraged to use this resource (no reservations or advance notice necessary). In there you will find:

- Computers to use to access the internet or create documents or learn English or Spanish.
- A toy/play area for your small children.
- Comfy sofas/chairs for visiting with other parents.
- Magazines and pamphlets in English and Spanish chosen to help you with parenting.
- Information about our school.

As always, all visitors to our school must come to the office first to sign into the RAPTOR system for a visitors ID.

COME ON IN!

COMMUNICATION

Everyone at Anderson Mill is dedicated to creating a supportive, nurturing environment that is all about learning and growing. Please let us know how we' re doing. We depend on your feedback to help us grow, learn, and better serve you! You can also get the latest news and information from RRISD or Anderson Mill by signing up for E-News! It' s FREE! Go to the RRISD website; look for the “ Newsletter Signup” box on the home page. Complete the short on-line subscription form. Our website address is www.roundrockisd.org The address to e-mail teachers is first name_last name@roundrockisd.org

Anderson Mill Procedures and Policies for Placing Students in Classes:

Teachers work together with other professional support staff (principals, fine arts/PE teachers, special education teachers, etc,) in the spring to assign students to a classroom based on what they know about the child' s needs and strengths. They use their experience, knowledge and understanding of educational fundamentals to create classrooms that are balanced in terms of learning styles, academic levels, peer

relationships, leadership qualities, behavioral factors, gender etc. It is a very complex process and teachers are very good at it.

As educators, we value parent involvement in the process, but are unable to honor parent requests for children to be assigned to specific teachers. Parents can feel confident that their child's current teacher well understands the academic, social and emotional needs of their child and will place her/him into the class where he/she will be well supported by the receiving teachers.

Parent input into the process: Each spring and whenever a new student registers, parents are offered the opportunity to provide information that will guide staff in placing their children in classrooms. Parents are encouraged to describe the learning environment that best suits their child's learning needs and to share with staff any information about the child that would help us make good placement choice.

Policy/Procedure for Parent Requests for Changes in Assignment

The following is the procedure we follow if a parent expresses concerns about a student assignment. First, we ask that parents give the assignment a chance to work into the first few weeks of school. If a child is having difficulties at that time, we encourage parents to meet promptly with the teacher to address the concerns. If problems continue, the parent is encouraged to notify the principal who will set up a problem-solving meeting with all parties involved. At this meeting we will make a plan to improve the situation. If problems continue, then the parent may complete a "Request for Reassignment" form. As a last resort, if a parent and the student and the principal agree that a classroom change is the only possible solution and is what is best for the student, then that will be the decision. Happily, this is rarely needed as the steps above usually bring about satisfactory resolution.

ACADEMIC EXCELLENCE

Anderson Mill students and staff are on a mission to excellence. This means that we have very high expectations for ourselves and each other. Students will be held to high standards. Students will not be allowed to choose to fail. Students and families should expect to hear from a principal when a student makes the choice to be passive in learning. Failing to learn is not an option.

CODE OF CONDUCT

- I will be responsible.
- I will be respectful.
- I will be safe.
- I will be tolerant.
- I will be cooperative.
- I will show integrity.

Respectful

Be courteous and polite * Value the ideas of others * Do not use bad language * Be considerate of the feelings of others * Do not threaten, hit, or hurt others * Deal with anger peacefully

Responsible

Do what you are supposed to do * Be accountable for your own choices * Do the right thing, even when no one is watching * Always do your best work * Complete your work or tasks on time * Use self-control * Be prepared to learn

Safe

Keep yourself and others out of harms way * Do not harm anyone physically or with hurtful words

Tolerant

Be understanding of one another's differences * Let other people have opinions * Allow others to practice customs that may differ from your own

Cooperative

Work together to achieve a common purpose * Help one another succeed * Be helpful to others

Integrity

Be honest and fair.

If a student chooses to break the code of conduct

	Color	Consequence
1 st time	Green*	Sign the book Warning
2 nd time	yellow	Sign in the book Fill out <i>Reflection</i> letter Possible loss of classroom privilege/recess time
3 rd time	orange	Sign in the book Fill out " <i>Think-Time</i> " letter/Letter goes home to parents Loss of classroom privileges and/or loss of recess time
4 th time or severe disruption	red	Immediately sent to the office Fill out <i>Conduct Violation</i> form

*Kinder and 1st grade receive a warning only for "green" then sign the book for yellow.

VISION STATEMENT

The professional learning community of Anderson Mill Elementary will positively

impact the future of our shared world. We will diligently pursue becoming citizens who portray the International Baccalaureate learner profile. Our success as self-directed learners will be realized through recognizing our strengths, working to overcome obstacles, and developing a balanced, reflective lifestyle.

OUR MISSION STATEMENT

Anderson Mill Elementary is a collaborative and unified network of students, teachers, staff, parents and community building strong academic standards and nurturing life-long curiosity. Through international responsibility and understanding, we are critical thinkers, responsible citizens, and leaders of the future.

The Anderson Mill Song

Our great school is number one.
The school where there' s laughter and fun!
We' re learning and growing.
The ' Dillos are showing
Our pride in things we have done.
Our colors, brave and true,
Are gold and royal blue.
From Round Rock to Austin
The Mill is so awesome.
So, here' s to Anderson Mill!!

IB Cheer

We are IB, you see!
We show the world that we
Have great diversity,
Yet we are family!

We are IB, you see!
We show integrity
Enthusiastically,
With creativity!

We are IB, aren't we?!
Our curiosity
will help us learn, you see,
to be the best we can be!



The Round Rock Independent School District is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, national origin, race, sex, color, religion, disability or against any other legally protected group. Complaints should be addressed to the district' s legal service department.