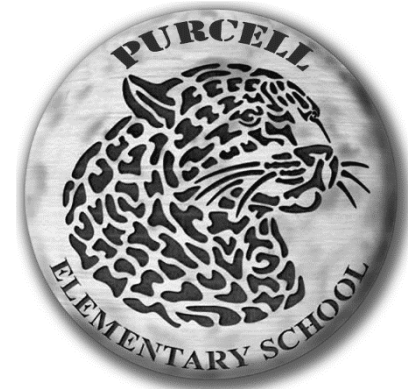


Purcell Elementary

3633 North 14th Street
Abilene, Texas 79603
325-671-4845



School Mascot: Jaguars
School Colors: Royal Blue and Yellow Gold

Principal – Matilda Jimenez
Assistant Principal – Crystal Meneses
Instructional Coordinator – Julie Humecki
Counselor – Kayla Kohutek
School Nurse – Jennifer Bourland
School Secretary – Rhonda Harris
Parent Coordinator – Melora Elrod
Office Assistant – Marion Schells
Cafeteria Manager- Cindy Broadus

Purcell Elementary Mission Statement:

AISD engages and empowers each student to be contributing, responsible citizens who reach their full potential through relevant, innovative and rigorous learning experiences. Purcell Elementary will ensure that its Jaguars are: life-long learners, engaged, achievers, driven, empowered, respectful, strong students on the prowl in the community and beyond.

School Motto:

Purcell Jaguars...A Tradition of Excellence

Welcome to Purcell Elementary! Our amazing teachers and staff are committed to providing the best learning environment for your learners. We look forward to partnering with our parents and community to help students reach their full potential. Please do not hesitate to call if you need anything. We are here for you.

Purcell's specific information for 2023-2024

Arrival, Dismissal and Traffic Procedures

Early Arrival

Purcell's doors open at 7:15 AM. Students report to the cafeteria and fitness room where they will be under the supervision of school personnel. Breakfast is served from 7:15 AM to 7:45 AM.

Arrival

All students who arrive between 7:40 and 7:50 may go directly to their classroom. Students are tardy if they arrive after 7:50 and will need to get a tardy pass before entering the classroom. Students inside the school building will be supervised at all times. Students will walk to their classroom on their own or be escorted by a school employee.

School Dismissal

Dismissal for all grade levels is at 3:15. Students will be dismissed from their specific locations. Monitors are on duty at all pickup areas. Students will go directly to their specific area for dismissal and will not be allowed to play on campus after school. Students are not allowed to re-enter the building after dismissal. If there is a change regarding how your child is to get home, please make sure to discuss the change with your child/children before school and notify the teacher. If a change is made after school starts, please call the office at 671-4845 to report the change so we can give the message to your child and his/her teacher. Please call in changes to dismissal **no later than 2:45 PM** to ensure that we have enough time to get the message to the child and teacher.

- **Car Riders:** All students that are picked up in a car in the front drive will exit Purcell to the front sidewalk. Teachers will stay with students until they are picked up by a parent or designee. Parents or designees will need a car tag in order to pick up students. If a car tag is not presented, then a form of ID will be needed so our staff can call it in. Our office staff will look up information to ensure the designee is authorized to pick up. Traffic is one-way in the front circle. No parking is allowed in the drive-through during pick up time. If you park in a parking spot in the front drive, please know that you might not be able to exit the parking area until traffic is clear. Drivers and passengers **MUST** remain in their car at ALL times! Be **KIND** to the traffic monitors. **No cell phones in a school zone...It's the law!**
- **Walk Ups:** All parents that walk up to pick up their student, can do so by picking them up from the back of the school at 3:15. The front drive will be reserved for cars only. For safety reasons, parents that are walking must pick up their students from the back of the school. No parents will be allowed to walk up through the front where teachers are loading students in cars. Parents or designees will need a car tag in order to pick up students. If a car tag is not presented, then a form of ID will be needed so our staff can call it in. Our office staff will look up information to ensure the designee is authorized to pick up.
- **Bus/Van Riders:** All bus riders/daycare van riders will be escorted to the cafeteria and then to the buses/vans that will be parked in the back parking lot by the cafeteria.
- **Alliance After School Care:** Students will go to the cafeteria. They will remain there for the first 30 minutes. Alliance staff will be with them and move them to the gym. Parents can park in the old parking lot next to the gym to pick their student up.

- **Walkers:** Students who are designated as walkers by their parents will begin dismissal from our gym at 3:20 PM on regular school days. These students are released slowly in small numbers rather than all at once to ensure their safety and improve traffic flow. On bad weather days, walkers will be held inside our campus until conditions are safe for walking. Please be aware that we do not check car rider tags for these students because parents have elected for them to walk to a parent-designated location. Any necessary updates about daily dismissal will be sent to you via Remind. Thank you!
- **Late Pick Up:** Students that are not picked up by 3:30 will be taken to the office. No student will be allowed to wait anywhere else after 3:30 and must be picked up from the office. Students may see Mrs. Harris to call and check on their ride after 3:25. Late pickup should be rare. Teachers are most often involved in team meetings and planning after school. Please always call (671-4845) and let us know your plans if you will be late.

Traffic and Parking

Parking: Visitor parking is right in front of the school. There is additional parking on the east end of the school building which may also be used by visitors.

Morning Traffic Patterns

- **Front Drop Off:** There will be one lane for drop off in the mornings. There will be cones blocking the entrance into the parking lot drive. There will be a staff member there to move cones if a parent needs to park and go into the building.
- **North 14th Drop-Off:** Students being dropped off on North 14th Street should exit the vehicles and walk down towards the crossing guard. The crossing guard will aid the students in crossing over to the sidewalk on the school side.

Afternoon Traffic Patterns:

- **Front Drive:** The main, front drive will have two lanes of traffic for after school dismissal. Parents will be provided with a car tag with the number that corresponds to their child(ren). The car tag should be shown to a designated staff member who will enter the number into our system. Students will then proceed to their designated area where staff members will assist them into the cars.
- **Walk-Ups:** Parents will not be allowed to pull into the circle drive in the back. Please park your car and **Walk Up** to pick up your child(ren).
- **Walkers:** We have a lot of designated “walkers” who are walking around the school. Please drive slowly and obey all traffic rules.

Change in after school plans

If a student’s normal going-home routine is being changed (e.g. another relative will be picking up, etc.) please notify the teacher or office staff stating the change of plans. Without notification from parents/guardians of any changes in dismissal plans, the child will be sent home following their normal routine such as bus, daycare, etc. If there is a change regarding how your child is to get home, please make sure to discuss the change with your child/children before school. If a change is made after school starts, please call the office at 671-4845 to report the change so we can give the message to your child and his/her teacher. Please call in changes to dismissal no later than 2:45 PM to ensure that we have enough time to get the message to the child and teacher.

Absences and Tardies

Reporting Absences

If your child will be absent, please call the office at 325-671-4845. The office staff and/or an automated message system calls the parent contacts of any student who is marked absent and whose parents have not called in. We want to make sure everyone is present and “accounted for” daily. If your child misses school due to health care appointments, or a prolonged illness, please send doctor’s notes to the office when your child returns to school.

Tardies

Please make every effort to see that your child gets to school on time. In order to maximize instructional time for academic growth, it is important that they are in their classroom by 7:50. After 7:50, students will be given a tardy pass to enter their classroom. Attendance and tardies are reported following the policy established by Abilene ISD.

Release and Return of Students During the School Day

ONLY INDIVIDUALS THAT ARE LISTED IN “STUDENT CONTACTS” IN THE REGISTRATION SYSTEM WILL BE ALLOWED TO PICK UP A STUDENT. Appointments should be scheduled at times when the student will not miss instructional time. If a student must leave for an appointment, the parent/guardian must be present to sign and release the child from class. Please do not call and request for students to be ready as students will not be allowed to wait in the office before the parent/guardian arrives. Individuals picking up a student from school during the school day must present a driver’s license or some other form of identification. If someone other than you or your emergency contacts will be picking up your children, please contact the office prior to the pickup. Unless the principal has granted approval because of extenuating circumstances, a student will not be released on a continuous basis before the end of the instructional day. Returning students will need to be escorted by the parent/guardian to the office and provide a signed excuse from the health care provider for proper documentation. The student will then be given a pass to return to class.

Contacting the Teacher/Conferences

Contacting the Teacher: Clear, two-way communication is essential for student success. Parents are encouraged to contact the teacher to address any questions/concerns. By working closely together, the Purcell students will have the best opportunity for success. Teachers may be reached through email at any time during the school day and by phone during their planning period and afterschool.

Conferences: A minimum of one parent-teacher conference is required during the school year. Additional conferences may be initiated by either the parent or teacher as needed.

School Nurse

The nurse’s office is equipped to handle routine medical needs. If a student becomes ill during the school day, the school nurse will contact the parent/guardian. Please keep the school informed with current phone numbers as soon as changes occur. In the event of an emergency, we must be able to reach you as soon as possible.

Allergies: It is very important that the school nurse and classroom teacher be informed of any allergies to drugs, food, or environmental conditions that your child might have.

Medications: If it is necessary for a student to take medicine at school, the law requires that the parent come to the nurse's office with the medication in a prescription bottle and complete a medical form.

Illness: If you are unsure whether your child is sick enough to stay home for the day, you may contact the nurse to help make the determination. Here are some guidelines to follow when determining if you child can return to school after being sick:

- Must be fever free without the use of fever reducers for 24 hours before returning to school.
- If your child has been given antibiotics, they must wait 24 hours after the first dose before returning to school.
- If your child has been vomiting or experiencing diarrhea, they must stay home for 24 hours after the last episode.

Visitors

Parents, relatives, and other visitors are welcome to visit the Purcell campus. All visitors are expected to exhibit the highest standards of personal conduct and must adhere to the school dress code. Everyone entering the school must report to the office and show photo identification (ID). The ID will be electronically checked against registered sexual offender databases. While on campus, visitors will be required to leave their photo ID and wear a name badge. When leaving, the visitor shall return the name badge to the office where their photo ID will be returned. Visitors without acceptable identification will not be allowed access to the school.

Lunch Guests: Classrooms have scheduled lunch times. Guests for lunch must come to the office first to receive a visitor's badge (see above). ONLY INDIVIDUALS THAT ARE LISTED IN "STUDENT CONTACTS" IN THE REGISTRATION SYSTEM WILL BE ALLOWED TO EAT WITH STUDENTS. Guests will be able to eat lunch with their students at the guest tables in the fitness room. The guest tables are provided for the guest and student only. No other students will be allowed to join the guest. When the scheduled lunchtime is over, the student will be expected to rejoin their class. Guests should only interact with their students and not interact with any other students while on campus.

Student Behavior Management

The staff at Purcell Elementary is committed to every child reaching their full potential. We value a safe environment for all students and have high expectations for their behavior. Abilene ISD uses the CHAMPS classroom management system through Safe and Civil Schools on all elementary campuses. This program emphasizes teaching, modeling, and supporting positive and appropriate behaviors and expectations for students. All of our teachers have been trained to use a positive and proactive approach to classroom management.

We are also a Leader in Me school. We incorporate the teaching of the 7 Habits and believe that all students have the ability to lead. We work to develop these leadership qualities in all of our students throughout the school year.

In the event that a discipline referral to the office is necessary, the parent and guardian will be contacted by a member of the administration team. It is important that the student, teacher, principal, and family work together. Our desire is for every child to be successful! Please refer to the Abilene ISD Code of Conduct for more specific information about district rules and policies. A paper copy will be available upon request.

Birthdays and Celebrations

Celebrations: Students will enjoy two school-wide, classroom celebrations a year— Christmas and Valentine’s Day.

Birthdays: Birthdays are announced daily during the morning announcements. If a student is celebrating a birthday, parents are welcome to drop off a treat for the entire class after notifying the teacher in advance. However, no balloons, flowers, or disruptive party favors will be allowed in the classroom. Invitations to off-campus student parties can only be handed out at school if every child in the class receives one.

Recess

Recess is scheduled for 30 minutes daily. At times, a teacher may choose to have recess indoors. This is at the discretion of the teacher. No child will go outside if the temperature is below 40 degrees or above 90 degrees.

Lost and Found

Please mark all belongings with the student’s first and last name. The Lost and Found is located in the breezeway leading to the playground. At the end of each semester, any unclaimed clothing will be considered abandoned and will be donated. Lost items of value will be kept in the office until claimed.

Dogs and animals on campus

Animals are not allowed on campus without permission from the school principal

PTA Volunteering

The PTA provides many activities and services to the educational program that could not be accomplished without parental involvement. Please make sure to join Purcell’s PTA during the membership drive!

VIPS (Volunteers in Public Schools): Volunteers are invaluable! To ensure the safety of our students, all volunteers must pass a background check prior to serving as a volunteer, chaperone, etc.

School Communication

Purcell strives to keep parents informed through a variety of methods. Parents– Check your child’s backpack daily for student work and information!

Calendar: Each month, a school wide calendar is provided that informs parents of dates for special activities such as field trips, assemblies, holidays, etc.

School Messenger & Remind: There will be several call outs giving you details regarding early release days, school holiday reminders, and special events.

Remind: Purcell’s specific classes and grade levels communicate with parents through an application called Remind.

**** Here you may add anything else you feel is important for your school. You may NOT delete any of the above sections except **Change in after school plans**, and you may not go over 5 pages, or make double columns.