



# RUSSELL LEE ELEMENTARY

## PARENT/CAREGIVER INFORMATION

### 2025-2026 School Year

Full Handbook Available at: <https://bit.ly/LeeFamilyHandbook>

<p><b>Office Staff</b></p> <p>Principal: Caitlin Sileo  Assistant Principal: Chandria Ridgeway  Counselor: Cheyenne Koerth  Bookkeeper: Erica Sanchez  Attendance Specialist/Registrar: Kerry Hull</p>	<p><b>Arrival</b></p> <p>Doors open at <b>7:15 a.m.</b>  <u>For everyone's safety, families are not allowed into the building during arrival.</u>  Learning begins at <b>7:40 a.m.</b> Students are marked tardy beginning at <b>7:40am</b> after the bell rings and must check into the office.</p>	<p><b>Dismissal</b></p> <p>Dismissal begins at <b>3:10 p.m.</b>  <i>Students will not be released for early dismissal after 2:45pm.</i> If changes occur to how a student is getting home, please contact the classroom teacher before 2:30 p.m. If we do not get notified, we will dismiss as usual.</p>
<p><b>Student Absences and Reporting</b></p> <p>Daily school attendance is required. Only absences for district-approved reasons will be excused. Documentation is required so the absence may be coded correctly. All absences should be reported online.  Supporting documentation can be uploaded here as well. <b><i>Do not email the attendance clerk or teacher directly.</i></b>  Absence notes must contain the student's first and last name, dates of absence, reason for absence and <u>must be submitted within 2 days of returning to school.</u></p>	<p><b>Medications/Inhalers</b></p> <p><u>Any</u> medication to be given at school must be sent to the School Nurse in its original container along with proper utensils for dispensing the medication. <b><u>THIS INCLUDES INHALERS.</u></b> A signed permission form (obtained from the Nurse) must also be submitted. Parents of children with food allergies should contact the Nurse for action plans. <b>Please see your child's teacher for detailed information about food allergies in the classroom and grade level.</b></p>	<p><b>Dress Code and Weather Guidelines</b></p> <p>Students are expected to follow the AISD Dress Code daily. Students will be engaged in physical activity every day with PE or Recess and are therefore encouraged to wear closed toe shoes for safety. Outdoor recess and PE will take place whenever temperature guidelines allow for safe outdoor play. In cases of extreme heat or cold, we will follow the AISD guidelines outlined here: <a href="#">Austin ISD Health Services</a></p>
<p><b>Campus Communication</b></p> <p>Our partners with PTA will send out a monthly calendar for families and campus updates will come through email and Konstella. Konstella will be used for frequent school and PTA communication.  Please give staff members 24 hours to respond to calls or emails and <i>teachers are not available to receive phone calls during the instructional day.</i> If you have any urgent needs, please call the front office.</p>	<p><b>District Issued Technology</b></p> <p>Students are given the opportunity to use AISD district devices for their own learning. The amount of time spent on devices depends on the grade level. School issued chromebooks are not to be brought home without teacher permission. Students are expected to follow all aspects of the Acceptable Use Policy (AUP) for district devices which can be reviewed here: <a href="#">Austin ISD Technology Policy</a></p>	<p><b>Personal Student Device Policy</b></p> <p>Smart watches and cell phones should not be utilized during the school day by students. If cell phones, smart watches, or other devices which allow two way communication are brought to school, they must be powered off and placed in the student's backpack. Inappropriate use of smartwatches or cell phones during the instructional day will lead to their confiscation and communication with students and their family to review expectations.</p>
<p><b>Student Celebrations</b></p> <p>Students may share snacks with classmates on their birthday at the end of the day (no earlier than 2:40 pm). <b><u>The classroom teacher must be notified beforehand that you will be sending snacks so as to reduce distractions to learning time and to arrange logistics.</u></b> We cannot accommodate a day of notification.  Check with your child's teacher for detailed information about food allergies in the classroom and/or grade level.</p>	<p><b>Campus Visitors/Volunteers</b></p> <p>Any campus visitor must check into the front office with a valid ID. Visitors will not be permitted to visit the classrooms unless it has been pre-arranged with the teacher.  While visiting campus, all non-AISD employees must wear their visitor badge in a location which is easily visible at all times.</p>	<p><b>Involvement</b></p> <p>We are always looking for volunteers to partner with us across the campus! Please consider joining the CAC &amp; PTA for a wide variety of ways to get involved. Visit <a href="http://www.russellleepta.org">www.russellleepta.org</a> for additional information.</p>