

# *Bowie Elementary*



**#BowieBEST**

(Bowie Building Exemplary Students Together)

## *Bowie Elementary Student Handbook* *2019-2020*

*Hollye Usery, Principal*

*Verlena Bodie, Assistant Principal*

*Madison Medrano, Counselor*

## ARRIVAL

Students will be welcomed into the building beginning at 7:00 a.m. At that time, staff members will be on duty to supervise. Students in grades K-2 students will go to the gym. All 3<sup>rd</sup> and 4<sup>th</sup> grade students will go to cafeteria. Students should have independent work or something to read while waiting for dismissal to class.

At 7:30 a.m., students will be dismissed to class. Breakfast is served in the classroom from 7:30 a.m. to 7:45 a.m. **The bell will ring at 7:45 a.m.** for announcements. Students arriving in the classroom after this time are considered tardy and must report to the office to receive a tardy pass.

## ATTENDANCE

When a student is absent from school, parents are asked to call 903-872-6541 to inform the school of the child's absence. **Upon returning to school, please send a note documenting the reason for absence. If the school does not receive a note within three days of the return to school, the absence will be unexcused. Sending a note does not guarantee that the absence will be excused. Family trips during the school year or frequent absences without doctor notes will not be excused.**

Parents may obtain missed class assignments from the teacher. Assignments can be picked up at the office after 3:15 p.m. the same day if the office is contacted by 9:00 a.m. Upon returning to school after an excused absence, it will be the student's responsibility to obtain the assignments missed from his/her teacher.

All students must attend 90% of the school days each semester to receive credit for a class. Principal/designee/attendance committee will address extenuating circumstances in accordance with CISD and TEA guidelines TEC 21.035(b). Excessive absences affect student learning and interrupt the sequence of student achievement. It would be helpful to schedule appointments for dentist, doctor, etc. after 10:00 a.m. Students who have doctor or dental appointments during the school day may be counted present if:

- He/she returns to school the same day
- He/she brings a note from the doctor's office

Students may be excused for:

1. Personal illness
2. Sickness or death of a family member
3. Quarantine
4. Weather or road conditions making travel dangerous
5. An unusual cause acceptable to the principal

## **INFORMATION FROM MRS. USERY**

Correspondence from the office to parents will be sent in a newsletter format. School calendars, events and special notices will be on these newsletters, so it is very important for parents to look for these newsletters. The Bowie Facebook page contains regular postings of special events and reminders as well. We hope you “like” us!

## **BUS TRANSPORTATION GUIDELINES**

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with provisions in the students’ Individual Education Plan. Discipline will be the responsibility of the Campus Assistant Principal, Transportation Supervisor and Director of Transportation. CISD Police Officers will monitor bus discipline under the supervision of the Director of Transportation. The following procedures will be followed when a discipline concern arises on a bus serving a regular route or extracurricular activity:

1. The driver will attempt to correct the misbehavior of the passenger(s).
2. The bus driver will complete a bus conduct report.
3. In severe situations (fighting, etc.), which prevent the driver from continuing safely, Transportation or Security Staff may remove the student(s) immediately.

### *First Offense*

The student will have a conference with the assistant principal and a warning written notice will be sent to the parent or guardian stating that the next offense will result in a three (3) day suspension from bus riding privileges.

### *Second Offense*

A written notice will be sent to the parent or guardian stating that the student is suspended from bus riding privileges for three (3) days. Additionally, the next offense will result in a suspension from bus riding privileges until the student and parent or guardian attends the School Bus Behavior management Class. Attendance to this class and a Behavior Contract signed by the student, parent or guardian, and a CISD official will allow the renewal of bus riding privileges.

### *Third Offense*

This offense will result in a suspension that requires the student and parent or guardian to attend a School Bus Behavior Management Class. The class will be held on the 2<sup>nd</sup> Saturday of each month at CISD Transportation Center from 9:00 a.m. to 11:00 a.m. The class will review and discuss bus discipline policies, violations, recommend options for renewing bus riding privileges and preview videos on bus safety and related topics. Successful completion of the class by the student and parent or guardian, plus the completion and signing of a Student Behavior Conduct Contract will result in restoring bus riding privileges.

Also refer to the CISD District Student Handbook.

## **CAFETERIA**

Breakfast and lunch are available at Bowie. Students may pay on a daily, weekly or monthly basis. Students will pay for meals in the cafeteria before school. Bowie also participates in the Federal Free and Reduced Meal Program. Applications will be sent home with every student at the beginning of the school year and made available upon registration. All information requested on the form must be supplied. The Food Service Department will notify parents of eligibility. Lunch is designed to be a social, but orderly time. Students are expected to use good etiquette.

Parents and guests are welcome to come and eat lunch with their own child any day; please refrain from inviting others from the class to join you. Parents and guests are asked to check in with the office and provide identification upon their arrival on campus to obtain a visitor sticker. After receiving a sticker, guests are asked to proceed to the cafeteria to wait for their student to arrive.

## **CARE OF SCHOOL PROPERTY**

Parents or guardians are held responsible for damage caused by their child to the school building, furniture, grounds, textbooks or other property at school.

## **CELL PHONES**

Cell phones will be allowed at school in grades 3-4 for educational purposes only at the classroom teacher's discretion. Children may not use the phones to receive or make calls or send text messages during the day, and they will be taken up if not used in accordance with the classroom teacher's rules. If cell phones are seen or heard, they will be taken up and turned in to the principal; **a \$15 fine** will be charged for return of the cell phone.

## **CHANGE OF ADDRESS/TELEPHONE NUMBERS**

If you move within the district or change your home or work telephone number, please let the office know. It is important that office records are kept current so parents can be contacted if their child gets sick at school or has an emergency.

## **COUNSELORS**

Guidance services are provided at Bowie. If you believe your child would benefit from visiting with the counselor, please contact the counselor.

## **DISCIPLINE**

**Students will follow the Bowie Basics. These are posted throughout the building and in classrooms.**

Our goal is the development of strong character and the purpose of discipline is not punishment, but instead to help students become better people. Students need to be taught proper behavior and be responsible for their choices. Teachers are in control of their classrooms. Students will be treated fairly and equitably.

Discipline will be based on a careful assessment of the circumstances of each case. Should a student be sent to the office, these factors will be considered:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct of the school environment

Teachers will have a classroom management plan instituted in their classroom. Students and parents will be notified of the rules and consequences for not abiding by these rules. If a student does not follow the classroom management plan and reaches the consequence of going to the office, the following procedure will occur:

1. Teachers will notify parents of the student's actions as soon as possible.
2. Students will be sent to the office with a form sent by the teacher to notify office personnel of why the student is in the office.
3. An administrator will meet with student to discuss the student's actions and consequences of them. An effort will be made to call the parents.
4. A discipline slip will be sent home that day with the student explaining what happened and the consequences of the student's actions. Parents will sign the slip and return it to school the next day.

### **Offenses Warranting Expulsion**

A student may be removed from class and expelled without resort to an alternative education program if the student, on school property or while attending a school-sponsored or school-related activity on or off the school property:

- Assaults a teacher or other individual
- Sells, gives or delivers to another person or possesses or uses or is under the influence of marijuana or controlled substance as defined by the Texas Controlled Substances Act or by 21 U.S.C. Section 801 e.t. seq.
- Sells, gives or delivers to another person an alcoholic beverage, as defined by the Alcoholic beverage Code, or commits a serious act or offense while under the influence of alcohol

- Possesses a firearm, an illegal knife, a club or a prohibited weapon as those terms defined in the Penal Code
- Engages in conduct that contains the elements of an offense relating to abuse-able glue or aerosol paint under the Texas Controlled substances Act or relating to volatile chemicals under Article 4476-13A
- Arson
- Criminal mischief

A student who, after having been placed in an alternative education program, continues to engage in serious or persistent misbehavior that violates the district's previously communicated written standards of student conduct may be removed from class and expelled.

In order to create the best learning environment for students, classes are required to be quiet and orderly in the hallways. Students will walk in a single line down the right side of the hallway at all times. They will walk quietly with their arms beside them or behind their backs.

## **DISMISSAL**

- Kindergarten students will be dismissed at 3:15 pm to the fenced area on the playground nearest the loop at the front of the building.
- Bus riders and day care children will be dismissed at 3:15 pm to the cafeteria and exit at the back of the building at the awning.
- YMCA after school program children will be dismissed at 3:15 pm to the gym and exit at the back of the building at the gym door.
- Students in Grades 1-2 will be dismissed at 3:15 pm to the front of the building at the awning.
- Grades 3-4 will be dismissed at 3:15 pm to the back of the building at the back parking area. (Older and younger students riding together will be released from the front of the building with the younger siblings.)
- **ALL STUDENTS ARE TO BE PICKED UP BY 3:30 p.m.** Students will not be released from the office after 3:00 p.m. **Please make sure your child knows how they will be getting home every day before they come to school.** Students not picked up by 3:30 must be signed out in the office. At 3:45, CISD Police Department will be contacted.

## **DRESS CODE**

Please refer to C.I.S.D. Student Handbook pages 17-22 for Dress Code Guidelines. Standardized dress is required.

## **DRILLS**

Safety drills will be held throughout the school year. Civil defense drills will also be practiced when the city sounds the civil defense siren. Teachers will give special instructions as to the manner of behavior and proper procedure for all drill.

## **FIELD TRIPS**

At various times throughout the year, students will be able to participate in field trips that support classroom curriculum. Parents will be notified by teachers when field trips are planned. They will be given details about the date, location and specific information about the trip planned. It is critical that parent keep updated health information, addresses, and phone numbers current. Teachers are required to take health forms during field trips in case emergency contacts are needed. Field trips are a privilege; therefore, students may lose the privilege if they choose to disobey school rules.

## **GRADING AND REPORTING**

Report cards are sent home with students at the end of each nine weeks period. Any questions regarding the report card should be directed to the teacher. Parents are asked to read the card entirely, sign and return the card as soon as possible. A conference will be required with all parents at the end of the first nine weeks. Parents will be notified of student's progress every three weeks. Parents are encouraged to contact the teacher for a conference to discuss the student's progress.

## **HOMEWORK POLICY**

Students in grades kindergarten through fourth grade will have homework Monday through Thursday. Each teacher will have homework procedures for his/her classroom.

## **NURSE**

An RN will be responsible for the nursing responsibilities at Bowie. The nurse's schedule will be posted in the office. It is important that emergency information on the health sheet, filled out by the parent at the beginning of the year, be kept current so that parents can be notified in the event of an emergency. The nurse conducts hearing, vision and immunization screenings throughout the year.

The nurse or authorized school personnel will handle the dispensing of medication as follows:

- The child's medication must be sent to school in the original container along with instructions regarding the dosage.

- The prescription will be locked in the nurse's office and will be given and logged at the indicated time.
- Any medication that is to be taken for more than ten (10) consecutive school days will require a licensed practicing Texas physician's statement and a written request from the parent or legal guardian before being administered. The medication will be administered as directed by the students' physician.
- A form must be completed by the parent and signed by the doctor for any medication to be given routinely.

Please notify the teacher and nurse in writing of a special health problem or need for your child. This information will be attached to his/her health sheet. The nurse may contact you for further information.

Please keep your child at home if he/she has had a temperature of at least 100 degrees or has vomited in the last twenty-four hours.

#### BACTERIAL MENINGITIS NOTIFICATION (Required by Senate Bill 31)

Bacterial Meningitis is an inflammation of the covering of the brain and spinal cord. It is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. Symptoms include severe headache, high temperature, vomiting, sensitivity to light, and neck stiffness. The diagnosis is based on symptoms and lab tests. The majority of people make a complete recovery if treated promptly. It is spread through exchanging saliva such as kissing, sharing drinking containers or utensils or cigarettes. Vaccines are used only when there is an outbreak in a community or for those who travel and by some colleges. If you think you or someone you know has Bacterial meningitis, seek prompt medical attention. Additional information may be obtained at the web sites for the Centers of Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov), or the Texas department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences can be scheduled by the parent or teacher. One conference is REQUIRED at the end of the 1<sup>st</sup> nine week period. Parents must attend this conference and will receive their child's report card at this time.

Parents who wish to arrange a conference may call the school at (903) 872-6541 to leave a message for the teacher. The teacher will then contact the parent to set up the conference.

## **PARTIES AND CELEBRATIONS**

Classes will have two school-sponsored parties during the year. No individual parties will be scheduled for student birthdays. Parents can send a small edible treat on their child's birthday. Teachers should be consulted before treats are sent and will decide when the treat is distributed.



## **PICKING UP A CHILD DURING THE SCHOOL DAY**

If it is necessary to leave school during school hours, parents must come to the office to check out their child. The office staff will call for the student to be sent to the office. **You must bring your ID.** Please do not call and ask us to have your child waiting in the office. For the safety of all children, identification may be required. Early outs are considered for campus awards, so be very careful in planning doctor appointments or before taking them out for pep rallies and such.

## **PLAYGROUND RULES**

1. Students will not pick up or throw rocks, sticks and other objects.
2. Slides should be used sitting up straight and with legs in front.
3. There should be one person at a time on slides and monkey bars.
4. Classes will stay within playground boundaries.
5. Students will get teacher/supervisor permission to leave playground area.
6. No play fighting.
7. Teachers monitor the playground to ensure safety.

## **READING INCENTIVE PROGRAM - DEAR Program: Drop Everything, and Read!**

Information regarding the Bowie Reading Incentive Program 2019-2020 will be forthcoming from our classroom teachers and librarian. The information will include program objectives for each grade level.

## **SCHOOL DAY**

Teachers greet students at their classroom doors at 7:30 am. **All students need to be in their classrooms ready to begin instruction by 7:45 am. STUDENTS ARE COUNTED AS TARDY IF THEY ARRIVE IN THEIR CLASSROOM AFTER 7:45 A.M.** Students with no absences, and who are not withdrawn early more than three times in the nine-week period, and have a maximum of only three tardies each nine weeks qualify for campus awards. When students are tardy, valuable instruction time is lost. Consequences will occur for excessive tardies and parent conferences will be held.

## **SPECIAL PROGRAMS**

Special Programs are provided as directed by Federal Law and CISD policy. Please make the school aware of any services your child might have received from a prior school. We use a process called Response to Intervention (RTI) to collect documentation on educational interventions before referring any child to any special programs.

## **TEXTBOOKS**

Textbooks are furnished to students. Each student will be held responsible for damaged or lost books.

## **VISITING BOWIE**

**ALL VISITORS TO BOWIE ARE REQUIRED TO ENTER AT THE FRONT OF THE BUILDING AND CHECK IN AT THE OFFICE using the Raptor system. Bring your ID.** For the safety of our students and staff, visitors will receive a visitor sticker when checking in. This sticker will be a signal to staff members that the guest has checked in at the office and is approved for being in the building. Any visitor who does not check in at the office will be asked to do so. Please do not try to enter through any other doors. Your cooperation in this process is appreciated. This includes days that you drop off lunch for your child.

## **WITHDRAWAL FROM SCHOOL**

It is recommended that parents notify the school as much in advance as possible of an impending withdrawal from Bowie. The following procedures will be observed prior to withdrawing a student:

1. The student must check in all books and library materials.
2. The student must pay any outstanding bills, fines, meal amounts, etc.
3. The student will be withdrawn by a parent or guardian.
4. The parent or guardian will be given a withdrawal slip from the office which will be required by the next school where the student enrolls.
5. The student will receive their report card.

Signature Page (Please return to your child's teacher)

I, \_\_\_\_\_, understand the importance of the Bowie Elementary Student Handbook. I have read and received a copy of the handbook and will assist my child in abiding by the rules.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_