

B. B. Owen Parent/Student Handbook

2007-2008

We would like to “welcome” you to B. B. Owen Elementary School...a TEA “Recognized” campus. We are delighted and honored to partner with you during this school year. We want your child to be successful and enjoy many new experiences. We encourage you to become involved in your child’s education. Please familiarize yourself with this important information about Owen.

OUR VISION FOR B. B. OWEN ELEMENTARY

We believe each child possesses unique qualities in the form of talents, gifts, and needs. We strive to achieve educational excellence by laying each cornerstone, lighting the lamp of knowledge, thus

BUILDING BRIGHTER OPPORTUNITIES

SCHOOL HOURS

PPCD: AM – 8:00 to 11:00 PM – 12:00 to 3:00

All grades K thru 5: 8:00 – 3:00 p.m.

Required Information for Student Enrollment

Copy of birth certificate, copy of social security card, original health record, copy of records request for transfer students, copy of any pertinent legal documents, and proof of residence are needed for registration. (A person who knowingly falsifies information on an enrollment form or submits false documents is subject to civil and criminal penalties. Tex. Educ. Code 25.001(h) and Tex. Penal Code 37.10)

Arrival Schedule

Students should plan to arrive between 7:45 and 8:00. **The building opens at 7:30 a.m. for students eating breakfast. There is only one teacher on duty outside from 7:15 to 7:30. Students arriving at school before 7:15 are unsupervised.**

7:30 a.m. – Bell to allow students eating breakfast and students arriving early to enter the building to go to the cafeteria and gym.** Unless your child is eating breakfast, we request that you arrange to have them here at school no earlier than 7:45 a.m.**

7:50 a.m. – First bell to allow students to go to their classrooms

7:55 a.m. – Warning bell to get to class

8:00 a.m. - *****Tardy bell; students should be in their classroom. Students will be counted tardy if not in their classroom by the 8:00 a.m. bell.*** The security doors automatically lock at 8:00 and students will report to the main office to receive a tardy slip.** Tardiness results in the loss of precious instructional time. Teachers use the first part of the day for review of concepts and for the instruction of new ones. Televised morning announcements cover important information for that day, special recognitions, and upcoming events.

Dismissal Schedule

2:50 p.m. (bell) Students picked up by daycare buses

2:55 p.m. (bell) Kindergarten – 5th grades - all other students

Please assume responsibility for your child upon dismissal from school. Call the Office prior to 2:30 if you must get a message to your child prior to dismissal. Arrange for the student to be picked up promptly or instruct students to walk home. If you have several children at school here, please arrange with them to establish an OUTSIDE meeting place after 2:55 p.m. Unless students are with a specific teacher, they should not remain in the school after 3:00 p.m. PLEASE DO NOT REQUEST THAT THEY BE ALLOWED TO REMAIN AT SCHOOL TO WAIT ON OLDER BROTHERS OR SISTERS, AS WE DO NOT HAVE PERSONNEL TO SUPERVISE THEM. An Extended School Day Program is available for students unable to be picked up by 3:15. Information may be obtained by calling the LISD Community Education Department at 469-713-5997.

Attendance

Our State Law requires that students must be in attendance at least 90 percent of the days that classes are offered to receive credit for the class. An attendance committee will hear petitions for class credit from students with fewer than 90% (or 162 days) attendance. If your child is well, he should, by all means, be in school. If, however, he/she is ill, please keep him/her at home. Students will be sent home if they show symptoms of communicable diseases. This will insure the protection of all students. Doctor's notes will be required if the student is absent from school more than 3 consecutive days. After 10 days, doctor's notes will be required after a 2 day absence.

Absence Guidelines and Call-In System/Use of Telephone

Please notify the school of student absences by calling the school office before 9:30 a.m.

A written explanation of absence is required when your child returns to school. Failure to provide a written explanation will result in an unexcused absence.

Owen uses an absence call-in system that will begin with the second week of school. Call (469) 713-5950, #1. An information sheet will come home the first day to be used to contact parents if a child is absent and we have not been notified. Between 4:00 p.m. and 7:30 a.m., please call with the appropriate information. Our purpose is to ensure that our children are safe walking and riding their bikes to school. Owen has telephones in all classrooms, and every teacher has voice mail but will be unable to receive direct phone calls during the instructional day. Please do not tell your children to call you at the end of the school day for instructions. Children should be told in advance what the arrangements are for rainy days, etc., so that telephone calls need not be made at the end of the school day. After being absent two or more consecutive days, make-up work can be gathered if parents call prior to 10:00 a.m. The student will have the same number of days to make-up work.

Cell Phones, MP3 Players and Electronic Games

Parent cell phones are to be turned off or set to vibrate when they visit the school. Students must keep cell phones, MP3 players and all electronic games in their backpacks which are kept in their lockers. Cell phones may be turned on after the students leave the building. MP3 players and electronic games may be turned on after the students leave school property. This is a safety concern as student with headphones may not hear instructions from duty teachers or safety patrol concerning car traffic.

Early Dismissal for Doctor and Dentist Appointments

During school hours teachers may not release a child to anyone without notification from the office.

PICTURE IDENTIFICATION WILL BE REQUIRED TO RELEASE A CHILD. The person's name must be listed on the registration card (by the parent or guardian) or the student cannot be released to anyone. Also, please inform the office, your child, and his/her teacher if there are any concerns regarding safety, custody, etc. Court records, signed by a judge, are needed when a parent does not have access to a child. Without those records, we cannot hold a child and/or deny access to his/her parent.

Dental and Doctor appointments should be made after school hours, if at all possible. Under Senate Bill 1, if a student commences classes or returns to school on the same day of the appointment to go to the doctor/dentist, the student will not be counted absent if the student satisfactorily completes the school work he/she missed during that time. The partial day of absence shall be counted as a day of compulsory attendance.

Withdrawal from Enrollment

Parents should notify the school office at least two days in advance of their intent to withdraw their child. This will provide time for the necessary dismissal forms to be completed.

Emergency School Closings

The decision to close schools based on inclement weather will be made by 6:30 a.m. That information will be reported on television channels 4, 5, 8, and 11, and local radio stations.

Visitors to the Building/Conferences

Parents are encouraged to visit Owen; however, for the protection of our students, all visitors must report to the office upon entering the building. All visitors and volunteers are required to sign in and wear a badge

while at school. You will be asked to return to the office if you are not wearing the visitor's badge. **By LISD Board Policy (June 2002), all volunteers must have undergone a volunteer background check through LISD. This must be done on line. Go to the Parents page on the LISD website.**

Doors not used during school hours will be locked as a security precaution. **Parents will not be allowed to walk children to class after 8:00 a.m.** Parents wishing to observe in a classroom should schedule their visit with the teacher at least 48 hours in advance so instruction/testing are not disrupted. Parents are permitted one classroom visit for 45 minutes per year. Likewise, scheduling a conference ahead of time will enable us to be prepared so the meeting can be of maximum benefit. Conferences with parents will be regularly scheduled throughout the school year with a minimum of two conferences (one fall, one spring) held with each parent. Please make every effort to cooperate with the teachers in scheduling and meeting these appointments. Furthermore, we encourage conferences between parents and teachers anytime they are needed. Please consult with the office for the teacher's conference time.

From the Nurse

If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers for you at home and work and an emergency number (neighbor, friend, relative) are recorded at school.

ACCORDING TO TEXAS STATE LAW, THERE WILL BE NO PRESCRIPTION DRUGS GIVEN TO STUDENTS UNLESS WE HAVE WRITTEN AUTHORIZATION FROM THE PARENT AND THE MEDICATION IS IN THE ORIGINAL PRESCRIPTION BOTTLE WITH INSTRUCTIONS WRITTEN ON THE BOTTLE. THESE MEDICATIONS WILL BE DISPENSED FROM THE SCHOOL OFFICE.

1. The note from the parent must have the student's name and time given.
2. Medications should be prescribed for that child and must be kept in the health room. No "professional sample" bottles from the doctor are permitted.
3. Non-prescription medication (aspirin, Pepto-Bismol, Tylenol) will be given to students by school officials for a period not to exceed five (5) days if medicine and necessary documentation are provided.

Elementary Guidance Guidelines

The Lewisville Independent School District's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making, goal setting and planning skill, problem solving skills, interpersonal effectiveness, communication skills, cross cultural effectiveness and responsible behavior. These activities are taught through classroom presentation, small group interactions, and to individuals. The counselor as a member of the instructional team is a vital resource to students, teachers, administrators and parents in helping to build the skill needed to meet the dynamics of our society. The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the student's educational development.

Discipline

B. B. Owen staff accepts responsibility for the maintenance of discipline and for the promotion of a program that ensures life long personal skills. Part of that process involves our participation in Safe and Civil Schools. Our students are taught Bobcat PRIDE:

- P** for Positive attitude
- R** for Responsibility and Respect
- I** for Integrity
- D** for Dedication
- E** for Effort

A student's behavior should conform to age-appropriate and acceptable standards of conduct as established by the principal, staff and the Student Code of Conduct. Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. The staff requests parental support in helping maintain appropriate behavior in the school.

Rollerblades/Skateboards/Scooters/Heelers

Due to the large number of students on our sidewalks from all grades before and after school, rollerblades, scooters, and skateboards should not be worn/used on school property. Shoes with rollers in the heels should not be worn to school.

School Dress

Any type of cleats (soccer, football, etc.) should not be worn to school. Shorts, at or about mid-thigh length or longer, that do not cause a distraction in the school learning process, may be worn in warm weather. Students should not wear halter type blouses, spaghetti straps, tank tops (large arm holes) or see through clothing. Clothing which advertises by name or symbol and products, including drugs, alcohol, or tobacco, are not permitted. Profane, obscene or suggestive slogans on clothing are prohibited. Hair should always be a natural hair color. Hats, sweatbands, and bandannas should not be worn in the school building as headgear. Flip-flops or other shoes that are a hazard to student safety are not to be worn to school. Due to the daily Physical Fitness requirements, students should wear tennis shoes daily. The Principal and Assistant Principal reserve the right to determine inappropriate dress and hair that is disruptive to the school environment.

Parties

There will be three parties at school: Christmas, Valentine's Day and End of Year. Classroom parties are under the direction of the teacher and hosted by P.T.A. room mothers. PTA will recognize children's birthdays monthly. **There will be no in-class birthday parties at any grade level. Invitation to parties at home must be sent through the U. S. mail, or must be inclusive of every child in the classroom. If you would like to send a treat on your child's birthday, please send stickers or pencils, etc., not cookies, cupcakes, ice cream or food of any kind.**

While your child may be able to eat peanut butter or items with peanuts (or other tree nuts) in them, there are some students with sever allergies to them. Therefore, please do not bring items to the school for the entire class to eat to any of the three PTA sponsored parties (see above) that has any type of peanut products in them. Please contact the nurse if you have specific questions. Thank you.

Pest Control Treatment

The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. "An Ahera Management plan with reinspection documentation is available for inspection during normal business hours. The master plan is available for inspection at the District Administration Building."
2. Pesticides are periodically applied at this facility. Information on the times and types of applications is available upon request. Contact Ed Wiley, IPM Coordinator, (972)221-4611.

Safety

Parents should join teachers in pointing out the dangers of accepting rides with strangers. Parents of students who walk or ride their bike to school should point out any dangerous intersections and give special attention to the safest route to/from school. Our school safety patrol assists students once they arrive and we ask that you cooperate with their efforts for everyone's safety.

Section 504 Handicapped Students

No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any District program/activity, if any part of its programs/activities receive federal financial assistance. 29 U.S.C. 794: 34 CFR 104.4 (a)

A "handicapped student" is one who has, or who has a record of having, or who is regarded as having, a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A handicapped student is "qualified" if he/she is between the ages of 3 & 21, inclusive. 34 CFR 104.3 (j,k).

Textbooks

School textbooks are furnished free of charge by the State of Texas. At the beginning of the term these books are issued to the students. **The books must be covered at all times.** (Covers will be issued free of charge). Students will be responsible for any of their books that are lost or damaged. Payment for lost or damaged textbooks is to be made in the office.

Tutorials

Elementary tutorials will begin by the fourth week of school. Tutoring may be held before school, within the school day, or after school. Students attending tutorial sessions should be those students who are failing a particular subject, or students who need review of a concept or extra help and support. Tutorials will be taught by your child's homeroom and/or subject area teacher. Parents must be notified at the end of the third week of each six weeks grading period if their child is failing or in danger of failing.

Report Cards

Computer Report cards are issued to the students during the week following the close of each six week period. The cards should be signed by one parent and returned to the homeroom teacher the following school day. The elementary report card indicates both academic progress and life skills. Life skill grades are very important for they indicate the student's acceptance of responsibility, practice of self-control and cooperation with others.

Elementary Reteach /Retest Policy

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above in the combined areas of language arts, math, science, and social studies. In addition, a student must attain an overall 70 or above in three of the following areas: language arts, math, science, and social studies. Should a student fail to master a TEK (Texas Essential Knowledge and Skills), the TEK will be retaught using a different method. After re-teaching, and a suitable period of time, mastery of the TEK will be retested.

Standardized Testing

Students in grades K thru 2nd will be administered the TPRI(Texas Primary Reading Inventory) three times per year. Students many also be administered the DRA.

Students will take the state-mandated Texas Assessment of Knowledge and Skills (TAKS). The TAKS is given at the third, fourth, and fifth grades at the elementary level. Texas state law mandates that students must pass the mathematics, language arts, and writing sections of TAKS by the end of their 12th grade year in order to receive diplomas. Our plan to assist students in preparing for TAKS involves everyone.

Test results are maintained in the individual student records, and are accessible only to the student, his/her parent or guardian, and authorized school personnel.

Privacy Notice to Parents

HIPPA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know."

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition manager, and the school bus driver. Student teachers and nurses are covered by the procedures and guidelines governing district personnel.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain requested forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who may need-to-know the information in order to care for or to safeguard your student.

Communications with an individual's health care providers and agencies will commonly require appropriate and specific parent (or student) signed "permission to release information." Nurses are, however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care. Communications with health departments, police, emergency medical services, federal or state authorities and child protective agencies are permitted without parental permission in an emergency or to protect the health and safety of the student or other persons and during investigations of acts of terrorism. Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have any personally identifying information removed. If you have particular questions or concerns about this information or about the information on your student please contact your school nurse or building administrator.