

# B.B. Owen Elementary

## Student/Parent Handbook

### Addendum

2018- 2019

30 + Years of PRIDE



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**B.B. Owen Elementary**  
**2018 - 2019**

**School Colors:** Black and Gold

**School Mascot:** Bobcat

**School Hours:** 7:45 a.m. – 3:00 p.m.

**Office Hours:** 7:15 a.m. – 3:45 p.m.

**Address:**

5640 Squires

The Colony, Texas 75056

Phone: 469-713-5950

Fax: 972-350-9000

**Office Staff**

<b>Principal</b>	Jennifer Spitzer	<a href="mailto:spitzerj@lisd.net">spitzerj@lisd.net</a>
<b>Assistant Principal</b>	Joshua Knapp	<a href="mailto:knappjoshua@lisd.net">knappjoshua@lisd.net</a>
<b>Secretary</b>	Jorie Bennett	<a href="mailto:bennettj@lisd.net">bennettj@lisd.net</a>
<b>Attendance</b>	Adelita Romo	<a href="mailto:romoa@lisd.net">romoa@lisd.net</a>
<b>Nurse</b>	Nichole Sprague	<a href="mailto:spraguen@lisd.net">spraguen@lisd.net</a>
<b>Counselor</b>	Misti Price	<a href="mailto:pricemd@lisd.net">pricemd@lisd.net</a>
<b>Office Clerk</b>	Lori McHugh	<a href="mailto:mchughl@lisd.net">mchughl@lisd.net</a>

## **District Calendar**

- **<https://www.lisd.net/domain/5239>**

## **School Schedule**

- Doors open at 7:15 a.m. each day.
- Kindergarten through fifth grade students should be dropped off and picked up in the back of the building by the gym.
- Pre-K and Communication students should be dropped off in front of door marked #2 in front of the building.
- Daycare vans and buses will drop off and pick up students in front of the school building (door #1).
- Walkers and bike riders will enter the front doors in the morning and will exit from south end of the building each day (by the fenced in garden and patio).

### **7:15 a.m. to 7:35 a.m.**

- Kinder through fifth grade students go to the cafeteria.
- Students may eat breakfast in the cafeteria at this time.
- Parents are welcome to park in front of the school and walk their children into the foyer of the school in the mornings. This is our “Hug Zone”. Staff members will be available to help students get to their classrooms.
- Parents may walk their children to class on the first day.

### **7:35 a.m.**

- First Bell. Students are dismissed to go to their classrooms.

### **7:45 a.m.**

- Tardy Bell. Students who are not in their classrooms by 7:45 a.m. must report to the office for a tardy slip.

### **Lunch Times**

- Pre-K 8:00-8:30 am/12:00-12:30 pm
- Kindergarten 10:20-10:50 am
- First Grade 10:40-11:10 am
- Second Grade 11:00-11:30 am
- Fifth Grade 11:20-11:50 pm
- Fourth Grade 11:40-12:10 pm
- 3rd Grade 12:00-12:30 pm
  
- Parents/guardians may eat lunch with their child. Please come early to sign in. Please have your driver's license when you come.
- There is a designated table for visitors to eat lunch with your child.

## **Communication**

- B. B. Owen strives to keep all parents up-to-date and informed throughout the school year.
- B. B. Owen website: <https://www.lisd.net/bbowen>
- [B. B. Owen Library/Media Center:](#)
- Weekly Skylerts: this is a newsletter that campus administrators will send out weekly. It will contain dates for the upcoming events.
- Follow us on Twitter: <https://www.lisd.net/bbowen>
- Follow us on Facebook: <https://www.lisd.net/bbowenes>
- Teacher newsletters
- School marquee
- District Skylerts – email and phone messages from Lewisville ISD

## **Teacher Conference Period Times**

- |                |                |
|----------------|----------------|
| ● Pre-K        | 10:50-11:40 am |
| ● Kindergarten | 1:05-1:55 pm   |
| ● First Grade  | 9:00-9:50 am   |
| ● Second Grade | 8:05-8:55 am   |
| ● Third Grade  | 9:55-10:45 am  |
| ● Fourth Grade | 12:10-1:00 pm  |
| ● Fifth Grade  | 2:00-2:50 am   |

## **Extended School Day (ESD)**

- This is an after school program at B. B. Owen.
- Hours: 3:00 – 6:30 on school days.
- Fees and additional information: <https://www.lisd.net/esd>

## **Attendance**

Our state law requires that students will be in attendance at least 90% of the 180 instructional days during the year in order to receive credit for that class. Approximately 18 days of absences could require your child to repeat a grade level.

## **Absences**

When your child is absent, please call the school attendance line at 469-713-5950, option 1, by 8:30 a.m. and leave a message as to why your child is not attending school. Please leave your child's first and last name, grade level and name of teacher. Follow up with a written note to the teacher. Doctor notes should be brought to the office when they child returns to school. Students must be in the classroom by 9:00 a.m. in order to be counted present for the day.

## **Excused/Unexcused Absences**

- Excused absences include those caused by an illness or a death in the family.
- Any other absences, including family vacations, will be considered unexcused unless they are pre-approved by

the Principal. Please submit requests at least 1 week in advance.

- Students will not receive work in advance of an absence.
- Students will have one day to make up work for every excused day/absence.
- If a student is unexcused, any graded work, including quizzes and tests, will result in the student receiving a zero for that day.
- A phone call, note or email from a parent is required for an absence to be considered excused.
- A doctor's note may be required if your child is absent more than 3 consecutive days.
- Parents will be asked to meet with the Attendance Committee for students who have excessive tardies and/or absences.

### **Checking Out Your Child During the School Day**

- A student may be checked out during the school day by a parent/guardian only.
- If someone other than the guardian is going to pick up the student, even if it is an emergency contact, the teacher or front office must have a note from the parent/guardian giving permission.
- Please bring your driver's license.
- Students will not be allowed to leave with a parent from the field trip destination.

## **Breakfast and Lunch**

**Breakfast** is served in the cafeteria from 7:15-7:35 a.m.

- \$0.30 Reduced Student Price
- \$1.25 Elementary Student Price
- \$1.60 Adult and Visitor Price

## **Lunch**

- \$0.40, Reduced Student Price
- \$2.60 Elementary Student Price
- \$3.50 Adult and Visitor Price

## **Classroom Visitations**

LISD wants parents/guardians to feel welcome in our school and to be able to observe their child's classroom. If you would like to visit your child's classroom, please follow the following procedures:

- Please make a request in writing to the Principal at least 48 hours in advance. A request can be made by sending a letter/note to the office or by emailing the Principal at [spitzerj@lisd.net](mailto:spitzerj@lisd.net)
- You must complete a Criminal Background Check. You can complete one by going to the lisd.net website:  
[http://www.lisd.net/apps/pages/index.jsp?uREC\\_ID=118446&type=d&termREC\\_ID=&pREC\\_ID=255241](http://www.lisd.net/apps/pages/index.jsp?uREC_ID=118446&type=d&termREC_ID=&pREC_ID=255241)



- You must present a valid ID to the office staff. The ID will be scanned using the Raptor System. A nametag will be printed which you will wear for the duration of the visit.
- No person, other than the student's parent/guardian, will be allowed to observe in the classroom.
- Classroom visits or observations are limited to one 45 minute visit per six weeks.
- Classroom visits or observations will not be permitted if the duration and/or frequency will interfere with the delivery of instruction or disrupt the normal school environment.

### **Inclement Weather**

- The decision to close school due to inclement weather is made by 6:30 a.m. Check the major radio, television networks, [www.lisd.net](http://www.lisd.net) for information on school closings. Skylert messages will also be used to alert parents about any school closings. Information will also be posted on Twitter @LewisvilleISD and on the LISD and B.B. Owen Facebook page.

## **Volunteers and Chaperones**

- We have many volunteer opportunities on our campus. Volunteer opportunities will be posted on Voly. When entering the school, please report to the office, provide a driver's license and obtain a visitor's badge that you will wear while on campus.
- All Volunteers and chaperones must have completed a Criminal History Check. You can complete the form online by going to:  
[http://www.lisd.net/apps/pages/index.jsp?uREC\\_ID=118446&type=d&termREC\\_ID=&pREC\\_ID=255241](http://www.lisd.net/apps/pages/index.jsp?uREC_ID=118446&type=d&termREC_ID=&pREC_ID=255241)
- Volunteers should work in their assigned area only.
- All Visitors are expected to adhere to the highest standards of courtesy and conduct. This includes all written and oral communication with staff members. Any visitors using unethical or inappropriate behavior or language will be asked to leave the campus as this type of behavior will not be tolerated.

## **Lunch Visitors**

- You are welcome to visit your child for lunch any day of the week.
- When coming to eat lunch with your child, please report to the office. The office staff will scan your driver license and a visitor badge will be printed for you to wear.

- Lunch visitors must be a parent/guardian. Please send a note to your child's teacher or the front office if anyone other than the parent/guardian is coming up to eat lunch with your child.
- Parents will be asked to wait in the foyer until their child's designated lunch period.
- Lunch visitors need to sit at the Visitors Table and may have lunch with their child only.
- Lunch Visitors may bring outside food for their child only.
- The cafeteria during lunch is a technology free zone. Please do not talk or text on your phone or take pictures.
- Lunches that are dropped off in the front office – please make sure that your child's first and last name is on the lunch bag.

### **Retrieving Forgotten Items After School**

- Students may come to the office if they have forgotten items in their classrooms. The office will call the classroom and if the teacher is present, the student will be allowed to retrieve the item(s). The office will close at 3:45 pm.

### **Transportation Home Changes**

- To ensure the safety of our students, any transportation changes need to be communicated in writing to the classroom teacher. Teachers will not allow the students to leave school in a different way without a note.

- For last minute changes, please call the office before 2:00 pm.

### **Classroom Parties**

- There will be three classroom parties during the school year. They are the Winter Party, Valentine's Day Party and End of the Year Party. No balloons will be allowed in the classrooms. Parents may attend these parties but due to limited space, siblings, grandparents, and other family members will not be allowed to attend.

### **Birthdays**

While we do not have parties to celebrate students' birthdays, parents are permitted to send either store bought cupcakes or cookies for the class.

- These may be dropped off at the front office in the morning. The treats will be eaten during snack time or at the end of the day.
- Please do not send juice, uncut cakes, other party treats or goodie bags.
- Instead of sending cookies or cupcakes, parents may send a pencil for each student in the class.
- Balloons are not allowed.
- Teachers will distribute birthday invitations if they are for the whole class, for all the boys or for all the girls.

## **Dress Code**

- Students are expected to dress in a manner that does not disrupt, interfere with, detract from or disturb school activities or student learning.
- Crop tops, spaghetti straps, short shorts (must be fingertip length), or clothing with tobacco, alcohol, violence, profanity and or inappropriate wording are not allowed. Parents will be notified of dress code violations.
- Students should limit the wearing temporary tattoos and face painting to school, which can be a distraction in class.
- Shoes with wheels are allowed.
- Appropriate gym shoes are required for PE.
- Pants must be worn at the natural waistline.
- Reference: LISD Board Policy FNCA(Local):  
<http://pol.tasb.org/Home/Index/384>

## **Health Services**

Please notify the school nurse if your child needs to take any medicines, medical assistive device, has an ongoing medical condition, or has any serious or life-threatening allergies.

## **Illness or Injury**

- Students will be given temporary care in the event of illness or injury during school hours.
- If your child has a medical problem, please make sure that the school is informed.

- It is important that correct phone numbers (home, work, mobile, and emergency) are on file in the office and health room.
- Parents/guardians must come to the office to pick up their child and sign him/her out.
- Please make every attempt to schedule routine medical appointments before or after school hours.
- Emergency Medical Services will be called if indicated.
- LISD is not responsible for the cost of medical, dental or emergency care.

### **Physical Education**

If your child cannot participate in PE or is unable to go outside during recess, a note must be sent to the classroom teacher stating the restrictions and number of days for the restrictions. If restricted for more than three days in a row, a doctor's excuse may be necessary.

### **Watch D.O.G.S. (Dads of Great Students)**

- Group of dads that volunteer at B. B. Owen
- Dads volunteer from one hour of their time to an entire day on campus.
- Watch D.O.G.S. serve as role models to our students.
- Watch D.O.G.S. volunteer in the classrooms, cafeteria, playground and even the morning announcements.
- Watch D.O.G.S. must fill out and pass a background check in order to volunteer.
- Contact the Office Clerk if you are interested in joining.

- All Watch D.O.G.S. must uphold the highest standards of courtesy and conduct with staff, students and other parents.

### **M.O.D. Squad (Moms on Duty)**

- Group of moms that volunteer at B.B. Owen.
- Moms volunteer one hour of their time to an entire day on campus.
- The M.O.D. Squad volunteers serve as role models to our students.
- The M.O.D. Squad volunteers serve in the classrooms, the cafeteria, they make copies for teachers and help with Circle of Friends activities.
- All M.O.D. Squad volunteers must complete and pass a background check.
- Contact the Office Clerk if you are interested in joining.
- All M.O.D. Squad volunteers must uphold the highest standards of courtesy and conduct with staff, students and other parents.

### **Bobcat Dens**

- All students in grades Kindergarten-Fifth Grades are vertically aligned into dens.
- Dens consist of approximately 10 students.
- B.B. Owen staff members serve as the den leaders.
- Classroom teachers assign the students to each den.
- The purpose of dens is to provide students with the opportunity to get to know students and staff in other grade levels and work on kindness and compassion.
- Den meetings occur approximately once every month.
- Students stay in the same den until they move on to middle

school.

- Each year new students are added to dens.
- Den meetings are usually scheduled on Friday's during the last period of the day.

## **PTA**

- Parent Teacher Association at B. B. Owen.
- The B. B. Owen PTA will sponsor many opportunities for our students during the school year, including speakers and assemblies.
- The PTA sponsors one big fundraiser during the school year – the annual jog-a-thon.
- Please contact the B. B. Owen PTA at [bbowenpta@gmail.com](mailto:bbowenpta@gmail.com).

## **Speeding to Read**

- This is a reading incentive program sponsored by Texas Motor Speedway that students in grades K-5 participate in.
- There are 4 Turns during the school year.
- Teachers set reading goals for students during each Turn.
- B. B. Owen was the co-champion of Speeding to Read during the 2016-2017 and 2017-2018 school years.
- Check out pictures from B. B. Owen's participation in Speeding to Read by going to our Facebook page or using #SpeedingToRead on Twitter.
- Students will receive a t-shirt paid for by the school for their participation in this program.
- Students will have opportunities to win prizes from Texas Motor Speedway including race tickets.
- As part of the Speeding to Read program, students will have



the opportunity to participate in the Lionel Racing Diecast Contest.