

# Barbara Walker Elementary School

## STUDENT HANDBOOK ADDENDUM: 2018-19

### BARBARA WALKER MISSION STATEMENT

The Barbara Walker Elementary Community will equip and inspire students to:

- Think critically
- Embrace challenges
- Develop strong character
- Love learning
- Become future leaders who make a positive impact in our world

### CRANDALL ISD MISSION STATEMENT

Crandall ISD will provide each student an exceptional education, in an inspiring environment with caring people.

### ADMINISTRATION

<i>Principal</i>	Abby Baker
<i>Assistant Principal</i>	Amber Williams
<i>Counselor</i>	Christy McCown
<i>Instructional Coach</i>	Marisa Curtis
<i>Secretary</i>	Diana Crow
<i>PEIMS</i>	Scherrie Mayfield
<i>Nurse</i>	Janna Settles
<i>Receptionist</i>	Brenda Ochoa

### BELL SCHEDULE

The school day is from 8:15am-3:45pm. The doors will open at 7:40am and breakfast will begin at 7:45am. The tardy bell rings at 8:15am. On district designated early release days, the dismissal bell will ring at 12:45pm.

Supervision is not provided until 7:40am, so students should not arrive on campus before that. At 7:40am, all students will go to the cafeteria. At 7:45am, students will be dismissed to the following locations until the 8:05am transition bell.

Students eating breakfast	Remain in cafeteria
PreK/Kindergarten	Library
1 <sup>st</sup> Grade	Art Room
2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Grade	Gym
5 <sup>th</sup> Grade	Music Room
6 <sup>th</sup> Grade	Science Lab

## TARDIES

Tardies are a disruption to the educational process. State law states that “days or parts of days” can be filed as a truancy issue. The first bell rings at 8:05am and the tardy bell rings at 8:15am. Students arriving at school after 8:15am must be escorted in and checked in at the office to receive a tardy slip. Tardy issues will be handled on an individual basis, but could result in the following consequences:

- |                         |                                                       |
|-------------------------|-------------------------------------------------------|
| • 3 <sup>rd</sup> tardy | Warning                                               |
| • 4 <sup>th</sup> tardy | Parent Phone Call                                     |
| • 5 <sup>th</sup> tardy | Recess Detention                                      |
| • 6 <sup>th</sup> tardy | Not eligible for perfect attendance/parent phone call |
| • More than 6 tardies   | Any of the following may be issued:                   |
|                         | ○ After school detention                              |
|                         | ○ Saturday school                                     |
|                         | ○ Truancy filed                                       |
|                         | ○ Recoup of missed time                               |

Please see that your child arrives at school before 8:15am so these consequences do not become necessary.

## PROMOTION POLICY

In grades kindergarten, first grade, and second grade, promotion is based on the following criteria:

1. Seventy percent proficiency of the Texas Essential Knowledge and Skills for all core subject areas.
2. Meeting benchmark end-of-year reading levels.

Students who do not meet the criteria listed above may be retained. Students who are in danger of retention will be identified by the present teacher.

Student progress will be reviewed in terms of the promotion and the principal will be informed of those students who are in danger of being retained. Conferences will be arranged with parents to discuss ways a student can improve performance. Letters will be sent to the parents of those students recommended for retention. Retention/promotion decisions will not be definite until the end of the school year. The final decision on retention based on attendance will be made by the campus attendance committee and there is no appeal of their decision.

In third, fourth, fifth, and sixth grade promotion to the next level shall be based on the following:

1. Have received an overall average of 70 in the four areas listed below and must receive a grade of 70 or higher in Language Arts and Math: (EIE Legal)
  - A. Language Arts (including reading)
  - B. Math
  - C. Social Studies
  - D. Science
2. Be in compliance with the absentee policy concerning credit for work done in a semester.

3. Be recommended by the teacher as to the child's ability to perform successfully at the next grade level.
4. Have passed all required STAAR tests mandated by the state for promotion to the next grade level.

### **TESTING REQUIREMENTS FOR PROMOTION**

#### **K-2<sup>nd</sup> Grade**

A reading inventory will be administered to students in grades K-2 a minimum of twice per school year. The purpose of the inventory is to assist teachers in identifying reading concepts students have developed. The state of Texas requires each district provide results to parents of students in grades K-2. Campus results are also reported to the local school board and the Commissioner of Education. School abilities tests will be administered to students in grades K-2 during the second semester. Test scores are made available to parents.

#### **Grade 5**

- Students enrolled in fifth grade must successfully meet STAAR reading and math requirements to be promoted to the sixth grade according to state law. See link for SSI (Student Success Initiative) details from the Texas Education Agency.  
<http://tea.texas.gov/index4.aspx?id=25769814800>

To ensure successful transition of CISD graduates in the 21<sup>st</sup> century workplace, CISD students are expected to pass state mandated assessments. According to local policy EIE, any student in grades 3-8 failing any section of the STAAR is required to attend summer school as a requirement of promotion to the next grade level.

### **REPORT CARDS**

For grading purposes, the school year is divided into two semesters of three six-weeks. Report cards will usually be issued on the first Thursday after the end of each six weeks. You may view your student's grades in skyward at any time. Teachers upload new grades at least one time per week.

### **SIX WEEKS GRADES**

Achievement or progress in kindergarten and first grade shall be reported through a rubric format each six weeks period. The rubric shall reflect Texas Essential Knowledge and Skills each six weeks. Achievement or progress in grades 2nd through 6th will be reported through numerical grades. Achievement or progress in the areas of physical education, art, music, and citizenship shall be reported as E (excellent), S (satisfactory), N (needs improvement), and U (unsatisfactory).

### **PROGRESS REPORTS**

Progress reports will be sent to parents of students who make 74 or lower in a particular subject. These reports will be sent by the fourth week of each six-weeks reporting period. Parents are encouraged to contact the teachers regarding these deficiencies. Students with a failing grade at this time will be placed in mandatory tutoring.

## **PARENT CONFERENCES**

Parents may request teacher/counselor conferences as needed. Teacher conferences will be held during the teacher's conference period or before/after school by prior arrangement. We encourage parent conferences. Please call the teacher to schedule a conference.

## **TAKE HOME FOLDER (K-1<sup>ST</sup>) / PLANNER (2<sup>ND</sup>-6<sup>th</sup>)**

Student take home folders and planners will have important information in them each day. The daily communication folder/planner will need to be reviewed and returned each day with a parent signature. Each student's first planner will be provided. A charge of \$5.00 will be required to replacement planners. Many informational items will be sent through skyward or posted in peachjar as we continue the transition to a predominately paperless system.

## **BOOK BAGS**

Students will be issued a book bag that will be used for sending home leveled reading books. A charge of \$3.00 will be required for replacement bags. A charge of \$8.00 will be required to replace guided reading books.

## **LOCKERS or CUBBIES**

Lockers or cubbies are provided by and remain under the jurisdiction of the school even when they are assigned to students. Searches of lockers or cubbies may be conducted at anytime there is reasonable cause whether or not students are present.

## **TELEPHONES**

School phones are for school business. School personnel will determine if students may use the school phone. Students may not receive calls during the school day unless an emergency exists. **Parents should arrange for transportation before school. Students should know where they are going and how they are to get there without a telephone call during the day to give them instructions as this interrupts the learning process.**

## **PHYSICAL EDUCATION EXCUSES**

Physical education is important for proper health and should be utilized by each student. This is a required course of study and all students will participate. Students bringing a note from parents will be exempt from participation that day. Notes from parents should be sent each day for a maximum of 3 days. After 3 days, a doctor's excuse is required. Students unable to participate in P.E. will have a written assignment.

## **AWARDS AND RECOGNITION**

Efforts will be made to recognize students throughout the year who have excelled or shown improvement in the areas of academics, citizenship, U.I.L., and other extracurricular activities. An awards assembly will be held at the end of the year. Students meeting the criteria will also be inducted into the National Elementary Honor Society.

## SPECIAL DAYS

Announcements will be made concerning special days throughout the year. Possible days include grandparent's days, field day, book fairs, picture day, awards day, and other days to give special recognition to students.

## DETENTION

Detentions are a means for students to satisfy certain penalties that have been assigned. Detentions may be assigned by a teacher or by the office. Teacher detentions are assigned by the teacher for a period of 30 minutes.

Office detentions are assigned by the assistant principal or the principal. Office detentions will be served from 3:45-4:15pm. Failure to serve an office detention will move the student to the next level of the discipline management plan.

## CAFETERIA

The school provides a cafeteria which furnishes balanced meals at a reasonable price. Students may bring lunches. Behavior and good manners are important in the cafeteria. Please conduct yourself in a proper manner. Place cups, paper, cans, etc. in trash cans. Trays and forks should be placed in the designated area.

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the campus receptionist or on the CISD website. Forms are sent to all students at the beginning of the year and be accessed at <https://www.heartlandapps.com/District.aspx>.

Breakfast is served from 7:45am until 8:05am.

Breakfast Prices:	Grades PK-6	\$1.00	Reduced Price	.30	Visitors	\$1.30
Lunch Prices:	Grades PK-6	\$2.35	Reduced Price	.40	Visitors	\$3.30

## VISITORS

Parents and other adult relatives of students are welcome to visit the school. **All visitors must report to the front office, show a driver's license, and receive a visitors badge and/or pass. Principal approval is required before going to the classroom. Teachers will not allow anyone in their classroom without a badge and/or pass.** Relatives or friends who are out of school from another community should not ask to attend class with one of our students. We encourage parents/guardians to sign up for a "fast pass" to decrease wait time in the office.

## PARTIES

PTO parties are limited to two per year. These parties will be scheduled in advance. We prefer birthday party invitations not be distributed at school. If you do send party invitations, the teacher will not distribute unless all students in the class receive one.

## **BIRTHDAY PARTIES**

We do not allow birthday party celebrations to be held at school. If a parent chooses to send a snack to school to acknowledge a birthday the snack will be served at the end of the day and can be dropped off in the front office prior to 3:00pm. All snacks or cupcakes **MUST** be store bought. We have many students with food allergies and we must provide a safe environment for all students.

## **FOOD ALLERGIES**

In effort to monitor students with food allergies and be in compliance with local policy FFAF, we will limit and heavily screen any food items that are offered to students. If a food item is brought to school without prior approval, food will not be distributed to students. All food items will be dropped off in the front office and not immediately delivered to classrooms. Parents must receive prior teacher approval to bring any food item to school. Student food allergies can be highly sensitive and trace elements can cause serious reactions.

## **DELIVERIES TO STUDENTS**

The school will not accept deliveries of floral arrangements, balloons, candy, etc., made to students.

## **BUYING AND SELLING**

Only approved fundraising activities will be permitted. Students are not to buy and sell articles or goods at school.

## **TOYS**

Students are not to bring toys to school unless requested by the teacher.

## **VOLUNTEERS**

Parents must adhere to the guidelines established by the Elementary School staff. All volunteers must have a criminal check on file and have gone through the Volunteer training and be on the approved list.

1. The sign in & out procedures must be used by all volunteers. Badges must be worn that identify an individual as a volunteer.
2. Volunteers should maintain a positive attitude at all times. If a volunteer has a concern, please communicate with the principal about the problem(s).
3. If you have children with you, please watch them carefully.

We appreciate parent volunteers and realize that volunteers make our jobs easier. Thank you for your help and support!

## **PROGRAMS**

### **Safety Patrol**

Students in the 6<sup>th</sup> grade are eligible to participate in the AAA School Safety Patrol Program. In order to qualify, students must be recommended by teachers, pass an AAA safety exam, maintain high grades, have no discipline referrals, and be able to be at school by 7:40 a.m. and remain until 4:00 p.m. Parent permission must be given for program participation.

### **NEHS**

Students may be inducted into the National Elementary Honor Society based on outstanding characteristics of scholarship, service, leadership, and character. Candidates are chosen by an appointed faculty council which evaluates each candidate's merits.