

CENTER FOR INNOVATION

**A Math & Science Magnet Program
for 5th Grade Students**

CAMPUS GUIDE 2023-2024

An innovative educational partnership between

**ABILENEISD**

CONNECT • LEAD • SUCCEED

and

MM | **McMURRY**
UNIVERSITY

PRINCIPAL'S LETTER TO PARENTS

Congratulations to your child for being selected to participate in the 2023-2024 Center for Innovation (CFI) at McMurry University! This program emphasizes mathematics and science through a unique partnership between the Abilene Independent School District and McMurry University. Bowie Elementary School is excited to provide administrative support for the program, and I am honored to serve as the principal contact.

We look forward to an engaging, productive, and enriching year for your child. We want all our CFI students to excel in academics, as well as in leadership. With our experienced and talented staff in collaboration with parents and families, our students will be able to accomplish greatness!

I look forward to getting to know the CFI students and each family this school year. If you have any questions, please feel free to contact me - we are here for you and the students!

Sincerely,

Tina Jones, Principal
Bowie Elementary School

IMPORTANT! PROGRAM CONTACT INFORMATION

Linda Varner – Teacher, Center for Innovation
Mathematics/Social Studies
linda.varner@abileneisd.org
325-677-1444 x1723

Christen Cruse – Teacher, Center for Innovation
English Language Arts/Science
christen.cruse@abileneisd.org
325-677-1444 x2684

Bowie Elementary – 325-671-4770

Tina Jones – Principal x8458
tina.jones@abileneisd.org

Cindy Crawford – Main Office/Secr. x5797

Casey Stone – Assistant Principal x7340

Lisa Lester – Instructional Coordinator x1865

Jessalyn Woods – Counselor x7328

Lauren Harvey – Nurse

AISD Central Office – 325-677-1444

Jeffrey M. Brokovich, M.Ed. – Director
of Instructional Planning; CFI Program
Coordinator x5933
jeffrey.brokovich@abileneisd.org

McMurry University - 325-793-4893

Melody Roper, M. Ed. – Instructor; CFI Liaison
roper.melody@mcm.edu

CAMPUS GUIDE POLICIES AND PROCEDURES

Topics in this handbook contain important information on academics, school activities, and school operations and requirements. Parents are encouraged to review the entire Center for Innovation Campus Guide with their child and keep it as a reference during this school year. Please take a moment with your child to become familiar with the various issues addressed in this handbook. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue.

This Center for Innovation Campus Guide is designed to provide a resource for some of the basic information that you and your child will need during the school year. Please be aware that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume care and school-related responsibility for the student.

As required by state law and intended to promote school safety and an atmosphere for learning, both students and parents must be familiar with the *Abilene Independent School District Student Code of Conduct*. Families should also read the *Abilene ISD Student-Parent Handbook* that details expectations and processes for a variety of topics impacting your student’s school experience. Both documents can be found on the website www.abileneisd.org, or you can request a copy from the school office at Bowie Elementary.

The Center for Innovation Campus Guide is created in harmony with *Board policy*, the *Student Code of Conduct*, and the *Student-Parent Handbook*. Please be aware that the guide is updated annually, while policy adoption and revision may occur throughout the year. Please note that references to alphabetical policy codes are included so that parents can refer to current Board policy. Changes in policy that affect the guide will be made available to students and parents through newsletters or other communications. In case of conflict between *Board policy*, the *Student Code of Conduct*, or the *Student-Parent Handbook*, and any provisions of the Center for Innovation Campus Guide, the current District documents are to be followed.

If you are unable to find information on a particular topic, please contact your child’s teacher, counselor, or the principal. If your question is not urgent, you may use the Google Q&A form to ask your question at the following link:

<https://forms.gle/SNS6jBBqnVvRNxpL7>



Iris-Graham Education Building – Home of the Center for Innovation

ARRIVAL AND DISMISSAL

The safety of our students is paramount. The arrival procedures have been developed with consultation from McMurry University's Security Department.

For safety reasons, parents may not drop off students before 7:25 AM. All students arriving at school will be greeted by either a teacher or McMurry student worker in the McMurry Education Building parking lot. All students will go directly to the cafeteria where a teacher is waiting. Students waiting in the cafeteria are encouraged to bring books to read or drawing/writing materials. The school day begins at 7:40 AM. Students will walk with their homeroom teacher to the classrooms, located on the first floor of the Iris Graham Education Building. Students are seated in their classrooms by 7:45 AM. Late arrivers are considered tardy after 7:40 AM. Students who are tardy will need to have a parent/guardian walk them to the classroom area (first floor of the education building) and sign their child in.



At dismissal, students will be walked with their teachers to the northwest corner of the J.W. Hunt PE Center at the west entrance. Parents should park in line along the east side of Ross Street. As this is an active street, parents are encouraged to turn their hazard flashers on until they have picked up their child. Each family will have a car tag to place on the dashboard of their pick-up vehicle. Parents are to remain in their vehicles and should pull up as indicated by the teachers. Once parents pull up to the designated loading zone (between two utility poles), students will enter the passenger side of the vehicle. NOTE: No child will be allowed to get into a car without the tag being visible unless prior arrangements have been communicated with the Center for Innovation.



MORNING DROP-OFF

Students drop-off at McMurry Education Building Parking lot no earlier than 7:25 A.M.

School day begins at 7:40 A.M.

AFTERNOON PICK-UP

Student Pick-up at 3:05 PM at the west entrance of the J.W. Hunt Physical Education Center

ATTENDANCE

The foundation of student academic success is excellent attendance. Abilene ISD expects all students to maintain a 96% or better attendance rate. However, attendance at the Center for Innovation is even more crucial as students are working through a more rigorous, advanced curriculum. Classes start at 7:40 AM. Students arriving after 7:40 AM are marked tardy. It is important to be early/on time as late arrivals are disruptive to the classroom and have an adverse effect on educational progress. AISD wants to partner with all parents to ensure students attend regularly and to address any issues that impact attendance. Parents should communicate all absences with their child's classroom teacher and arrange to make up any missed classwork. **Poor attendance and habitual tardiness compromise the student's ability to fully benefit from the Center for Innovation experience and, if not resolved, could result in the student being moved back to the home campus.**

AWARDS

Awards assemblies are scheduled for the 5th grade during the last week of school.

BREAKFAST

Students order their breakfast a day ahead of time and the AISD Student Nutrition department delivers the food each morning. Students who will be eating breakfast at school **must arrive at 7:25 AM in order to have enough time to eat before 7:40 AM.** Although breakfast is served in McMurry University's cafeteria, the students eat in a designated room which is separate from the university students. The Center for Innovation students remain under the supervision of their teachers. Once students get to the cafeteria, all students sit in an assigned seat. Students get the items that go with their breakfast. Breakfast is a quiet time with no talking and a voice level 0 is expected.

COMMUNICATIONS

Regular communication between teachers and families helps develop a deeper understanding of expectations and student needs. It is important as it establishes the basis of cooperation and enables both to effectively assist the student. The Center for Innovation teachers use the Remind app and they are also available by phone and email.

CONDUCT – Student and Parent Agreement

Attending classes at the Center for Innovation is a very special honor and requires maturity and self-discipline. Being on a university campus instead of a traditional elementary school requires special effort from families and students. All applicants and their parents agreed to the following conditions during the application process:

- Students must abide by all Abilene ISD policies including discipline, regular and punctual attendance, good conduct, and passing grades.
- Families are responsible for providing transportation to and from school each day.
- The school day may begin earlier and end later than the neighborhood school, and families are responsible for ensuring the prompt arrival and pick-up each school day.
- Due to the enhanced nature of the math/science curriculum, students may occasionally be involved in out-of-town field trips.
- We agree to follow Abilene ISD policies regarding computer and internet use.
- We agree to follow applicable McMurry University policies.

We understand that failure to abide by the above rules and procedures could result in the student being moved back to the home campus.

CONDUCT- Applicability of School Rules

All children should have the opportunity to achieve their fullest personal and academic potential in a safe, caring environment. For this reason, The Center for Innovation has adopted rules to help create a positive learning environment for your children. It is a commitment that requires everyone – school personnel, students, and parents—to assume their share of the responsibility toward the attainment of this goal. To do otherwise would be a disservice to our students. In order to provide the best learning environment for our students and to ensure their safety, there are three main school-wide rules:

1. Students may not interfere with the learning or safety of others or themselves.
2. Students must be respectful of adults and other students in school.
3. Students must be respectful of personal and school property.

These rules are the same whether a student is in the hallway, in music, in P.E., anywhere on campus grounds, or at a school sponsored event. Teachers and administrators have full authority over student conduct at before and after school activities. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct***. Each classroom has specific rules posted.

All school personnel have responsibility for all CFI students. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. Positive behavior is essential for effective learning. Student behavior that disrupts the learning process or infringes on the rights of others will not be tolerated. It is important that students take responsibility for their actions and realize their own attitudes and actions are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to **choose behaviors** that enhance their relationships and facilitate learning. The ultimate goal of school rules, conduct, and discipline is self-responsibility and self-discipline.

The Center for Innovation will provide a positive learning environment for students. In order to help students become self-motivated, self-disciplined, and life-long learners, school personnel are encouraged to respond to student success with positive reinforcement.

CONDUCT – Discipline

When students are engaged in inappropriate behaviors, it is the responsibility of the teacher and the principal to work with the student to correct the behavior. Students shall be treated equitably and fairly.

Discipline shall be based on the seriousness of the offense and frequency of misconduct. There will be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of school.

The Center for Innovation follows the districtwide Discipline Plan. On the Discipline Plan, if a student is referred to the principal, parents/guardians will be notified with a *Discipline Report* and/or a telephone call. The Discipline Report must be signed and sent back the next school day. Students are responsible for discussing misbehaviors with parents/guardians at home so that we can work together to correct inappropriate behaviors.

Teachers and administrators have full authority over student conduct at before or after school activities on district and university premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct*** or any stricter standards of behavior established by the sponsor for extracurricular participants.

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to protect a person from injury to self or another and to protect property from serious damage.

DISMISSAL

The safety of our students is paramount. The dismissal procedures have been developed with consultation from McMurry University's Security Department. A teacher and/or McMurry student worker will be on duty to assist with monitoring after school pick-up.

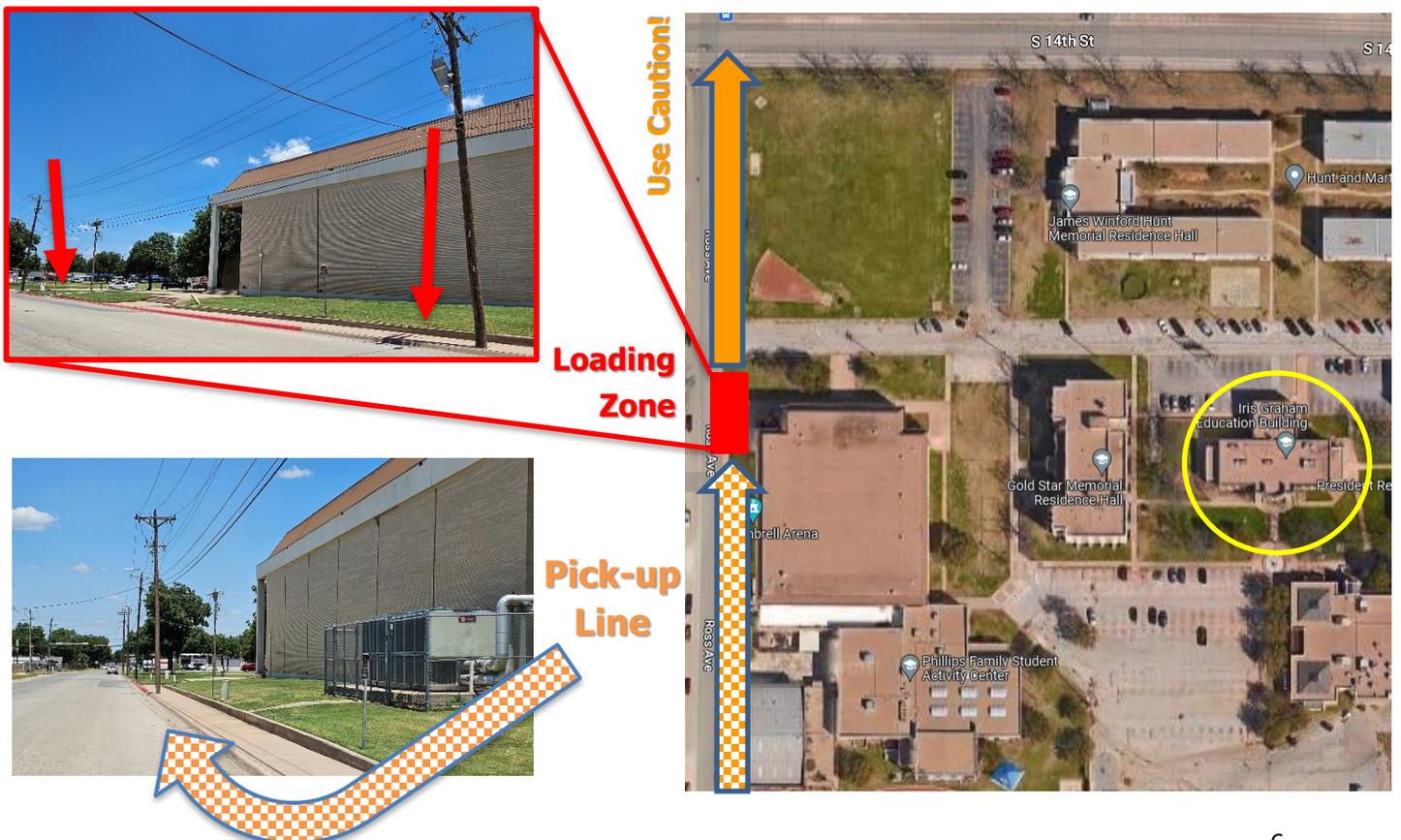
Students are dismissed at 3:05 PM and will be walked with their teachers to the northwest corner of the J.W. Hunt PE Center at the west entrance. For the safety of everyone, **parents should wait in their cars** (in the pick-up line) along the east side of Ross Street. As this is an active street, parents are encouraged to turn their hazard flashers on until they have picked up their child. Each family will have a car tag to place on the dashboard of their pick-up vehicle. Parents are to remain in their vehicles and should pull up as indicated by the teachers. Once parents pull up to the designated loading zone (between two utility poles), students will enter the **passenger side** of the vehicle. **NOTE:** No child will be allowed to get into a car without the tag being visible unless prior arrangements have been communicated with the Center for Innovation. Once students have entered the vehicle and fastened their seat belt, the driver should turn off the hazard flashers, look carefully for other moving vehicles, and then depart.

Parents won't be allowed to pick up children after 2:30 PM. Our teachers will be finishing instruction and will be preparing children to pack up to go home. If you need to pick up your child early from school for an appointment, you will need to pick up before 2:30 PM.

Students must go straight to their ride at dismissal. Students are not allowed to play on campus after school. Students are not allowed to re-enter the building after dismissal.

Any changes regarding how a child is to get home should be discussed with your child before school or called/texted to your child's teacher so that they may give the message to the student. Please call changes no later than 2:30 PM to ensure that they have enough time to get the message to the child. Remember, **NO CELL phones in a school zone – it's the law!**

Late pickup should be rare. Teachers are most often involved in team meetings and planning. Please always call and let the teachers know if you will be late and what your plans are. Students that are not picked up by 3:30 PM will be brought to the classroom. No student will be allowed to wait anywhere else after 3:30 PM and must be picked up from the classroom.



LUNCH

Students order their lunch on the day of the lunch. The Abilene ISD Student Nutrition Department delivers the food each afternoon. Students are allowed to decline the AISD prepared lunch and bring their own. Although meals are served in McMurry University's cafeteria, the students eat in a designated lunchroom which is separate from the university students and remain under the supervision of the teachers. Once students get to the cafeteria, all students sit in an assigned seat. Students are called up to get the items that go with their lunch. Students are allowed to visit at a voice level of 2. After lunch, students are released by tables to clean up their area. Once everything is clean and straight, the students and teachers return to the classrooms.

NURSE – 325-671-4770

Mrs. Varner and Mrs. Cruse are equipped to handle medications and routine, minor medical needs. In the event of a more serious illness or injury, the registered nurse at Bowie Elementary, Lauren Harvey, as well as parents will be notified immediately. It is vital that we have the latest information on student's Emergency Cards! If you move, change your telephone number, or change jobs, we need to know so that we can reach you with the shortest possible delay.

In the event of an emergency, in addition to the above, McMurry University's Director of Health Services/University Nurse, Brenda Johnson would be contacted at 325-793-4857.

PARKING

Parking is extremely limited on the McMurry campus—especially around the Education Building. If you are picking up your child early, and only need to run in the building to check your child out, you may park in an available spot for short-term only. If your visit requires you to be on campus for longer than a couple of minutes, please park in the parking lot on Ross Street across from the J.W. Hunt Center.

PARTIES

The teachers will plan classroom parties. Parents may be asked for a small donation to cover the cost of the party.

Invitations to personal student parties away from school can only be handed out at school *if every child in the homeroom class receives one.*

It is against AISD policy to have flowers, balloons, or other gifts delivered to students at school.

PETS

Pets should be left at home unless there is an occasion that is instructional and has been prior approved by the teacher.

PROGRAM DESCRIPTION

In the 2008-2009 school year, the Abilene ISD and McMurry University began a unique partnership by creating a mathematics and science program that offers enriched opportunities for selected Abilene ISD Grade 5 students. It is a program where its students are affectionally referred to as "McMagnets." Of course, being on the campus of McMurry University, our students wear their maroon proudly and serve as the youngest Warhawks on campus!

The Center for Innovation is taught by highly qualified, certified Abilene ISD teachers and is focused on STEM (Science, Technology, Engineering, and Mathematics). The curriculum is specially designed to capitalize on the students' interests and abilities by emphasizing math and science through cross-curricular connections, hands-on activities, and amplified lessons. Working with McMurry University, students spend the entire instructional day in a college environment and often work with the university's professors and instructional staff. Additionally, the program provides McMurry's aspiring education students a unique opportunity for hands-on, valuable field experience.

The program offers experiences that the students won't see on a traditional elementary campus:

- Experiential, project-based learning!
- Hands-on science labs conducted by professors!
- Cooperative learning and problem-solving!
- Use of personal computing devices!
- Interactive field trips!
- Art instruction supported by McMurry's Art Department!

Additionally, the Center for Innovation and McMurry University participate in several community partnerships and field trips. Field trip experiences are designed to provide enrichment to support the advanced curriculum. Past partnerships and field trips have included:

- Abilene State Park
- Community Garden
- Planetarium
- Texas A&M Chemistry Road Show
- Virtual and on-site field trips
- Zoo

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Please follow the **Center for Innovation sign-out procedures** before leaving the campus with a student. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher to contact the parent. The teacher will decide whether or not the student should be sent home and will notify the student's parent.

SALES/ADVERTISEMENTS/HANDOUTS

Publications prepared by and for the school may be posted or distributed, with prior approval by the District. Unless a student or parent obtains specific prior approval from the principal or the District, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. Students may not sell anything at school unless it is a school sponsored activity or approved by the principal.

SCHOOL SUPPLY LIST

24 pencils	1 zippered supply bag or 1 supply box
1 sharpener	1 ruler
1 multi-pack highlighters	1 box of quart size Ziploc bags
2 large glue sticks	Umbrella or rain jacket for rainy days
2 bottles of glue	Tote/drawstring bag (used to carry supplies from class to class)
1 pair of scissors	NOTE: Due to the construction and the amount of walking on campus at McMurry, appropriate shoes (sneakers) are required to be worn daily. This will allow our students to maximize their PE time as well as keep them safe!
1 poly/plastic folder with pockets and brads	Due to lack of space in classrooms, backpacks will be stored in lockers during the day.
3 composition notebooks (no glitter, plastic, or textured covers)	
2 spiral notebooks	
1 set of colored pencils	
1 box of crayons	
1 set of fine tip markers	
1 set of broad line markers	

TARDIES and LATENESS

Please set your watch to “Warhawk Standard Time”! Classes start at 7:40 AM. Students arriving after 7:40 AM are marked tardy. Late arrivals are disruptive to the classroom and have an adverse effect on educational progress and compromise students’ ability to fully benefit from the Center for Innovation experience. In order to help our students achieve the most they can in one school year, we cannot afford to lose instructional time. Repeated instances of tardiness will result in more severe disciplinary action in accordance with the ***Student Code of Conduct***.

NOTE: Students arriving late due to being tardy or returning to school from an appointment must not be dropped off alone. Parents ***must*** walk their child into the Iris Graham Education Building (first floor) and sign their child in before they report to the classroom.

TRAFFIC

Patience and cooperation is essential to avoid conflicts while driving in and around the McMurry campus! In the mornings, when parents turn onto campus and head toward the Iris Graham Education Building, the drive is one-way to the west. Please be alert and observant to university student foot traffic. And, in the afternoon, the pick-up line is on Ross Street which is an active city street. Please cooperate with the adult supervisors with kindness when motioned or spoken to. Remember, we share the parking lot with McMurry students, staff, and faculty.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit Center for Innovation. For the safety of those within the school and to avoid disruption of instructional time, all visitors must follow sign in procedures at the Center for Innovation. Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. If you will be attending a field trip, please follow sign in procedures as well. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. School personnel may require identification of any person on school property. **When you visit, please remember to sign in the hallway located by the classrooms on the first floor of the Iris Graham Building.**

VOLUNTEERS

Our volunteers are invaluable! If you have an expertise in a special area of math/science or know of someone that would be a great guest speaker, please notify your child’s homeroom teacher. We appreciate the work our volunteers do every day! All volunteers must pass a background check prior to volunteering. Please understand that background checks can take up to two weeks to complete, so please plan ahead. **When you volunteer, please remember to sign in the hallway located by the classrooms on the first floor of the Iris Graham Building.**

IMPORTANT! Please notify your child’s teacher if you move, change jobs, change telephone numbers, or move out of your child’s school of record attendance zone.

DISTRICT RESOURCES

McKinney-Vento (Homeless) Liaison	Darrin Cox, Liaison	325-677-1444 x8641
Foster Care Liaison	Darrin Cox, Liaison	325-677-1444 x8641
Social Workers	Tina Fleet-McGuire, Lead Social Worker	325-677-1444 x3713
Student Nutrition Office	Kandace Grenwelge, Director	325-677-1444 x1767