

# James B. Bonham Elementary

**717 Buccaneer  
Abilene, Texas 79605  
(325) 690-3745**



School Mascot: Bulldog  
School Colors: Red and White

Principal – Kyle Wiskow  
Assistant Principal – Mandy Welch  
Instructional Coordinator – Amy Packer  
Counselor – Kristi Harrison

## **Bonham Mission Statement:**

Learning is the key  
To finding The Leader in Me.  
Choose your path and never stray.  
Leading is the Bulldog Way!  
Learn! Lead! Succeed!

Welcome to Bonham Elementary School, a *Leader in Me* school. In May of 2018, Bonham was recognized as a Lighthouse School with the Leader in Me program. This is a great honor and we will continue to work hard to maintain this status. At Bonham, we work hard to ensure that all students receive opportunities to participate, learn, achieve, excel, and lead during their time with us. The policies and procedures contained in this handbook were prepared to help you adjust to our expectations and become an important part of Bonham Elementary School. Please keep it handy as a ready reference.

# Bonham specific information for 2020-2021

## **Arrival, Dismissal and Traffic Procedures**

### **Early Arrival**

Students arriving between 7:15 and 7:35 may report to the cafeteria to read or visit in an adult supervised environment. Breakfast will be served to all students in the classrooms beginning at 7:40.

### **Arrival**

At 7:35, students may enter the building at the front of the school, on S. 7<sup>th</sup> St, or on Potomac and may report directly to their classrooms. Faculty and staff will be posted at all doors and throughout the hallways to guide students to class and ensure safety. With the exception of the first day of school, parents may not walk their children to class.

### **School Dismissal**

We dismiss students from their classrooms when the bell rings at 3:15. At that time, teachers will escort students to designated areas for pickup. Students who walk home will meet in the cafeteria and then faculty and staff will escort them off campus as a group. If your child's pickup location needs to change during the year, please let the office and your child's teacher know.

Students who have not been picked up by 3:30 will be taken to the office to call their parents. For students participating in any after school activity, release time will be 4:00. Parents needing to pick up children prior to that time should come to the office.

### **Traffic and Parking**

Visitors to our campus may park in marked visitor parking at the front of the school or in the teacher parking lot on the side. Please be sure to follow all marked traffic procedures and signs. It is important to note that Potomac Ave. is a one-way street from 7:00-8:15 and 3:00-4:00.

### **Change in After School Plans**

If a student needs to leave before 3:15, office personnel will call for the student once an approved contact arrives to pick them up. Anyone picking a child up during the school day must be prepared to show valid ID and be on the student's contact list.

## **Absences and Tardies**

### **Reporting Absences**

Students are considered absent if they are not at school by 9:30. Please report all absences to the school as soon as possible. You may report absences to your child's teacher or by calling the school number, 690-3745 and choosing option 1. If a student is absent for a medical appointment, please send the note from the doctor to school so the absence can be coded correctly.

Please call Mrs. Villanueva at 690-3745 as soon as possible if you plan to withdraw your child. Teachers need advance notice to average grades and prepare necessary paperwork.

## **Tardies**

When a student arrives after 7:50, he or she must report to the office for a pass to enter class. Teachers will mark tardies electronically and tardies will be noted on report cards each six weeks. Students with 5 or more tardies in a semester will not be considered for perfect attendance awards at the end of the year.

## **Release and Return of Students During the School Day**

Students may be checked out of school and then returned later in the day for medical or other appointments. Always bring documentation of appointments if available.

## **Contacting the Teacher/Conferences**

### **Contacting the Teacher**

The best way to contact your child's teacher is through email or the Remind app. Teacher email addresses can be found on the teacher's faculty web page. If you would like to call your child's teacher, please call the office and they will assist you. Teachers cannot take phone calls during the school day because they are busy teaching.

### **Conferences**

Teachers will schedule a parent conference for each student during the first semester of school. In addition, one of our leadership goals is to have every student conduct at least one conference with his or her parent(s) to explain their academic progress and progress toward meeting goals. During student led conferences, teachers will be available to clarify information and answer questions. If you would like to request an additional conference throughout the school year, you may contact your child's teacher.

## **School Nurse**

### **Student Illness**

Our school nurse is Mrs. Janice Weiss, RN. Children who become ill or injured at school will be referred to her. She contacts parents when a child's injury or illness is severe enough that the child needs to go home. If you have questions or information for the nurse, call the school number, 690-3745 and choose option 3.

### **Medication**

Children who are taking medication at school are required to have a "Form of Consent" on file in the school clinic. Please see the nurse for this form. For your child's safety, we keep all medicine in the clinic and the nurse administers medicine there. Prescription medication must be in the original bottle/package with the pharmacy label that includes the child's name and dosage. Over the counter medication such as ibuprofen or acetaminophen may be kept in the nurse's office as well, and does not require a doctor's note.

## **Important Policies and Procedures**

### **Visitors**

Parents and other visitors are welcome on our campus. In an effort to maintain a safe environment, visitors will report to the office through the main door each time they are on campus. The secretary will issue a visitor's sticker when presented with valid ID. All gates and exterior doors will remain locked throughout the day except for the one leading to the front office.

Parents may eat lunch with their children during the child's scheduled lunch time. Lunchtime visitors must be designated as responsible parties by parents on the child's enrollment forms. All visitors must check in through the front office. Parents may sit with their child at the designated parent table, but may not take other children with them. Additionally, parents may not provide food for other people's children during lunch time per state regulations. This includes pizza or other foods for class parties during lunch time, except on the designated party day.

### **Student Behavior Management**

Bonham Elementary is proud to be recognized as a Lighthouse campus through the Leader in Me program. Through teaching the 8 Habits, we encourage all our students to be leaders in their homes, school, and community.

In the classroom, teachers establish expectations through the CHAMPS framework. We strive to create positive relationships with our students and make school a place they love to be. With that in mind, teachers work to handle as much discipline and behavior in the classroom as possible and only write office referrals for behaviors that are either very serious in nature or have not been corrected despite multiple interventions from the teacher. If a student receives an office referral, parents will be contacted within 24 hours.

### **Birthdays and Celebrations**

Parents may send treats to share with their class for their child's birthday. Please check with the teacher to determine if there are any allergies or dietary concerns in the class. Parents may send birthday party invitations to school, provided that the whole class or all the boys/girls are invited. Otherwise, invitations should be distributed privately.

We have one official school party per year provided by the volunteer room parents. Teachers will send home notes with information about class parties and other special events.

### **Recess**

Students will have at least fifteen minutes of adult-supervised outdoor recess per day. Students may be asked to sit out for classroom behavior or if they have unfinished work. If the outside temperature is below 40°F or above 95°F students will remain inside.

### **Lost and Found**

The lost and found is located in the foyer outside the fitness room. If items have a student's name on them, we will attempt to return them to the student. PLEASE write your child's name and teacher on all coats and jackets. Periodically throughout the school year, we will donate unclaimed items to charity. Parents may request to look through the lost and found before and after school.

### **Dogs and Animals on Campus**

Animals are not allowed on campus without permission from the school principal.

## **PTO/PTA/Volunteering**

### **Volunteers**

We welcome volunteers at Bonham in classrooms, the library, and many other areas. Please contact the school principal if you are interested in volunteering at Bonham.

**PTA/PTO**

If you are interested in volunteering in this area, please contact the school principal. We would love to have you!

**Field Trips**

Teachers will contact parents with field trip information throughout the year. Parents who volunteer to accompany students on field trips must complete a background check. Field trips are for Bonham students only and are for educational purposes. No additional children or guests may accompany classes on field trips.

**School Communication**

Each month, a calendar will be sent home that includes important dates and information. Teachers will send home most important papers each Tuesday on "Take Home Tuesday," but it's important to check your child's backpack daily.