

Bowie Elementary

**2034 Jeanette
Abilene, Texas 79603
(325) 671-4770**



School Mascot: Bobcat

School Colors: Maroon & White

Principal – Tina Jones

Assistant Principal – Clay Johnson

Instructional Coordinator – Lisa Lester

Counselor – Jessalyn Woods

School Nurse – Angela Valentine

School Secretary – Cindy Crawford

Parent Coordinator – Wilma Tolentino

Office Assistant – Tiffany McGee

Cafeteria Manager- Deborah Whaley

Mission Statement:

Our mission is to educate and motivate students by meeting their individual needs in an engaging and positive learning environment. Through this joint partnership of parents, teachers, and community members, we cultivate and celebrate leadership in our students and encourage them to reach their full potential.

School Motto:

Live together. Learn together. Lead together!

We are excited to begin this 2020-2021 school year! We look forward to working with our students and providing opportunities for them to grow academically and as leaders. We want all students to excel and work to their full potential. If you have any questions, please feel free to ask any one of the personnel at Bowie- - we are here for you and your children!

Sincerely, Tina Jones- Principal

Bowie's specific information for 2020-2021

Arrival, Dismissal and Traffic Procedures

Early Arrival

The school opens at 7:15 a.m. Students should not be dropped off or wait outside before this time due to no adult supervision and doors being locked. All students (except bus riders- - alternate entry) will enter the building through the cafeteria door located at the front of the building. All Bowie students are eligible to eat breakfast for free. If students choose not to eat breakfast or after finishing breakfast, they are required to go to the gym to read/sit quietly while being supervised by staff personnel. No students will be allowed to wait outside on the school grounds before school without being supervised by their own parents/guardians.

Arrival

Students are allowed to go to their classrooms beginning at 7:40 a.m. School officially begins at 7:50 a.m. Morning drop-off should occur using the following procedures:

- ▶ **Driveway Drop Off:** • Cars should enter through the north driveway entrance located on Jeanette Street. Two drop off lanes are provided. Parents are not to leave vehicles.
- Students being dropped off in the left outside lane of driveway should use the provided monitored crosswalk
- Students being dropped off on the right inside lane of the driveway closest to the school can safely exit the car closest to the curb
- ▶ **Walk-Up:** Students and adults are expected to cross using the provided crosswalks monitored by our campus crossing guards for safety purposes. If parking along the street, please be courteous to our neighbors and do not block their driveways at any time.

Campus Guidelines for Walking Students into the School/Classroom:

For the safety of our students and campus, parents/guardians are not allowed to walk children into the school/classrooms after the 1st day of school. This allows our staff to clearly monitor the hallways for the safety of our students and entire campus.

School Dismissal

The school dismissal bell is at 3:15 p.m. Parents/guardians are asked to wait for their children outside the building. Teachers will walk classes outside to wait in designated areas under the awning. A designated waiting location will be provided for parents/guardians who walk up to pick up students. Students will not be released to parents/guardians before the 3:15 p.m. bell unless permission has been given by the principal or have gone through the checkout process in the office.

Traffic and Parking

- ▶ For vehicle pickup in drive: • Vehicles will park in the center two lanes in front drive (stay in vehicle)
- Staff member will announce student(s) names/teacher(s) from name card placed in the car window
- Student(s) will go to designated location at the end of the driveway
- Staff will load students into the car for safety purposes as parents drive into the loading zone
- ▶ Walk-Up: Same procedure as listed above under "Arrival"

Absences and Tardies

Reporting Absences

If your child will be absent, please contact the Bowie office to let us know and the reason. You are welcome to call and leave a voice message or our campus secretary will be in the office at 7:15 a.m. if you would like to speak to someone in person. If we do not receive notification about your child being absent, you may receive an automated call from the district stating that your child is absent. You may also receive a call from our parent

coordinator. Excessive absences may be followed up by a visit from the district Student Attendance Officer.

Tardies

The tardy bell rings at 7:50 a.m. and classroom instruction begins. For students arriving after the tardy bell, the cafeteria door where students enter the building is locked. Students must report to the office and will be counted tardy. Students arriving after 9:30 a.m. are counted absent unless a doctor's note is provided. Excessive tardies affect student learning and we want our students to have every opportunity to be successful!

Release and Return of Students During the School Day

►Release: Doctor appointments/other appointments should be scheduled, if possible, at times when the student will not miss important instructional time. If a student must leave for an appointment or another important reason, we will follow these procedures:

- Parent/guardian must be present in order for the student to be sent to the office - -no phone calls to have student wait in the office
- Must present driver's license or other acceptable picture I.D
- Students will only be released to individuals whose names are listed on TEAMS contact list or authorized by parent/guardian to pick up
- Office staff will notify teacher to send student to the office (for K & 1st grade students, personnel will go down to the classroom to get the student & walk to the office)
- Students will not be released to parent/guardian from the classroom, cafeteria, etc. without being notified by the office

►Return: •Students returning from an appointment will be asked to provide a doctor's excuse for documentation •Students will be given a pass to return to class (K & 1st grade students will be walked to class).

►Excessive "early pickups" affects students' academics and success. If this is an issue, we will be glad to meet with parents/guardians to see if we can work together to create a better plan.

Contacting the Teacher/Conferences

Contacting the Teacher

Ongoing communication between parents/guardians and teachers is essential for student success. If you have any questions, concerns or would like to share important information, we encourage you to contact your child's teacher. You are welcome to email, send a note through the REMIND app, or leave a voice message for the teacher. You may also contact the office and we will leave a message for the teacher to contact you. The teacher will respond back to you in a timely fashion (when instruction is not taking place, after school, or by the next school day). Teacher email addresses can be found on the Bowie homepage of the Abilene ISD website at www.abileneisd.org. Teachers will also provide you with this information.

Conferences

A parent/teacher conference is a great opportunity to discuss your child's progress, share your child's strengths and areas that may need additional attention or answer any questions that parents may have. One parent/teacher conference is required during the school year. However, teachers are more than happy to have more than one parent/teacher conference during the school year if parents request or additional information needs to be shared.

School Nurse

Our school nurse is a certified R.N. She is equipped to handle routine medical needs. The nurse may contact you regarding your child for the following reasons: Illness (fever, vomiting, diarrhea, etc.), serious illness/injury, medication questions/concerns, or any additional concerns. In the case of fever, vomiting, diarrhea and other potentially contagious symptoms, your child will not be able to return to school for 24 hours from the time he/she is picked up from school.

Medication: Parents/guardians must personally bring all medications to the nurse's office - medications cannot be brought by the child. Contact our office or school nurse for more detailed information.

Visitors

Parents/guardians and other authorized guests are welcome to visit our campus and see the wonderful things occurring at Bowie. All guests must report to the main office and will be asked to present a driver's license or other acceptable picture I.D. in order to receive a visitor's pass. The identification will be electronically scanned and checked against registered sexual offender databases. I.D.s will be kept in the office in a secure location until check out in the office. We require you to wear the visitor's tag in a visible location on your clothing the entire time you are on campus.

Lunch: Classes have 30 minute scheduled lunch times. Parents/Guardians and "authorized guests" must come to the office first to receive a visitor's tag (same procedure as listed above). Enjoy eating lunch with your child/children at the designated guest tables or picnic tables. Student's friends, cousins, etc. may not be asked to join you at the guest table. This is quality time for you to eat with your child(ren) only. Plus, this arrangement serves as protection for all of our students. When the lunch time is over, your child(ren) will be expected to leave with their class. Guests will go directly to the office to check out, return their visitor's tag and retrieve their I.D.

All guests are expected to demonstrate the highest standards of courtesy and conduct and be respectful of our school dress code.

Student Behavior Management

We want our students to be orderly, responsive, engaged, and motivated at school. By putting the below models in place, this will assist in paving the road to our students' success!

Safe & Civil Schools & CHAMPS

All AISD elementary schools use the positive behavioral intervention & support models of "Safe & Civil Schools" along with "CHAMPS", proactive & positive approaches to classroom/school management. Both models address the sources of teachers' & school personnel's greatest power to motivate students through structure, teaching expectations, monitoring student behavior and interacting positively and the importance of building relationships with students.

Leader In Me

Bowie is extremely proud and honored to have been selected a Leader in Me Lighthouse School this past school year. Through the 7 Habits of Leader in Me, we work to instill the truth that leadership is in all of us, and we create a school culture that values the contributions of every child and teacher.

The campus principal, Tina Jones, and the assistant principal, Clay Johnson, serve as the campus behavior coordinators. Office discipline referrals are used as a last resort if classroom interventions have not been successful or if the behavior is serious, endangers others or occurs frequently. Students receiving an office referral will be treated fairly and consistently. If discipline does need to be administered, the principal will consider the frequency and seriousness of the offense, the student's attitude and the effect of the misconduct on the school environment. Parents will be contacted by a school administrator to discuss the issue and a plan to redirect the behavior for the success of the student. The AISD Student Code of Conduct will also be utilized as needed due to the severity of the offense.

Birthdays and Celebrations

Student birthdays are celebrated on morning announcements (weekend birthdays are announced on Fridays & Summer birthdays on the last week of school). Students receive a birthday treat to recognize their special day! Birthday treats for the class can be dropped off in the office & enjoyed in the classroom after the students' scheduled lunch period.

Notifying the teacher in advance is greatly appreciated. No balloons, flowers, presents or disruptive party favors are allowed. Invitations to personal student parties can only be handed out at school if every child in the class receives one. This will occur at the end of the school day.

Classes will enjoy three (3) classroom celebrations a year (Christmas, Valentine's Day, End of Year celebration).

Recess

Each class has a scheduled recess time daily. However, there are times when it is not safe for students to be outside due to weather. Outside recess will not occur if:

- Weather is not suitable due to rain/snow
- Temperature and wind chill fall below 40 degrees
- Heat index of 95 degrees or more

If students cannot go outside due to weather conditions, students will be allowed "indoor recess" in their classroom where they will have some type of physical activity.

Lost and Found

Students are encouraged to accept responsibility to keep up with their personal belongings. Please mark your child's name in coats/jackets/lunch kits. Lost items will be kept in our "Lost & Found" cabinet located in the entrance to the cafeteria. Lost articles of clothing which are not claimed will be donated at the end of the school year.

Dogs and animals on campus

For the safety of all, dogs or other pets (including pets that are carried) are not allowed inside the school or on the school grounds (before, during the school day or at dismissal). Not all children/guests are comfortable around animals; therefore, we want all to feel safe on campus. The principal may make exceptions for a special program/activity. Certified service animals are an exception with appropriate I.D.

Bowie PTA/Volunteering

We encourage you to become involved in school activities to show your support. One way you can become involved is by joining our Bowie PTA (more information will be shared by our Bowie PTA).

If you would like to volunteer on our campus or attend a fieldtrip, AISD policy requires volunteer paperwork be completed which includes a name-based background check. Once approved, parents/guardians will be notified. This information will then be filed at the campus and district level. If you would like to accompany your child and his/her class on a fieldtrip that can be attended by parents/guardians, please speak to your child's teacher or come by the front office to inquire about obtaining the necessary forms at least two weeks in advance before the fieldtrip. On the day of the fieldtrip, approved parents/guardians will still be required to come by the office to have their driver's license or other acceptable picture I.D scanned and receive a visitor's tag to wear on their clothing.

School Communication

Communication between parents and school is vital to the success of our students.

Methods of Communication:

- Parent/teacher conferences
- Monthly school-wide calendar/newsletter
- Classroom newsletters
- Phone calls/notes from teacher/school
- Remind (app allowing teachers to send messages to smart phones/tech devices)
- School Call-out Messenger system (recording)
- School Marquee sign in front of the school