

# Bowie Elementary

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



School Mascot: Bobcat  
School Colors: Maroon & White

Principal – Tina Jones  
Assistant Principal – April Holbrook  
Instructional Coordinator – Lisa Lester  
Counselor – Jessalyn Woods  
School Nurse – Angela Valentine  
School Secretary – Cindy Crawford  
Parent Coordinator – Wilma Tolentino  
Office Assistant – Tiffany Yates  
Cafeteria Manager- Sheila Lover

## **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 2021-2022 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 2021-2022

## **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 school 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. 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 7:30 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.

▶ 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. This allows our staff to clearly monitor the hallways for the safety of our students and entire campus. K families will be given a 1<sup>st</sup> day plan.

### **School Dismissal**

The school dismissal bell is at 3:15 p.m. Parents/guardians are asked to wait for their children outside the building. • Car Riders: students will wait in their classrooms until name is called. • Parent Walk-Up (door leading into the cafeteria): students will wait in the cafeteria until name is called. • Bus/Daycare: students will be escorted to buses/vans and checked in. • Student walkers: students will be escorted safely off campus at crosswalks. 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 office checkout process. Early pick-up of students/change in after school plans should be minimal.

### **Traffic and Parking**

- ▶ Car pickup in front drive: • Vehicles will park in the center two lanes (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
- Also, please be respectful of our neighbors and not block their driveways at any time.

## **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 or assistant principal. 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 & 1<sup>st</sup> 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 & 1<sup>st</sup> grade students will be walked to class).

► Excessive "early pickups", including excessive appointments, affect 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](http://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. Any concern will be addressed respectfully.

### **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. 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, Renee Carey, 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 two (2) scheduled recess times 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/fun 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 &/or email) •School Marquee sign in front of the school •New communication tool beginning this school year: *Let's Talk*

## **Bowie Elementary School COVID-19 Supplement to Campus Guide**

### **Face Coverings (District guideline)**

- Facial coverings/masks are **optional** for all staff and students (grades K-5) to wear at their personal discretion and preference. Personal choice about mask wearing is always to be respected by all staff, students, parents, and visitors. Face coverings/masks protect not only the wearer, but also significantly reduce the risk of spreading COVID-19.

### **Sanitization/Disinfecting of Campus**

- Sanitization stations will be in place throughout the campus to give students, staff and visitors the opportunity to sanitize their hands both entering and leaving the building.
- Classrooms will be provided with hand sanitizer that students/staff will use throughout the day. Students will also be given hand washing opportunities throughout the day.
- Classrooms will be equipped for cleaning between student transitions. Students and staff at all levels will work together to ensure everyone is contributing to a healthy environment by wiping surfaces/desks between classes and throughout the day.

### **Visitors**

- For the protection of our campus, visitors will be limited.
- When visiting the office, for the safety of all, only 2 families will be allowed in the reception area at a time (limit of 2 adults per family).
- All other visitors will be asked to wait outside and physically distance while wearing a mask until space is available in the reception area.
- Per AISD guidelines, visitors will **not** be permitted to eat breakfast or lunch on campus with students.
- Per AISD guidelines, non-essential volunteers will **not** be allowed to work on campus.
- Families will **not** be allowed to walk their children into the school (including the first day of school). Kindergarten students have a specific plan for arrival on the first day of school. This plan will be communicated to parents on Meet the Teacher Night and on the campus website.

### **Arrival**

- Our campus is open to students at 7:15 a.m. Upon arrival, students will enter the monitored cafeteria door located at the front of the building.
- Students who arrive from 7:15 a.m. to 7:30 a.m., and not eating breakfast, will remain in the cafeteria (physically distanced) until their classroom teacher arrives to take them to class.
- Students arriving after 7:30 a.m. will go directly to their classrooms.
- Students arriving after 7:50 a.m. will go directly to the office (it is highly recommended that students who are late be accompanied by a parent/guardian. Tardies will be entered into the school attendance system. Only two (2) families will be allowed to check in at a time. Others will be asked to wait outside the building until space is available in the reception area. Visitors are asked to physically distance.

## **Breakfast**

- Breakfast is served in our cafeteria beginning at 7:15 a.m.
- Students will have the opportunity to use hand sanitizer before going through the line.
- Staff will monitor students as they go through the breakfast line, making sure that social distancing is taking place.
- Signs will be placed on seats where students should not sit in order to provide adequate space between students.

## **Lunch**

- Visitors during lunch are not permitted.
- Additional time between classes entering the cafeteria has been increased to allow more time for sanitization and physical distancing between classes.
- Students will have the opportunity to use hand sanitizer before going through the line.
- Teachers will monitor students as they go through the lunch line, making sure that social distancing is taking place.
- Signs will be placed on seats where students should not sit in order to provide adequate space between students.
- Signage and floor markings will be provided for social distance between students while standing in line.

## **Transitions**

- Transitions around campus will be monitored for the safety of the students.
- Classrooms/work areas will be sanitized after each class by staff. Students will be taught and encouraged to take responsibility to clean their own desks/work areas.
- Indoor traffic patterns/schedules will be established throughout the campus to separate individuals to the greatest extent possible.
- Signage and floor markings will be posted to reinforce physical distance expectations.
- Teachers within each grade level will follow a restroom schedule where only one class at a time will be allowed in the restroom area, while practicing physical distancing.

## **Dismissal**

- See regular dismissal in handbook

## **Bus Transportation**

- AISD is strongly recommending students utilizing bus transportation to wear face coverings/masks riding the bus to school and on the ride home.