

# **Wild About Owens**



## **Owens Elementary Student Handbook**

***Back to Back Exemplary  
2007-2008  
2008-2009***

**Principal  
Assistant Principal  
Assistant Principal of Instruction  
Secretary  
Attendance  
Receptionist**

**Linda Payne  
Kathy Hart  
Shelly Bosley  
Sylvia Carpenter  
Donna Parker  
Julie Walden**

**Phone: 903- 262-2175**

**7:45 First Bell**

**7:50 Morning Announcements**

**8:00 Tardy Bell**

**3:00 Dismissal Bell**

# My Student Handbook

The policies and procedures contained in this handbook are designed and prepared in order that you and your parents may know and understand the policies and practices of Owens Elementary School. You are encouraged to follow all of the policies, and in doing so, you are expected to have a successful year at Owens.

Please know that you are welcome to participate and have fun learning at Owens Elementary. The Owens faculty and staff are committed to educating all students in a positive learning environment to ensure that you become responsible, confident, competent, and productive citizens in society. HAVE A GREAT YEAR!

**This student handbook belongs to:**

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I am in the \_\_\_\_\_ grade.

My teacher's name is \_\_\_\_\_.

My room number is \_\_\_\_\_.

**My school day begins at 8:00 a.m. and ends at 3:00.**

**(Please note: The tardy bell rings at 8:00.) Students that are not in their classrooms by 8:00 are considered tardy. Consequences will be assigned for tardiness (May include one or more of the following: verbal warning, parent call(s), recess detention, lunch detention, assignment to ISS, parent conference(s) and truancy referral to the Student Services Officer. These consequences also apply to "early leave" situations unless a note is brought the following day from a doctor stating you were out of school due to a medical appointment that necessitated leaving school early.**



## ***Owens Spirit!***

School Colors: Royal Blue and Silver

School Mascot: Eagle

### **Owens Pledge**

**Be your best.**

**Do your best.**

**Act your best.**

**Owens is the BEST!**

## **Student Services**

**Cafeteria:** Owens' cafeteria serves both breakfast and lunch. Teachers do not collect money for meals. You may pay daily, weekly, or monthly in the cafeteria or on-line. Menus will be sent home monthly. If parents would like to join your student for lunch, please notify the teacher in advance. Adult lunches are **\$2.50 (cost subject to change)**.

**Free and reduced lunch forms are given to all students.** It is very important to return the lunch forms the next day. **It takes 10-15 school days once the forms have been submitted to our food service department before students can be qualified for free/reduced lunch/breakfast.** **Parents are responsible for paying for student lunches until they have received written approval from TISD food service.** **Students on free and reduced lunch the previous year must complete a form each new year.** If this form is not returned within 30 days, students must pay for their lunch.

Student Lunch: **\$1.50 (cost subject to change)**

**Resource:** Addresses the needs of students who require special individualized instruction in mastering the skills for their grade level.

**Gifted and Talented (Target):** Students are screened yearly for admission to the Gifted and Talented program.

**Special Education/504:** These are programs that provide support services and instruction for students with special needs.

**Speech:** This program addresses the needs of students who require speech therapy.

**Intervention Class:** Addresses the needs of students that need targeted interventions in the areas of reading and/ or math.

**School Pictures/Yearbook:** Individual pictures are made by a professional photographer several times during the school year. The purchasing of these pictures is optional. However, if you choose to purchase the pictures, payment will be required. The school yearbook is ordered each spring and delivery is the following fall.

## Parental Involvement

**PTA/School Volunteers:** Your involvement is extremely important to your child's success in school and we encourage you to join PTA. Information is sent home in the first day packet.

To become a school volunteer, please contact Joyce Fleisher. **All volunteers must complete and pass a criminal background check.** When volunteering on campus, please sign in at the office, show your driver's license, and obtain a visitor's badge.

**Watch DOGS:** The Watch DOG (Dads of Great Students) program is open to fathers, grandfathers, and older brothers (over age of 18) of students. The purpose of the program is to provide positive role models for our students and extra eyes to assist monitoring on campus. All participants must complete a volunteer application, Watch DOG application, and orientation.

**Meet the Teacher:** Prior to the beginning of school a come-and-go "meet the teacher" is planned to help families become acquainted with our campus and their child's teacher.

**General Conference:** Communication is an essential part of the educational program. General conference will be held in **September following the PTA meeting. Please watch your child's weekly newsletter for this date.** General conference is designed for you to meet your child's teacher and become acquainted with the goals and objectives he/she hopes to accomplish during the school year.

**Parent Conferences (individual) will be held once each semester.** Anytime you would like a conference, please call the school office or drop the teacher a note, and a time will be scheduled.

## **Health**

**Accidents and illness:** In the event your child is injured or becomes ill at school, the school nurse or member of the office staff will contact you so that you can come and pick up your child.

**\*Please notify the school office if there is a change of address or telephone number during the school year.** It is very important to the safety of our students that parent's home, business, and emergency number are kept current during the year.

**Medications:** All medications given at school must be prescribed by a physician or dentist and in the original container with the pharmacy label. Parents, not students, should bring all medications to the nurse. All medication is to be kept in the clinic—not in the classroom or with the student.

**Medical Conditions:** If your child has a medical condition that could affect or limit his or her participation in physical education, please share this information with the nurse and PE teacher.

## **Safety**

### **Morning Drop-off and Afternoon Pick-up**

**Student Loading and Unloading:** Two circle driveways are utilized to help with traffic congestion. Each driveway has two moving lanes.

**Students in kindergarten, first, and second grade** should be delivered and picked-up in the circle drive that runs in front of the main entrance to the school.

**Parking is not permitted in the two circle drives between the hours of 7:00 a.m. – 9:00 a.m. and 2:00 p.m. – 3:30 p.m.** Parking on the south side of the circle drive in front of the main entrance is allowed between the hours of 9:00 a.m. – 2:00 p.m. only.  
**IMPORTANT: The north lane of both driveways must remain open and accessible at all times as a fire lane.**

**Third, fourth, or fifth grade students** are picked up in the west circle drive that runs in front of the portable buildings. Students that have siblings in lower grades will sit/stand with their sibling in the K-2 pick-up area until picked up by parent(s). Younger siblings are not allowed to be picked up in the 3-5 dismissal area.

**Students that do not follow dismissal procedures will wait in the front office for their parents to sign them out. Please remember NOT to park in the circle drive if you need to come to the office to pick up your child.**

**Drop off and pick-up is not allowed in the back parking lots.** Those areas are reserved for buses and day care vans.

**Day Care Center Buses:** Notify the day care with a letter, to drop your child off and pick up back parking lot of the campus **only**. Students will be dismissed at 2:55 for day care buses.

**Bus Information:** Students are eligible to ride the bus if they live in the Owens school zone and are over two miles from school. Students must ride their assigned bus. Bus safety is important and students must follow the rules. Bus riding is a privilege and may be revoked in the event of misconduct. **Students are not allowed to ride the bus home with a friend for an after-school play time or to spend the night.**

**Walking to/from School:** Students must use crosswalks and obey crossing guards when walking to and from school.

**Skateboards/Rollerblades/Scooters:** are not allowed on the campus at anytime. Bicycles are allowed **ONLY** during school hours and must be secured in the bicycle racks. **“Wheelies” are not allowed on campus.**

**Fire and Disaster:** Fire and disaster drills are conducted regularly throughout the year.

**Bicycles:** Students must walk their bikes across streets using crosswalks and crossing guards. Students must walk their bikes while on campus.

## **Campus Policies**

**Behavior:** Owens students are expected to follow the guidelines in the TISD Student Behavior Book that parents receive and read. The acknowledgement letter must be signed and returned to school. Our campus has adopted a set of school-wide rules for the common areas that all students are expected to follow. Teachers may send additional classroom rules and procedures.

**Attendance:** All students are expected to be in attendance each school day. School begins at 8:00 and is dismissed at 3:00. TISD attendance policy is outlined in the Student Behavior Book.

**Absences:** Attendance is posted at 9:15 - 9:30. Any student that arrives after 9:15 is considered absent. If a child is absent due to illness or family emergency, a parent must call the school (262-1980) **each day** the student is absent. Absences that are not reported daily are considered unexcused. It is also important for parents to send a note

stating the child's name, days absent, and reason(s) for absence. ***A doctor's note is required for every absence a student has once they have acquired 3 absences. Truancy will be filed with the court once a student accumulates 6 unexcused absences.***

**Tardies:** Students not in their classroom **before the 8:00 bell** are considered tardy. All exit doors and gates will be locked at 8:00. Late students miss important instruction and disturb other students in the classroom. **Unexcused tardies may result in disciplinary action (loss of recess, lunch detention, assignment to ISS, etc.)** Tardies are recorded on the student's permanent record. Please note that car trouble is an unexcused tardy/absence.

**Early Withdrawals & Late Pick up:** Any student leaving school early must be checked out through the office. Early withdrawal has the same consequences as a morning tardy since the student is missing a portion of the instructional day. Consequences will be assigned to early withdrawals.

Students are to be picked up by 3:15 each day. **There will be no one to supervise your child after 3:30.** Teachers must spend their time preparing for the next day's activities so that your child receives creative and productive instruction.

**Textbooks and Library Books:** If a book is lost or destroyed, check with our librarian about the cost of replacement. If a lost book is found, the money will be refunded. Textbooks must have a bookcover at all times (required by state law).

**School Property:** Students are expected to take care of school property. If school property is damaged or defaced restitution will be required in addition to disciplinary action for the offense.

**Interruptions:** Interruptions from unscheduled guests disturb learning. If you need an item or message delivered to your child, please bring it to the office--not the classroom. **Balloons, flowers, or gifts are not delivered to students during school hours.**

## **DRESS Code**

**Dress Code:** Students are expected to follow the district standard of dress which can be found on district webpage. Owens parents do a fantastic job of screen student clothing before children arrive at school. However, the following general reminders will help ensure that we maintain consistent, appropriate dress at school. Please avoid:

- Tank tops or clothing that is cut low at the neck or underarm.
- Clothing that exposes bare midriffs.
- Clothing that displays obscene or suggestive language or symbols, provocative pictures, advertisement for alcoholic beverages, tobacco or narcotics.
- Clothing that promotes racially related symbols, emblems, pictures, words, or slogans.
- Clothing that is excessively loose and that result in "sagging".

- Clothing that is see-through, provocative, or excessively tight.
- Clothing that is frayed or torn (this includes ripped-out knees in pants, excessively frayed hemlines, etc.)

Most questions revolve around the appropriate length for dresses, skirts, shorts, etc. The following rules of thumb will help you make choices that remain in compliance with district policy and campus expectations:

- Dresses, skirts, split garments and shorts **should not be shorter than three inches above the knee** while maintaining dignity and modesty.
- Shorts should be hemmed or cuffed garments designed for outerwear.

Please avoid:

- Cutoff shorts, wind shorts, boxer shorts, short/shorts, jogging shorts, or bicycling shorts/pants.
- Hair – designs or cuts/colors that may be disruptive are not allowed. (Example: Mohawks, slogans, logos, initials, etc. are not allowed.)

This is certainly not a comprehensive review of district dress code policy, but rather a general overview to help make sure we are all on the same page. If you would like to review the district dress code it can be found at <http://www.tasb.org/policy/pol/private/212905/>.

### **Spirit Day:**

Friday is the designated campus spirit day. Students and faculty may wear jeans with a school shirt, clothes that comply with the school standard of dress, or school clothes that meet TISD dress code.

**Field Trips:** Parents must have a completed and signed Field Trip Permission Form for their child to participate in any off campus trip. **Permission cannot be given over the telephone.**

**Payment of Fees:** When paying for pictures, lost textbooks, or other school activities, please remit in cash or check for the exact amount and **send the payment in a sealed envelope with the student's name written on it.**

**Class Parties:** Two official class parties are allowed each year. The Campus Performance Objectives Council determined the parties allowed are Christmas and spring parties.

**Unauthorized Items:** Students are not permitted to possess unauthorized items on the school campus or at any school function away from campus. Unauthorized items include, but are not limited to, weapons of any kind, pocketknives, fireworks, chemicals, lighters, matches, laser pointers, toy guns, matches, and defensive spray. Any other item that is valuable and/or potentially noisy or disruptive, such as radios/walkmans, hand-held electronic games, wristwatch games, collector cards, skateboards, skate-shoes, CD's are not permitted.

**Cell phones** may be kept in a child's backpack and not visible. Cell phones must be turned off at all times. Cell phones will be taken up if seen or heard. **Cell phones are turned over to TISD security and a fee of \$15.00 is required for return of the item.**

The items listed above will be confiscated and disciplinary action will be taken. For more detailed information, please be sure to read the disciplinary section of the TISD Student Behavior Book, available on-line at [www.tylerisd.org](http://www.tylerisd.org).

- **No electronic games, IPODS, etc. are allowed on campus. They are also not allowed on the bus even during fieldtrips! These items will be confiscated and a \$15.00 fine assessed before they can be returned!**

**Grading:** *The following grading scale is used:*

90-100	Excellent
80-89	Above Average
75-79	Average
70-74	Passing; Below Average
0-69	Failing

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E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

**Report Cards and Progress Reports:** Progress reports will be sent home every three weeks informing parents that their child is making improvement, or having difficulty with academics or behavior. Report cards will be sent home on Thursday following the end of the six weeks period. Progress reports and report cards must be signed by the parent or guardian and returned to the classroom teacher.

**Promotion and Retention:** **A student shall be promoted from one grade to the next on the basis of academic achievement.** In grade 2 and above, a student must have an overall average of 70, and have a yearly average in math, reading and writing

and science of 70. The overall average shall be determined by averaging the final numerical scores for language arts, mathematics, social studies, and science. ***The Grade Placement Committee will determine whether a student is promoted or retained.***

**What the State Law Requires:** Students enrolled in **fifth grade** must meet the testing requirements of Texas state law.

Students must pass the reading and math section of Texas Assessment of Knowledge and Skills (TAKS) in order to be promoted to the next grade. These promotion requirements begin with students enrolled in second grade during the 2001-2002 school year and apply to all students thereafter. Students must also meet promotion/retention criteria as stated in the above paragraph.

**Awards and Honor Roll:** Certificates will be presented to students on Awards Day at the end of the school year. In order to receive an award for Perfect Attendance, "A" Honor Roll Citizenship Award, "A-B" Honor Roll Citizenship Award, or Citizenship Award, the students must meet the following criteria:

**Perfect Attendance:** The student must be in attendance each school day for the entire year.

**"A" Honor Roll Citizenship Award:** Students in grades 2-5 must receive "90" or above in all subjects and not have "N's" or "U's" in ANY area including music, PE, and conduct.

**"A-B" Honor Roll Citizenship Award:** Students in grades 2-5 must receive "80's" and "90's" in all subjects and not have "N's" or "U's" in ANY area including music, PE, and conduct.

**Citizenship Award:** Students in K-5 must not have "N's" or "U's" in any area including music, PE, and conduct. Students that have qualified for "A" or "A-B" Honor Roll Citizenship Awards will not receive the Citizenship Award.

**Homework:** A homework policy with requirements for each grade level is a part of our educational program. Your child's teacher will inform you about the policy. Please encourage your child to complete all homework assignments.

**Student Records:** Parents, legal guardians, and school personnel are the only persons permitted access to students' records, unless a signed release form is secured from the parent or legal guardian.

**Student Information:** It is **EXTREMELY** important that our records are kept up to date. Your student's records must contain a copy of your child's Social Security number, birth certificate, and immunization records. **Current home and work phone numbers must be on file** so that you can be reached in an emergency. Please provide photocopies of any applicable court orders promptly.

**Withdrawal:** If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is appreciated.

**Owens Code of Conduct:** All students are expected to respect others and have appropriate behavior. Teachers follow a specific behavior plan that has been developed to meet the needs of his/her particular classroom. Inappropriate behavior consequences may range from "Stop and Think" reflective activity to assignment in After School Detention.

**Students will be sent to the principal's office immediately for:**

- Disruption of instruction
- Fighting
- Unacceptable language, profanity, racial remarks, obscene language/gesture
- Vandalism
- **Consequence: May be suspended or assigned to In-school Suspension (ISS) for a minimum of 3 days.**

**Sexual Harassment:** Sexual Harassment is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person, or offensive and unwelcome conduct aimed at another solely because of his or her gender. If a student believes he or she has been sexually harassed, the student or the student's parents should report the incident to any of the following: the teacher, the counselor, the instructional consultant or the principal. If a student's conduct is offensive and unwelcome, the campus administration will determine if the conduct should be punished in accordance with the school district's discipline management plan.

## Visitors

Parents are cordially invited to visit school and to observe their children's progress. Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

**All visitors must check in at the front office. Identification (driver's license) will be scanned and a background check will be done electronically. Please have your license readily available at time of arrival.** Children (under the age of 18) unaccompanied by parents may not visit. When a parent plans to eat lunch at school, the homeroom teacher should be notified so that an accurate lunch count may be reported to the cafeteria.

**Parents desiring to have their child's friend eat lunch with them must have written consent from the other child's parent presented when checking in at the office. No exceptions. (New TISD guideline)**

Before any child is released from school, the child's student registration card will be checked by school personnel to see if the person has permission to pick up the child. Identification (driver's license) will be checked. In order for an adult, other than the parent, to pick up a child, his/her

name must be listed on the enrollment card and the teacher must have written notice from the parent stating who will be picking up your child that day. If you need to pick your child up early or your child is sick, you must come through the office to sign him or her out. We will then call your child to the office. **Because we value learning time for your child, we request that you schedule all appointments for after school.**

*We strongly discourage frequent early check-outs which could impact your child's academic success! It is important to teach our students that school is important and it is their responsibility to be here on time every day and work until dismissal. This is an important life-skill that will serve them well as they become adults and enter the world of work.*

**Please go over with your child who is allowed to pick them up from school as well as how they are to get home each day. Example: Walk, ride bus, or be picked up (day care, person picking them up).**

### **DELIVERY & PICK-UP PROCEDURES**

Two circle driveways are utilized to help with traffic congestion. Each driveway has two moving lanes. Students in kindergarten, first and second grade should be delivered and picked-up in the circle drive that runs in front of the main entrance to the school. Parents who have children in third, fourth and fifth grade should utilize the west circle drive that runs in front of the portable buildings. Drop off and pick-up is not allowed in the back parking lots. Those areas are reserved for students who are transported by buses and day care vans. Parking in the two circle drives is not permitted between the hours of 7:00 a.m. – 9:00 a.m. and 2:00 p.m. – 3:30 p.m. Parking on the south side of the circle drive in front of the main entrance is allowed between the hours of 9:00 a.m. and 2:00 p.m. only. The north lane of both driveways must remain open and accessible at all times as a fire lane.

### **MORNING ARRIVAL**

**K, 1 & 2 circle driveway** – Please pull into the circle driveway using both lanes of traffic. Students in the outside lane should exit their cars on the grassy side only and walk to the crosswalk. A student should never exit their vehicle into the middle of the two lanes or cross the circle drive between vehicles. There will be a crossing guard on duty beginning at 7:40 a.m. Students in the lane closest to the sidewalk should exit on the sidewalk side of their vehicle. A student should never exit their vehicle into the middle of the two lanes. Please refrain from changing lanes while in the driveway or blocking the crosswalk, driveway or entrance.

**3, 4 & 5 circle driveway** – Please pull into the circle driveway using both lanes of traffic. Students in the outside lane should exit their vehicles opposite of the moving traffic and walk to the crosswalk. There will be a crossing guard on duty beginning at 7:40 a.m. Students in the north lane closest to the sidewalk should exit on the sidewalk side of the vehicle. Please refrain from changing lanes while in the driveway or blocking the crosswalk, driveway or entrance.

### AFTERNOON PICK-UP

**All students will be dismissed at 3:00.** Traffic circles will not begin to move until 3:00 p.m. **Carpooling is encouraged.** If you pick up two or more children or carpool, the older student or students will be picked up in the driveway designated for the youngest child.

Students will not be allowed to load into cars from the middle of the driveways. A piece of construction paper with your child's name and the teacher's name should be displayed in the front window for each child. **Even if you think we know you, every vehicle should have names prominently displayed for the duration of the school year.** Teachers will be with students to assist them in crossing the driveway and loading on both sides of the driveways.

### BUS INFORMATION

Students are eligible to ride the bus if they live two or more miles from the school. Students are only allowed to ride the bus to which they are assigned. Bus safety is very important. Please encourage your children to follow all bus rules. Riding the bus is a privilege and persistent misbehavior will result in suspension of bus eligibility.

Day Care buses pick students up in the back of the school at 2:55.