

Birdwell Elementary School



2010 S. Talley Avenue

Tyler Texas 75701

(903) 262-1870 - Phone

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Birdwell Braves Meet the Teacher

August 18, 2016

PRINCIPAL'S MESSAGE

Welcome to Birdwell Elementary! At Birdwell, our staff is dedicated and works hard to provide a school experience that will help each child meet their full potential. Our mission is to develop passionate, life-long learners, who positively impact the world. We understand the importance of the home-school connection and value the involvement of our parents in their child's education.

GENERAL SCHOOL INFORMATION

Principal:	Bethany Moody	bethany.moody@tylerisd.org
Assistant Principal:	Heather Carnes	heather.carnes@tylerisd.org
Counselor:	Diane Knowles	diane.knowles@tylerisd.org
Secretary:	Mary Gonzalez	mary.gonzalez@tylerisd.org
Attendance:	Linda Arroyo	linda.arroyo@tylerisd.org
Receptionist:	Carolina Moctezuma	
	carolina.moctezuma@tylerisd.org	
Nurse:	Susan Wedgeworth	susan.wedgeworth@tylerisd.org
School Colors:	Maroon and White	
School Mascot:	Braves	

SCHOOL OFFICE HOURS: 7:15 a.m. – 4:00 p.m.

BREAKFAST: 7:00 - 7:35 a.m. All elementary students in TISD may eat breakfast for free for enrolled students. Breakfast is available each morning from **7:00 - 7:35**. *The serving line will close at 7:35.* Students should be in their classrooms ready to learn no later than 7:50 a.m. Parents, visitors, etc. in the cafeteria in the mornings will be asked to leave at the 7:45 prior to the tardy bell.

TARDY BELL: 7:50 am – **This is a change for the 2016 – 17 school year.**

****Students must be inside their teacher's classroom when the 7:50 a.m. bell rings.**

DISMISSAL: 3:10 pm – **This is a change for the 2016 – 17 school year.**

ATTENDANCE POLICY

The impact of regular attendance on academic growth cannot be over-emphasized. For maximum learning, it is essential that students be in school, on time, and remain at school for the entire school day. Although work can be made up, instruction cannot. Attendance is critical to the success of your child's learning in *every* grade.

It is very important that you send the teacher documentation as to why your son or daughter missed school every time. This information must be received no more than 3 days after an absence has been recorded for the student.

ABSENCES: Attendance is taken at 9:30 am. Please call the school at 903.262.1870 before 9:00 a.m. *each* day that your child is absent. Please send a note or doctor's excuse to the office upon your child's return. **Documentation for absences must be received no more than 3 days after the student's return to school to be considered for excusing an absence.** When calculating the number of absences for the year, all absences count whether they are excused or unexcused.

TARDY: Students not in their classrooms at 7:50 a.m. will be counted tardy. Please arrange to drop off your child no later than 7:45 to give them time to get to their classroom on time. If you are dropping your child after 7:50 a.m., please escort your child into the office and sign them in at the desk. Tardies will impact perfect attendance. Students arriving after 9:30 will be counted absent.

LEAVING EARLY: If your child leaves school before the end of the school day, it will be recorded as "leaving early" and will impact perfect attendance. If you are leaving early due to an appointment, please bring a doctor's excuse the next day. If you are picking your child up early from school please do so by 2:40. **We do not make changes in how a student goes home after 2:40 since this could hamper our dismissal procedures.** "Leave earlies" count with tardies.

Tardies / Leaving Early and Perfect Attendance:

Tardies and leaving early will impact perfect attendance. **Perfect attendance will be awarded when a child has no absences and no tardies or leave earlies.**

HOMEWORK POLICY

Homework serves as reinforcement and practice of class instruction and is vital to your child's progress. Homework will be assigned at a minimum on **Mondays, Tuesdays, and Thursdays.** Each student will be given an agenda where homework assignments can be recorded.

TISD CODE OF CONDUCT

To access the TISD Code of Conduct, go to either the TISD or Birdwell Elementary website. Locate the 'Student and Families' tab and click on it. Look for 'Handbooks' and click on that. The 'Student Code of Conduct' is listed there.

LIBRARY

Due to our limited Library funds, it is necessary to charge fines for damaged books.

COMMUNICATION

CONFERENCES: COMMUNICATION is essential! A general conference will be held during September at the beginning of the school year. To schedule an additional conference with the teacher or any other school personnel, please call, write a note in the agenda, or send an e-mail.

AGENDA: This is a weekly calendar that is a great communication tool between school and home to communicate daily regarding your child's assignments, activities, and conduct. Please review the agenda and comment if needed. Some teachers ask that parents initial or sign the agenda.

Birdwell Elementary Dress Code - This dress code will be strictly enforced.

School Wide Expectations:

Classroom:

- Students and parents agree to be punctual and students will attend class each day.
- Students and parents agree to be prepared for class each day.
- Students agree to follow directions the first time they are given.
- Students agree to keep hands, feet, objects to themselves. (Hands-off policy)

Cafeteria Student Expectations:

Students agree to behave appropriately and use good manners when in the cafeteria.

- Students agree to enter and leave the cafeteria quietly.
- Students agree to talk at a voice level 1 while in the cafeteria and understand they will be dismissed from their table if there is a problem.
- Students agree to clean their area before being dismissed from each table.

Hallway Student Expectations

- Students agree to walk quietly at all times including outside and while at the restrooms.
- Students agree to keep hands behind back or at their sides.

Playground Expectations

- Teachers agree to monitor student activity at all times.
- Teachers are able to see all students while monitoring.
- Students agree to use safe playground practices.

- No pushing or rough playing.
- No tackle football.

Teachers will employ any combination of the following discipline management techniques to change a student's conduct.

- Verbal redirection
- Time out - Cool off period
- Seating changes in the classroom
- Conduct or study habit grade reductions
- Writing assignments related to behavior (Example: Think Sheets, Apology letters, description of behavior)
- Parent contact by telephone, email, note, or agenda
- Parent-teacher conference
- Counseling
- Confiscation of items that disrupt
- Rewards
- Proximity
- Charting/Tallying behaviors
- Non-verbal correction
- Behavior contracts
- Lunch detention
- After-school detention
- Citizenship grade reduction
- Withdrawal of privileges

When a student's behavior is not corrected by these techniques, or when the behavior is disrespectful or threatens the health or safety of others, the teacher is expected to refer the student to a campus administration with documentation of prior efforts, and details of the offense causing the referral. Depending on the offense, the consequences for the office referral could result in after school detention, ISS (in-school suspension), or OSS (out of school suspension).

Reinforcement of desired behaviors will positively impact student behavior.

Cell Phones and Other Electronic Devices

No cell phones or other electronic devices are to be visible while students are at school. This includes from the time the student arrives in the morning until the time they leave the school property.

SCHOOL LUNCH AND GUESTS

LUNCH: A hot lunch tray is available for \$2.00 or if you prefer, you may send a sack lunch. If your child brings lunch from home, please do not ask school personnel to heat it up. This will not

be allowed. If you need assistance with lunch, we will be happy to send home a free and reduced lunch application form.

GUESTS: Please feel free to join your child during lunch. Eating lunch at school with your child is a special time for each of you. If anyone other than the parent/guardian wants to eat lunch with a student, they must be listed on the student's enrollment form as a contact or the parent must notify the office in writing that a guest will be eating lunch with their child.

MENUS: For breakfast and lunch, a menu will be sent home with your child each month.

MORNING DROP OFF /AFTERNOON PICK UP

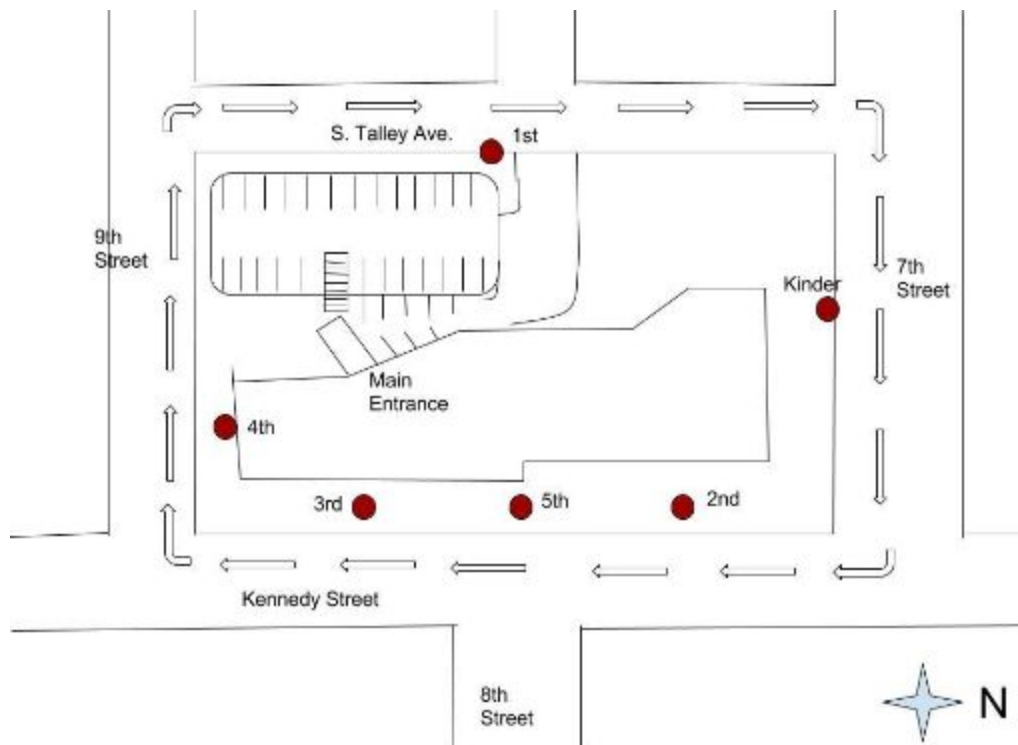
Please refrain from talking on your cell phone while in a school zone.

MORNING DROP OFF: From 7:00-7:35 a.m. all students must enter through the "loading dock door" on 7th street (by the ramp). Students may eat breakfast or wait quietly until a teacher picks them up at 7:30 a.m. From 7:30 - 7:48, parents may drop off students to the school entrance nearest to the student's classroom. The student must be **in the classroom at 7:50 a.m.** If dropping off your child 7:49 or later, your child will have to bring them to the main entrance and where they will be issued a tardy slip from the office.

AFTERNOON PICK UP – BEGINS AT 3:10 PM:

- **Bus and Day Care:** All busses and day care vehicles will be picked up at the main entrance in the front of the school.
- **Neighborhood Walkers:** Parents are to inform their child's teacher if they will be picked up as walker. A supervising teacher will walk students to the corner of 7th and Kennedy or to the corner of 9th and Kennedy where a crossing-guard will be to cross students safely. Students are expected to leave the school grounds promptly at 3:00 (ten minutes before car dismissal).
- **Car Pick Up:** If your child is a car rider, please remain in your car until your child is brought to you. Parents should keep the sign with their child's name and grade in their front window until their child is in the car. Proceed with caution. Please refrain from talking on your cell phone while in a school zone.

For the safety of our students and to avoid traffic jams, please do not come into the office to pick your child up unless it is an emergency or if you have a scheduled appointment. Please notify the office or your child's teacher before 2:40 pm if your child will be going home a different way than you have specified.



Rainy Day Dismissal Procedures: On rainy days, parents picking up by car will need to pick up their student at the designated rainy day pick up location by grade.

Kinder: same location, but under the covered walk-way on 7th street. Teachers will walk student to car.

1st grade: pick up at the front office. Please enter the front office driveway. There will be a line that forms on 9th Street to turn into the entrance. You may see a line for 3rd and 4th grade pickup on 9th Street. Teachers will walk student to the car.

2nd grade: Pickup on Kennedy Avenue. Students will be waiting in the Breezeway. Teachers will walk students out.

3rd grade: Pickup on 9th Street. They will be waiting under the covered area on the ramp. Teachers will walk students to the car.

4th grade: Same location (9th street). Students will be waiting under the covered stair area. Teachers will walk student to car.

5th grade: Pickup on Kennedy Avenue. Students will be waiting in the Breezeway. Teachers will walk students out.

Title 1 Schools

Title I is the largest federal aid program for our nation's schools. The goal of Title I is a high quality education for every child. **Birdwell Elementary** is an identified Title I school – who meets the criteria of a campus with high poverty levels. Title I focuses on assisting Birdwell students and all 11,854 children attending Title 1 schools in the district, in meeting the standards the state has set for all children.

Participation in the Title I program makes a difference in the lives of students, parents, and teachers.

- **Children** receive more educational opportunities
- **Parents** have more say about their child's education
- **Teachers** benefit through staff development, materials, and supplies purchased by Title I funds

TISD VISITOR POLICY

All visitors must sign in at the front office and present a valid, state issued identification card. All visitors' IDs will be scanned in a system called Raptor which scans a database for registered sex offenders. All Visitors must wear a visitor sticker before continuing on to other parts of the building. Certain doors are kept locked for safety reasons. Please do not ask students to open a locked door.

Before any child is released from school, the child's student enrollment 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. This also applies to visitors eating lunch with a child.** If a situation arises and someone is not on the enrollment card, please notify the office in writing that the person can pick up the child or have lunch with the child.

CLASSROOM PARTIES and CELEBRATING BIRTHDAYS

Classrooms are allowed three class parties a year. Teachers at each grade level will designate parties for the school year. Each class is encouraged to have a parent volunteer as the "homeroom parent" to organize these parties. Any parent is invited to attend these parties, but it is not required. Please do not bring students from other schools when attending a class party.

No class parties will be held to celebrate individual student birthdays. Parents may send or bring a snack for the class for a birthday to be celebrated after lunch (outside at recess) or at the end of the school day if not able to go outside.

At Birdwell, there are children with severe food allergies. **ALL food going to classrooms will be checked by the nurse** to make sure these students do not have a reaction to food brought from outside the school.

No balloons or party favors will be taken to the classrooms. Please refrain from bringing these items. If invitations are brought to a birthday party held away from school, they will only be distributed if EVERY student will receive an invitation.