



Parent & Student Handbook

2018 - 2019

The mission of Owens Elementary is to promote strong character, respect diversity, foster community, and to provide a superior education for all students.



Owens Spirit!

School Colors: Royal Blue and Silver

School Mascot: Eagle

The Owens School Song, by *Marilou Epperson*

& dedicated to her memory

To Owens we pledge allegiance
And to all for which we stand.
Forever your name in honor,
You're the best school in the land;
We'll cherish our happy memories of our days' right here with you.
And even though we may wonder far away,
Our love and loyalty will stay.

The Owens Pledge

Be your best!
Do your best!
Act your best!
Owens is the best!

The following information has been prepared with the utmost care. The information contained herein may be changed if new information, policies, and/or procedure are forthcoming from TISD or the State of Texas.

Owens Elementary School

11780 CR 168

Tyler, Texas 75703

(903) 262 – 2175

Dear Families:

Welcome to Hazel Owens Elementary! This campus handbook has been assembled to provide you with information about our campus routines, procedures, and guidelines for success this year.

We have high expectations for every child and look forward to a positive partnership with you as we work to support the school's mission and purpose every day!

We encourage you to reach out to us at any time you are in of need assistance. We are here to serve!

Have a wonderful school year!

Laurie Greathouse, Principal
Shinnitta Foreman, Assistant Principal
Monica Jones, Counselor
Shelby Allen, Registered Nurse
Julie Walden, Registrar/Attendance
Sherry Sheppard, Clerk/Receptionist
Sylvia Carpenter, Administrative Assistant



A

Absences

All students are expected to be in attendance each school day and a minimum of 90% is required by law. **School begins at 7:50AM and ends at 3:10PM.** The TISD attendance policy is outlined in the Parent/Student Handbook.

Attendance is posted at 9:15 - 9:30 a.m. daily. Any student arriving after 9:15 is counted absent. If a child is absent due to illness or family emergency, a parent must call the school (262-2175) each day the student is absent in order to be excused. Absences 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. *After three absences, a doctor's note is required for any additional absences. After six unexcused absences the district may initiate truancy proceedings.*

Arrival & Dismissal "NO EXCUSES SAFETY" Procedures

Please prepare for some delays during the first days of the school year. Once the routine is established, the afternoon dismissal lanes typically clear by 3:30 each day.

ARRIVING

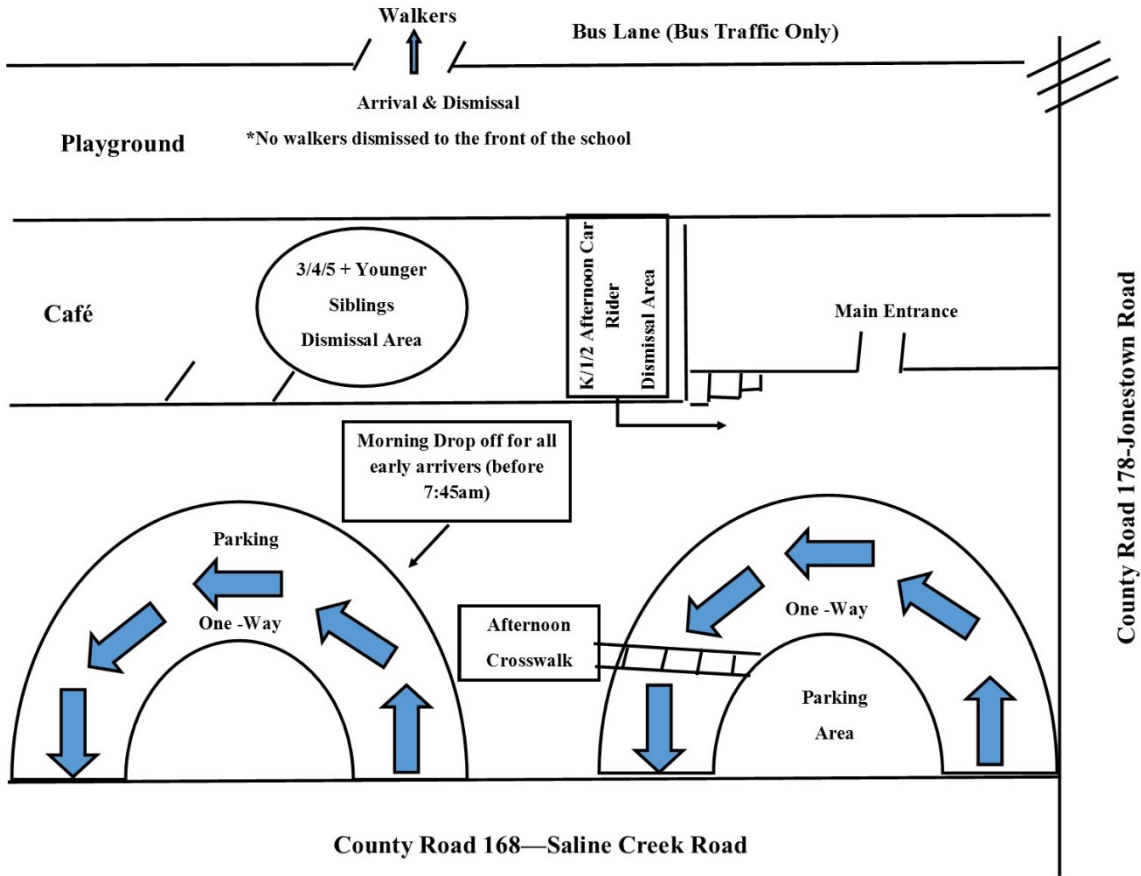
- A. The first-morning bell rings at 7:30AM. School begins promptly at 7:45AM each day and are considered tardy at 7:50AM.
- B. Students arriving by car before 7:30AM should be dropped off at the cafeteria circle driveway in front of the cafeteria where staff members are on duty to supervise children.
- C. Breakfast is provided free of charge for all enrolled students and served in the café' beginning at 7:20AM each day.
- D. Students arriving before 7:45AM who are not eating breakfast should report to the gym to wait for dismissal to class.
- E. Parents wishing to visit classrooms must enter through the office and obtain a visitor's badge. A current driver's license or government-issued ID is required for check-in at the front desk. Classroom visits should be brief and nature and require that no interruption to instruction occurs.
- F. Following the Tuesday after Labor Day, all students will be expected to enter the building each morning without parent assistance. It is our goal to help each child build the skills necessary to be independent and successful in school. Staff members will be on duty to supervise and assist students in navigating the building.
- G. Parking and/or leaving cars unattended in a circle drive is not permitted. Visitors must park in the designated parking areas while on campus. All drivers should avoid blocking fire lanes or designated crosswalks. Parking along the identified fire lanes or in non-designated areas is a traffic violation. Law officers and/or fire marshals can issue citations when this occurs.
- H. There is an expectation that all students will follow the rules and procedures for transportation. As families, please encourage and model these procedures for the safety of everyone at Owens!
- I. Students who are car riders may only arrive and dismiss at designated car-rider areas. **Do not use parking lots as a place to drop off or pick up your child. This jeopardizes everyone's safety.**
- J. Bicycles: Students must walk their bikes across streets at crosswalk areas only. Bicycles are stored at the back of campus near the bus lane. Skateboards/Rollerblades/Scooters are not permitted on campus.
- K. Bus Information: Students are eligible to ride TISD bus transportation to Owens if they reside two or more miles from the school. Students must ride their assigned bus and follow all transportation rules to maintain this privilege. Students may not invite guests or non-bus riders to ride the bus home with them. Please contact the district transportation office at (903)262-1131 if you have questions related to these services.
- L. Walkers should be supervised by parents. No crossing guards are on duty on the busy streets around our campus.

DISMISSING

- A. Students are dismissed at 3:10PM each day.
- B. Kindergarten, 1st and 2nd graders are generally assigned to leave from the doors nearest the front playground area near the main entrance. Siblings in grades 3, 4, and 5 may dismiss from this area as well. Make sure you communicate with your children's teachers to make this arrangement for your family. No car riders are dismissed from the main entrance to the school and families are not permitted to pick students up directly from classrooms. Students are dismissed from the assigned doors.
- C. 3rd, 4th, and 5th graders are generally assigned to leave from the cafeteria entry/exit doors.
- D. **The only students who should leave campus to walk home each afternoon should be those who live in the neighborhood adjacent to the back of the campus. The students who are "back-door walkers" will be escorted to the back of the school to the fence line bordering the playground where families can meet their children each afternoon. We are no longer able to walk through to the neighborhood to dismiss students to families off campus. On rainy days or days when the temperature is near/at freezing, students will wait inside the hall until a parent/guardian arrives. Parents/guardians and authorized persons should expect to provide a state/government ID to check children out from school each afternoon. We appreciate your understanding as we update procedures to increase safety for all involved. No walkers are dismissed at the front car-traffic areas or to parking lots. Everyone is expected to follow the traffic-flow procedures provided.**
- E. There are two lanes of one-way traffic at each entry/exit area. It is important to stay in one lane, learn the routines, and adhere to the procedures so that safety is maintained for everyone.
- F. Parking and/or leaving cars unattended in a circle drive is not permitted. Visitors must park in the designated parking areas while on campus. All drivers should avoid blocking fire lanes or designated crosswalks. Parking along the identified fire lanes is a traffic violation. Law officers and/or fire marshals can issue citations when this occurs.
- G. Only TISD transportation and daycare providers may use the bus lane in the afternoons. Private cars may not access the bus lane during arrival and/or dismissal.
- H. Students may only arrive and dismiss at designated car-rider, and walker areas. Students may not walk off campus to a waiting vehicle in an unapproved area. **Do not use parking lots as pick-up areas for your child.**
- I. There is an expectation that everyone follow the rules and procedures for transportation. Please encourage and model these procedures for your child as we work to ensure safety for everyone.

- J. Our dismissal plan is designed with your valuable time in mind. We typically dismiss all students and have our car lanes clear within 20 minutes each afternoon. Please plan ahead for the first days of school. It does take approximately one week for students to master the afternoon dismissal routine.
- K. Parents/families must remain in vehicles at dismissal times to pick up students in accordance with procedures. No one is permitted to come into the hallways to get students directly from pick-up lines or pick up students at classroom doors. Safety is our goal!
- L. Please use the main entrance parking lot only for meetings and visits to campus in the afternoons. It is not a traffic lane used for dismissing students.

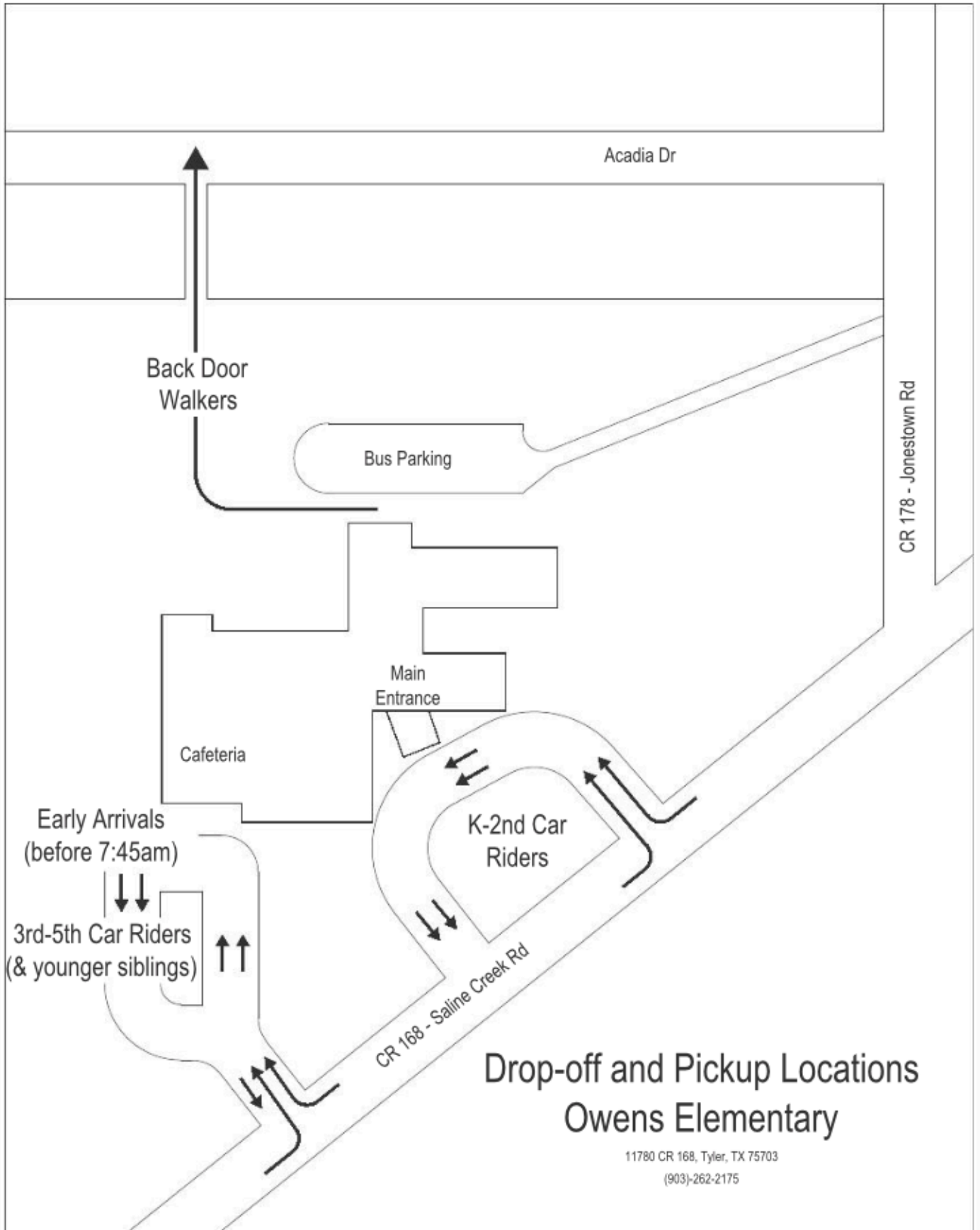
ARRIVAL & DISMISSAL TRAFFIC MAP



Owens Elementary Dismissal Map

3
 *****Map Courtesy of Owens Parent, Tim Huskey

Detail version/update 8/15/18



Drop-off and Pickup Locations Owens Elementary

Awards & Honors

Certificates will be presented to students on Awards Day at the end of the school year for various reasons including but not limited to the following:

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:

"A" Honor Roll Citizenship Award= Students in grades 2-5 who receive "90" or above in all subjects & have no "needs improvement or "unsatisfactory" conduct grades are eligible for the award.

"A-B" Honor Roll Citizenship Award= Students in grades 2-5 who receive "80's" and "90's" in all subjects and have no "needs improvement or "unsatisfactory" conduct grades are eligible for the award.

Citizenship Award = Students in K-5 who have no "needs improvement or "unsatisfactory" conduct grades are eligible for the award. *Students who qualify for "A" or "A-B" Honor Roll Citizenship Awards do not also receive the Citizenship Award.*

Perfect Attendance = Students who have no missed instructional days and have zero unexcused tardy arrivals or early leaves for the entire year receive this award.

Exemplary Attendance= Students accumulating no more than two missed days for the entire year earn this designation..

In an effort to celebrate student achievement on a regular basis, Owens will provide other rewards and incentives throughout the year as well.

Extra Recognition – Please help us recognize your child by completing a "Flying Eagle" form available in the main office or on our school webpage. This will let us know about any awards your child has earned outside of school. We want to celebrate good citizenship, character, volunteerism, accomplishment, and leadership! Each semester, the school district honors students and staff at a special board meeting as well. You may return these forms to your child's teacher or to the school counselor, Rachel Haider.

National Elementary Honor Society – This organization extends membership to students who meet the all "A" grades and "E" conduct criteria as fourth and fifth graders.

No-Excuses Principal's Award – This is a special accolade awarded to one fifth-grade boy and girl at graduation each spring and recognizes outstanding leadership and character. Recipients are selected by the fifth-grade instructional team.

B

Behavior and Discipline

All students are expected to follow the guidelines in the TISD Parent-Student Handbook which can be found on the district website, or be provided in print by request. Our campus operates with a school-wide, positive-behavior plan designed for use in classrooms and common areas. Each teacher is responsible for teaching and communicating with you about specific classroom procedures/expectations. It is the expectation that classrooms at Owens are positive, productive, and conducive to learning at all times.

As our campus, our behavior expectations include the following guidelines for students:

- I will be caring.

- I will be fair.
- I will be a good citizen.
- I will be respectful.
- I will be responsible.
- I will be successful.
- I will be trustworthy.
- I will soar like an Eagle.

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

- Disruption of instruction
- Fighting
- Use of profanity, racial remarks, &/or obscene language/gestures
- Vandalism
- Bullying

Consequences can include suspension from school, parent conferences, behavior contracts, and other actions deemed appropriate by the school/district administration. Our campus behavior coordinator is our assistant principal, Mrs. Shinnitta Foreman and is supported by the efforts of our school's Positive-Behavior Support Committee.

Birthdays

Birthday parties are not permitted at school. However, parents may arrange to visit and send treats to the class. Please contact your child's teacher in advance to schedule an appropriate time to visit. Items are required to be store bought/commercially purchased and must contain a commercial label detailing ingredients.

Bullying Information

Bullying may be defined as any physical or verbal mistreatment, and often includes an imbalance of power where the victim (target) is exposed to negative actions on the part of one or more other students. In any form, it is unacceptable at Owens. As a school and community, it is our shared responsibility to teach students to respect one another and to take action to prevent this from occurring.

It is important to remember that isolated disputes and disagreements are sometimes bullying and sometimes are the result of a mutual disagreement.

Disputes that occur outside of school should be handled outside of school by appropriate adults/authorities/parents. Unless associated problems occur on campus or are reasonably associated, school personnel are not the person(s) who can resolve the issue.

Students are encouraged to "take a stand against bullying" by reporting problems to an adult when someone is mistreating them or making them feel uncomfortable. The campus promotes zero tolerance for bullying or mistreatment of others through a variety of programs and learning opportunities on campus. This includes, but is not limited to our comprehensive classroom guidance program taught and led by our school counselor.

If a student believes he or she has been bullied, the student or the student's parents should report the situation to any of the following: *the teacher, the counselor, the instructional coach, or the principals*. If another student's conduct is offensive and unwelcome, the campus administration will determine next steps in accordance with the school district's discipline management plan.

Students and parents can also report situations perceived to be bullying at their school by accessing a link on our campus website. The "**No Bully Zone**" link takes users to a bullying incident report form, where information can be shared anonymously. The reports aid campus/district officials in investigating and addressing bullying in our schools.

C

Cafeteria Information

The cafeteria serves both breakfast and lunch. Parents have the option to pay on-line or directly to the cafeteria manager at school. If sending money to school for payment to a lunch account, please make sure it is secured in a sealed envelope with the child's name/teacher's name, and indicates that it is for lunch charges. TISD breakfast/lunch menus will be sent home monthly, and are posted to the website as well.

If joining your student for lunch, please notify the teacher in advance and follow the check-in procedure in the office. We have a visitor's table in the cafeteria where you are welcome to enjoy lunch with your child. The center courtyard is also an

option when the weather is nice. Should you like for a friend to join your child for lunch at the visitor's table, the student's parent is required to send written, signed permission in advance. Lunch trays may be purchased for adult and child guests.

Free and reduced lunch forms are provided for all students. It is very important to complete the form whether or not you think your child will qualify for the program. Information provided is confidential. Schools only receive Title I funding (federal funding) if 40% or more of their enrollment qualify for the free or reduced lunch program.

Currently, Owens does not qualify for Title I funding.

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 notified of qualifying status. Students on free and reduced lunch the previous year must complete a form each year. If this form is not returned within 30 days following the first day of the new academic year, parents then have responsibility for payment of all meals.

Meal Prices	Students	Adults
Breakfast	Free	\$2.15
Elementary Lunch	\$2.00	\$3.25

Cell Phones

These may be kept inside the student's backpack and may not be used for any purpose during the school day. Cell phones are to remain off at all times. Teachers are required to confiscate cell phones or electronic devices if in use on during the instructional day. Disciplinary consequences may apply if it is determined that a student is not following the rules concerning cell phones on campus. For more detailed information, please be sure to read the disciplinary section of the TISD Student Code of Conduct, available on-line at WWW.TYLERISD.ORG

Classroom Observations and Campus Visits

Parents are welcome to schedule brief, occasional visits to individual classrooms to observe their child. Visits to individual classrooms during instructional time are permitted on school days not involving grade level or school-wide testing and should be limited to 20 minutes so that instructional routines are not disrupted and to ensure that confidentiality requirements are maintained for all students.

Visitors: Please avoid using cell phones during the school day in the presence of students. Videotaping or taking pictures of any child but your own is not permitted in order that confidentiality requirements are met for all students.

Reminders: All visitors must check in at the front office using a government-issued form of identification. 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. Unenrolled children (under the age of 18) unaccompanied by parents may not visit classrooms for observation purposes. If visiting your child to bring him/her lunch at school, the homeroom teacher should be notified so that an accurate lunch count may be reported to the cafeteria.

Class Parties

Two official class parties are celebrated each year and are set for Christmas and Valentine's Day. Students may receive a treat to take home on other holidays and non-food items are preferred. Please contact your homeroom PTA parent for more information on plans and treats needed for party days.

Clinic and Health Information

Accidents and Illness: In the event your child is injured or becomes ill at school, the school nurse, or office employees are the adults authorized to make contact with you. If a child is sent home due to illness, he/she must be free of fever without medication(s) for 24 hours before returning to school.

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

Medications: Parents must bring any medications to the nurse's office and complete the required form(s). This form is also available on the nurse's page on the school's website. All medications given at school must be prescribed by a licensed medical professional, in the original container with the pharmacy label, and dispensed as prescribed. Over-the-counter medications may not be given without a physician's note. All medication is to be kept in the clinic—not in the classroom or with the student. Students should not bring medications to school or have medication of any kind in the classroom. Students who have a prescribed inhaler are required to have a physician's note for keeping/using independently on campus.

Corporal Punishment

Corporal punishment shall not occur at Owens Elementary.

Counseling Services

Our school counselor is available on campus to help students with a wide range of personal needs. Counselors are able to direct families to community resource agencies and assist in times of crisis and/or emergency. The counselor also teaches guidance lessons, and is available to help with both academic and behavioral concerns throughout the year.

Crisis Procedures

Safety is our number one priority at Owens. Drills are conducted regularly to prepare students for possible emergency situations such as fire, weather, and crisis events. Staff members are trained in accordance with district requirements.

D

Deliveries to Campus

Balloons, flowers, or gifts may not be delivered to students during school hours, and are not allowed on a school bus. If you need to send a message, lunch kit, lunch money, or supply to your child's class, please contact the office for assistance.

Hazel Owens Dress Code for Students 2018 – 2019

Students are expected to follow the following guidelines for appropriate school wear. Owens does not require standardized school dress. Determinations about the appropriateness of dress are made by the teacher and/or campus administration.

Prohibited items:

- Clothing that is cut low at the neck or underarm (tank tops and spaghetti straps). Sleeveless shirts should have a shoulder width of at least 2".
- Clothing that exposes bare midriffs or the back of the person.
- Clothing that displays obscene or suggestive language or symbols, provocative pictures, advertisement for alcoholic beverages, tobacco or narcotics, weapons, violence, or inappropriate language.
- Clothing that promotes racially related symbols, emblems, pictures, words, or slogans.
- Clothing that is excessively loose and/or that results 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, distressed jeans that expose skin, etc.)

Additional Information:

- Dresses, skirts, split garments and shorts should not be shorter than three inches above the knee/fingertip length in order to meet the appropriate requirement for school. Cutoff shorts, wind shorts, boxer shorts, short/shorts, jogging shorts, or bicycling shorts/pants are prohibited. Shorts should be hemmed or cuffed garments that are designed for outerwear.
- Footwear: Think safety. Closed-toed, lace-up shoes are best attire for school footwear. This prevents injuries when students are engaged in PE or on the playground during recess each day. Flip flops are strongly discouraged.
- Haircuts, colors, and designs that may be disruptive are not allowed. If highlighting with an unnatural color, it must be minimal in nature. (Example: Mohawks, slogans, logos, initials, etc. are not allowed.)

Spirit Days:

To encourage goal-setting and higher education, **Mondays** are college days at Owens. Students are encouraged to wear college-logo shirts or sweatshirts to school.

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

The Owens Dress Code is certainly not a comprehensive review of district dress code policy, but rather a general overview to help make sure we are all following a consistent manner of dress for an environment of teaching and learning. If you would like to review the district dress code, it can be found at <http://www.tasb.org/policy/pol/private/212905/>.

Please remember that final decisions about the appropriateness of student dress will be determined by the campus administrators. Should you have questions or concerns, please contact the school office.

E

Early Leaves & Late Arrivals

Students leaving campus before the end of the school day must be checked out through the office. Remember, that if taking your child to an appointment, it is recommended that you return a note from the provider for the missed time so that it may be recorded as excused.

Emergency Contact Information

*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 parents' home, business, and emergency numbers are kept current during the year. Also: It is essential that you provide alternate adults who can be contacted should you be unreachable. Parents are also to complete the form for consent for school officials to seek emergency medical treatment for a student in an emergency situation.

Changes to your child's afternoon plans: It is extremely important that you communicate any changes to your child's transportation home to your child's teacher in advance. For last-minute emergencies, please contact the school office before 2:15PM so that we can alert your child's teacher. (903)262-2175. Please do not email last-minute changes to the classroom teachers as this can easily be overlooked during the busy afternoon.

Emergency School-Closing Information

Inclement weather or imminent news related to school cancellations or dismissals will be transmitted by local radio and television stations and on the district's website. The district also has a call-out system to alert families at the primary phone contact number provided. This year, Owens will continue to maintain a Facebook page which can also be accessed for information.

F

Field Trips

Students must have a completed and signed Field Trip Permission Form in order for their child to participate in any off campus trip. Permission cannot be given over the telephone. Students must return on the bus from field trips unless a parent has received prior written approval from a campus administrator. Parents must also have completed the volunteer/criminal history process for eligibility to serve as a field trip chaperone. Parent chaperones must provide their own transportation to field trip destinations. Unenrolled siblings should not attend field trips with parent chaperones. If weather is a factor on the day of a field trip, parents should call the school office for news on cancellations or rescheduling of trips and school events. (When possible, parents will receive these updates via the campus call-out system.) Do keep in mind that it is not *always* possible to reschedule trips, events, and programs when cancellations occur.

G

Grading Scale

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

Conduct Scale:

E	Excellent
S	Satisfactory

N
U

Needs Improvement
Unsatisfactory

Guest Speakers

All guest speakers for individual classes and/or groups must be preapproved by the principal in accordance with administrative regulations.

H

Homework

Homework can be part of the instructional process when it supports/reinforces prior learning and provides a way for parents to be routinely involved in their child's educational goals. The amount of homework may increase as a child moves through the elementary grades. Teachers at each grade level will provide guidelines for homework. In general, homework should be ungraded, done for the purpose of reinforcing previously taught concepts, and should require only a short amount of time to complete. Your child's teacher is your best resource for questions and further information about homework assignments.

I

Immunizations

Official information about the legally required immunizations for students served in Texas public schools may found at www.immunizetexas.com. Look for the "School and Childcare" Link.

In-School Suspension

Students may be served in in-school suspension as a disciplinary consequence in some cases. Students at Owens do not lose credit for assignments if placed in ISS. Students assigned to ISS are instructed to report directly to the office on arrival to school, and are escorted to breakfast and lunch by the ISS teacher.

J

Join PTA

The Owens Elementary Parent Teacher Association (PTA) is a volunteer service organization that supports our school in a variety of ways with the objective of promoting the welfare of children through family engagement, parent education, and child advocacy. We encourage all parents to join PTA and take part in the many exciting PTA-sponsored programs and events planned during the year. Additional information can be found on the PTA page on the Owens website.

K

Kids

Kids are our business at Owens Elementary! Our job is to make this the best school, the best year, and provide the best education for our KIDS. Please help us make the school safe and secure. Follow rules, take part in your child's education, and enjoy your job as a parent. We are glad you have chosen Hazel Owens Elementary!

L

Library

The following is the basic information about the check-out procedures for library materials. A library- use agreement form and additional information is sent home to be returned by all families. Along with this, the media-technology specialist (Librarian) will provide families with more details about our school library.

-The student is responsible for the care and return of all books/materials checked out from the library. Items lost or damaged must be paid for before the student may continue to have check-out privileges. (The students are taught responsible care of library materials before receiving library cards. Please review expectations with your child and help him/her to keep materials in a safe, dry location away from pets or young siblings who may cause damage.)

-Kindergarten, first, and second- grade students are allowed to check out one book at a time and must return their books to the library each week on their assigned class library day. Students in grades three, four, and five are allowed to check out two books at a time for a period not to exceed two weeks at a time. (Any student may come

to the library every day as approved by his/her teacher to return books, pay fines, or check out a new book.) All classes will visit the library/media lab on alternating weeks throughout the year.

-The library is typically open until 3:45 on Mondays and Thursdays for parents who wish to visit the library with their children. On certain days, the librarian may be unavailable or at district meetings. Feel free to call in advance to check.

Note: 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 identified with the student's name.

M

Meals

Meals and proper nutrition affect your child's ability to maintain health and fitness. We, along with our PTA, are doing our best to encourage healthy eating and exercise habits at school.

Tyler Independent School District adheres to adopted food and nutritional guidelines. For additional information, please contact the Tyler Independent School District's food service department.

N

Newsletters

Grade levels provide regular information about events, activities, classroom studies, upcoming field trips and assemblies on the class web pages. Updated information can also be found on the school's website and on the Owens Elementary home page.

O

Opportunities to Volunteer

Your support of school activities makes your child feel important and sends the message that you value education. We are always happy to have your help with special activities in the classroom and on campus. If you would like information about volunteerism, and the process for approval, contact the volunteer coordinator/school counselor. Once approved as a school volunteer, feel free to call us to find out more about available opportunities each week. Teachers will also contact parent volunteers to schedule times for assistance in classrooms.

Outside Play/Recess

Students typically play outside during a brief, scheduled daily recess time. Generally, recess is canceled if the outside temperatures are too cold (under 42 degrees) or too hot (100 degrees or greater). In this case, students are allowed to enjoy a game/activity in the classroom.

P

Parent Participation

General Conferences: Communication is an essential part of the educational program. A general conference is held in September following the first PTA meeting. Please watch your child's weekly newsletter/take-home folder for this date. This event is designed for you to visit your child's teacher for news and information about "all things Owens."

*****Individual parent conferences are scheduled twice yearly/one per semester.** Parents are encouraged to call the school office and or notify the teacher directly anytime additional meetings are needed.

Meet-the-Teacher: Prior to the beginning of school, a come-and-go "meet the teacher" event is planned to welcome our students and parents to Owens.

PTA/School Volunteers: Your involvement is extremely important to your child's success in school and we encourage you to join PTA. Information will be available at the back-to-school August event, during the first days of school, and during the annual membership drive in the fall semester.

All **volunteers** must complete and pass a criminal background check. Approved volunteers may contact the campus receptionist at (903)262-1075 for available opportunities/dates. Teachers will also schedule times for classroom helpers and contact approved volunteers directly as assistance is needed. Volunteer hours are generally 8AM – 2PM unless prior

arrangements are made for special events. All visitors and volunteers are to check in and out at the receptionist's desk each time and follow posted procedures for school-wide events. Approved school badges must be worn at all times while volunteering/visiting during school hours.

Watch DOGS: The Watch DOGS (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 on our campus. All participants must complete a TISD volunteer application, Watch- DOG application, and orientation. A fall orientation/information meeting is held each year in September. The school counselor serves as the campus coordinator for this program.

Physical Education

Students will have P.E. as part of their rotation schedule each week. Your child's teacher will inform you of which days his/her class will have P.E. On gym days, it is important that your child wear athletic-type footwear for participating in activities. Please avoid sending your child to school in flip-flops, open-toed, or high-heeled shoes on P.E. days.

Promotion and Retention

A student shall be promoted from one grade to the next on the basis of academic achievement. In second grade and above, a student is required to have an overall average of 70%, *and* year-end averages in math, reading, writing and science of no less than 70%. (The overall average shall be determined by averaging the final numerical scores for language arts/reading, mathematics, social studies, and science.) *The Grade Placement Committee will determine whether a student is promoted or retained.*

Q

Questions

If you have questions, please call the school office at (903)262-2175 at any time. Should you need to fax information to the school, the number is (903)262-2176.

R

Registration

The district utilizes an online portal for student registration which can be accessed @tylerisd.org. Pre-registration dates are set during the spring and fall for incoming students. Parents wishing to enroll students are required to provide the following information:

1. Certified birth certificate
2. Up-to-date immunization records
3. Proof of residency (utility bills, etc.)
4. Transcript, testing records, or report cards from previous schools as applicable
5. Guardianship documents (if needed)
6. Social Security card
7. Copy of parent/guardian's state/government issued identification (driver's license)

Parents of returning students must update the previous year's enrollment form and lunch application form each year when school begins.

Report Cards and Progress Reports

Progress reports will be sent home every three weeks for students in need of improvement. Report cards go home on Thursdays following the end of each six weeks grading period. Progress reports and report cards must be signed by the parent /guardian and returned to the classroom teacher.

Rotation Classes "Specials"

Students at Owens are on a five-day rotation schedule for the following classes: Art, Music, and P.E. Students will attend these classes during a fifty-minute block each day and will have art and music one time per week. P.E. will be three times per five-day week. Your child's teacher will communicate which days his/her class is scheduled for which rotation.

S

School Pictures

Individual and group pictures of students are taken by a professional photographer several times during the school year. Purchase is optional. However, if you choose to keep the pictures, payment will be required.

School Property

Students are expected to take care of school property. If school property is damaged or defaced, parents will be required to make restitution in addition to disciplinary action student(s) receive for participation in damage to school property.

Sexual Harassment

Sexual Harassment is defined as any offensive and/or 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 next steps in accordance with the school district's discipline management plan.

School Supplies

A list of required school supplies for each grade level is available on the Owens school website. Typically, our PTA offers school supplies for sale to parents at a great value (and delivered straight to your child's classroom), so be sure to look for flyers during the spring semester. Supplies ordered for this year have been delivered to campus.

Special Program Information

Computer Use: Students will have access to computers in classrooms, the computer lab, and/or the school's library. At all times, students are required to comply with explicit rules regarding permissible computer use. TISD maintains a secure system that is designed to minimize access to non-school related or inappropriate internet sites. Students are instructed in the safe use of the internet and are monitored by staff to ensure appropriate use of technology.

Gifted and Talented Program (Target): The GT Program addresses the needs of students identified as "gifted and talented" through annual screening(s) conducted on campus and enrollment into the Target Program hosted at the TISD Gary Complex. Contact our school counselor for further information. Parents of identified students will also receive information related to rotation classes for participants who opt to miss Wednesdays at Owens to participate in TARGET program housed at the Gary Complex.

Academic/Behavior Interventions: Campus/district systems are in place for addressing the needs of students who need targeted interventions in academics and/or behavior.

Special Education and 504: Special Education services, and separately, Section 504, serve to meet the needs of students who require special assistance in order to access grade-level curriculum.

Student Information

It is extremely important that school records are kept up-to-date and accurate. 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 if/when this information is issued to you.

Confidentiality: 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/legal guardian.

Student Organizations

Student leadership is promoted on campus through organizations such as our fifth-grade student council.

This year, we will continue to build our chapter of the National Elementary Honor Society available to qualifying students in grades four and five. Other after-school clubs operate on campus after school. Look for details in your child's folder and our other communications for more information as these opportunities become available through the year.

T

Tardy Arrivals and Early Leaves

Students who are not in their classroom before the 7:50AM bell are considered tardy. Late students interrupt and miss important instructional time. Tardy arrivals and early leave times are recorded on the student's permanent record. It is important to remember that tardiness affects your child's life and work at school. Please ensure that your child is rested, ready, and on time for learning so he/she is set for success.

Textbooks

If a book is lost or destroyed, check with the library staff about the cost of replacement. If a lost book is found, the money will be refunded. Textbooks must have a book cover at all times (required by state law).

Note: 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 identified with the student's name.

Toys

Please do not allow your child to bring toys of any kind to school unless approved by his/her teacher in advance. Toys often go home in the wrong backpack, get lost, broken, or disrupt the instructional day. Teachers cannot be responsible for keeping track of toys at school.

Tuesday Folders

Generally, teachers will send graded work, announcements, behavior reports, and school-wide information in Tuesday's take-home folder. Your child's teacher will make you aware of exactly what to expect for regular communication in the area of behavior and academic progress.

U

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, IPODS, Game Boys, and defensive spray. Any other item that is valuable and/or potentially noisy or disruptive, such as hand-held electronic games, wristwatch games, collector cards, skateboards, skate-shoes, & CD's are prohibited.

Unique

As educators, we recognize that every child is a unique and special individual. We look forward to getting to know each and every student at Owens. Please don't hesitate to make your child's teacher aware of anything he/she needs to know about your child.

V

Valuables

Please instruct your child not to bring valuables, large amounts of money, or irreplaceable items to school. Students have responsibility to keep up with personal items (purses, etc.) and should avoid leaving items in unattended areas.

W

WE ARE TISD!!!

We are happy you are part of the Owens school family and Tyler Independent School District! We are here to serve.

Withdrawals

If you are moving and withdrawing your child from Owens, please call or come by the school a few days prior to the withdrawal date. All books (library, literacy library, and text books) must be turned in or a fine will be assessed. Planning ahead will allow for the necessary steps to be completed.

X

EXcuse Limit Zero!

At Owens, we follow the No Excuses Philosophy and operate with one essential goal in mind:

ALL STUDENTS WILL BE PROFICIENT IN READING, WRITING, MATH, SCIENCE, AND SOCIAL STUDIES!

Together, we can make it happen. We are honored you've made Owens your choice for your child's education and look forward to successfully partnering with you to provide your child an eXceptional learning experience.

Y

Yearbooks

The Owens PTA works with teachers and administrators to produce our school yearbook, which may be ordered during the spring semester. An order form with pricing information and an expected date of delivery is sent home in the spring of each year.

Z

ZZZZZ's

Keeping a set weekday routine that includes an early bedtime is a wonderful gift you can give your child. It will help him/her come to school alert, happy, on time, and ready to learn at Owens each day!