

# **Crockett Elementary School**

## **Appendix to the Student Handbook**



**2023-2024**

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# Crockett Elementary School

400 Kaye St.Borger,  
Texas 79007

## Campus Directory

### Phone Numbers

Office Main Number (806) 273-1054

To Report a Student Absence (806) 273-1054

Cafeteria (806) 273-1047

Library (806) 273-1058

Nurse (806) 273-1057

Fax (806) 273-1067



<b>Principal</b>	Brandon Harris
<b>Assistant Principal</b>	Ashley McLaughlin
<b>Campus Secretary / Registrar</b>	Taryn Coile
<b>Receptionist / Attendance Clerk</b>	Angie Amaya
<b>Counselor</b>	Angie Ferguson
<b>Nurse</b>	Abbie Cano, RN/BSN
<b>Nurse</b>	Amber Lopez, LVN



## **ACCIDENTS**

If your child is injured at school, we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will contact the emergency number listed on the emergency care form. **It is important to keep your child's records and emergency numbers updated.** If no one can be reached, your child will be taken to the local hospital emergency room if the injury needs immediate attention.

## **ANNOUNCEMENTS**

School-wide announcements will be made once in the morning. On normal days, no announcements will be made during the school day except in the case of an emergency.

## **ARRIVAL**

Students will not be allowed into the building until 7:30 a.m.

Breakfast is served from 7:30 a.m. - 8:00 a.m. Students eating breakfast must arrive prior to 8:00 a.m. The bell will ring at 8:05 a.m. The tardy bell will ring at 8:10 a.m.

Classes begin at 8:10 a.m. After 8:10 a.m. students must come to the office to receive a tardy pass to class. To maximize instructional time, please bring your child before 8:10 a.m. so they can be in the classroom and ready to receive instruction. Students arriving prior to 8:05 a.m. should report to the cafeteria or gym. Students remain in the cafeteria or gym until they are picked up by their classroom teacher.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education. If a student must be absent for any reason, please report the absence by calling the main office at 273-1054 by 8:30 AM. Attendance is taken at 9:30 AM.

Refer to [BISD Student Code of Conduct Handbook](#) for more information regarding Texas Compulsory Attendance Laws.

### **Attendance Helpful Hints:**

1. If a child is vomiting or has a fever, please keep the child home.
2. If a child is not vomiting or does not have a fever – please SEND THEM TO SCHOOL.
3. If a child is absent, please call the school immediately and let the school know the child's name and why the child is not in school. Please do this as early as possible!!
4. Tardiness is *unacceptable*. A child is considered tardy at 8:15 AM. If a child has a medical or dental checkup or appointment, please schedule those as late in the afternoon as possible so that the student does not miss instructional time.
5. If a child has a medical or dental appointment and returns to school, the absence will not count against them if a doctor's note is presented within 3 days from the absence.
6. If a child is out for **three consecutive days or more**, documentation from a medical doctor must be presented to the office upon return to excuse any of the absences. If a



student is absent for one day or two consecutive days, a parent note or phone call will be accepted to excuse the absences. After 7 or more absences within a six- month period, documentation from a medical doctor is required to excuse an absence for illness. Notes must be received by the third day after the absence.

7. Crockett follows the State of Texas attendance guidelines and will file truancy against parents whose children meet the following guideline:

- Is absent from school for ten or more days or parts of days within a six-month period in the same school year.

### **Doctor/Dentist Appointments:**

State law does not penalize a student who has a medical or dental appointment if the following steps are taken.

1. If a student has an early morning medical/dental appointment, signs in late for school (with documentation) and attends school for the rest of the day, no absence or tardy is recorded on the student's permanent record.
2. If a student attends school all morning, signs out for a medical/dental appointment after lunch period and brings documentation to the office upon his/her return to school the next day, no absence or tardy is recorded on the student's permanent record.

### **AWARDS**

Crockett Elementary will hold an awards ceremony at the end of the school year to celebrate the achievements of our students. These awards include:

- **Academic Performance Award** – all A's honor roll for the year
- **Outstanding Behavior/Citizenship**
- **Perfect Attendance**—students who are not absent during the school year
- **Music and PE Awards** – for outstanding students

### **BILINGUAL AND ESL (ENGLISH AS A SECOND LANGUAGE)**

A Bilingual/ESL program is provided daily by highly trained staff members for students who qualify.

### **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on buses could result in the loss of that privilege. A copy of the bus rules will be given to each student who rides the bus at the beginning of the school year. Please see that your child abides by these rules for his/her safety.

### **BREAKFAST AND LUNCH**

Breakfast will be served in the cafeteria each morning between 7:30 a.m. and 8:00 a.m. School cafeterias serve a balanced lunch to students. If students prefer, they may bring sack lunches and may purchase milk from the cafeteria. Students may not share food items or lunches with each other.

**Menus are published monthly and can also be viewed on our website.**

### **Meal Money and Student Accounts**

For convenience and to avoid lost money, parents should consider the advance purchase of meals for students. The money can be deposited in the student's account. You may deposit money in your student's account in person in the cafeteria or online at:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

### **Reimbursing Cafeteria Meal Charges**

When children do not have enough money in their lunch accounts, they will still be allowed to eat. However, the meal is not free. The cost of the meal will be charged to the students' accounts. It is the responsibility of parents to take care of the charges to their children's cafeteria accounts. The law requires that the cost of all meals served in the cafeteria be reimbursed. Additionally, the law prohibits using public funds from the school district's budget to reimburse the cafeteria. Students who qualify for free or reduced lunches will have their meals reimbursed through the National School Lunch Program. All other lunches need to be reimbursed by parents. If you are having difficulty paying for your child's lunch, please submit the application for free and reduced meals as soon as possible. Your child may qualify for free or reduced priced meals. We will be happy to assist you in completing the required paperwork.

**Federal guidelines and Borger ISD policy outline the following cafeteria procedures:**

Parents may not:

- Feed their child in the school cafeteria, children must feed themselves.
- Feed other children including younger siblings from the student's tray.
- Eat from a student's tray.
- Take food or drink from the cafeteria.
- Provide outside food to children other than your own without parental permission.

These guidelines are in place to ensure that Crockett Elementary and Borger ISD receive federal funding for food services. We welcome you to bring lunch for your Crockett student at any time, except on STAAR testing days. If you choose to stay with your student to eat, they may invite ONE friend to accompany them.

### **Student Cafeteria Rules**

- Talk quietly.
- Remain seated until permission is given to get up.
- Practice good table manners.
- Do not touch another person's food or tray.
- Don't play with food.
- Clean up your table and the floor under your table before leaving.
- Always walk in the cafeteria.

## **PARENT/TEACHER CONFERENCES**

A child's academic progress and general education opportunities are greatly enhanced when teaching becomes a cooperative effort of the home and the school. Much can be accomplished in this endeavor through parent/teacher conferences. When you feel that a conference with your child's teacher is needed, we ask that you call the Crockett office and allow our staff to set a time that is convenient for the parent, teacher, and/or the principal if desired. This will help you avoid possible inconvenience since teachers are regularly scheduled in instructional planning sessions, in-service meetings, etc., as well as conferencing with other parents.

## **CUSTODY AGREEMENTS / COURT ORDERS**

An updated copy of court ordered custody agreements and associated documentation should be on file in the Crockett office. Please submit a copy of all relevant court documents to the office at the beginning of the school year, and throughout the year if agreements or orders change. The school will attempt to follow all court orders as written. School Employees cannot moderate or negotiate child custody issues between parents. In the absence of court documents stating otherwise, parental rights will be honored equally.

## **DISMISSAL TIMES**

Students will be dismissed at 3:40 p.m. Parents should arrange for the prompt pick up of students after dismissal. Early dismissals are published on our BISD calendar. Crockett will make every effort to remind parents and students of these days and times. For the safety of the students, Crockett Elementary does not allow parents in the hall without obtaining a visitor's pass from the front office. If you are picking up your child for an appointment or after school, please obtain a visitor's pass or wait in the foyer for your child. Should you need to pick up your child early, we appreciate you letting the office know as soon as possible. We will not call for your child until you are in the office.

## **BEHAVIOR AND DISCIPLINE**

The goal of Crockett Elementary School is that each student will practice self-control and self-discipline. We believe students can be more successful at school and in life when they are responsible for their own behavior. Ultimately, parents are responsible for their children's

behavior at school, but self-discipline is the most effective way for a student to achieve success. The school-wide discipline plan at Crockett Elementary School is designed to help children develop the ability to self-discipline so that the school does not need to administer school disciplinary actions.

### **GUIDING PRINCIPLES**

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academic knowledge and skills, behavioral skills, social skills.
- Learning is enhanced in a physically and emotionally safe environment.
- Learning is improved by the establishment of academic and behavioral expectations.
- When an emphasis is placed on the teaching of self-discipline, good citizenship and good social skills, learning improves.

### **CROCKETT ELEMENTARY'S "THREE RULES for EXCELLENCE"**

- Be prepared and ready to learn.
- Be respectful and responsible.
- Be thoughtful and kind to everyone.

## **STUDENT BEHAVIOR EXPECTATIONS AND COMMITMENTS**

- I will respect myself, my fellow students, and my teachers
- I will follow all directions the first time they are given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will encourage other students and not ridicule or criticize them.
- I will always be where I am supposed to be.
- I will always walk and act safely in the building.
- I will use all materials and equipment properly.

### **Descriptions of Inappropriate Behaviors**

Inappropriate behaviors at Crockett usually fall into 2 major categories—Minor misbehaviors and Major misbehaviors. Misbehaviors are addressed either by the classroom teacher or a school administrator. Clarification may be necessary between the classroom teacher and the school administrator in order for disciplinary actions to be consistent.

## **DISCIPLINARY PROCEDURES**

### ***Minor Discipline Handled by the Teacher***

- The teacher will follow individual classroom hierarchies of behavior management.
- Think Time Interventions will be used by teachers to correct behavior and encourage self-discipline.



## **Classroom Think Time**

The Think Time strategy strives to catch disruptive behaviors early. It is intended to teach students self-control skills, not to be a punishment technique. A Think Time desk is located in the teacher's classroom – an area free from distractions. The process includes a number of steps that include having the student fill out a form, returning it to his or her teacher who checks the form, and the student either returns to the Think Time Desk to correct the form or rejoins the classroom.

## **Lunch Detention**

- If a student receives Office Think Time, a principal may assign Lunch Detention.
- There are two rules while at lunch detention: silence and responding only to the adult in charge. If these rules are followed, the student's request to attend recess the next day is honored. If these rules are not followed, the student is requesting to attend lunch detention again the next day and the request will be honored.
- The student continues to attend lunch detention until he or she follows these two rules.

## ***Major Discipline Handled by a School Administrator.***

- Results in a direct office referral submitted through ASCENDER at the time the student is sent.
- An appropriate consequence will be given.

In a serious situation, the student may be referred directly to the office. If the teacher is unable to bring the student, the office will be contacted, and an administrator will go to the classroom and escort the student to the office.

## **Saturday School**

Students who are making behavior choices that impede their learning and the learning of others may be required to attend Saturday School from 8:00 a.m. to 12:00 p.m. Crockett Elementary School's Saturday School follows previous academic and behavioral interventions. Parents will be notified concerning behavior interventions attempted and the date(s) their child is to attend Saturday School.

## **Performance-Based In-School Suspension**

- This is commonly referred to as ISS. A student in ISS will complete his/her assignments in the ISS Room. Assignments will be provided by the student's classroom teacher(s) and completed in the ISS room under the direction an Instructional Assistant
- This disciplinary action occurs when the student's misbehavior is severe, the student's misbehavior is chronic, the student has received multiple assignments to detentions, or when a principal deems it necessary.
- The student may not return to class until all work sent by the teachers is completed.

## **Suspension/Expulsion Protocol**

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an In-School Suspension or Out-of-School Suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to the district's

Disciplinary Alternative Education Program (DAEP). Students facing suspension/expulsion will be provided due process as outlined in the policies of the Borger Independent School District's Board of Trustees.

### **Specialty Classes**

The specialty teachers (PEAK, Resource, Library, P.E. and Music) will follow the same system of behaviors as the classroom teacher. The specialty teacher will report behavior problems to the classroom teacher.

### **Cafeteria/ Playground**

The cafeteria and playground supervisors will also follow the level system of behaviors. Minor behaviors will be reported to the teacher. The teacher will then address the behaviors according to the classroom discipline plan. Major behaviors will result in a direct office referral.

## **Positive Behavior Incentives**

### **1. Pizza with the Principal**

Crockett Elementary School recognizes children who demonstrate great leadership habits/values. At the end of each month, teachers will nominate a student in their homerooms to attend Pizza with the Principal. Teachers will nominate students who have demonstrated specific behaviors consistent with the monthly leadership habits emphasized and overall good citizenship.

### **2. Sticker Charts**

Teachers will place stickers (provided by the school) on students' behavior cards daily when they exhibit excellent behavior in the classroom. **Students may receive a maximum of 1 sticker per day.** When a student's card is completed (ten stickers), he/she will take it to the office and receive a wristband. The students' name will also be entered in a drawing for a Dog Tag. Once each month, during morning announcements, ten tickets will be drawn and the students whose names are called will go to the office for a dog tag.

### **3. Classroom Incentives**

Each individual classroom teacher is encouraged to create incentives and rewards for appropriate behaviors in his or her classroom.

## **Parental Engagement**

Effective student discipline is greatly enhanced when school personnel and parents cooperate to achieve goals. Teachers are encouraged to stay in close contact with parents regarding behavior issues in their classrooms. Teachers, administrators, School Counselors, and Parents should work together to solve chronic and serious behavior problems through phone calls, personal conferences at school, and home visits (when appropriate).

## **EMERGENCY MESSAGES FOR STUDENTS**

To avoid interruption of an entire class's learning, messages will be delivered to classrooms at the end of every day, approximately by 3:00 p.m. Please call the office with any change to your child's "end of day" plans by 3:00. Parents should make pre arrangements with the child as to who will pick the student up from school, etc. We also ask that parents refrain from calling the school and asking to speak with their child. This takes the child out of the classroom and away from valuable instructional time.

## **EXTENDED DAY**

Throughout the school year, students may be required to stay after school for our Extended Day tutorial program. This program is designed to assist your child when they are experiencing difficulties mastering a learning objective. Transportation will be provided to those who request it.

## **FIRE, TORNADO AND DISASTER DRILLS**

Fire and disaster drills will be conducted during the year to comply with safety standards. Exit diagrams are posted on the wall of each classroom.

## **GRADING**

It is the policy of Crockett Elementary to hold students accountable for their academic assignments. We expect students to master concepts taught in class. When students do not master those concepts, they will be re-taught and given the opportunity to redo the work. They will be held accountable for both sets of work. Students will be allowed to redo their work once on daily work and six weeks tests in order to improve a failing grade. The maximum grade allowed on corrected work is 70. Students and parents receive periodic grade reports in the following forms:

**Progress Reports**-after the 3<sup>rd</sup> week.

**Report Cards**-at the end of the six weeks.

**Grade Posting** - Teachers are expected to input grades into the computer by Tuesday of each week. Both daily grades and test grades are given. Students are expected to complete all work. Zeroes are not permitted at Crockett Elementary. Students not completing or not handing in their work will be required to stay after school in the Academic Assistance Center (AAC) to complete assignments.

## **PARENT PORTAL**

The Parent Portal allows parents to check on their child's grades, attendance, and communicate with their child's teacher on a daily basis. You can even set the default settings and receive email notification when your child receives a grade below a certain level. At the beginning of the year, you will receive a letter that explains how to set this up at your home.

## **CROCKETT ELEMENTARY SCHOOL- HOMEWORK PROCEDURES**

Regular homework is not assigned at Crockett Elementary School. However, classwork which is not completed during class time may be sent home with the student for completion, provided the student fully understands the assignment, and has demonstrated the ability to do the work independently prior to it being sent home.

For practice, teachers may ask parents to spend time reading with their children in the evenings. They may also suggest practice activities, such as working on math facts (addition, subtraction, multiplication, and division), that parents can do with their students at home. Occasionally, research projects/reports/presentations may be assigned which will require students to do some work at home.

## **HIGH EXPECTATIONS AND GRADES**

It is vitally important for parents to know that schoolwork at Crockett will be at the STAAR level. Crockett and all Borger ISD campuses and students are graded by the State of Texas according to student achievement on the STAAR tests in the Spring. That means we must teach and test the TEKS at the depth and complexity of the STAAR to prepare our students. This may result in lower grades initially, especially for 3<sup>rd</sup> graders, but the level of their learning will be higher.

## **LOST AND FOUND**

Articles found in and around the school will be turned in to the lost and found. You are encouraged to label everything on the tag of your child's items. This makes it easy for us to locate it and get the item back to the owner. Also, if you have something missing, we encourage you to check the Lost and Found in the cafeteria hallway.

**Please be advised that at least once each year, unclaimed items will be donated to a charitable organization.**

## **PARENT AND VOLUNTEER PARTICIPATION**

Parents and community members are always welcome to visit and help in our school. Your interest and engagement are always appreciated. A few ways you can become involved are:



- Mentoring a child
- Volunteer program
- PTO membership
- Help with class parties, projects, field trips, etc...
- If you are interested in serving in any way, please contact the school office.

State law requires schools to conduct a background check on all volunteers every year, please contact Manuela Lovato (Parent Liaison) for more information 273-1054 ext.

610.

### **PEAK (GIFTED/TALENTED PROGRAM)**

Students at Crockett Elementary may be nominated for the gifted/talented program at any time by teachers or parents. Assessment tools to determine eligibility may include: achievement tests, intelligence tests, behavioral checklists, tests of creativity, and student work products. Parents will be notified of the results of the assessments by the Coordinator for Advanced Academic Services. The Coordinator for Advanced Academic Services can also answer any further questions about the PEAK prog

## **PTO**

Parent Teacher Organization (PTO) is a volunteer child advocacy organization. PTO collaborates on projects that benefit children. General PTO meetings are held on the second Tuesday of each month at Crockett/Gateway or Paul Belton.

## **VISITORS AND A SECURE CAMPUS**

For security reasons, all outside doors to the building are locked every morning and opened again every afternoon. During the rest of the day, the only access to the building is through the front entrance by the office.

**For safety and security, a “buzz in” system is in place at the front entrance.**

Crockett Elementary utilizes a visitor management system. All visitors are required to report to the office upon entering the building during regular school hours. A valid ID must be presented to visit our campus. An individual who wishes to visit the campus and does not present a valid identification will be asked to either leave the campus or will be escorted around the campus by a member of the staff. Any item for a child (lunch, snack, homework, jacket, etc.) should be left at the office to be delivered to the student.

**State law requires that classrooms have the least amount of interruption during instruction.**

## **SCHOOL NURSE**

The school provides the services of a nurse. Our campus nurse is Abbie Cano (273-1057). Please assist us in maintaining the most conducive environment for learning by keeping students at home when ill. Sick students cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Students who become ill or injured at school will be taken to the nurse. She will determine whether the student is to remain in school. If not, the nurse will contact the parent or nearest relative. Sick students will be required to go home.

All medication for students (prescription or over the counter) will be administered by the nurse.

- All medicines (prescription and over the counter) to be given at school will require a written prescription from your child's doctor.
- The medicine must be in its original container and must be properly labeled.
- The dispensing date for the medicine must be within one year of the date it is sent to school for dispensing.
- The parent or guardian must give written permission to administer medication.

## **IMMUNIZATION REQUIREMENTS**

Each student shall be fully immunized against diphtheria, rubella (measles), rubella, mumps, tetanus, and poliomyelitis. The Texas Department of State Health Services (TDSHS) may modify or delete any of these immunizations or may require immunizations against additional diseases as a requirement for admission to any elementary or secondary school.

TDSHS requires students in kindergarten through twelfth grade to have the following additional vaccines, according to the immunization schedules set forth in department regulations: pertussis hepatitis B, Hepatitis A (for students attending schools in high incidence geographic areas as designated by the department), and varicella (chicken pox).

More information about immunization requirements can be on the district website at [www.borgerisd.net](http://www.borgerisd.net).

## **TRAFFIC RULES**

Parents and all drivers dropping off and picking up Crockett students must use the drive through lanes at the front of the campus. Refrain from using our Bus Lane at all times. A crossing guard is available to assist students and parents from the campus to the Crockett parking lot before and after school. Parents should utilize the parking lot to pick up their children.

## **CROCKETT STUDENTS ATTENDING BORGER ISD ATHLETIC EVENTS**

Crockett students are encouraged to attend BMS and BHS competitive events. For their safety however, elementary students attending middle school and high school athletic events are required to be accompanied by an adult and to remain with that adult while in attendance. Students are not allowed to roam free without adult supervision. Students not sitting with an adult will be escorted to where the adult who brought them is sitting. A student in attendance at athletic events without an adult will be asked to call parents and go home.

<b>2024 Crockett Testing Calendar</b>	
<b>TELPAS</b>	February 19 thru March 29
<b>STAAR Alternate 2</b>	March 25 thru April 26
<b>STAAR Reading</b>	April 10 (3rd and 4th Grades)
<b>STAAR Math</b>	April 24 (3rd and 4th Grades)

Parents are asked to schedule appointments on days that testing is not occurring. If parents have questions about this, please call the school office.

## **PARENTAL CONCERNS**

Crockett elementary School values parental involvement and are happy when you are here. We want you to visit the school, communicate your concerns, talk to teachers and

principals - let us know what we can do to improve our communication with you. If you are concerned about something involving your child, please let us know so we can make it better. Often, we will not know about an issue until a parent tells us about it. Children assume their teachers or other adults at the school are aware of problems they are experiencing, but that is often not the case. Open communication between parents and school personnel is vital to a student's success and well-being.

