

Paul Belton Elementary School

Campus Information



800 North McGee Street
Borger, Texas 79007
806-273-1059

BISD DISCRIMINATION POLICY

It is the policy of Borger ISD not to discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer, Tony McCarthy, 200 East ninth Street, Borger, TX, ((806) 273-1006 and/or Section 504/ADA coordinator, Amy Blansett, 200 East Ninth Street, Borger, TX, (806) 273-1016.

Es la póliza de Borger ISD de no discriminar por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades, según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Preguntas sobre el cumplimiento y/o procedimientos de queja puede ser dirigido al distrito escolar, Título IX oficial, Tony McCarthy, 200 East ninth Street, Borger, TX, ((806) 273-1006) y/o de la Sección 504/coordinador de AD, Amy Blansett, 200 East Ninth Street, Borger, TX, (806) 273-1016.

Borger I.S.D. Belief Statements

- The core business of the district is classroom instruction and curriculum
- Academic achievement is a primary focus
- Rigorous classroom instruction and high expectations are key to students reaching their academic potential
- Deep alignment between the written, taught, and tested curriculum is the foundation of academic achievement
- All students can learn by using a variety of instructional strategies and by allotting the necessary instructional time each student needs
- A physically and emotionally safe environment promotes student learning
- Student welfare is the primary focus of all decisions
- All students deserve a quality school and a quality education
- Student success is enhanced by positive relationships and mutual respect
- All stakeholders (students, parents, district employees, board members, and community members) share the responsibility for fulfilling the district's mission
- Commitment to continuous improvement of all district activities is vital

Welcome to Paul Belton Elementary School! We are all so happy to have you and your child become a part of our learning community. Education is a wonderful gift that we give our children. When schools and parents work together, we can help students achieve so many things!

This handbook is provided to help you understand some of the day-to-day procedures on our campus. BISD also has available the BISD Student Handbook and BISD Student Code of Conduct. Both of these important documents are available in hard copy upon request, or may be viewed on our website, www.borgerisd.net.

Please remember to check your child's folder daily for important information and announcements and check your voice mail/messages for any School Announcements (phone system messages). If ever you have any questions, comments, or concerns, do not hesitate to contact us at PBE. My office is always open and I am available to help in any way that I can.

While looking over this handbook, please pay close attention to the sections on **Attendance, Dismissals, Parent Drop-Off/Pick-Up, and Cafeteria Guidelines**. These areas tend to be the ones prompting the most questions. Often in this handbook I refer to curriculum.

“Curriculum” refers to “what we teach”. For many of you, this school year at PBE is your first experience with public school for your child. It is my goal to help you navigate some of the tricky areas of education so that you and your child will have many years of positive experiences with BISD.

Again, WELCOME TO PBE! We look forward to meeting you and working with you and your child!

Phone Numbers

Office Main Number (806) 273-1059

To Report a Student Absence (806) 273-1059

Cafeteria (806) 273-1061

Nurse (806) 273-1073



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.

AGE REQUIREMENTS

3 Pre-K Program-Must be at least three years of age on or before September 1 of the current school year.

Pre-K 4 year old- Must be at least four years of age on or before September 1 of the current school year.

Kindergarten Program- Must be at least five years of age on or before September 1 of the current school year.

ARRIVAL:

Morning Arrivals (Kindergarten, Morning Half-Day Classes)

AM Pre-K (4 year olds) begins at 7:30

Kindergarten begins at 8:00

Transitioning to school for young children can be stressful for both children AND parents. We understand this and will take all measures to help you and your child achieve this milestone. Once students have been greeted by school personnel, parents can say their goodbyes and be assured that their children will be well cared for. Most children will calm down and transition to school smoothly once parents are on their way. If this is difficult for your child, you will be contacted. Please be brave and be patient. Your child is growing up and feelings of uncertainty are normal and soon pass.

Children may arrive at school at 7:30. Breakfast is served from 7:30 - 8:00. The serving line closes around 8:00. Students eating breakfast must arrive prior to 8:00 in order to be served.

ALL THREE YEAR OLDS will need to be dropped off in their classrooms. Parents, we request that you hand your child off to their teacher/aide at the door. Do not plan to stay. Thank you for your cooperation with this.

Students arriving prior to 8:00 should report to the cafeteria. Students must remain in the cafeteria until they are picked up by their classroom teacher. Teachers pick up students from the cafeteria and escort them to their classrooms at 8:00.

The tardy bell rings at 8:20. Students arriving at 8:20 or later must report to the office to obtain a tardy pass. Students without a tardy pass will not be admitted to class.

Afternoon Half Day Classes
Optional Lunch Begins at 11:45
Classes begin at 12:30

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Our afternoon Pre-K program begins at 11:30. Pre-K students are also encouraged to eat lunch at school beginning at 11:45. The serving line closes at 12:15. Students eating lunch must arrive prior to 12:15. This time in the cafeteria provides opportunities for your child to socially interact as a part of the curriculum. If your pre-k student does not eat lunch at school, you are welcome to send a lunch box. Arrival after 12:20 is considered tardy.

We request that parents bringing students to school for afternoon classes, park at the front of the school building. **Students should arrive NO SOONER THAN 11:30 through the front entrance. All other doors are locked during the school day for safety purposes.** Students are not to be sent into the building unaccompanied in the afternoon. In order to keep the hallways from becoming congested, student transitions to remain safe and orderly and supervision to be adequate, **parents and students arriving prior to 11:30 are asked to wait outside or in the corridor.** Parents and students are not permitted to wait in the hallways for extended periods of time. Students will be brought by their parents to the cafeteria where they will be greeted by school personnel at their designated tables. The students will eat lunch from 11:45 – 12:15. Students will then move to the playground at 12:15.

ATTENDANCE

If a student must be absent for any reason, please report the absence by calling the office at 273-1059 by 8:30. Attendance is taken at 9:00 for Kindergarten and morning Pre-K classes. Attendance is taken at 1:00 for afternoon Pre-K classes. After these times the student is marked absent. **All absences are considered UNEXCUSED until proper documentation is presented.**

EXCUSED AND UNEXCUSED ABSENCES

Excused Absences

Excused absences may be approved for the following reasons in accordance with state law and regulations when proper documentation is presented (see sample following this section):

- 1) personal illness, serious family illness or death in family
- 2) student medical or dental appointments (this does not include a family member's appointment.)

- 3) quarantine
- 4) documented educational travel with principal prior approval (up to 3 days)
- 5) participation in court proceedings or child abuse/neglect investigation
- 6) a migrant student's late enrollment or early withdrawal
- 7) late enrollment or early withdrawal of a student under Texas Youth Commission
- 8) participation in approved extracurricular activities, religious holidays, and any other unusual cause acceptable to principal and/or attendance committee

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.

UNEXCUSED ABSENCES

Unexcused absences may result in a formal action against the parent. The principal shall NOT approve an absence as an excused absence under the "unusual cause acceptable to the principal" (category number 8 under **Excused Absences**) any absence resulting from:

1. a recreational trip
2. work
3. day of suspension
4. lack of transportation
5. weather
6. appointment NOT involving the child

Attendance Helpful Hints

1. If a child is throwing up, has diarrhea, or has a fever, please keep the child home.
2. 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.
3. Documentation for an absence to be considered as excused must be turned into school within 3 school days of an absence and must meet the criteria outlined above under **Excused Absences**. (see sample following this section)
4. Tardiness is UNACCEPTABLE. A child is considered tardy at 8:20 for Kindergarten and morning Pre-K classes. Students in afternoon Pre-K classes are counted tardy at 12:20.
5. If a child has a medical or dental checkup or appointment, please schedule those after 9:00 and 1:00 (afternoon students) so that they can be considered present at school for the day.

6. 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.
7. If a child is out for three (3) consecutive days or more, documentation from a medical doctor must be presented to the office upon return.
8. **Borger ISD offers a Pre-Approved Absence For that will excuse any absence for up to three school days.**

SAMPLE NOTE TO EXCUSE AN ABSENCE

Date: _____

My child _____ was absent on

_____ (list all dates)

because _____

Thank you,

(Parent signature)

All documentation used to EXCUSE an absence MUST be turned in to the main office within 3 school days of the absence and must comply with the criteria outlined in this handbook. UNEXCUSED ABSENCES may result in legal action. (see Sec 25.93 and 25.94 of the Texas Education Code and BISD Board Policy at www.borgerisd.net)

BILINGUAL/ESL

A Bilingual/ESL program is provided daily by specially trained staff members for students who qualify. (Dual Language)

BIRTHDAYS

Birthday celebrations are encouraged. If you would like to provide a snack for your child's class on his/her birthday, please arrange this with your child's teacher. We ask that you plan the snack for the last 30 minutes of the school day, provide enough for the whole class, and provide any plates, napkins, utensils that may be necessary. Please check with your child's teacher regarding any student allergies. If your child is having a private birthday party, we ask that you send invitations to the entire class so that no one is left out. The teacher will help distribute these to all students. If you do not wish to invite all the children in the class, please handle mailing invitations from home. Birthday treats are exempt from FMNV Guidelines (see **Foods of Minimal Nutritional Value**).

BUS

Riding the school bus is a privilege. Students are eligible for bus transportation beginning in kindergarten. Improper conduct on buses could result in this privilege being denied. A copy of the bus safety rules will be given to each child who rides the bus at the beginning of the school year. Please see that your child abides by these rules for his/her safety. Any discipline issues occurring on the bus will be referred to the school principal and action will be taken according to the guidelines in the BISD Student Code of Conduct and the Transportation Department Guidelines.

Bus Rules

1. Stay seated properly.
2. Do not throw anything in or from the bus.
3. Do not wrestle or fight.
4. Do not push or shove.
5. Do not make excessive noise.

6. Keep all portions of body in the bus.
7. Do not use profanity.
8. Adhere to the driver's/monitor's instructions at all times.
9. Be courteous to the driver.
10. Do not destroy property.
11. Drinks or other refreshments are not allowed.
12. Abide by other accepted school rules that may apply.



BREAKFAST AND LUNCH PROGRAM

Breakfast will be served in the cafeteria each morning between 7:30 and 8:00. The serving period will end at 8:00.

School cafeterias serve a balanced lunch to students. If students prefer, they may bring sack lunches and may purchase milk from the cafeteria. Lunch charges are issued in emergencies only.

Students may not share food items or lunches with each other.

Menus are sent home monthly and can also be viewed online at <http://www.borgerisd.net/food/index.htm>

Meal Money

For convenience and a reduction of lost money, parents are urged to consider the advance purchase of breakfasts and lunches for students. The money will be deposited into the student's individual account. You may deposit any amount of money, enough to cover meals for five days or the entire school year. Any remaining balances at the end of the school year are "rolled over" in your child's account for the next school year. Upon withdrawal from BISD, balances will be refunded.



A NOTE FROM THE CAFETERIA

Federal guidelines and Borger ISD policy states the following regarding 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

These guidelines are in place and **MUST** be followed to ensure that Paul Belton Elementary School and Borger ISD receive federal funding for food services.

We at Paul Belton strive to meet the goal of fostering independence in all students. We request that you **do not enter the serving line area**. Please stay outside of the cafeteria doors. Our friendly Paul Belton staff members

are available to assist your children with their needs. Please allow your child to **sit alone** at the table with his/her peers during breakfast and lunch times. This will give each child the opportunity to grow in independence at school.

Lunch time at school is a wonderful opportunity for you to have lunch with your child. There is a separate table set up in the cafeteria for this purpose. Just be sure to let your child's teacher or the cafeteria know in advance if you plan to purchase a lunch from school.



UNA NOTA DE LA CAFETERIA DE AUTOSERVICIO

Las líneas directivas federales y la póliza de Borger ISD dice lo siguiente de los procedimientos de la cafetería:

Los padres **NO DEBEN**:

- Alimentar a su niño en la cafetería de autoservicio de la escuela
- Alimentar otros hermanos menores que incluyen niños de la charola del estudiante
- Comer de la charola de un estudiante
- Tomar comida o bebida de la cafetería de autoservicio

Estas líneas directivas están en lugar y **DEBEN SER** cumplidas para asegurar que Paul Belton Elementary School y Borger ISD continuará recibiendo financiación federal para los servicios de comida.

Nosotros en Paul Belton nos esforzamos por encontrar la meta de independencia de fomento en todos los estudiantes. Pedimos que usted permite su niño sentarse aisladamente a la mesa los niños durante desayuno. Esto le dará a cada niño la oportunidad para crecer en la independencia en escuela. Asegurarse que un miembro de la facultad proveerá asistencia en las horas de la comida cuando es necesaria.

El tiempo del almuerzo en escuela es una oportunidad maravillosa para que usted almuerce con su niño. Hay una mesa separada la cafetería de autoservicio con este propósito. Simplemente este seguro de darle saber a maestro de su niño o la cafetería de autoservicio por adelantado si usted piensa comprar un almuerzo de escuela.

Cafeteria Rules

1. Talk softly.
2. Remain seated.
3. Practice good table manners.
4. Do not touch another person's food or tray.
5. Clean up your table and floor under your table before leaving.
6. **Always** walk in the cafeteria.
7. **Parents may not sit at the table, feed children, eat from the tray, or take food from the cafeteria. These are FEDERAL GUIDELINES.**

CHANGE OF CLOTHES

In case of a toileting accident, the school requests that you send a change of clothes for your child that can be kept at school. All clothing should be labeled and placed in a sack. Please make sure that the change of clothing includes a change of underwear. If your child borrows clothing from our nurse, please return clean items.

CONFERENCES

Communication between schools and parents is encouraged. A child's academic progress and general education opportunities are greatly enhanced when teaching becomes a cooperative effort between the home and the school. Much can be accomplished in this endeavor. When you feel that a conference is needed, please contact your child's teacher by note or a call to the office. A conference will be scheduled in a timely manner. If school personnel feels a need to initiate a conference, the same courtesy will be extended. We will call you to schedule an appointment at a convenient time.

COMPUTER LAB/COMPUTER USE

Our district is fortunate to have an outstanding technology department. Our students at Paul Belton frequently use the computer lab. Some of the programs used are: iStation (reading readiness for Kinder), ABC Mouse, Starfall.com, Kid Pix, and our Frog Street Curriculum supplementary software. Paul Belton also offers an iPad lab in which all students will have access to. All appropriate permission forms and Acceptable Use Policy Agreements will be turned in prior to students being permitted to use the computers. Sometimes parents have concerns regarding their children and use of the internet. If you have any questions, please call the principal to discuss these concerns. We want all of our parents to understand the supervision involved, the purposes of our computer lab, and the curriculum guidelines regarding technology in our schools.

CRIMINAL HISTORY CHECK

State law requires school districts to conduct a **Criminal History Check** on all volunteers. Please contact our office for more information and the appropriate forms. Criminal History Checks are usually not required for parents bringing birthday treats, helping with parties, or having lunch with their student. However, you will need to obtain a visitor's badge from the office.

CUSTODY/COURT AGREEMENTS

A copy of all court ordered custody agreements and associated documentation must be kept on file in the office. This helps the school to know who can be contacted, who can pick up children, and who has legal access to educational records. Please submit a copy of all paperwork to the office at the beginning of the year. If changes occur, please submit these as soon as possible

DISMISSAL TIMES

Parents should make arrangements for **prompt pick up** of students after dismissal. We are unable to provide proper supervision after dismissal times. Students will be dismissed at the following times:

Morning Pre-K	11:10
Afternoon Pre-K	3:10
Kindergarten	3:30

Because afterschool transitions are often hectic, and our number one priority is your child's safety, **please plan to arrive for dismissals NO EARLIER than five (5) minutes prior to dismissal.** Parents will not be permitted into the hallways until five (5) minutes prior to dismissal. Too many adults in the hallways cause unsafe congestion, unsafe transitions for classes traveling through the building, and confusion for our very young students.

Pre-K Parent Reminders:

1. Pre-K Students are NOT eligible for bus transportation.
2. We ask that you park your car in the front parking areas when possible. If you use the back parking lot, please avoid parking in the service parking area, along the fence, or in the travel lanes).

PLEASE AVOID THE BUS LANES AFTER 3:20

3. Please wait at the drop off doors at the back parking lot, or the front doors if you park on McGee Street for school personnel to open them at the designated time (5 minutes prior to dismissal time.)
4. You will need to pick up your student at the classroom.
5. Please direct all questions regarding your child to the classroom teacher.
6. If someone other than the parents or guardians is picking up your child, be sure that you have notified the office and the teacher. These individuals should be prepared to show ID if necessary. **ALWAYS update the office of changes to addresses, phone numbers, and emergency contacts.**

Kindergarten Parent Reminders:

1. If you choose to come into the building to pick up your student, please park in the front parking areas. If you park in the back parking lot, please avoid parking in the service parking, along the fence or in the travel lanes. You will need to enter through the front doors. Please do not plan to enter the hallways until 3:30.

PLEASE AVOID THE BUS LANES AFTER 3:30

2. Bus students will be transitioning to the cafeteria at approximately 3:25 to prepare for loading. Please remain in the foyer or outside until these students have moved into the cafeteria.
3. If you are picking your student up at the classroom, you will NOT be permitted to move down the hallways until 3:30. Bus students and their safety are the priority at this time.
4. Kindergarten teachers will dismiss students to parents at the door NO EARLIER than 3:30.
5. Kindergarten teachers will take students to the PARENT DROP-OFF LANES at 3:35. (please see section: **PARENT DROP- OFF/PICK-UP**)
6. If someone other than a parent is picking up your child, be sure that you have notified the office and the teacher. These individuals should be prepared to show ID if necessary. **ALWAYS update the office of changes to addresses, phone numbers, and emergency contacts.**
7. We encourage the use of the bus transportation system if your child is eligible.

DISCIPLINE

PUPPY PROMISES

**I promise to:
Do my job,
Obey, and
Be a good friend!**

It is necessary that children learn to develop self-discipline in order to further their learning and ready themselves for life to come. Much of the curriculum in an early childhood setting revolves around teaching children when and how to communicate their feelings, frustrations, and needs. We focus on good choices, problem solving and conflict resolution, and personal responsibility. Often our students at Paul Belton simply need a reminder of right vs. wrong choices, and how to “use their words” to communicate their feelings. However, sometimes children make mistakes and make the wrong choice regarding their behavior. This is when we as educators and parents have the best opportunities for teaching these life-skills. We encourage you to discuss with your child often, the importance of and need for good behavior and a good attitude, and help us reinforce these lessons.

Our school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and district staff. The district’s rules of conduct and discipline are established to achieve and maintain order in the school and are outlined in the BISD Student Code of Conduct. When necessary, students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Paul Belton will not tolerate fighting, disrespect toward others, obscene language, destruction of school property, or the disruption of the learning environment. Students may be excluded or suspended from school or school activities as a consequence for making wrong choices and/or severe discipline problems. Corporal punishment may be used as a means of punishment, as

stated in school board policy (See BISD School Board Policy at www.borgerisd.net). Parents will be contacted and appropriate documentation of permission will be in place.

EMERGENCY MESSAGES FOR STUDENTS

To avoid interruption of the educational environment, messages will be delivered to classrooms only in emergencies, or at the end of the last period of the day. Even as you foster independence and responsibility in your student, it is still wise for parents to communicate with the teacher and/or office of any changes to end of the day routines or pick-up procedures. After all, our young students are just learning these skills. 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. Exit diagrams are posted on the wall of each classroom.

FOLDERS

Please check your child's backpack DAILY for your child's folder. This is the school's main mode of communication. This folder contains valuable information regarding calendars and upcoming events, notes from the teacher and office, discipline concerns, academic progress, etc.

FOODS OF MINIMAL NUTRITIONAL VALUE--- FMNV

These are foods that the Texas State Comptroller has deemed non-allowable at school. You will be provided with additional information regarding these rules and guidelines as they apply to snacks and parties at school. Please refer to these guidelines when planning snacks to send to school and when making party plans. If you have any questions, please call the school office. See also **Birthdays, Parties, Snacks**.

GIFTED/TALENTED PROGRAM

Students at the Kindergarten level may be nominated for the gifted/talented program at any time by teachers or other staff members. 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 learning facilitator.

GRADING GUIDELINES

Due to the age of our students and our belief in developmentally appropriate teaching, learning, and assessment, Kindergarten and Pre-K classes are not graded using a traditional system. Progress reporting at Paul Belton is based on progress over time. A schedule for reporting progress will be given to parents. BISD teachers often and in many ways assess their students. They are diligent about reporting the outcomes of assessments to parents, formally and informally. If you have questions or concerns, please contact your child's teacher/office to schedule a conference.

HEAD LICE

Head Lice is not an illness but is very common for young children. It is spread very easily through play and rest time. A child with live lice will be excluded from school until after one treatment of an FDA approved shampoo or cream rinse. If the school nurse finds a child to have live lice parents will be contacted to pick up the child from school and will need to stay home until an initial treatment is applied. Please check with the school nurse for further information.

HOLIDAYS AND VACATIONS FOR STUDENTS

Please refer to the BISD Calendar given to you or this can be found on the BISD website at www.borgerisd.net .

KINDERGARTEN GRADUATION

A promotion ceremony is held in May in the school cafeteria for the purpose of recognizing and honoring kindergarten students. This ceremony is informal and participation is not contingent upon meeting any “graduation requirements”. It is simply designed for parents, students and teachers to mark the achievement of this milestone.

LIBRARY

School Libraries are the center of any campus. These are the places in our society where learning and knowledge are available and celebrated. We are very proud of our school library! All Paul Belton students will visit the library weekly. However, only Kindergarten students will be permitted to check out library books once proper permission slips are turned in. At the close of the school year, all library books and fines/replacement fees will need to be taken care of in order for your child to be allowed to participate in any of end of the year activities/field trips.

LOCKED DOORS

It is district procedure that only the main entrance to the school shall remain unlocked. All other doors will remain locked. See also: **Security**

LOITERING

Often, drop off and pick up times provide an opportunity for parents to visit with other parents. However, because of safety issues and the protection of the instructional environment, we are unable to allow these sustained visits to occur within the school building during the school day. If you plan to linger outside of the school building for a few minutes to visit, please supervise any children who are with you. If you are able, we encourage you to volunteer at school. Please see **Visiting/Volunteering on Campus**.

LOST AND FOUND

Articles found in and around the school should be turned in to the lost and found boxes provided in the school. You are encouraged to label everything on the tag of your child’s item. 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 table (usually in the front of the cafeteria). Throughout the year, especially during the cold months, the lost and found area will build up. Please check often. Your child’s teacher does her best to help students develop responsibility and will, at times, help your child find lost items. However, it is ultimately the responsibility of parents to check the lost and found.

A few times a year, we will take unlabeled and unclaimed items to local charities.

MEDICINE See NURSE

NURSE

The school provides the services of a nurse. Our campus nurse is Kathy Pratt (273-1073). Please assist us in maintaining the most conducive environment for learning by keeping children at home when ill. Sick children cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Children who become ill or injured at school will be taken to the nurse and parents will be contacted when necessary. Nurse Kathy will determine whether the child is to remain in school. If not, the nurse will contact the parent or an emergency contact as indicated in the student's records. All medication for a child (prescription or over the counter) will be administered by the nurse.

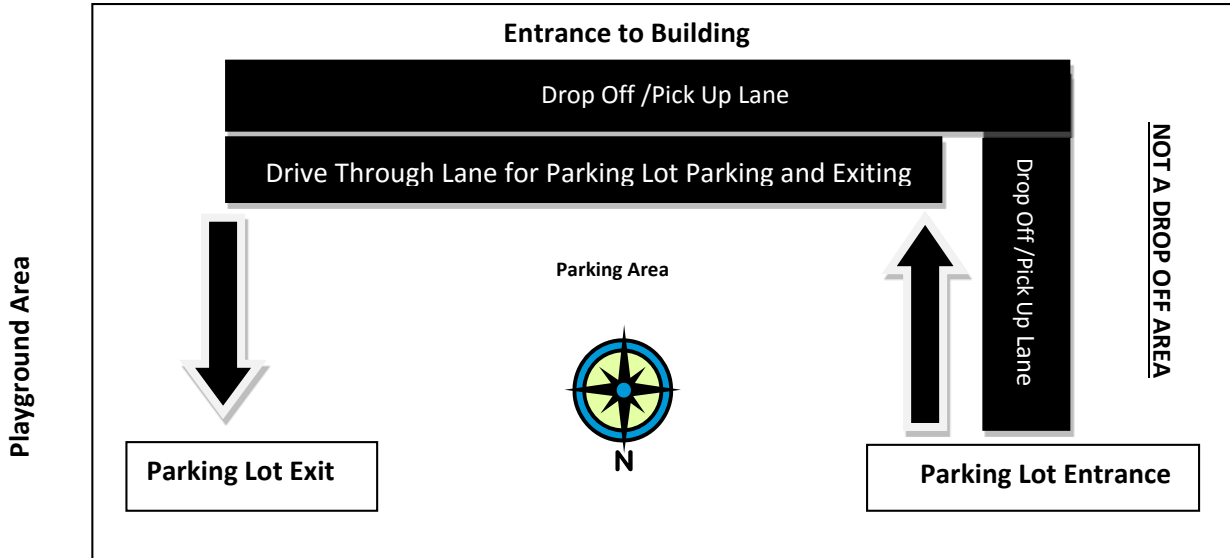
1. All **MEDICINES** (prescription and over the counter, including cough drops) to be given at school will require a written prescription from your child's doctor and/or written permission from the parent
2. The medicine must be in its original container and must be properly labeled.
3. The dispensing date for the medicine must be within one year of the date it is sent to school for dispensing.

PARENT DROP-OFF and PICK-UP—see map on next page

If you use the drive through located in the parking lot at the back of the campus to drop off and pick up your child, we are requesting your help with the following:

- Please remember that when utilizing the back parking area, the right lane (closest to the fence) is for vehicles that will let students in and out (**parents will not get out of the vehicle**). The left lane (closest to the parking lot) is for parking in the parking lot and exiting the parking lot quickly. Parents may park in the parking lot and walk their children in/out if they choose. PBE staff will assist children in and out of cars as needed.
- You must never leave your vehicle running while you come inside or leave young children in the car unattended. Drivers can receive tickets for this.
- If you are dropping off students or picking them up, please make sure that you do not resume driving until your attention is on the road in front of you. If you are looking in the back seat at your child or watching him/her walk in and attempting to drive, then you may hit another car or a pedestrian.
- If you are walking across the drive with your child, please look both ways before you step out into the drive through area. If you see a car, make eye contact and make sure that the driver is aware that you are there.
- Please understand that we often have grandparents, aunts, etc. that have been asked by parents to pick up students. These individuals may not be familiar with our procedures.
- Demonstrate courtesy and patience. You are your child's first and foremost teacher. When you allow yourself to become upset and say or do something inappropriate, please remember that your child or another child could be watching. Children often learn by watching what we do. Please set a good example.
- Obey the 20 MPH speed limit around the school grounds.
- Pedestrians always have the right of way. STOP at all crosswalks. Do not park in crosswalks. Only proceed after children have safely crossed.
- Do not pass the school bus if lights are flashing.
- Always park next to the curb for loading and unloading children.

- **NEVER ATTEMPT TO DROP OFF YOUR STUDENT AT THE FRONT DOOR ON MCGEE STREET.** This will cause traffic disruptions and unsafe situations.



PARTIES

Paul Belton, in accordance with BISD School Board Policy, allows three (3) scheduled school-wide parties per year. These are: Christmas, Valentine’s Day and the End of the Year Party. These days are scheduled in advance and are recorded as “exempt days”, meaning these days are exempt from state nutritional guidelines regarding snacks at school and **Foods of Minimal Nutritional Value (FMNV)**. Class parties are to be scheduled for the last 30 minutes of the last class period of the school day:

Morning Classes	10:40
Afternoon Classes	2:40
Kindergarten	3:00

As party day approaches your child’s teacher will be sending home information. Please watch for these announcements in your child’s backpack.

PTO - PARENT TEACHER ORGANIZATION

Parent Teacher Organization (PTO) is a volunteer child advocacy organization. PTO collaborates on projects that benefit students. General PTO meetings are held monthly in the school cafeteria. PTO will send home information regarding their organization and scheduled meetings. Examples of PTO sponsored events are: Fun Friday, Yearbook Sales, T-Shirt Sales and Themed Picture Sales.

RAPTOR

Borger ISD uses the Raptor Technologies System to track campus visitors. All first time visitors to the campus will need to bring in a valid driver's license, state issued ID card, or green card to have it scanned into the system. Once in the system you simply need to check in at the office to receive a visitor's badge. All visitors **MUST** obtain a badge in order to move through the school building during the school day.

REPORT CARDS

Student progress will be reported at each 9 week interval. Pre-K will send home a progress report. A formal report card will be sent home the first, second, third, and fourth 9 weeks. See also Grading **Guidelines**.

RtI – RESPONSE TO INTERVENTION

Teachers use many varied methods of instruction to meet the academic needs of their students. However, sometimes a student struggles. Response to Intervention is a process by which a team of teachers meets the individual needs of struggling students. Collaboration between professionals is always a great way for teachers to be even more effective with their students. If your child's teacher determines that there is a need for academic or behavioral intervention beyond that which is ordinarily used in the classroom, she will make a referral to the RtI Team. This team is comprised of teachers, specialists, and the principal. This team will develop specific interventions for the classroom teacher to implement individually to the student in question. Careful documentation is kept to record the student's Response to the Intervention (RtI). You, the parent, will be kept informed every step of the way.

If there are Speech concerns, the team will, with the cooperation of the Speech Therapist, develop an RtI plan to address those needs. This is not considered Speech Therapy --- only intervention. Often, through the use of interventions, referrals to Speech Therapy can be avoided.

SECURITY

For security and monitoring reasons, all outside doors to the building are locked at 8:15 every morning and opened again every afternoon at 2:55. During the rest of the day, the only open door to the building is at the front entrance by the office. All visitors are required to stop by the office to sign in and obtain a visitor's badge. Please refer to **Dismissal** for more information regarding access to the campus.

SNACKS

Our classroom teachers typically schedule a snack time each day. These snacks are not provided by the school. Morning classes have their snack just prior to dismissal, afternoon classes have their snack just before 3:00 in the afternoon. State regulations require that snacks meet certain criteria concerning serving size, allowable food items, and should not conflict with meals served at school. Your child's teacher will send home more information regarding these rules for foods allowable at school, and requests for your help providing snacks. Please help by providing what you are able, and by following the state guidelines. Birthday snacks provided by

parents for classes are exempt from these rules. Please see **Birthdays** and **Parties** for more information.

SPEECH THERAPY

Speech therapy is provided in public schools to children who qualify for these services. If you or your child's teacher have concerns about any speech issues, the speech therapist will be contacted to initiate an informal screening and the RtI process (see **Response to Intervention-RtI**). In most cases, referrals to Speech Evaluation and Therapy are not made until RtI interventions have been given adequate time.

TARDIES

Students are expected to be at school by 8:00. Teachers will be picking them up in the cafeteria. Students not in the classroom at 8:20 are considered tardy and must come to the office for a pass to class. Afternoon students are considered tardy at 12:20 and must also obtain a pass from the office to be admitted into class.

VISITING/VOLUNTEERING ON CAMPUS

We maintain an open-door policy and encourage parents to visit/volunteer. Parents and community members are always welcome to visit and help in our school. Your interest and involvement is always appreciated. All visitors are required to sign in at the main office and obtain a visitor's badge State law requires school districts to conduct a **Criminal History Check** on all volunteers. Please contact our office for more information and the appropriate forms.

A few ways you can become involved at school are:

- Mentoring a child
- Volunteer program—this program includes, but is not limited to, Helping teachers prepare instructional materials, listen to children Read and/or read to children.
- PTO membership
- Help with class parties, projects, field trips, etc.

If you are planning to visit your child during lunch, please note the tables in the center of the cafeteria are there for you and your child to eat lunch. Remember, if you want to purchase a lunch, please let your child's teacher or the cafeteria know in advance. Cafeteria Guidelines as outlined in this handbook, will apply. A Criminal History Check is not necessary for visits of this nature.

Visitors will not be permitted to accompany students to recess. Our playground supervisors are diligent about monitoring students and their safety on the playground.

WITHDRAWING FROM SCHOOL

If you plan to move from Paul Belton at anytime during the school year, please notify us as much in advance as possible. Please call us or send a note with your child telling us the date you will leave. We need to officially withdraw the student on that day. Please pay all money owed to the

cafeteria and/or library. Return library books and textbooks to the school, and sign the appropriate documents before leaving.

