

**Welcome**  
**to**  
**Barbara Bush**  
**Elementary**  
**2017-2018**

**Student/Parent Handbook**  
**Addendum**



Judy Mills, Principal

Debbie Dupre, Assistant Principal

Angie McGhee, Counselor

Dear Bush Parents,

Welcome to the 2017-2018 school year. The beginning of the year is always exciting and a busy time for everyone. In this handbook you will find an overview of Bush policies and procedures to assist you. Also included are safety guidelines to follow. I know that you join with me in placing children's safety as our highest priority. Please read the following information carefully in order to ensure that all of us follow the same safety procedures.

The information contained in this handbook is specific to Bush Elementary but does not take the place of information found in the CISD Student Handbook. Be sure to read the district's handbook as well for information on attendance, student dress, discipline, and other important topics related to your child's education. This handbook can be found under Parent/Student at *conroeisd.net*.

We look forward to a great year! My door is always open. Please do not hesitate to call and schedule an appointment or email me if I can help you or your child in any way.

Sincerely,

Judy Mills

Principal

School Phone: 936.709.1600

Clinic Phone: 936.709.1609

Cafeteria Phone: 936.709.1613

FAX: 936.709.1699

Bush Homepage Website: [www.bush.conroeisd.net](http://www.bush.conroeisd.net)

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## **School Hours**

School begins promptly at 8:05 am but we encourage the students to be at school by 7:45. **Our morning announcements air at 8:00** with important information about the day. Students must be in their classrooms at the time of the 8:05 bell. Dismissal is at 3:10.

We will have staff members on duty at 7:40 am to receive children who arrive by car, day care, or school bus. We dismiss students to classrooms at 7:50 am. **PLEASE ARRANGE YOUR SCHEDULE SO THAT YOUR CHILD ARRIVES ON TIME.** Allow plenty of extra time on rainy days; arriving cars can create a traffic jam. Our front doors will open at 7:20 am each morning.

## **Before School Activities:**

**We offer several before school activities for our students. We are hoping that this will encourage parents and students to arrive at school by 7:30. Listed are the options which will begin the second week of school:**

- **Library Study Hall- for students to complete class work or homework.**
- **Open Library Reading and Checkout- students may check in/out books and/or read.**
- **Storia- computer based reading program**
- **Movable Minutes- structured physical activity**
- **Computer based math programs**

## **Attendance**

In the event a student is absent, parents must contact the school office as soon as possible. Following an absence, parents must send a note explaining the reason for the absence. State law requires that students must be in attendance for a minimum of 90 percent of the instructional days per year in order to be promoted. A student who attends fewer than 90 percent will be referred to the Campus Attendance Committee for review. The law goes on to state that it is the parent's duty to monitor the student's attendance and require the student to attend school.

The state requires school officials to notify parents when their child has been absent for ten or more days in a six-month time span or three days in a four-week time frame. Attendance letters for children who have excessive absences are typically mailed home at the end of each quarter.

Regular school attendance is important. Please make vacation arrangements during holidays and weekends to avoid students missing important classroom instruction.

It is important for students to remain in school until the close of each school day at 3:10 unless illness has caused a child to leave earlier.

## **Tardies**

If students arrive after the 8:05 bell rings, they must stop by the front office for a tardy slip in order to be admitted to class. Punctuality is an important trait that shows respect and consideration for fellow students and teachers as well as prepares students for the academic day. When a student arrives late to class, it disrupts the day for all students in the class.

Students who receive no absences or tardies for a grading period are recognized with our **Bobcat N.E.A.T.** (Never Ever Absent or Tardy) Awards.

## **Visitors**

All doors to the school will be locked throughout the day. To enter the building, you must push the intercom button located to the right of the front doors. Front desk personnel will ask if they can help you and then give you access for entering the building. All visitors must enter through the main entrance. Please present your driver's license to the front desk staff to be scanned through our Raptor system. A visitor badge will be given to you with your name, picture, and destination within the school. Anyone without a name badge will be required to return to the front office area to get one. Upon leaving we ask that you return the badge to the front desk. Not only does this system help track visitors and volunteers, but also has the ability to provide alerts on those who may jeopardize the safety of the campus. This system ensures a safer environment for the students. In addition to identification you must be listed on the child's emergency card to take a child from campus. Please make sure that all of the information on the emergency card is correct.

## **Visitors before and after the school day**

All visitors must check in at the front desk prior to the school day and after school. Because of heightened awareness of school security, we ask that you follow these guidelines:

- After the first day of school, parents will not escort their students to classrooms in the morning.
- Parents who do need to attend a conference before or after school must check in and wear a visitor's badge.

If you need to speak to the teacher before school, you may leave a message at the front desk, email the teacher, or set up a conference with her. Our teachers are very busy before school, getting ready for the day ahead. Please respect their time in preparing for our students. They will gladly return phone calls or emails during their conference period or at the end of the day.

## **Access to Student Information/ Directory Information**

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. Conroe ISD will only release public information regarding its students to:

- Organizations required by the No Child Left Behind Act of 2001, Section 9528 Armed Forces Recruiter Access to Students and Students Recruiting Information.
- Accredited colleges or institutions of higher learning, and
- Groups that are affiliated with the District and need such information to provide education services to students or the District (school photographers, PTO/PTA, booster clubs, District consultants and advisors, and the like).

This law permits the District to designate certain personal information about students as directory information. This “directory information” will be released to those groups set out above that follow the procedures for requesting it. The directory information may be prevented by the parent completing and submitting the form found on the District’s website at <http://conroeisd.net/about/policies-procedures> or in the school’s main office. This form should be returned to the campus within the first ten school days if you are requesting that your student’s “directory information” be restricted.

Directory information shall include:

- A parent(s) names, student’s name, address, telephone number, and photograph.
- The school the student is attending, the student’s current grade level.

## **Transportation**

### **Car riders:**

If you bring your child to school, please plan to wait in the “car rider” line until a staff member opens your car door and assists your child to the front porch area. **Except for the first day of school, please do not park in the school parking lot and walk your child across the walkway and into the school unless you have a parent conference or other school business.**

Please do not drop your child off on Crownridge or in an adjacent parking lot.

Please wait patiently in the car rider line; do not take shortcuts.

**Please note that vehicles must exit the school to the right onto Crownridge during school zone hours. Please be respectful of nearby neighborhoods and not cut through to shorten your drive time. We ask that once you exit the school drive to the right; please continue on Crownridge to Kuykendahl to turn.**

Once the routine has been established and traffic flows normally, our dismissal is quick and efficient. To expedite the process we ask that you place the **BRIGHT YELLOW CARD** (available from your child’s teacher) in your windshield with your child’s name and grade level written BIG AND BOLD. If the **BRIGHT YELLOW CARD** is not present in the vehicle, you will be asked to park and come into the front office to verify ID. Because of the recent district changes in bus transportation, we encourage you to form car pools to help reduce the number of cars in the car line both upon arrival and for dismissal.

## **Bus riders:**

**Students eligible for bus transportation must live at least (1) mile from the school.**

The distance to walk to bus stops is up to 600 feet.

New students must request transportation services during the registration process.

If the student is currently enrolled, the parents may go on-line to request transportation services. Parents may go to CISD homepage and click on "What Bus Do I Ride" in order to find out if bus services will be offered for their child. Once an address is entered, a bus number will appear if the student is eligible for bus transportation.

In order for a student to receive emergency transportation services to another stop, other than their regular stop, he/she must be eligible for transportation services and have a signed note from their parent or guardian stating the emergency. The request must be approved by a school administrator. Approval will only be granted in emergency situations. This note will be given to both bus drivers if the student is riding a different bus. The student will receive this service only if space is available on the bus.

**Bus riders will be given a name tag with student bar code that will be zip tied to their backpacks. Each bus rider will be scanned as he/she enters the bus each day upon dismissal. It is very important that these tags remain on the backpacks throughout the year.**

## **Biker and Walkers:**

Kindergarten- Bikers and walkers will be dismissed at the door on the right side of the building closest to the flag pole. There is plenty of space there for parents and guests to wait. Kindergarteners may park their bikes in this area on the concrete.

First and Second graders- These students will park their bikes at the bike racks to the left of the front doors. First grade bike riders will be dismissed first, followed by second grade. Parents and guests are encouraged to wait for their children near the picnic tables. This will help with the traffic on the front porch and around the flag pole.

Third and Fourth graders- Bikers will park their bikes at the bike racks to the right of the front door. Third graders will be dismissed after the area has cleared of first and second graders. Fourth graders will be dismissed last. . Parents and guests are encouraged to wait for their children near the picnic tables. This will help with the traffic on the front porch and around the flag pole.

Upon dismissing, students will be asked to use the path along the playground. For safety reasons, students will not be permitted to use the path behind the school or the path along the school driveway. Staff members will be on duty to help remind the students of these rules. These changes are for the safety of all students and we thank you in advance for your support. Please let us know if you have any questions.

**Also, because of student safety, please do not bring animals onto school property.**

## Day Care:

If your child routinely rides a day care bus or van and is absent, please notify the day care of the absence. Also, if there is a change in your child's transportation, please notify the day care of the change. Your notification of this change is helpful as day care drivers must account for all children before leaving the school.

## Transportation Changes

Should you need to change your child's transportation during the school day, you will either need to come to school in person or FAX a signed request stating the child's name, the Section #, and the transportation change. Be sure to include your signature. You may also email the transportation change to [bush@conroeisd.net](mailto:bush@conroeisd.net). We will receive it as a fax. **All transportation changes must be received by 2:30 PM. No transportation changes will be accepted over the phone.**

## Front Porch

For the safety of our students as well as traffic flow, we ask that **parents do not wait on the front porch area at dismissal.** This area becomes very congested as we bring out the children and seat them by their grade level. If you come to school to walk or ride bikes home with your child, please arrange to meet them near the picnic tables.

## Crossing Guards

Crossing guards are provided in the morning and afternoon at the intersection of Alden Bridge Drive and Crownridge Drive and at the intersection of Crownridge Drive and Midnight Moon. Please help set an example for your child by using the crossing guard.

## Severe Weather Dismissal Days

*The key to Severe Weather Dismissal is PATIENCE. Student and staff safety is our first priority. Thank you for your understanding and support.*

Severe Weather Dismissal will be called by 2:50. Although we will make every effort to adhere to this time, in the case of surprise severe weather arriving after 2:50, a Severe Weather Dismissal may need to be called after 2:50. Notification of severe weather dismissal will be posted on our Bush website and sent as an email for those who have Parent Access accounts.

**Severe Weather Dismissal will only be utilized when there is visible lightning, thunder, and/or heavy rain.** If there is light rain falling, all biker/walkers will be dismissed as usual. It would be a good idea for students who walk or ride their bike to have a rain coat to wear on such days.

Although it is still possible for you to walk to the school and pick up your child on Severe Weather Dismissal Days, this will be done at your own risk. **All of these students, regardless of grade level, will be dismissed at the door on the right side of the building closest to the flag pole (i.e. the door that is normally used for Kindergarten Biker/Walker dismissal.)**



If a Severe Weather Dismissal is called and you wish to pick up your child, we ask that you wait patiently for your child to be dismissed at 3:10, unless you have an emergency.

Dismissal forms will be sent home the first day of school and will also be available on Meet the Teacher Night.

## **Dress Code**

The following guidelines are consistent with the CISD K-12 philosophy. Shorts are appropriate for any time of the school year provided they are finger-tip length when the arm is positioned at the child's side. Shorts that are not allowed include: bicycle shorts, boxer shorts, cut-off shorts, and shorts that fit too tightly.

Students may not wear articles of clothing which display obscenities, advertise alcoholic beverages, narcotics or other prohibited substances. Clothing that depicts violence, weapons, and/or death, are prohibited. The same applies to badges, patches, decals or emblems of any kind or in any place that may be offensive to others or that expounds or advocates the use of prohibited substances or actions.

Items that detract from the educational environment or may be unsafe for physical activity are disallowed. This included: hats, oversize pants and tops, pants with oversized pockets, see-through material, backless blouses, tank tops, or blouses with shoulder straps less than 1.5 inches, muscle shirts or shirts of that type, pants that drag the floor, and any see-through article.

Athletic-type tennis shoes are required for physical education classes. Flip-flops and other bath-type rubber sandals should not be worn to school. Bush dress code emphasizes comfort and modesty, acknowledging respect for the educational environment.

## **Student Electronic Devices**

Safety is extremely important and we understand the importance of electronic devices. If a student brings an electronic device (cell phone, reader, etc.), they bring it at their own risk. The expectation is that the electronic device is powered off during the school day and kept in student's backpack/purse. Any messages from parent to student during the school day should go through the front office or teacher. If e-readers, iWatches, or other electronics are being used in the classroom academically with teacher's permission, internet access must be turned off. Please see CISD Student Handbook for further information regarding electronic devices:

<http://conroeisd.net/about/policies-procedures/pdf>

## **Hallways**

Our hallways are filled with students at dismissal time. They are moving with staff members to cars, bikes, busses, day care vans, etc. **ALL visitors are asked to leave the building at 3:00 in order to minimize confusion in the hallways at dismissal.**

## **Recess and Weather Conditions:**

In the event of a heat advisory or heat index of 95 °F, students will have an “indoor” recess. Children are welcome to bring water bottles to school and are allowed to drink throughout the day. Please label the bottle with your child’s name. The winter temperature must be at least 40° F. for students to go outside.

## **Medication and Illness**

Students are not allowed to bring medication to school on the school bus. We need specific information from parents before we are able to dispense any medication. Please refer to the Student Handbook for information and requirements relating to medication and the school clinic.

## **Drop-Off Table**

The drop-off table for forgotten items is in the front foyer. If your child forgets his/her lunch, homework, library book, etc., you may place it on the drop-off table. Materials will be placed in the teacher mailbox for pick-up. Teachers will be notified of the drop-off of an occasional lunch. If you frequently bring your child’s lunch to school, you will need to establish a routine for your child to check the drop-off table on his/her way to lunch.

## **Release of Students**

**Anyone picking up a child is required to present a photo ID for identification.** This means that without notification from you in writing, we cannot release your child to your neighbor or relatives. For your child’s protection, parents and visitors are not allowed to go to their child’s classroom to pick them up during or at the end of the day, except for extenuating circumstances or emergencies. All check-out is through the front office. Please notify the teacher in writing of car pool arrangements or of any change in transportation. Notification from the child is not sufficient.

## **School Breakfast & Lunch Program**

Monthly menus can be located on our website and also on CISD homepage at <http://childnutrition.conroeisd.net>.

**Breakfast Prices:** (includes entrée, fruit, and 1% or skim milk daily)

Regular price	\$1.35
Reduced price	.30
Non-student price	2.30 / 2 <sup>nd</sup> student meal

**Lunch Prices:** (includes an entrée, vegetable, fruit, and 1% or skim milk daily)

Regular price	\$2.85
Reduced price	.40
Non-student price	3.55 / 2 <sup>nd</sup> student meal

Entrée A la Carte	\$2.00
Fruit/Vegetable/Juice/Bread A la Carte	1.00
Milk A la Carte	.90

A Free and Reduced Meals Program is provided for eligible students. Forms are available at the front office and also online on the CISD website. You may access the application for Free and Reduced Lunch at [MySchoolApps.com](http://MySchoolApps.com).

All campuses are equipped with computerized point-of-sale stations where students enter assigned six digit student ID numbers or swipe a card to access their accounts.

The Child Nutrition Department uses [www.myschoolbucks.com](http://www.myschoolbucks.com), a service to prepay for your child's school lunch and a la carte food items using your VISA, MasterCard, or Bank Debit/Check card. Parents are encouraged to use this service. Prepayments can also be made in the cafeteria before classes begin each day.

You may also view your child's lunch money balance once you have applied for a Parent Access Account through the CISD homepage.

### **Nutrition Guidelines:**

The United States Department of Agriculture (USDA) approved new student nutrition guidelines on July 1, 2014. These guidelines can be found at <http://childnutrition.conroeisd.net/smart%20snacks>. All food items given to students as snacks during the school day must comply with Smart Snacks guidelines and cannot be homemade due to allergy, safety, and sanitation concerns. The exception to this is parents providing the snack for their own child.

### **Birthday Recognitions:**

Your child will be allowed to pass out private birthday party invitations **only if every child in his/her class receives one.** Birthdays may be celebrated at school by sending in birthday treats to be distributed by the classroom teacher in the afternoon after the lunch period. **These treats cannot be homemade products.**

### **Visitors at Lunch**

Many of you may want to eat lunch with your child in the school cafeteria. **In order for us to establish procedures and routines, we will not be allowing visitors at lunch until the week of August 28.** At that time each grade level will be assigned a specific day of the week for cafeteria guests. The schedule will be as follows:

Grade Level	Lunch Period	Cafeteria Guests
Kindergarten	11:00-11:30	Monday
1 <sup>st</sup> Grade	11:30-12:00	Tuesday
2 <sup>nd</sup> Grade	11:15-11:45	Wednesday
3 <sup>rd</sup> Grade	11:45-12:15	Thursday
4 <sup>th</sup> Grade	12:00-12:30	Friday

If your work schedule does not allow you to eat lunch with your child on the assigned day, you are welcome to come on another day.

## **Communication:**

Communication is very important to the success of your child. If there are any concerns about your child, the first contact should be his/her teacher. To contact your child's teacher you may call 936-709-1600 to leave a message for the teacher to return your call during her planning period, or you may email her. All staff email addresses are listed on our school homepage [www.bush.conroeisd.net](http://www.bush.conroeisd.net).

We are asking that parents register for a Parent Access account, which enables you to view your child's grades, attendance, lunch account balances, test results, and so much more. If you register and list an email account, it enables you to receive electronic communications and newsletters from the school. Parents no longer need to register for an account at the beginning of each school year if you had one the previous year.

The Bush Banner, our school newsletter, is published every other Tuesday. It is sent electronically to all parents who have Parent Access accounts and email addresses listed. It is also located on our campus website. Hard copies can be requested if needed.

## **Conferences with Teachers:**

Teachers schedule conferences in the fall and again in the spring or at any time the need arises. Parents are welcome to request a teacher/parent conference if so desired. To schedule a conference, you may call and leave a message at the Bush front office for your child's teacher. You may also send a note or email the teacher to request a conference. Teachers are available to conference during their scheduled conference time. The teachers will contact you regarding your request and will let you know when they are available. Listed below are the grade level conference periods:

Kindergarten	1:40-2:30
1 <sup>st</sup> Grade	12:45-1:35
2 <sup>nd</sup> Grade	10:00-10:50
3 <sup>rd</sup> Grade	9:05-9:55
4 <sup>th</sup> Grade	8:10-9:00

## **Classroom Observations:**

Parents may request to observe their child's general education classroom for a 30 minute period, once each semester.

## **Volunteers:**

Parents who wish to volunteer at any of our CISD campuses or CISD events next school year must submit a volunteer application through the district website:

[Volunteer in CISD - Conroe ISD.](#)

**Please sign and return to Bush Elementary by Sept. 1.**

**Acknowledgment of Bush Parent Handbook Addendum 2017-2018**

I acknowledge that I have read the information included in the Bush Parent Handbook, which is an addendum to the CISD Student Handbook. I understand that these are guidelines for parents and students to follow throughout the school year.

\_\_\_\_\_ Printed name of student

\_\_\_\_\_ Teacher

\_\_\_\_\_ Printed name of parent

\_\_\_\_\_ Signature of parent

\_\_\_\_\_ Date