



Barbara Bush Elementary
Parent Handbook Addendum
2023-2024

Elizabeth Thompson, Principal

Debbie Dupre, Assistant Principal (K-2nd)

Brooke McCoy, Assistant Principal (3rd-4th)

Angie McGhee, Counselor (2nd-4th)

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School Phone: 936.709.1600

Attendance Office: 936.709.1610

Clinic Phone: 936.709.1609

Cafeteria Phone: 936.709.1613

Email: Bush@conroeisd.net

Website: www.bush.conroeisd.net

Welcome to Bush Elementary!

The staff at Bush Elementary look forward to working with you and your children this year. We strive to give them a variety of opportunities and experiences to learn at high levels and help them achieve their goals.

In this handbook you will find an overview of Bush policies and procedures to assist you. Also included are safety guidelines to follow. The purpose of this handbook addendum is to inform you of important information that is specific to Bush Elementary. Please visit our school website at www.bush.conroeisd.net as important information and events will be posted there frequently. You can also follow us on Facebook by searching Bush Elementary, Conroe ISD. We post lots of pictures so you can see what is going on at school.

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, send an email, or schedule an appointment if I can help you or your child in any way this school year.

Sincerely,

Elizabeth Thompson

Principal

Front Office Staff

Receptionist	Stacey Martin	smmartin@conroeisd.net
Financial Secretary	Jennifer Puffer	jpuffer@conroeisd.net
Campus Secretary	Holly Elledge	helledge@conroeisd.net
PEIMS/Registrar	Stacey Randall	srandall@conroeisd.net
Nurse	Cheryl Kirchner	clkirchner@conroeisd.net
Campus Literacy Coach	Reada Wilkinson	rwilkinson@conroeisd.net
Campus Math Coach	Tracy Moffitt	tamoffitt@conroeisd.net

School Hours
8:00 a.m. to 3:10 p.m.
Doors open at 7:30 a.m.

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School Hours:

School starts at 8:00 am. It is important for students to be here by 7:50 am each morning. The morning announcements begin at 7:55 am and instruction begins at 8:00 am.

Before School Activities:

Active Start:

Students will report to class at 7:30 am each morning. Teachers will offer a variety of activities for students to complete during this time. Please see the list below for activities provided by teachers from 7:30-7:55 am.

- STEM activities
- Independent Reading
- Technology
- Opportunities to complete class work/assignments
- Small group instruction/tutorials

Movable Minutes/ Extra Specials:

Once a week, students will attend moveable minutes from 7:30- 8:40 am while teachers participate in team meetings. Students will be allowed to rotate through different spaces including the playground, the library, and the art room.

Kindergarten- Thursday

First Grade- Friday

Second Grade- Monday

Third Grade- Wednesday

Fourth Grade- Tuesday

Attendance:

Attendance is officially recorded at 9:00 am. In the event a student is absent, please email your child's teacher to notify them of the absence and please call the attendance office and leave a message. You may also send an email to srandall@conroeisd.net. 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.

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 pm unless illness has caused a child to leave earlier.

Tardy Arrivals:

If students arrive after the 8:00 am 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 tardy arrivals for a grading period are recognized with our **Bobcat N.E.A.T.** (Never Ever Absent or Tardy) Awards. Students who had perfect attendance for the quarter will be invited to a **NEAT** Celebration during school hours. Students who have perfect attendance for the entire school year will be invited to a pizza lunch with the principal.

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 as an emergency contact to take a child from campus or have lunch with a student. Parents/ Guardians must provide written permission for an emergency contact to pick up a student from school.

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

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. **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.

Please wait patiently in the car rider line.

Please note that vehicles must exit the school to the right onto Crownridge during school zone hours. 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 a visible location. 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. Please have your sign(s) ready for our staff members to help our line move as quickly as possible.

Bus riders:

Students eligible for bus transportation must live at least (1) mile from the school. New students must request transportation services during the registration process. You will need your child's 6-digit Student ID number to register your child for transportation. 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.

Please know that students are not allowed to ride a different bus to go home with a friend. Students are assigned one bus route; this is the only bus they are allowed to ride.

Bus riders will be given a Smart Tag that will be zip tied to their backpacks. Each bus rider will scan his/her Smart Tag as she gets on and off the bus each day. It is very important that this tag remains on the backpack throughout the year.

Biker and Walkers:

Kindergarten and First Grade- Bikers and walkers will be dismissed at the door on the right side of the building closest to the flag pole, door 15. There is plenty of space there for parents and guests to wait. Kindergarteners and first graders may park their bikes in this area on the concrete. Please remember to bring your transportation sign with you

to pick up your child. Kinder and first grade students will NOT be released without a yellow transportation sign. If the person picking up the child forgets it, they will need to check out the child from the front office with a photo ID.

Second and Fourth Grade- These students will park their bikes at the bike racks to the left of the front doors. If your child is getting picked up by an adult, they will be released at door 13. Please remember to bring your transportation sign to pick up your child.

Third Grade- Bikers will park their bikes at the bike racks to the right of the front door. Third grade bikers/ walkers will be released from door 14. Please remember to bring your transportation sign with you, if your child is required to be picked up by an adult.

Smart Tags

All students are required to wear a Smart Tag on their backpack, this is how students scan on and off the bus as well as how we scan our car riders and bikers/walkers out of the building.

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 need to send an email with the transportation change to bushtransportationchanges@conroeisd.net. **All transportation changes must be received by 2:00 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. The crossing guards are on duty from 7:30-8:00 am and 3:10-3:30 pm.

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 2:30 pm. Although we will make every effort to adhere to this time, in the case of surprise severe weather arriving after 2:30, a Severe Weather Dismissal may need to be called after 2:30. Notification of severe weather dismissal will be sent as an email and text 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 day.

A dismissal Google Form will be shared with you at the start of the year for you to communicate your child's severe weather dismissal transportation, if your child is a biker/walker.

Dress Code:

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. Halter-tops, muscle shirts, and spaghetti-straps tops are not permitted unless covered by another shirt. Midriff shirts, or shirts exposing the midsection of the body, are not permitted. Students who choose to wear shorts to school must wear them at fingertip length when the student rests his/her arms at his/her side.

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, IPAD, Smart Watch, 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. Please see CISD Student Handbook for further information regarding electronic devices:

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 pm in order to minimize confusion in the hallways at dismissal.

Recess and Weather Conditions

If it is 100 degrees or hotter outside, students will not go outside for recess. Please see the district heat index guidelines below.

Heat Index Guidelines:

100-105: 30 minutes recess

106-110: 20 minute recess

111-115: 10 minute recess

>115 or Temp >106: No Recess

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.

Deliveries to School:

The delivery of flowers, balloons, or other potentially distracting items to students at school is not permitted. If a student forgets an assignment or item for class, they can bring it the next day. If they forget lunch, they can purchase or charge a lunch in the cafeteria. If you bring lunch to your child, we have a drop off table in the front lobby.

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.

Release of Students:

Students can only be released to Parents/ Guardians with a photo ID. Written permission from the parent is required for someone other than the parent to pick up a child.

School Breakfast & Lunch Program:

Monthly menus can be located on our website and also on CISD homepage at <https://www.conroeisd.net/department/child-nutrition/>

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

Regular price	\$2.00
Non-student price/2 nd Student Meal	\$3.00

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

Regular price	\$3.20
Reduced price	.40
Non-student price/2 nd Student Meal	\$3.55

Entrée A la Carte	\$2.30
Fruit/Vegetable/Juice/Bread A la Carte	\$1.15
Milk A la Carte	.95

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 www2.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, 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 Smart Snacks in School regulation requires all foods sold during the school day, that are not part of the National School Lunch Program and School Breakfast Program,

meet the USDA Smart Snacks in School nutrition standards. These standards apply to foods sold a la carte and in school stores and vending machines.

The USDA smart snack guidelines and smart snack food calculator can be located at

<http://www.conroeisd.net/department/child-nutrition/>.

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 21.** Students whose visitor is not on campus 5 minutes into their lunch will get a lunch from the cafeteria.

The schedule will be as follows:

Grade Level	Lunch Period
Kindergarten	11:45-12:10
1 st Grade	11:15-11:40
2 nd Grade	10:45-11:10
3 rd Grade	10:55-11:20
4 th Grade	11:25-11:50

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 him/her. All staff email addresses are listed on our school homepage 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 Friday. It is sent electronically to all parents who have Parent Access accounts and email addresses listed. It is also located on our campus website.

Conferences with Teachers:

Teachers will be scheduling conferences with all parents and families. 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	11:45-12:10
1 st Grade	11:15-11:40
2 nd Grade	10:45-11:10
3 rd Grade	10:55-11:20
4 th Grade	11:25-11:50

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.](#)

Bush PTO

Our PTO is dedicated to enhancing the school experience for all students. We ask you get involved to volunteer in PTO or at school.

We invite all parents to participate in PTO meetings and events to create a welcoming environment for all members of the school community.

Please visit our PTO website at <https://www.bushpto.com/>.

Please sign and return to Bush Elementary by Aug. 31.

Acknowledgment of Bush Parent Handbook Addendum 2023-2024

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