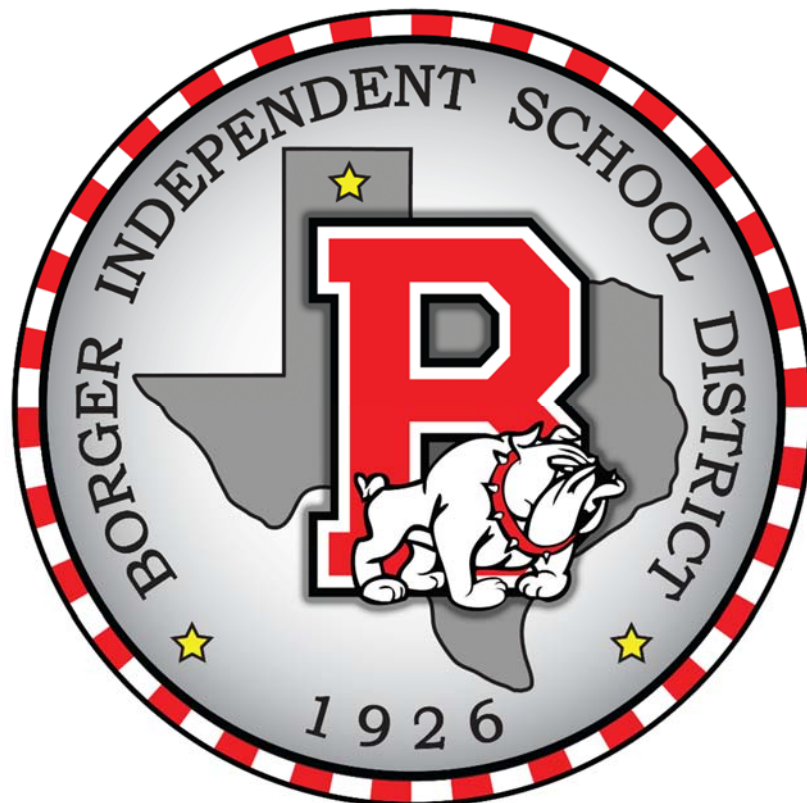


# **Crockett Elementary School**

**400 Kaye St.**

**Borger, Texas 79007**



## **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

**Crockett Elementary School Staff  
2016-2017**

**Principal**

Randy Hatfield

**Assistant Principal**

Emily Laurence

**Counselor**

Tabatha Smith

**Nurse**

Abbie Cano, RN/BSN

**Office**

Mary Fitzgerald – Secretary

Gypsy Johnson – Receptionist

**Teachers – Third Grade**

Katy Compton

Meagan Howard

Keila Ortega

Emilie Poe

Katie Rodriguez

Nicole Segovia

Mandy Shelton

Meaghan Shipley

Jennifer Torres – Bilingual & Liaison

Tracy Weston

**Teachers – Fourth Grade**

Shay Burk - Math/Science

Elizabeth Forrest – Bilingual

Kallie Garzon - Math/Science

Misty Hawley – ELA

Kristi Kindy - Math/Science

Heather Redd – ELA

Judy Riggle - Math/Science & Liaison

Shea Shackelford – ELA

Leslie Welch – Math/Science

Tiffany Willis – ELA

Kim Wilson – ELA

**GT/PEAK**

Rachel Oeleis

**Music**

Lisa Jones

**Physical Education**

Marcy McDonald

**Interventions**

Rene Ann Chavedo – Dyslexia

Patricia Wells – Rtl Reading/Math

**Special Education**

Priscilla Butler – Resource

Theresa Packebush – PASS

Dawn Willis – Life Skills

**Speech Pathology**

Alison McWilliams

**Educational Diagnostician**

Natasha Hernandez

**Librarian**

Kim Garcia

**District Literacy Coordinator**

Tammy Hatfield

**Instructional Assistants**

Michelle Buttermore—Behavior

Hannah Chase – Title I Intervention

Alicia Holsey--P.E.

Amy Marr—Library

Kandee Ooley—PASS

Jazmyne Peterson—Music

Tiffany Pierson--Special Education

Debbie Smith—Title I Learning Lab

Jennifer Stevens - Science Lab

Mary Tyler--Computer Lab

Natalie Wilson—SPED/Inclusion

**Custodial Staff**

Jesus Rangel – Head Custodian

Maria DeLeon

Adela Duran

Socorro Garcia

**Cafeteria**

Donna Pyle--Cafeteria Manager

Shirley Alexander

Toni Ames

Norma Corrales

Melinda Cutler

Sandra Keys

Maria Lopez

Leatha Mitchell

Linda Stafford

## **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. No announcements will be made during the school day except in the case of an emergency.

## **ARRIVAL**

Breakfast is served from 7:30-8:00. Students eating breakfast must arrive prior to 8:00 a.m. Students will not be allowed in the building until 7:30 a.m. The bell will ring at 8:10 am. The Tardy bell will ring at 8:15 am. Students must come to the office to receive a tardy pass to class. Students may arrive at school as early as 7:30am. Classes begin at 8:10 a.m. To maximize instructional time, please bring your child before 8:10am so they can be seated in the classroom and ready to receive instruction.

Students arriving prior to 8:05 a.m. should report to the cafeteria or Gym. Students must remain in the cafeteria or gym until they are picked up by their classroom teacher.

## **ATTENDANCE**

If a student must be absent for any reason, please report the absence by calling the office at 273-1054 by 8:30. **All absences are considered UNEXCUSED until proper documentation is presented.**

## **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 Awards**

**Perfect Attendance**—Students who are not absent during the entire school year.

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

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

## **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on buses could result in the privilege being denied. A copy of the bus safety 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.

### **Penalties for Bus Infractions**

Penalties for bus infractions include but are not limited to:

1<sup>st</sup> bus safety report: Notice sent to parents and principal about incident.

2<sup>nd</sup> bus safety report: Notice sent to parents about incident, possible lunch detention

3<sup>rd</sup> bus safety report: Possible consequences: 3-5 day suspension from the bus, ISS, Suspension from school, or corporal punishment.

4<sup>th</sup> bus safety report: Possible suspension from bus for remainder of year.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast will be served in the cafeteria each morning between 7:30 a.m. and 8:00 a.m. The cost of breakfast is \$1.50 per student/reduced \$.40. School cafeterias serve a balanced lunch to students. If students prefer, they may bring sack lunches and may purchase milk from the cafeteria. School lunches are \$2.40/reduced \$.50 and milk is \$.40. Students may not share food items or lunches with each other.

Lunch charges are issued in emergencies only. They are not provided as a matter of convenience.

Menus are published 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.



**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.

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

Lunch time at school is a wonderful opportunity for you to have lunch with your child. We encourage you to come any time to have lunch with or bring lunch for your Crockett students. Just be sure to let your child's teacher or the cafeteria know in advance if you plan to purchase a lunch tray from our cafeteria.

## **Cafeteria Rules**

1. Talk quietly.
2. Remain seated until permission is given to get up.
3. Practice good table manners.
4. Do not touch another person's food or tray.
5. Don't play with food.
6. Clean up your table and the floor under your table before leaving.
7. **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 a possible inconvenience since teachers are regularly scheduled in instructional planning sessions, in-service meetings, etc., as well as conferencing with other parents.

## **CUSTODY AGREEMENTS**

A copy of all court ordered custody agreements and associated documentation must be kept on file in the office. Please submit a copy of all paperwork to the office at the beginning of the year.

## **DISMISSAL TIMES**

Parents should make arrangements for prompt pick up of students after dismissal. Students will be dismissed at 3:40 p.m. 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.

## **DISCIPLINE**

### **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.

### **DAVY CROCKETT ELEMENTARY "ABC's" of Behavior**

- A – Always Do Your Best
- B – Be Respectful and Responsible
- C – Care for Others

### **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 of offenses—Minor Discipline or Major discipline. Each behavior is 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 discipline to remain consistent.

## **DISCIPLINE 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.
- Interventions/strategies (one being a parent contact) must be implemented before an office referral may be made.
- Documentation and data collection are strongly recommended for records and possible RTI referral.

### **Classroom Think Time**

The Think Time Strategy strives to catch disruptive behaviors early, and is intended to teach students self-control skills, not to be a punishment technique. Teachers send disruptive students to a Think Time desk located in a cooperating teacher's room – to an area free from distractions. The process includes a number of steps that include having the student fill out a form, returning to their classroom where their teacher checks the form, and either returning to Think Time to correct the form or rejoining the classroom.

- When student misbehavior occurs, the student is given the precision request: "I need to see your learner skills." This will be the student's one and only reminder to gain self-control.
- If misbehavior continues, the student is assigned Think Time and directed to go to the partner teacher's room and sit in the Think Time desk, being careful not to disrupt that teacher's room. The student is given the opportunity to calm down and think about their behavior, what to do instead, and if they can successfully do it or not.
- Upon entering the Think Time classroom, the student will sit at the desk and complete the Think Time Behavior Form. When the form is fully completed, he or she may return to the classroom and give the form to the originating classroom teacher.
- If successfully completed, the student is warmly welcomed back to class and gets right back to work.
- If student refuses to go to Think Time or can't follow the two rules (silence and only responding to an adult), then he or she will be assigned "Administrative Think Time" in the office.
- If a student receives a second Think Time on the same day, the second Think Time is to be an Administrative Think Time in which the student is sent to the office with a completed Think Time pass.
- In Administrative Think Time, the student is given another opportunity to calm down and reflect on his/her behavior.

### **Lunch Detention**

- If a student receives Administrative Think Time, a Principal may assign a Lunch Detention and notify parents.
- 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 TxEIS at the time the student is sent.
- An administrator will contact the student's parent.
- An appropriate consequence will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

### **Saturday School Academy**

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

### **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 located in the school's office complex. 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 whenever else a Principal deems necessary.
- The Student returns to class upon completion of all work sent by the teachers.

### **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, Computers, Library, P.E. and Music) will follow the same level system of behaviors as the classroom teacher. The specialty teacher can report behavior problems to the classroom teacher by logging them on the Specialty Class Report Sheet.

### **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. Character Counts**

Each month, we will focus on the six pillars of Character Counts:

September-Trustworthiness	February -Citizenship
October- Respect	March- Trustworthiness/Respect
November- Responsibility	April – Responsibility/Fairness
December – Fairness	May - Caring/Citizenship
January – Caring	

Teachers will also emphasize these in their classrooms throughout the month.



## 2. Pizza with the Principal

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

## 3. Sticker Charts

Teachers will place stickers (provided by the school) on students' behavior cards 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 Bracelet. The students' name will also be entered into a drawing for a Dog Tag. Once each month, during morning announcements, tickets will be drawn and the students whose names are called will go to the office for a dog tag.

## **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 together to achieve goals. Teachers are encouraged to stay in close contact with parents with regard to 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 prearrangements 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 POLICY**

It is the policy of Crockett Elementary to hold students accountable for their school work. We expect students to master concepts taught in class. When they 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 correct their work once for a grade up to 70 on daily work.

Students receive periodic grade reports in the following forms:

**Progress Reports**-every three weeks.

**Report Cards**-every six weeks.

Teachers input grades into the computer at least once a week. 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 to complete assignments (ZAP). Detention, Saturday School, and/or In School Suspension may be used as consequences as well..

## **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 bin in the cafeteria hallway because lots of items over the year will build up. **A few times a year, we will donate unlabeled and unclaimed items to the Good Will.**

## **PARENT PORTAL**

The Parent Portal allows parents to check on their child's grades, attendance, 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 grade. At the beginning of the year, you will receive a letter that explains how to set this up at your home.

## **PARENT AND VOLUNTEER PARTICIPATION**

Parents and community members are always welcome to visit and help in our school.

Your interest and engagement is 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 Elia Smith (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 Racheal Oeleis, Coordinator Advanced Academic Services

## **Differences between Gifted Students and High-Achieving Students**

These comparisons may be helpful in answering some tough questions about why a student who achieves all A's in his or her schoolwork may not be considered gifted (Adapted from J. Szabos, Challenge Magazine).

High Achievers	Gifted Learners
Knows the Answers	Asks the Questions
How do I Get an A?	What's the Purpose
Receptive to New Ideas	Is Intense About New Ideas
Interested in Learning	Is Highly Curious
Enjoys School	Enjoys Learning
Loves the Teachers	Loves Ideas
Absorbs Information	Manipulates Information
Has Good Ideas	Wild, Silly Ideas
Good Memorizer	Good, Informed Guesser
Loves to Memorize	Loves to Think and Ponder
Completes Assignments	Initiates Projects
Works Hard	Plays Around/Tests Well
Is Alert	Is Keenly Observant
Top Group Student	Beyond the Group
Pleased with Learning	Highly Self-Critical
Listens with Interest	Strong Feelings/Opinions
Loves Rules	Basic Guidelines
Learns with Ease	Already Knows
6-8 Repeats for Mastery	1-2 Repetitions for Memory
Focuses on the End Product	Focuses on the Journey

## **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 Elementary or Paul Belton Elementary.

## **REPORT CARDS**

Crockett follows a 6 week assessment period. Report cards will go home on the first Thursday after the end of each (6) weeks period. Parents should sign the bottom portion of the report card and return to school within a week.

## **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 the safety and security of our school, a “buzz in” system is now in place at the front entrance.**

Crockett Elementary utilizes the “RAPTORware 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. Students will not be permitted to walk across the street to their parent's vehicles.

## **ATTENDANCE AT MIDDLE AND HIGH SCHOOL ATHLETIC EVENTS**

Crockett Elementary students attending middle school and high school athletic events are required to be accompanied by an adult and then 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 for a ride and then go home.

## **2017 Crockett Testing Calendar**

March 6 thru April 5	TELPAS
March 28	STAAR Writing (4 <sup>th</sup> Grade)
April 3 thru April 21	STAAR Alternate 2
May 8	STAAR Math (3 <sup>rd</sup> and 4 <sup>th</sup> Grades)
May 9	STAAR Reading (3 <sup>rd</sup> and 4 <sup>th</sup> 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.