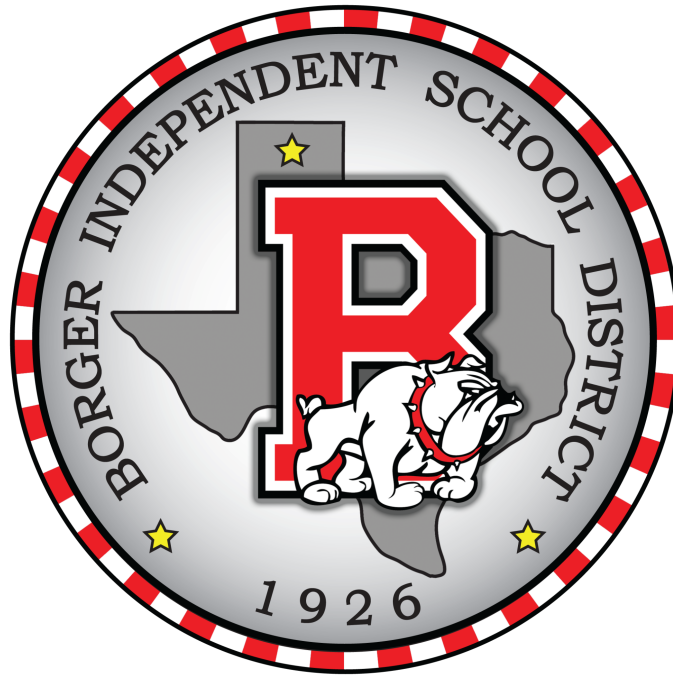


# Paul Belton Elementary School



## Campus Information 2023-2024

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, Michael Cano, 200 East Ninth Street, Borger, TX, ((806) 2731006 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, Michael Cano, 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

Welcome to Paul Belton Elementary School! We are 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 many things!

This handbook is provided to help you understand some of the day-to-day procedures on our campus. The BISD Student Handbook and BISD Student Code of Conduct have additional information you will want to become familiar with, as a parent of a Borger ISD student. A hard copy is available upon request, or they may be viewed on our website, [www.borgerisd.net](http://www.borgerisd.net).

Please remember to check your child's folder daily for important information and announcements and check your voicemail/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.

While looking over the handbooks, 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. In this handbook "**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. Our goal is to help you navigate the many 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:**

School (806) 273-1059

Cafeteria (806) 273-1061

Nurse (806) 273-1073

## **School Start/End Times:**

Breakfast

7:30 a.m. – 7:55 a.m.

Pre-Kindergarten-4-year-old

7:35 a.m.– 3:10 p.m.

Kindergarten

7:55 a.m.– 3:30 p.m.

## **Early Release Days:**

Pre-K/Kindergarten

7:55 - 12:00

## **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**

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

**Kindergarten Program** - Must be at least five (5) years of age on or before September 1 of the current school year.

## **ARRIVAL**

Children may arrive at school as early as 7:30 a.m. Bus students will be dropped off at the bus lane and enter through the front doors.

**All** other students will be dropped off in the **rear parking lot**. Cars dropping students off will form a single line along the edge of the parking lot. Parents may remain in the car as staff assist as students exit the vehicle. Parents may park in the rear parking lot and walk their student to the cross walk where staff will escort students into the building. Staff will direct **all students** to the cafeteria for them to have breakfast or sit and wait for their teacher to pick them up at 7:55 a.m..

Once students have been greeted by staff, parents can say their goodbyes and be assured that their child will be well cared for. We have found that using this drop off procedure, students have transitioned to school smoothly. Transitioning to school is new, sometimes stressful, for some young children. If this happens, be brave and patient. These feelings of uncertainty are normal and will soon pass quickly.

### **Breakfast Serving Times:**

7:30-7:55 All Students

If your child is going to eat breakfast in the cafeteria, please bring them before 8:00 a.m. The serving line closes for kindergarten at 7:55 a.m. Students eating breakfast must arrive prior to 7:55 a.m. in order to be served.

## **ATTENDANCE**

If a student is absent for any reason, please report the absence by calling the office at 273-1059 by 8:30 a.m. Attendance is taken at 9:30 a.m. **After 9:30 a.m.**, the student is marked absent.

The law in Texas (HB 2398) requires children enrolled in pre-kindergarten or kindergarten to attend school. According to Section 25.095 of the Texas Education Code, as a parent, legal guardian, or person standing in parental relation to the child, you are responsible for ensuring that your child attends school regularly. If you fail to require your child to attend school as required by law, a complaint is filed against the parent/guardian when a student is absent without an acceptable excuse for ten (10) days or parts of days within a six (6) month period. After a child is absent three (3) or more days or parts of days, without an acceptable excuse, the law requires Texas school districts to notify a parent in writing and initiate Truancy Prevention Measures.

Please refer to the Student Handbook for a list of acceptable excuse absences. If you have any questions or have reason to believe that the number of absences listed is incorrect, please call our school's attendance clerk immediately. Your child's attendance is important to us.

#### **Attendance Helpful Hints:**

1. If a child is vomiting or has a fever, please keep the child home.
2. If a child is not vomiting or does not have a fever – please SEND THEM TO SCHOOL.
3. If a child is absent, please call the school immediately and let the school know the child's name and why the child is not in school. As a courtesy, if we do not receive a call from you, we will call to check on the student.
4. If a child has a medical or dental appointment and returns to school, the absence will not count against them if a doctor's note is presented within 3 days from the absence. Please schedule those as late in the afternoon as possible so that the student does not miss instructional time.
5. If a child is out for three consecutive days or more, documentation from a medical doctor must be presented to the office upon return to excuse any of the absences. If a student is absent for one day or two consecutive days, a parent note or phone call will be accepted to excuse the absences. Notes must be received within **three school days of the absence**.

#### **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.

#### **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 pre-packaged 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 15 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.


## **BUS**


Please follow these guidelines to help us provide a safe and reliable bus ride for everyone. Behavior-the school bus is an extension of the classroom.

- Students should follow the same code of conduct rules as in class.
- The bus driver is in charge of operating the bus and may assign seats as needed.
- Students must stay seated while the bus is in motion.
- Students must enter and leave the bus in an orderly manner.
- If you must cross the street:
  - Wait for the driver to signal that it is safe to cross.
  - Cross 10 feet **in front** of the bus to remain visible to the driver.
- Do not bring prohibited items, live creatures, glass containers, or other objects that may pose a safety hazard onto the bus.
- Misconduct will result in disciplinary action.
  - Bus discipline referrals go to campus administration.
  - Buses have camera systems installed.
  - Repeat offenses may result in loss of bus privileges.

## **Schedule**

School buses run each morning and afternoon. Students that live at least 1 mile from school may receive bus service.


 Pick up/Drop off location must be a district-approved stop near a parent/guardian's house, grandparent's house, or a state licensed child-care facility. Special requests in writing may be approved on a case-by-case basis.

 Travel times may vary due to road conditions, traffic, and other events. Being ready to board the bus will help us get all students to school on time.

## **Bus Stops**

Please be sure students are at the bus stop **5 minutes** prior to the scheduled pick up. Bus stop information can be found on the school website.

 Please do not leave younger students at the bus stop with no supervision.

 Please plan to take care of students for the afternoon drop off. If no supervision is present, students may be brought back to the school to wait for a parent/guardian. Repeat incidents may result in loss of bus privileges.

## **BREAKFAST AND LUNCH PROGRAM**

📺 School cafeterias serve a balanced lunch to students. If students prefer, they may bring sack lunches and may purchase milk from the cafeteria.

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

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

## **CAFETERIA RULES**

1. Talk softly and remain seated
2. Practice good table manners
3. Do not touch another person's food or tray.
4. Clean up your table and floor under your table before leaving.
5. **Always** walk in the cafeteria.

## **CHANGE OF CLOTHES/PERSONAL BELONGINGS**

📺 In case of a toileting accident, please 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.

📺 All personal belongings, including lunch boxes and coats, should be carefully labeled with the child's name and school. The school has a Lost and Found area located near the cafeteria. The school requests that you check this table if your child is missing a clothing item: coat, glove, scarf, etc.

📺 Please do not send toys, electronics, and other related items to school.

## **CONFERENCES**

📺 When you feel that a conference is needed, please contact your child's teacher by note, a call to the office, or school email. A conference will be scheduled in a timely manner.

📺 If school personnel feel a need to initiate a conference, we will call you to schedule an appointment at a convenient time.

## **COMPUTER LAB/COMPUTER USE**

Most of our computer programs are designed to support our students here at school and at home. Programs used are: ABC Mouse, ST Math, Amplify, and Starfall.com. **All appropriate permission forms and Acceptable Use Policy Agreements will be turned in prior to students being permitted to use the computers.**


## **CRIMINAL HISTORY CHECK**

State law requires school districts to conduct a **Criminal History Check** on all volunteers. Also, you will be required to complete the health and temperature check. 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 arrange for **prompt pick up** of students after dismissal. We are unable to provide proper supervision after dismissal times.

 Pre K students will be dismissed at **3:10**.

 Kindergarten students will be dismissed at **3:30**.

 Because after school transitions are often hectic, and our number one priority is your child's safety, **please plan to arrive for dismissals NO EARLIER than ten (10) minutes prior to dismissal**. This space in time allows for Pre K students to be picked up and gone before Kindergarten dismissal starts.

 If you are picking up both a Pre K and Kindergarten student, please let the office know so arrangements can be made.

## **KINDERGARTEN AND PRE-K 4 PARENT REMINDERS**

1. **PLEASE AVOID THE BUS LANES pm before 8:00 and 3:25 if you are entering the building.**
2. Bus students will be transitioning to the cafeteria at approximately 3:15 p.m. to prepare for bus loading. If you plan to pick up your child early, please contact the office before 2:00 or earlier.
3. Parents will need to pick up your student through the drive through if your child does not ride the bus.
4. Pre K teachers will dismiss students to parents in the rear parking lot NO EARLIER than 3:10. (please see section: **PARENT DROP- OFF/PICK-UP**)
5. Kindergarten teachers will dismiss students to parents in the rear parking lot NO EARLIER than 3:30. (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 or the teacher. These individuals should be prepared to show ID if necessary. **ALWAYS update the office of changes to addresses, phone numbers, and emergency contact.**



## **DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning and prepare 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 non-curricular based activities as consequence for making wrong choices and/or discipline problems. Examples of non-curricular based activities include: An activity used as a reward or celebration such as a conduct movie, park day, fun day, recess, etc. Decisions will be made at the discretion of the campus administrator with consultation between principal, teacher and/or parent. Parents will be notified prior to disciplinary action. 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](http://www.borgerisd.net)). Parents will be contacted, and appropriate documentation of permission will be in place.

## **FIRE 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.

## **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.

## **GIFTED/TALENTED PROGRAM**

Students at the Kindergarten level may be nominated for the gifted/talented program 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.

*Racheal Oeais*

*Coordinator Advanced Academic Services*

*Borger Independent School District*

*(806) 273-1054*

## **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. Kindergarten will receive report cards every nine-weeks and Pre-K will receive progress reports every twelve weeks. 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 on the BISD website at [www.borgerisd.net](http://www.borgerisd.net)

## **LIBRARY**

All Paul Belton students will visit the library weekly. **Kindergarten and Pre-K 4 students will be permitted to check out library books once proper permission slips are turned in.**

## **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**

## **LOST AND FOUND**

Articles found in and around the school should be turned into 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. Throughout the year, especially during the cold months, the lost and found area will build up. Please check often with your child's teacher if your child is missing an item. **(A few times a year, we will take unlabeled and unclaimed items to local charities.)**

## **NURSE**

The school provides the services of a nurse. 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. The nurse 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**

When using 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 and sidewalk) is for vehicles that are dropping off/picking up students. PBE staff will assist children in and out of cars as needed. The outer left lane (closest to the parking lot) is for parking. Parents may park in the parking lot at drop off and walk their student to the cross-walk, or during pick-up.
- 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. Pedestrians always have the right of way. STOP at all crosswalks. Do not park in the marked off spots near the crosswalk. If a vehicle is parked in one of these spots, it is difficult to see parents and students walking to the crosswalk. **If you arrive late, please walk your student to the front office.**

## **PARTIES**

Paul Belton, in accordance with BISD School Board Policy, allows three (3) scheduled schoolwide parties per year. These are: Christmas, Valentine's Day and the End of the Year Party. Class parties are to be scheduled for the last 30 minutes of the last class period of the school day. 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.

## **REPORT CARDS**

Kindergarten progress will be reported at each 9-week interval. Pre-K will send home a progress report every 12 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 will struggle. 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 composed 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 used 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 8:00 every morning. 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.

Borger ISD uses an electronic security 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.

## **SNACKS**

Our classroom teachers typically schedule a snack time each day. 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 not in the classroom at 8:20 are considered tardy and must come to the office for a pass to class.

## **VISITING/VOLUNTEERING ON CAMPUS**

Your interest and involvement are 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.

## **WITHDRAWING FROM SCHOOL**

If you plan to move from Paul Belton at any time 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. Return library books and textbooks to the school and sign the appropriate documents before leaving.

### **PUPPY PROMISES**

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



