

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 2018-2019

Principal

Randy Hatfield

Assistant Principal

Melissa Purcell

Counselor

Tabatha Smith

Nurse

Abbie Cano, RN/BSN

Office

Gipsy Johnson – Secretary

Erica Cook – Receptionist

Teachers – Third Grade

Misty Hawley – ELA/Social Studies

Laurie Hood – Math/Science

Heather Killebrew – Math/Science

Kristi Kindy - Math/Science

Alyssa Ortega – Math/Science

Keila Ortega – ELA/Social Studies

Emilie Poe – ELA/Social Studies

Katie Rodriguez – Bilingual Math/Science

Shea Shackelford – ELA/Social Studies

Jennifer Torres – Bilingual ELA/Social Studies & Liaison

Tracy Weston – ELA/Social Studies/Math/Science

Teachers – Fourth Grade

Shay Burk - Math/Science

Kelvin Farmer – ELA/Social Studies/Math/Science

Cynthia Gutierrez – ELA/Social Studies

Denise Lay – Math/Science

Theresa Packebush – Math/Science

Katie Rodriguez – Bilingual Math/Science

Nicole Segovia – ELA/Social Studies

Leigh Thornton – ELA/Social Studies

Jennifer Torres – Bilingual ELA/Social Studies & Liaison

Leslie Welch – Math/Science

Tiffany Willis – ELA/Social Studies

Special Education

Priscilla Butler – PASS

Lynsey Coker - ELAR

Chase Kalka– Life Skills

Cherish Shannon - Math

Interventions

Rene Ann Chavedo – Dyslexia

Patricia Wells – Rtl Reading/Math

GT/PEAK

Rachel Oeleis

Music

Lisa Jones

Physical Education

Marcy McDonald

Speech Pathology

Alison McWilliams

Educational Diagnostician

Natasha Hernandez

Librarian

Kim Garcia

District Literacy Coordinator

Tammy Hatfield

Instructional Assistants

Jennifer Benson – Special Education

Michelle Buttermore—Behavior

Breanna Downs – Classroom Intervention

Kinzie Garrett – Classroom Intervention

Alicia Holsey--P.E.

Amy Marr—Academic Assistance Center
Shaylee McKinney – Classroom Intervention
Kandee Ooley—PASS
Tiffany Pierson--Special Education
Terryn Robledo – Classroom Intervention
Jennifer Stevens - Science Lab
Mary Tyler--Computer Lab
Michelle White – Special Education
Natalie Wilson—Special Education

Custodial Staff

Jesse Lewis – 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. On normal days, 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 – All A's Honor Roll

Outstanding Behavior

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

UIL Medals

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 loss of that privilege. 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.

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.

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 Berger 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 student. 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 or throughout the year as the status agreements change.

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'S "BIG FIVE RULES"

- Keep your hands and your feet to yourself at all times
- Do what the teacher tells you to do.
- Don't talk back to the teacher
- Go to class with all your stuff
- Don't be a bully

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—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) will be implemented before an office referral will be made.
- Documentation and data collection are 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. An Administrative Think Time will result in a disciplinary action.

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 a serious situation, the student may be referred directly to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will go 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 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 one or two of the six pillars of Character Counts:

September-Trustworthiness

October- Respect

November- Responsibility

December – Fairness

January – Caring

February -Citizenship

March- Trustworthiness/Respect

April – Responsibility/Fairness

May - Caring/Citizenship

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.

4. 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 and parents receive periodic grade reports in the following forms:

Progress Reports-every three weeks.

Report Cards-every six weeks.

Grade Posting - Teachers are asked to input grades into the computer by Tuesday of each week. Both 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 in the Academic Assistance Center (AAC) to complete assignments.

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.

DAVY CROCKETT ELEMENTARY SCHOOL- HOMEWORK PROCEDURES

Regular homework is not be assigned at Davy Crockett Elementary School.

However, classwork which is not completed during class time may be sent home with the student for completion, provided the student fully understands the assignment, and has demonstrated the ability to do the work independently prior to it being sent home.

For practice, teachers may ask parents to spend time reading with their children in the evenings. They may also suggest practice activities, such as working on math facts (addition, subtraction, multiplication, and division), that parents can do with their students at home.

Occasionally, research projects/reports/presentations may be assigned which will require students to do some work at home.

Additionally, all students at Davy Crockett Elementary School will have the opportunity to redo assignments on which they receive grades below 70. A maximum grade of 70 may be earned on assignments which are redone. Assignments which are being redone for this purpose may be sent home with students.

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 in the cafeteria hallway..

At least once each year, unlabeled and unclaimed items will be donated to a charitable organization.

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 Coordinator for 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

Knows the Answers
 How do I Get an A?
 Receptive to New Ideas
 Interested in Learning
 Enjoys School
 Loves the Teachers
 Absorbs Information
 Has Good Ideas
 Good Memorizer
 Loves to Memorize
 Completes Assignments
 Works Hard
 Is Alert
 Top Group Student
 Pleased with Learning
 Listens with Interest
 Loves Rules
 Learns with Ease
 6-8 Repeats for Mastery
 Focuses on the end-product

Gifted Learners

Asks the Questions
 Wants to know the Purpose
 Is Intense About New Ideas
 Is Highly Curious
 Enjoys Learning
 Loves Ideas
 Manipulates Information

Wild, Silly Ideas
Good, Informed Guesser
Loves to Think and Ponder
Initiates Projects
Plays Around/Tests Well
Is Keenly Observant
Beyond the Group
Highly Self-Critical
Strong Feelings/Opinions
Basic Guidelines
Already Knows
1-2 Repetitions for Memory
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 or Paul Belton.

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 is the front entrance by the office.

For safety and security, a “buzz in” system is 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.

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 and go home.

2018 Crockett Testing Calendar

February 25 thru April 5 TELPAS

April 9 STAAR Writing (4th Grade)

April 1 thru April 23 STAAR Alternate 2

May 13 STAAR Math (3rd and 4th Grades)

May 14 STAAR Reading (3rd and 4th 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.