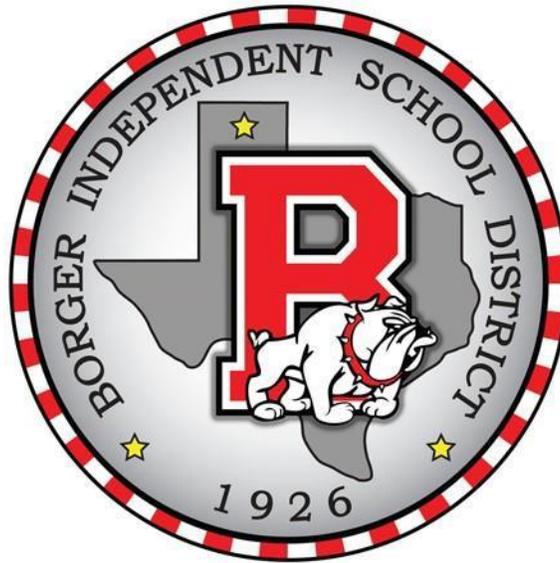


Paul Belton

Elementary School

Campus Information

2020-2021



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 official, 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 **during Covid 19** 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.

Please remember to check your child's folder daily for important information and announcements and check your voice mail/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!

STAFF and Phone Numbers

Judy Cooper, Principal..... (806) 273-1059

Jennifer Torres, Assistant Principal..... (806) 273-1059

Sondra Raines, Secretary.....(806) 273-1059

Lilana Hernandez, Parent Liaison.....(806) 273-1059

To Report a Student Absent(806) 273-1059

Cafeteria(806) 273-1061

Griselda Miramontes, Nurse(806) 273-1073

School Start/End Times

Pre-Kindergarten 4-year-old
7:35 a.m.– 3:10 p.m.
8:00 Breakfast

Kindergarten
7:55 a.m.– 3:30 p.m.
7:30 Breakfast (optional)

Early Release Days

Kindergarten and Pre-K 4 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 (morning)

Transitioning to school for young children can be stressful for both children AND parents. We understand this and will take all measures to help you and your child achieve this milestone. Once students have been greeted by school personnel, parents can say their goodbyes and be assured that their children will be well cared for. Most children will calm down and transition to school smoothly once parents are on their way. If this is difficult for your child, you will be contacted. Please be brave and be patient. Your child is growing up and feelings of uncertainty are normal and soon pass.

- Children may arrive at school as early as 7:30 a.m. The doors of the school will be unlocked at 7:30 a.m. for students.
- **Kindergarten** student **not eating** breakfast will be dropped off at the gym entrance in the playground gate. (see Drop-off and Dismissal Map)
- **Kindergarten** students **eating** breakfast, starting at 7:30, can be dropped off at the cafeteria back-parking lot entrance. (see Drop-off and Dismissal Map)
- **Pre-K** students will be dropped off at the back-parking lot entrance and taken to their classroom by the teacher on duty. Teachers will take students to the cafeteria for breakfast at 8:00. (see Drop-off and Dismissal Map)

Breakfast (free for all students) **servicing times:**

7:30-7:55	Kindergarten If your child is going to eat breakfast in the cafeteria, <u>please bring them before 8:00 a.m.</u> 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.
7:55-8:30	Pre-K 4-year-old The teacher/aide will take the students from their classrooms at 8:00 to breakfast in the cafeteria. This time in the cafeteria provides opportunities for your child to socially interact as a part of the curriculum.

ATTENDANCE

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled. Regular school attendance is essential for the student to make the most of his or her education. If a student must be absent for any reason, please report the absence by calling the office at 273-1059 by 8:30 a.m. If we do not receive a call from the parent on the day of the absence, we will make a courtesy call. If a note or phone call is not received from the parent, the absence will automatically be considered unexcused. Attendance is taken at 9:30 a.m. **After 9:30 a.m., the student is marked absent.**

Refer to BISD Student Code of Conduct Handbook for more information regarding Texas Compulsory Attendance Laws.

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. Please do this as early as possible!!
4. Tardiness is unacceptable. A child is considered tardy at 8:20 a.m. If a child has a medical or dental checkup or appointment, please schedule those as late in the afternoon as possible so that the student does not miss instructional time.
5. 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.
6. 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 by the **third day** after the absence.
7. Paul Belton follows the State of Texas attendance guidelines and will file truancy against parents whose children meet the following guideline:
 - Is absent from school for **ten or more days** or parts of days within a **six-month** period in the same school year.

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 30 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 – All Students are required to wear a facemask on the 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.
- All students must wear a face mask on the bus.

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 for 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

- Breakfast will be provided free of charge for **all pre-k and kindergarten students**.
- School cafeterias serve a balanced lunch to students. If students prefer, they may bring sack lunches and may purchase milk from the cafeteria. Lunch charges for students are issued in emergencies only.
- 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/index.htm>

MEAL MONEY

For convenience and a reduction of lost money, parents are urged to consider the advance purchase of 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. Any remaining balances at the end of the school year are "rolled over" in your child's account for the next school year. Upon withdrawal from BISD, balances will be refunded.

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. If your child is missing a clothing item: coat, glove, scarf, etc., please let the teacher know and we will check our Lost and Found items.
- 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

Programs used are: iStation (reading readiness for Bilingual Kinder), iS, ABC Mouse, Headsprout, ST Math 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.

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**. Please do not arrive before **3:20** to pick your child up if you are using the back-parking lot.
- Because afterschool transitions are often hectic, and our number one priority is your child's safety, **please plan to arrive for dismissals NO EARLIER than five (5) minutes prior to dismissal.**
- If you are picking up 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 UNTIL AFTER 4:00.**
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 at the entrance in the parking lot **NO EARLIER than 3:05.** (please see section: **PARENT DROP- OFF/PICK-UP**)
 6. Kindergarten teachers will dismiss students to parents at the door **NO EARLIER than 3:30.** (please see section: **PARENT DROP- OFF/PICK-UP**)
5. If someone other than a parent is picking up your child, be sure that you have notified the office and the teacher. These individuals should be prepared to show ID if necessary. **ALWAYS update the office of changes to addresses, phone numbers, and emergency contacts.**
6. We encourage you to drop off/pick up. **ALL** students will be required to wear facemask on the bus.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning and ready 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 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). Parents will be contacted, and appropriate documentation of permission will be in place.

EMERGENCY MESSAGES FOR STUDENTS

To avoid interruption of the educational environment, messages will be delivered to classrooms only in emergencies, or at the end of the last period of the day. **Parents should make prearrangements with the office to who will pick the student up from school, etc. if possible.** Even as you foster independence and responsibility in your student, it is still wise for parents to communicate with the teacher and/or office of any changes to end of the day routines or pick-up procedures. After all, our young students are just learning these skills. 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.

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 at any time 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. A schedule for reporting progress will be given to parents. 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 this can be found on the BISD website at www.borgerisd.net.

LIBRARY

School Libraries are the center of any campus. These are the places in our society where learning and knowledge are available and celebrated. We are very proud of our school 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**

LOITERING

Often, drop off and pick up times provide an opportunity for parents to visit with other parents. However, because of safety issues and the protection of the instructional environment, we are unable to allow these sustained visits to occur within the school building during the school day. Please follow the CDC guidelines concerning social distancing.

MEDICINE See NURSE

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.

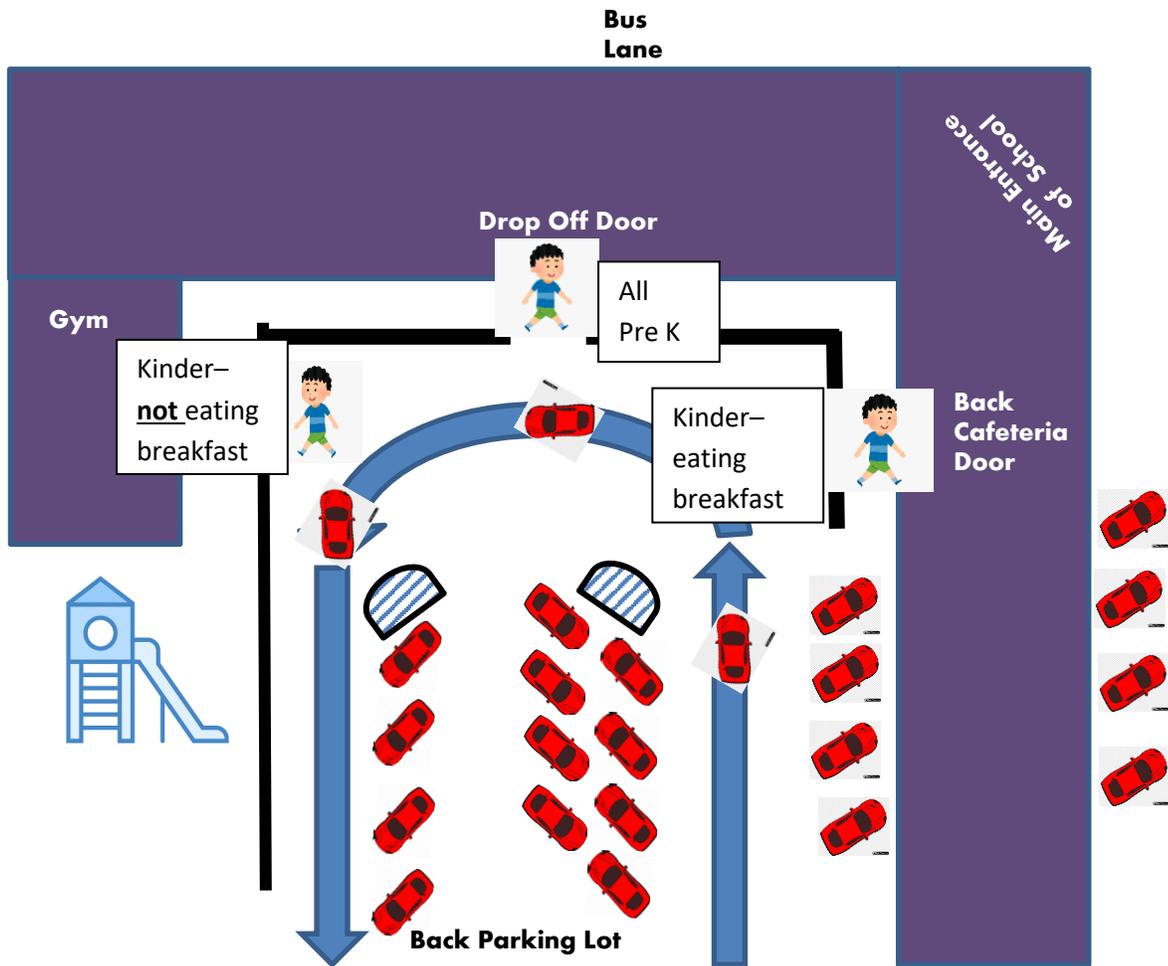
1. All MEDICINES (prescription and over the counter, including cough drops) to be given at school will require a written prescription from your child's doctor and/or written permission from the parent
2. The medicine must be in its original container and must be properly labeled.
3. The dispensing date for the medicine must be within one year of the date it is sent to school for dispensing.

PARENT DROP-OFF and PICK-UP— see map on next page

If you use 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:

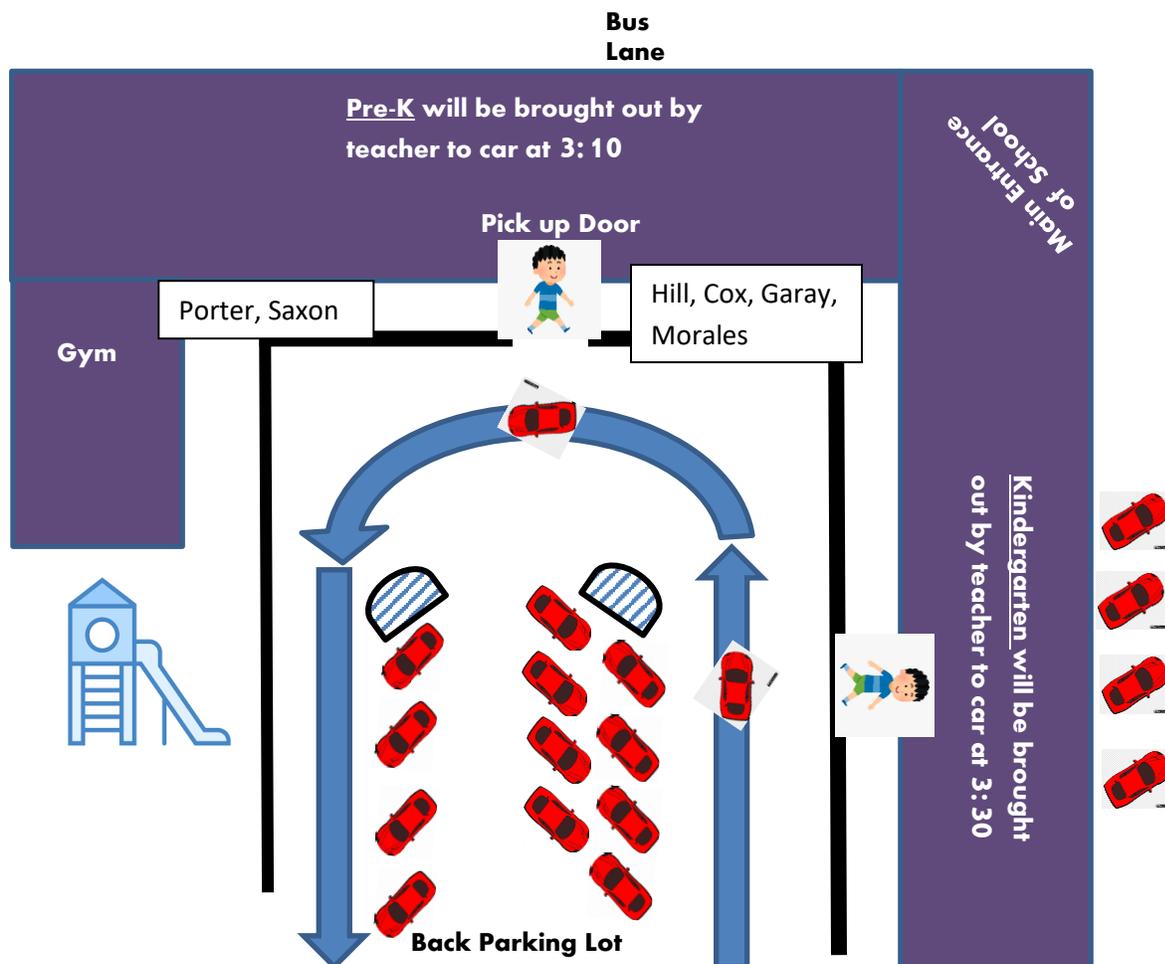
- Please remember that when utilizing the back-parking area, the right lane (closest to the fence) is for vehicles that will let students in and out **parents will not get out of the vehicle**. The left lane (closest to the parking lot) is for parking in the parking lot and exiting the parking lot quickly. Our PBE staff will assist children in and out of cars as needed.
- You must never leave your vehicle running while you come inside or leave young children in the car unattended. Drivers can receive tickets for this.
- If you are dropping off students or picking them up, please make sure that you do not resume driving until your attention is on the road in front of you. If you are looking in the back seat at your child or watching him/her walk in and attempting to drive, then you may hit another car or a pedestrian.
- 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.
- Please understand that we often have grandparents, aunts, etc. that have been asked by parents to pick up students. These individuals may not be familiar with our procedures.
- Demonstrate courtesy and patience. You are your child's first and foremost teacher. When you allow yourself to become upset and say or do something inappropriate, please remember that your child or another child could be watching. Children often learn by watching what we do. Please set a good example.
- Obey the 20 MPH speed limit around the school grounds.
- Pedestrians always have the right of way. STOP at all crosswalks. Do not park in crosswalks. Only proceed after children have safely crossed.
- Do not pass the school bus if lights are flashing.
- Always park next to the curb for loading and unloading children.

DROP OFF PROCEDURES



NEVER ATTEMPT TO DROP OFF YOUR STUDENT UNACCOMPANIED AT THE FRONT DOOR ON MCGEE STREET.
This will cause traffic disruptions and unsafe situations.

PICK UP PROCEDURES



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. A formal report card will be sent home the first, second, third, and fourth 9-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 comprised 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 8:20 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.

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.

Visitors on Campus

Visitors will be allowed on campuses on a very limited basis using the guidelines below.

- Visits to school should be restricted only to reasons essential to school operations.
- All visitors must have a scheduled appointment.
- All visitors required to wear masks and complete a temperature check and screening for COVID-19 symptoms and exposure when reporting to office.
- All visitors must utilize hand sanitizing stations upon entry.
- Parents will be required to drop off students at designated drop off locations.
- No visitors will be allowed to eat with students.
- Until further notice, classroom parties will not be allowed.

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. Please pay all money owed to the cafeteria. 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!

