

**KATHLEEN ESE
PRINCIPAL**

OMAR BRADLEY ELEMENTARY SCHOOL
5330 SWEETWATER DR, EL PASO, TX 79924

**MARJORIE HAMPTON
ASSISTANT PRINCIPAL**

PHONE: (915) 236-5225 FAX: (915) 821-0628

ATTENDANCE

Parents/responsible persons or adult students may send a written note or call the campus to excuse an absence. Documentation must be provided within five days of the absence to the attendance clerk. Absences may not be changed after 5 days. Unreported absences are unexcused. A conference will be held with parents whose children have 2 or more unexcused absences. A conference will be held with parent/guardian for student with tardys of 3 or more. Students who are picked up before 3:25 must bring in a doctor's note the next day to be excused for the early release. Students who are tardy must be signed in or provide a note from the parent. A student's transfer may be revoked if a student has excessive absences and/or tardys.

DRESS CODE

No jeans with holes; no "baggy jeans"; Pants must be worn at waist. No "muscle shirts" or spaghetti straps. Dresses and skirts no shorter than four inches above the knee. No tummies showing, no low cut shirts or blouses. No sheer fabrics. No artificial hair color.

PARKING LOT SAFETY

After school pick-up has been designated for each class section. All policies set forth for after school pick-up must be followed for the safety of the children, parents and staff. Use crosswalks where crosswalks are provided and respect the guidelines set forth for releasing students.

BULLYING

We address all bullying types of behaviors. If your child is subjected to bullying behaviors from one or more students, contact the teacher and the school administrator right away. Encourage your child to tell an adult if they are being bullied. If your child is engaging in bullying behaviors, support us as we work with them to change that behavior.

ADDRESS/PHONE NUMBER

Notify the school when you have a change of address or phone number.

BREAKFAST & LUNCH

Free breakfast and lunch will be provided for all students.

BIRTHDAYS

You may bring cupcakes on your child's birthday. They will be taken to the class at the last 15 minutes of the day. Party invitations may only be given at the school only if ALL children in the class are invited. No balloons, flowers or gifts will be taken to the class.

ATTENDANCE AWARDS

Perfect attendance awards are only given to students who have not missed any school AND who have not been tardy and/or picked up early more than 3 times.

HONOR ROLL

Honor roll awards are given for all A's or all A's and B's with nothing below an "N" in effort or deportment. To receive an end of the year award for Honor Roll, students must receive all A's or all A's and B's for the whole year.

MEDICATIONS

All medications given at school must have doctor's orders and be in the original container. They must be kept in the nurse's office.

LUNCH

Parents may have lunch with their children on Fridays beginning October 19. Please allow us to establish our routines during the first nine weeks of school. You must have a picture ID at all times. If you are bringing your child food from the outside, we ask you to not bring them sodas. Parents may not eat off their child's plate, however, you may purchase your lunch in the cafeteria. When your child's lunch is over, please do not linger, as space is needed for the next class.

CELL PHONES

Best not to bring, however, if a child brings one, it must be turned off. If a phone rings, they are talking or texting, it will be taken away. There is a \$15 charge to get the phone back.

SCHOOL HOURS

School doors open at 7:30 am – please **DO NOT** drop your children off before this time. Kinder through 5th - 8:00 am to 3:25 pm. Tardy Bell for K thru 5 is at 8:15 am; Pre-K -7:55 am to 10:55 am and 12:20 am to 3:20 pm Tardy Bell 7:55 am for morning Pre-K and 12:20 pm for afternoon Pre-K. Pre-K breakfast will start at 7:40 am & end at 7:55 am K thru 5 breakfast will start at 8:00 am & end at 8:15am. Students who are tardy will not be provided breakfast as classroom instruction has begun.

SAFETY/SECURITY

Parents and visitors are not allowed in hallways without a pass. (See Visitor/VIP section) If your child walks to school, remind them to use the sidewalk and crosswalks. Look both ways before crossing the street. If riding a bike to school, follow all traffic rules and lock the bike in the bike rack. NO skateboards, scooters or roller blades. Only individuals on the emergency card or pick up list will be allowed to pick up your child after school.

VISITORS / VIPS (VOLUNTEERS)

All visitors, including parents, and VIPS must provide their ID for scanning. A temporary badge will be processed and must be worn at all times when in the building. All badges will need to be turned in before you leave the building. Visitors/Parents are not allowed in the hallways as a safety precaution. VIPS applications must be filled out online 6-weeks in advance, for field trips. It is best to fill it out at the beginning of year. A VIPS training will be scheduled at the beginning of the year. Closed campus during STAAR testing.

HANDBOOK

Available online on the Bradley website:
Bradley.episd.org

CUSTOMER SERVICE

We love hearing from you and we are here to serve you. Keep this cheat sheet handy for future reference and if you still have questions, feel free to stop by the office or give us a call.