

PARENT/STUDENT HANDBOOK 2019 – 2020

OMAR N. BRADLEY
ELEMENTARY SCHOOL
Home of the Generals



5330 Sweetwater Dr.
El Paso, TX 79924
(915) 236-5225
(915) 821-0628 fax

El Paso ISD does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX and Section 504 may be referred to the district compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

En Español

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez, al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

MESSAGE FROM THE PRINCIPAL

Welcome to Omar N. Bradley Elementary School, home of the Generals. We are dedicated to providing a stimulating, challenging, and enjoyable learning environment.

We are committed to offering students meaningful, learner-centered instruction, teaching them higher order thinking skills, and preparing them to make positive choices for themselves and their community. We focus on providing each child with a high quality education regardless of race, ethnicity, creed, national origin or economic status.

The faculty, staff, and I want every child to be successful and to have positive feelings about his/her learning experiences. It is our firm belief that school should be a rewarding experience for each child to enjoy. We celebrate learning and we do our part in helping each student to be prepared and ready for the next level of education. It is our belief that future generations will need a college degree and we challenge our students to dream big. If we all work together we can ensure that every child leaves our school with the knowledge and confidence necessary to succeed. During the time your child is enrolled at Bradley Elementary, we encourage you to keep channels of communication open and active with your child's teacher and school support staff.

Please do not hesitate to call me if you have any questions or concerns. Working together, we can make a positive difference in the lives of our children.

Sincerely,

Kathleen Ese
Principal

Belief Statements

We believe that:

- School should be a safe place for everyone: physically, emotionally, and academically.
- Learning is an on-going process and is achieved in different ways.
- Parents and teachers are partners in the educational process.
- Students need critical thinking and technology skills to function in the 21st century.
- All students can achieve academically.
- No one has the right to “bully” anyone else.
- Our children are the future.

Vision Statement

Bradley Elementary will provide high quality instruction and a nurturing environment, empowering all of our students to be academically successful and prepared for the next level of education.

Mission Statement

We, the teachers, staff, parents, and students of Bradley Elementary School, as a community of learners, will work together to reach our full potential and become well-rounded, healthy citizens able to take our rightful place in our ever-changing world.

Administrative and Office Staff

Principal
Assistant Principal
Counselor
Secretary to the Principal
PEIMS Clerk/Attendance
Parental Involvement
Nurse
Office Clerk

Kathleen Ese
Evangelina Rogers
Allison Harris
Leonor Saldivar
Heide Holguin
Michelle Harrison
Dorothy Butler
Soledad Sanchez

School Hours

Office	7:30 a.m.	-	4:30 p.m.
Nurse	7:45 a.m.	-	3:45 p.m.
Library	7:45 a.m.	-	3:45 p.m.
Cafeteria Manager	7:30 a.m.	-	2:00 p.m.

Full Day Pre-Kindergarten through 5th grade students

Enter building	8:00 a.m.
Announcements	8:10 a.m.
Tardy Bell	8:15 a.m.
Dismissal	3:25 p.m.

Half Day Pre-Kindergarten students

Morning Pre-K

Breakfast	7:40 a.m.
Tardy Bell	7:55 a.m.
Dismissal	10:55 a.m.
Lunch	10:55 a.m.

Afternoon Pre-K

Lunch	11:55 a.m.
Tardy Bell	12:20 p.m.
Dismissal	3:20 p.m.

Early Dismissal

Half Day Pre-Kindergarten 10:55 a.m.
(afternoon Pre-K will attend in the morning)

Full day Pre-Kindergarten 12:15 p.m.
through 5th



Arrival

Students should not be brought to school before 7:30 as there is limited supervision. For the safety of our students, no one other than teachers and staff should be in the hallways before and after school. Students will line up in their designated area when the bell rings. Parents may not accompany students into the building.

Attendance

When your child is absent from school, please call the school office at (915) 236-5225 no later than 9:00 on the day of the absence. If we do not hear from you regarding the absence, it will be considered unexcused. After two unexcused absences a conference will be scheduled with the parent. Four unexcused absences in a four-week period or ten unexcused absences in a three month period will result in a court referral. If a student is on a transfer from another school, the transfer may be revoked. Children should be kept home from school for 24 hours after having a fever or vomiting/diarrhea. If a child is sent to the nurse for a fever or vomiting, parents will be called to take him/her home. Parents will need to pick their child up within 30 minutes of being notified. A student who has been placed on an attendance plan, will need to provide a doctor's note for the absence. If a doctor's note has not been provided, the students' absence may be unexcused.

Prearranged Absences

Prearranged excused absences are those for which prior approval is obtained from the principal and arrangements are made with the teacher so that the student can turn in make-up work when they return on the first day back. Prearranged absences are limited to the following reasons:

1. attendance at a funeral
2. appointments that cannot be scheduled outside normal school hours for medical, psychological, dental care or legal business (written proof of the appointment is required upon return)
3. court appearances
4. moving
5. family emergencies
6. participation in activities sponsored by civic or other organizations for which, in the opinion of the principal, there is an educational value related to some part of the student's academic program. Absence must have prior approval from the principal and make-up work must be turned in to each teacher. **Limited to three days per school year.**

Make-up Work

It is the responsibility of the student (or parent in the case of younger students) to ask for make-up work following an absence. Requests for assignments and/or tests should be made on the day the student returns to school. For absences, students will be given 1 day to make up the work missed for everyday there was an absence. Students will receive full credit for the work.

Extended Illnesses

When a student's absence for personal illness exceeds three days, the student must present a statement from a physician, health clinic, or hospital verifying the illness or other condition requiring the student's extended absence from school. Failure to provide a note will result in the absences being unexcused.

Unexcused Absences

An unexcused absence is one which may or may not be approved by the parent, and which cannot be classified as excused or requested. Unexcused absences will include, but are not limited to, the following:

1. testing or instruction by outside agencies
2. activities of non-school clubs, athletic events, and organizations
3. babysitting not related to a family emergency
4. family vacations

Tardies

Excessive tardiness will be handled as a discipline issue by the Assistant Principal. Students must be **in the classroom** before 8:15 or they will be considered tardy. After three tardies, students will be given after school detention. If a student is on a transfer from another school, the transfer may be revoked.

Breakfast in the classroom

Breakfast is available for all students in the classroom from 8:00 to 8:15. For the morning Pre-K breakfast is from 7:40 to 7:55. Students who are tardy will not receive breakfast as classroom instruction has already begun.



Bullying

Bradley Elementary has a plan in place to address bullying types of behaviors. It includes counseling students on how to stop someone from bullying them, consequences for students who engage in bullying behaviors, and methods for reporting bullying. If your child is subjected to bullying behaviors from one or more students, please contact the school right away. Encourage your child to tell an adult if he or she is being bullied. If your child is the one engaging in bullying behaviors, please support us as we work with him/her to change that behavior.

Cell Phones

It is best not to bring cell phones to school. However, if a child brings one, it must be turned off at all times. If a student's phone rings or if he/she is caught speaking on the phone or texting, the phone will be taken away and parents will be charged \$15.00 for the cell phone to be returned. The parent must come in and pick up the phone.

Change of Address and Phone Number

Please make sure to notify us if you have a change of address or phone number. It is imperative that we are able to contact you. If you have moved out of the Bradley area, a transfer request will need to be completed for approval.

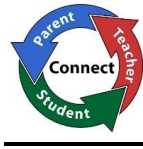
Code of Conduct

The El Paso Independent School District has a Code of Conduct that must be followed by all students. In addition, Bradley Elementary adheres to the three R's: Respectful, Responsible and Ready to Learn. This allows the students to have a positive learning environment.

Conferences

Parents are encouraged to contact the school and arrange a conference with your child's teacher if you have any concerns or questions. Conference periods are as follows:

Pre-K:	11:35 - 12:20		
Kinder:	1:00 - 1:45	3 rd grade:	10:30 - 11:15
1 st grade:	1:45 - 2:30	4 th grade:	8:15 - 9:00
2 nd grade:	9:45 - 10:30	5 th grade:	9:00 - 9:45



Crisis Intervention Plan

Bradley Elementary has a Crisis Intervention Plan which includes monthly fire drills and lockdown, lock out, and evacuation drills periodically during the year. If the school experiences a lockdown, we will make every effort to notify parents through the school messaging system.

Curriculum and Instruction

All Texas schools are required to follow the Texas Essential Knowledge and Skills (TEKS) which EPISD has incorporated into written curriculum guides for all grade levels. These learning standards will help ensure that all students meet future challenges as productive citizens. Students in elementary grades three through five take the STAAR (State of Texas Assessments of Academic Readiness) in order to assess their mastery of the TEKS.

Destruction of Property

Vandalism and destruction of school and/or personal property will not be tolerated. Parents will be expected to reimburse the school for any damage caused by their child(ren).

Discipline

The Bradley Discipline Policy is based on the three R's; Respectful, Responsible and Ready to Learn. Behavior and expectations for all students are taught daily and routinely. Students develop social skills that enable them to function successfully in a learning environment. The goal of successful Bradley discipline is for students to internalize the three R's so that each child controls his/her own behavior. When students do not control their behavior, a discipline/PBIS referral may be filled out. This will result in a visit to the counselor, assistant principal, or Principal, depending on the severity, at which time appropriate consequences will be administered.

Dismissal

Students in Full day pre-kindergarten through 5th grade will be dismissed at 3:25 (morning Pre-K dismissal is 10:55 /afternoon dismissal 3:20) Teachers will walk students out of the building. A designated area has been assigned to each grade level for you to pick up your child. Please make sure to pick up your child on time as there is no supervision after 3:25.



Dress Code

Students should be appropriately dressed for school. No excessively baggy pants will be allowed or shorts, dresses or skirts that are more than 4 inches above the knee. Pants should be worn at the waist. Spaghetti straps are not allowed. Students should wear athletic type shoes that will allow for full participation in P.E. No flip-flops, hee-lies, or high heels are allowed. Students may not have their hair dyed in unusual colors (anything other than natural hair colors).

Early Pick Up

Having children leave school early during school hours is discouraged due to missed instructional time. If you know in advance that your child must leave early, please write a note to that effect stating the reason and have your child bring it to the teacher. This will allow the teacher sufficient time to prepare any missed class work and homework. When it is time for your child to leave school, come by the office to sign him/her out. If a person other than a parent is picking up the child, please make sure to include their names on the emergency card. A picture ID must be shown to office personnel. Students cannot be dismissed on the basis of a telephone request. Please keep in mind that instruction is going on until 3:25. If a child is called out early, it disrupts the learning of the entire class.

Emergency Cards

Please keep your emergency information up to date. It is critical that we are able to notify you if your child is involved in an emergency situation.

Field Trips

Students must have a signed parent permission slip in order to attend field trips. Parents must have an approved VIPS application on file to accompany the school on field trips. There are no exceptions. **Absolutely no permission will be granted by phone.**

Grading

The following grading scale is used for grades 2 through 5:

	90 – 100	A
	80 – 89	B
	70 – 79	C
Below	69	F



Holidays and Approved Early Release Days

A school calendar is provided online at www.episd.org. There is NO early release for Pre-K, as they are only approved for no more than 3 hours of instruction time. ***Half day Pre-Kindergarten is dismissed at the regular time, 10:55. Afternoon Pre-K will attend school in the mornings.*** Full day Pre-Kindergarten through 5th early dismissal is 12:15. It is imperative that you pick up your children on time when there is early dismissal.

Honor Roll

Students in grades two through five will be recognized for high achievement in academics by being named to the Honor Roll. Students must also earn grades of Outstanding or Satisfactory in effort, behavior, and character development. Any student who earns 90% and above in all subjects and meets all other requirements will be placed on the "A" Honor Roll (4-star Generals). Any student who earns 80% and above in all subjects and meets all other requirements will be placed on the "A/B" Honor Roll (3-star Generals). If a student receives a "N" or "U" in conduct or effort, they will not be recognized for the honor roll.

Immunizations

Texas law regarding immunizations will be strictly adhered to. Students new to the district must provide current immunization records before enrolling in school.

Inclement Weather

On days in which we experience inclement weather (extreme cold, rain, blowing dust, etc.), students will report to the cafeteria rather than going outside before school. Teachers will pick them up in the cafeteria. Students will remain indoors during recess and P.E. on inclement weather days. Parents will be notified in the event inclement weather continues at dismissal time.

Insurance

Under State Laws, school districts are not liable for accidents which occur in schools. Parents are responsible to provide the appropriate medical protection for their children. In an effort to aid parents/guardians when accidents occur, EPISD has procured an accident insurance policy that is available for parents/guardians to purchase. This insurance is optional and provided as a service. Rates are very reasonable. Flyers will be distributed on the first day of school and extras are available in the front office.

Library

Every class is scheduled to visit the library on a regular basis. In addition to this, students and parents are encouraged to visit the library before and after school. There are computers available for parents to utilize. Please do not have younger children wait for their older brothers and sisters in the library without your supervision.



Lunch

Lunch times are as follows (the first 15-20 minutes is recess, followed by lunch):

10:50 - 11:30	Full Day Pre-K
11:00 - 11:20	Pre-K (morning)
11:55 - 12:15	Pre-K (afternoon)
11:00 – 11:40	Kindergarten
11:20 – 12:00	1 st grade
11:40 – 12:20	2 nd grade
11:50 – 12:30	5 th grade
12:05 – 12:45	3 rd grade
12:20 – 1:00	4 th grade

As a community school, all students will receive lunch at no cost. Parents will be invited to eat lunch with their students on Fridays, beginning on October 18, 2019. You may bring your own lunch or purchase from the cafeteria.

Sack Lunches:

Children may bring sack lunches from home. It is not possible for lunches to be refrigerated, so please provide lunches that will not spoil. Milk may be purchased in the cafeteria. If they are unable to drink milk, send fruit juice or some other type of drink; ***no sodas please.***

Federal Guidelines:

The federal government has guidelines for all schools that participate in the free and reduced meal program. Auditors sometimes visit the school to check for compliance, so please make sure to follow the guidelines:

- students must be allowed to choose their food (parents/adults are not to choose)
- the food on the tray is for the student only—no other person can eat from the tray
- the tray cannot be given to a parent or sibling if the student does not want it

Medication

A doctor's written order must accompany any prescribed medication or any over-the-counter medication. Students are NOT allowed to carry any medication, either prescribed or over the counter. All medication must be kept in the nurse's office and must be in the original container.

Parent/Teacher Association (PTA)

We are in need of board members. Parents are encouraged to join and/or serve on the PTA board. Please stop by the office if you are interested in participating in PTA.

Parking Lot/Drop Off Zone

Adult employees will be on duty in the mornings and at the end of the day to assist your children with getting into the building.

It is imperative that everyone drives slowly and carefully to prevent children from being struck and injured. The Rushing entrance is used as a drop off zone. If you stop, you can stop in the right lane only, **but you must stay in your car** because it is a no parking zone. The left lane should be kept moving unless someone is crossing to the parking lot. Do not stop in this lane to wait for your child or drop them off.

There is a short entrance on Georgetown. This is for day care pick up only. The end of the day is a particularly busy time, so it is critical that everyone follows the guidelines and drives carefully. We encourage students to walk or ride their bicycles to school to keep them healthy as well as cut down on traffic before and after school.

Parties

Schools are allowed two days per academic year for parties and to serve foods of minimal nutritional value (sweets). The dates of these parties are scheduled by the district each year. Because of the emphasis on physical fitness and prevention of obesity, the state of Texas no longer allows candy, cupcakes, cakes, etc. during the school day except for the designated days. Please do not bring pizza, cake, etc. to celebrate your child's birthday. You may provide cupcakes which can be given out at the end of the day.

Playground Rules

The following rules apply to students as they are using the school playground. Please go over them with your child.

1. Rocks are not to be picked up, kicked, thrown, or touched in any way by students.
2. Students may run on the playground, but should walk to and from the playground.
3. Stop playing when the bell rings or the whistle is blown and line up right away.
4. Keep hands and feet to yourself.
5. Stay within playground boundaries.
6. Do not engage in rough play that involves hitting, punching, grabbing, etc. This type of play usually results in a real fight.
7. Absolutely no fighting is allowed. If an argument starts and cannot be resolved, walk away from it and go to an adult for assistance.

Safety and Security

Providing our students and employees with a safe and secure environment in which to learn and work is a top priority. To provide these conditions, we ask for your cooperation. All parents and other visitors must follow these basic rules while on campus:

- Enter the front doors only. Other doors will be kept locked at all times.
- Parents and other visitors are not allowed to be in the hallways without a pass.
- Upon entering the building, please proceed to the office where you will be scanned in and receive a badge. Badges must be worn at all times while on the premises. Upon departure you will need to return your badge to the office and sign out. You must have permission from the principal to visit a classroom.
- When picking up your child for an appointment, you must come to the office and sign him/her out and office personnel will call them out of class. Parents may not pick up children at the classroom without clearance from office staff. Anyone not on the emergency card or the list to pick up your child may not sign the student out.
- Please alert our staff if you see anyone in the building who is not properly identified.
- If your child walks to school, remind him/her to walk on the sidewalk, look both ways before crossing the street, and to use crosswalks.
- Students who ride bicycles to school should follow all traffic regulations and lock their bikes in the bike rack.
- Skateboards, scooters, and roller blades are not allowed on campus.



School Pictures

Purchase of school pictures is optional. Dates will be announced and details will be sent before pictures are taken. Individual pictures are taken twice a year, in the fall and spring. Additional group pictures and holiday pictures are taken as well.

Testing

Students in grades Kindergarten through Third are given the DRA (Developmental Reading Assessment) three times a year to gauge their reading progress. Informal assessments are also given throughout the year to determine if any interventions are needed. Grades three through five take the STAAR test. In third grade, students take the math and reading STAAR. In fourth grade, students take the reading, math and writing STAAR. In fifth grade, students are administered the reading, math and science STAAR. Fifth grade students must pass the reading and math portions in order to be promoted to sixth grade. They will have three opportunities to take the test.

Textbooks

Students will be issued textbooks during the first week of school. Textbooks must be covered and should be taken care of. At the end of the year, students will receive a fine for damaged books and will need to pay for lost books.

Volunteers in Public Schools (VIPS)

Volunteers in Public School (VIPS) offers parents and community members opportunities to become active participants in the educational programs. VIPS work as tutors, classroom assistants, clerical aides, library aides, playground aides, parking lot, field trip chaperones, and cafeteria monitors. VIPS are required to fill out an application and receive an orientation. Applications are done online at www.episd.org.

Withdrawals

When it becomes necessary to withdraw your child/children from school, please notify the school office five working days before withdrawal. Teachers need time to make certain that all academic records are in proper order.





THANK YOU FOR TAKING THE TIME TO READ THIS HANDBOOK.
PLEASE DON'T HESITATE TO CALL IF YOU HAVE ANY
QUESTIONS OR CONCERNS.

Omar Bradley Elementary
5330 Sweetwater Dr.
El Paso, TX 79924

915-236-5225

BRADLEY ELEMENTARY

PARENT/STUDENT HANDBOOK

I have received and read the Parent/Student Handbook for 2019-2020 for my child _____.

Parent/Guardian Signature

Date