

Conroe Independent School District



# Buckalew Elementary School

## Student / Parent Handbook

**2026 - 2027**

**Our Mission:** The mission of Buckalew Elementary School is to create a safe, positive and collaborative learning environment where all students achieve their individual, social, emotional and academic growth.

**Our Motto:** Today I choose to: Be Kind, Work Hard, and Do My Best!

**Principal:** Jill Price

**Assistant Principal:** Ashley Ellis (student last names A-K)

**Assistant Principal:** Tonya Smith (student last names L-Z)

**Counselor:** Lori Lehmann

**4909 West Alden Bridge Drive**

**The Woodlands, TX 77382**

**(281) 465- 3400**



Welcome to Buckalew Elementary K-4 School and the 2026- 2027 school year! We believe that, in collaboration with our supportive parents and community members, our students will be successful. Buckalew will provide a safe, caring, and positive learning environment that instills a desire for learning while meeting the individual needs of all students. Our goal is to build relationships that empower students, and develop responsible, patriotic citizens and confident leaders.

The purpose of this handbook addendum is to inform you of the important information specific to our campus. Please keep in mind that campus procedures may be modified at any time. Required updates to campus procedures will be shared through email blasts and in our school newsletter, the Buckalew Buzz.

Detailed information about Conroe ISD policies and procedures are explained in the Conroe ISD Elementary / Intermediate Student Handbook found on the CISD website.

We are looking forward to a great year!

Jill Price  
Principal



<b>Buckalew Important Contact Information</b>	<b>4</b>
<b>Websites</b>	<b>4</b>
<b>Communication</b>	<b>5</b>
<b>Safety and Security</b>	<b>5</b>
<b>Arrival and Dismissal:</b>	<b>7</b>
<b>Morning Arrival</b>	<b>7</b>
<b>Afternoon Dismissal</b>	<b>9</b>
<b>Car Line Rules for Arrival and Dismissal</b>	<b>10</b>
<b>Transportation Changes</b>	<b>11</b>
<b>Severe Weather Dismissal:</b>	<b>11</b>
<b>Rainy-Day Dismissal:</b>	<b>12</b>
<b>Early Release Days</b>	<b>12</b>
<b>Checking Students In/Out</b>	<b>12</b>
<b>Attendance</b>	<b>13</b>
<b>Curriculum</b>	<b>15</b>
<b>Progress Reports/Report Cards</b>	<b>15</b>
<b>Assessments/Testing</b>	<b>16</b>
<b>Parent/Teacher Conferences</b>	<b>16</b>
<b>Student ID</b>	<b>16</b>
<b>Parent Access</b>	<b>17</b>
<b>Dress Code</b>	<b>17</b>
<b>Student Electronic Devices</b>	<b>17</b>
<b>Lunch/Snack Guidelines</b>	<b>18</b>
<b>Recess</b>	<b>20</b>
<b>Drop Table</b>	<b>20</b>
<b>Lost and Found</b>	<b>21</b>
<b>School Clinic</b>	<b>21</b>
<b>School Counselor</b>	<b>22</b>
<b>Specials Classes</b>	<b>22</b>
<b>Field Trips</b>	<b>23</b>
<b>Community Service</b>	<b>23</b>
<b>Parent Teacher Organization (PTO)</b>	<b>23</b>



# Buckalew Important Contact Information

- **Attendance Line:** 281-465-3410 / email: [buckalewattendance@conroeisd.net](mailto:buckalewattendance@conroeisd.net)
- **Transportation Changes:** [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net) (Before 2:00 p.m.)
- **Clinic:** 281-465-3409
- **The Woodlands Bus Center:** 832-592-8800
- **Request Smart Tag Replacement:** [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net)
- **Update Personal Contact Information:** [contactbuckalew@conroeisd.net](mailto:contactbuckalew@conroeisd.net)
- **Authorization for Visitors:** [contactbuckalew@conroeisd.net](mailto:contactbuckalew@conroeisd.net)
- **Front Office:** 281-465-3400 / email: [contactbuckalew@conroeisd.net](mailto:contactbuckalew@conroeisd.net)
- **Cafeteria Manager:** 281-465-3467

Please save the front office, attendance line, and if applicable bus hub phone numbers in your cell phone contact list.

## Websites

- **Buckalew Elementary Website:** <https://buckalew.conroeisd.net/>
- **Parent Portal:** <https://parents.classlink.com/conroeisd>
- **CISD Volunteer Application:** <https://apps.conroeisd.net/volunteer/>
- **My School Bucks:** [www.myschoolbucks.com/](http://www.myschoolbucks.com/)
- **CISD Transportation Website:** [www.conroeisd.net/department/transportation/](http://www.conroeisd.net/department/transportation/)
- **Buckalew PTO:** [www.buckalewbearsPTO.com](http://www.buckalewbearsPTO.com)
- **School Cash Online:** <https://conroeisd.schoolcashonline.com/>
- **CISD Website:** [www.conroeisd.net](http://www.conroeisd.net)
- **CISD Technology FAQ:** [www.conroeisd.net/department/technology](http://www.conroeisd.net/department/technology)
- **CISD App download and you can customize pages and news you want to see.**



# Communication

Communication is vital to our student's success. The Buckalew staff is committed to keeping our students and parents informed. We have several avenues for communication:

- **Buckalew Buzz:** It is our main form of campus wide communication, which goes out via email two times per month. It contains schoolwide activities, calendars, and Parent Teacher Organization (PTO) information.
- **Buckalew Website:** We encourage you to familiarize yourself with our website. Various items can be viewed and printed, including the Buckalew Buzz, CISD school calendar, Buckalew Important Information flier, lunch menu, PTO store, lunch reservations, Canvas, Parent Portal, SSO, Watch D.O.G.S, etc. Our website also provides links to all teacher/staff email accounts.
- **Teacher / Grade Level Newsletter:** A weekly newsletter will come directly from your student's teacher.
- **Social Media:** Our campus and PTO are on social media for you to follow.
  - Buckalew Facebook: Buckalew Elementary, Conroe ISD
  - Buckalew Instagram: @BuckalewBears
  - Buckalew PTO Facebook: Buckalew Elementary PTO
  - Buckalew PTO Twitter and Instagram: @BuckalewBearsPTO
- **Apptegy/ThrillShare:** The system sends emergency information and school-wide communications via text and email.

**In order to ensure the best communication, please be sure to give us every available phone number and email address in case of an emergency. If your phone number, email or emergency contact changes throughout the year, please update by emailing [contactbuckalew@conroeisd.net](mailto:contactbuckalew@conroeisd.net).**

# Safety and Security

Safety is our top priority. Surveillance cameras can be found at every door and in the hallways of our school. Each camera records all activity. All outside doors are locked. Parents, visitors, and volunteers **must**:

- Enter through the front/main entrance only.



- To enter the school, parents must present a valid, government issued photo I.D. (pictures of an I.D. will not be accepted). The I.D. will be scanned using a system that is connected to a database that provides alerts of any person who may jeopardize the safety of our campus.
- Only parents/guardians are allowed in the school unless a written consent is provided by the parent/guardian for another person to enter. The consent must be given on the day of visit and sent to [contactbuckalew@conroeisd.net](mailto:contactbuckalew@conroeisd.net)
- A Visitor Badge must be worn at all times while in the building preferably on their upper body area where clearly visible. Anyone without a Visitor Badge will be escorted to the front office.
- When leaving the building, visitors must check out with the front office and return the Visitor Badge.

These steps can be time consuming, but are essential for our students' safety.

### **Volunteer in CISD**

All volunteers at Buckalew are required to complete a Criminal History Check. This must be done every school year and only takes a few minutes to complete. Access the application through the CISD website - [CISD Volunteer \(conroeisd.net\)](http://conroeisd.net). You must select Buckalew as the school. If you plan to volunteer for the following roles: library volunteer, classroom Friday reader, field trip volunteer, PTO member, grade level workroom helper, Boosterthon, carnival, Watch D.O.G.S., or field day helper, you must complete the volunteer application.

### **Safety Drills**

We regularly conduct campus safety drills and will be teaching your child procedures to follow in the event of an emergency. These drills include a monthly fire drill, severe weather, shelter in place, secure (lockout), lock down, and evacuation. We also have a staff member team, including our school nurse, trained in first aid, AED use, and CPR.

**During drills and actual emergencies, we are unable to allow parents/visitors in the building.**

### **Student Safety Concerns**

Developing relationships and trust with our students is extremely important to us. We want our students to feel comfortable talking with our staff. Students are encouraged to report safety concerns to school staff as soon as possible. In addition, the Conroe ISD Police Department



monitors the **Kid Chat hotline** (1-888-KidChat) and **Anonymous Alerts** app, which allows for anonymous communication regarding an incident or issue of concern.

### **Student Playground Safety**

We kindly ask that you do not interact with the students from any fence line of our campus Park; during Active Start, recess, and PE. It becomes confusing for students to know who they should or should not talk to from the fence line. It also becomes difficult for monitoring staff to differentiate parents from strangers engaging with students.

## **Arrival and Dismissal:**

The following arrival and dismissal procedures are designed for the safety of our students.

- **The front driveway is designated for buses from 7:30 a.m. – 7:55 a.m. and from 2:30 p.m. – 3:30 p.m.** The only cars allowed in the front driveway during those times are staff members and special transportation needs. All other cars must use the back driveway or Lakeside Park.
- **Traffic Safety During Arrival and Dismissal:** West Alden Bridge Drive becomes very congested during arrival and dismissal. Traffic signs are posted by Montgomery County Police that clarify which areas are restricted from parking during school arrival and dismissal times. The car rider line flow is designed to make sure your child gets in the car safely. Please make note that you will only be able to access the car rider line from one direction. All cars will enter from the Branch Crossing side of the entrance and exit to the Research Forest side. You will only be allowed to enter and exit to the right when a police officer is not present.
- **No Pets:** We kindly ask that you refrain from bringing pets on school property for the safety of the students.

## **Morning Arrival**

Instruction begins promptly at 7:55 a.m. Our school doors open at 7:30 a.m. Supervision is not available before 7:30 a.m. Please do not drop off children and leave them unattended on the school grounds until staff are on duty.

- Students arriving between 7:30 a.m. and 7:45 a.m. (see schedule below) may go to Active Start (weather permitting) or to breakfast in the cafeteria. Breakfast is from 7:30 a.m. – 7:55 a.m. Please see the menu online.
- Announcements begin at 7:55 a.m. These announcements convey important information to our students and recognize their achievements.



- Breakfast is served from 7:30-7:55. The cafeteria closes at 7:55 a.m. If your child eats breakfast at school, they need to arrive prior to 7:55 a.m.
- School doors close promptly at 7:55 a.m. to allow our staff members to get to their assigned duties.
- Students arriving after 7:55 a.m. are considered tardy. An adult must accompany the student to our front office to sign them in. Please do not drop your child off in front and leave.
- Students arriving after 9:00 a.m. will be marked absent unless they have a note from a health care professional for an appointment on that day. (Students must return to school the same day of the appointment and provide a note from the health care provider.)

### Buckalew Daily Schedule

Grade Level	Active Start	Lunch	Recess	Specials
Kindergarten	Tues., Thurs.	11:15-11:45	11:45-12:15	1:00-2:00
1st Grade	Tues., Fri.	11:50-12:20	12:20-12:50	2:05-3:05
2nd Grade	Thurs., Fri.	12:25-12:55	12:55-1:25	9:20-10:20
3rd Grade	Mon., Wed.	12:15-12:45	12:45-1:15	10:30-11:30
4th Grade	Mon., Wed.	11:40-12:10	12:10-12:40	8:10-9:10

#### Arrival Options

Your mode of transportation should be chosen based on the ability to arrive on time, consistency, and convenience. The following are the options for getting your child to school in the mornings:

- **Biker / Walkers:** If you are a biker or walker, please note that the crossing guards begin their duty at 7:30 a.m. They leave their posts at 7:55 a.m. We want each child supervised at all times for safety. It is very important that no students attempt to cross without the crossing guards.
- **Car Riders:** Car riders are dropped off in the back parking lot. Please plan to drop off your car rider before 7:45 a.m. The traffic becomes very congested at that time. If you are eligible for bus service, we encourage you to utilize this service.
- **Lakeside Park:** You must park your car in a parking spot and walk your child up to the biker/walker door. For your child's safety, please DO NOT pull into the entrance of Lakeside Park and have your child leave your car. Because of moving traffic, this becomes a dangerous situation for your child. Please note that this area is monitored by law enforcement.



- **Bus:** Buses in CISD are available to students who reside one mile or more from school. Students can only ride the bus they are zoned to ride. New students must request transportation services on the CISD website ([www.conroeisd.net](http://www.conroeisd.net)). To request bus transportation for your child, choose "What Bus Do I Ride?" on the site to find your bus stop locations and times. Please help your child learn their bus number (numbers often change from year to year).

## Afternoon Dismissal

Unlike the morning arrival, our school **must** know how your child is going home for dismissal. **Please pick one regular mode of transportation.** Any deviation from this mode will need to be communicated to the school through a transportation change by emailing [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net) by 2 p.m. or sending a note in your child's backpack. Please see the Transportation Change section for additional details.

- Due to traffic flow and student safety, students will not be released after 2:30 p.m. from the front office. Please plan on checking out your child before 2:30 p.m.
- Our car rider line is typically completed before 3:25, so please plan to arrive prior to this time.
- As a way to increase security and efficiency across our campuses, Conroe ISD is implementing the SMART Tag ID system. All students will receive this tag which is used to scan the students out of the building. Please be sure this tag remains on your child's backpack all year.
- For Bus Riders, the tag records when and where students get on and off their bus as well as provides bus arrival notifications for school administrators and parents. For more information, FAQs can be found at <https://www.conroeisd.net/page/smart-tag>.
- For a replacement Smart Tag, please email [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net). Include in the email, your child's full name, grade, and teacher. **There is a replacement fee of \$2.00.** Payment will be made through School Cash Online.

### Afternoon Dismissal Options:

The following are options for getting your child home in the afternoon:

- **Biker/Walker:** All bike riders and walkers will be dismissed by the bike racks. If your child will be a biker/walker, 1<sup>st</sup> – 4<sup>th</sup> grade may bike/walk home independently. For the safety of our youngest students, we are requiring Kindergarten parents to carry the school issued car rider sign with them to pick up their child at the biker walker doors.



- **Bus:** Bus Riders will be dismissed in the front driveway. ALL kindergarten students must be met by an adult when they get off the bus. Students not met by an adult will be brought back to school until parents are reached. If after 3:45 p.m., any concerns regarding bus transportation should be directed to The Woodlands Transportation Center at 832-592-8800.
- **Car Riders:** Car riders will be dismissed in the back driveway. In order to pick up your child from the car line, you must have your car rider sign visible to staff. If you don't have a sign, you will be asked to go to the front office and show your ID. If you carpool, you will need all car rider signs to pick up students. You can take a photo of the car rider sign and use the photo in case of emergency. Please note this does slow down the car line process.
- **Daycare Pickup:** If your child typically attends daycare and will be absent for any reason, please notify the daycare. Daycare drivers will not leave without accounting for all children.

Thank you for sharing our concerns about safety and for helping us follow procedures allowing all children to arrive home safely.

## Car Line Rules for Arrival and Dismissal

Our daily priority is to get all students home safely and efficiently. Our car line dismissal process takes approximately 20 minutes. Here are a few car line rules for a smooth operation:

### Arrival

- Follow the direction of traffic.
- Please don't cut in line.
- Pull all the way up to #1. Do not stop by double doors.
- Your child will be exiting the passenger side of the car
- Have your child practice unbuckling their seat belts/car seats before the school year begins.
- Say goodbyes while you're driving up to the front of the line.
- Make sure your child is ready to get out of the vehicle when they need to be.
- Before you pull away, make sure your child is completely on the sidewalk.
- Please go through the line again if your child forgets something or is just not ready to leave the car. Lakeside Park is an option to park and walk your child up to the biker/walker door.
- Do not pass other vehicles in the carline.
- For your safety, please do not get out of your car. If your child needs help, roll down the passenger window and ask a staff member for assistance.
- No phones are allowed in the school zone.



## Dismissal

- For dismissal, every family is provided with two car rider signs. This sign must be visible to staff members. You can take a photo of the car rider sign and use the photo in case of emergency.
- Follow the direction of traffic.
- Please don't cut in line.
- Do not pass other vehicles in the carline.
- No phones are allowed in the school zone.
- Have your child practice buckling their seat belts/car seats before the school year begins.

## Transportation Changes

Transportation changes are only to be used in an emergency situation. Parents should send a note in your child's backpack or email [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net). **ALL TRANSPORTATION CHANGES MUST BE MADE PRIOR TO 2:00 P.M. ON THE DAY OF THE CHANGE.** You will get a receipt. DO NOT email the teacher. The note /email must include the date, child's full name, grade, homeroom teacher, and bus number, if applicable. Please send a new note / email for each day the change occurs; we cannot accept notes for multiple days or with multiple changes. Any emails received after 2:00 p.m. will not be seen until the following school day. District policy states that students may only ride the bus they are registered to ride; students may not have a transportation change to ride a different bus.

## Severe Weather Dismissal:

### This ONLY Affects Bikers/Walkers

Severe weather dismissal only affects Biker/Walkers. Biker/Walkers will become car riders for severe weather dismissal. Car riders, bus, and daycare dismissals remain the same. Severe weather notifications will be sent via School Messaging System by 3:05 p.m. Please opt-in for text message alerts by texting "Y" to 98900. You will receive an automated email/text message.

**REMINDER:** Every family is provided with two car rider signs. You must have this sign or a photo of this sign to pick up your child. Please make sure that the sign is visible to staff members. This is especially important on severe weather days.



On severe weather days, staff members are all hands-on deck making sure students are dismissed properly. We are unable to call your child to the front office during this time. We realize that dismissal takes a little longer on these days, but it is necessary to maintain an orderly and safe environment for our students.

**During a tornado warning, our school will shelter in place while students and staff are in our designated spaces. For safety reasons, we will not be allowing parents in the school during this time nor can we check your child out.**

## Rainy-Day Dismissal:

### Regular Mode of Transportation

If there is rain with no sign of thunder or lightning, or other severe weather, dismissal will proceed in the normal way. Please remember after 2:00 p.m. we cannot make transportation changes, and after 2:00 p.m., we are unable to check students out from the front office.

### Early Release Days

Conroe ISD has two (2) early release days this year. Buckalew students **will be dismissed at 11:55 p.m. on December 18 and May 27.** A modified lunch schedule will be implemented prior to dismissal. Students will eat lunch in their classrooms on early release days.

Regular dismissal procedures will be followed on these days. Please do not request to check your child out of school after 11:30 a.m. Transportation changes must be made by 11:00 a.m. on early release days.

### Checking Students In/Out

Anything that deviates from regular arrival/dismissal time will require you to check in/out your child from the front office.



- Only parents/guardians will be permitted to check out a student. All others, including emergency contacts, must have written consent from the parent/guardian, on that day.
- Parents must come into the front office to check students in and out. A government issued photo identification must be provided.
- Parents are not permitted to walk directly to the classroom to pick up a student. To maximize instruction time and minimize interruptions, students will be called down once parents have arrived in the front office with proper ID.
- For safety reasons, we do not allow students to be checked out after 2:30 p.m.
- The Emergency Card completed at the beginning of the school year is for us to be able to contact someone in a situation where we cannot get hold of a parent/guardian. It is not permission for those emergency contacts to check out a child, any time.

We appreciate your patience and understanding as we strive to keep our students safe while on our campus.

## Attendance

Regular attendance is very important. Every day is packed with learning and valuable instruction that cannot be reproduced at home. Please make vacation arrangements during holidays and weekends to avoid your child missing important classroom instructions.

**State law requires that children miss no more than 10% (18 days) of the school year.** Students that miss more than 18 days are subject to not being promoted to next grade level. The law goes on to state that it is the parent/guardian's duty to monitor the student's attendance and requires the student to attend school. It is important for students to remain in school until the close of each school day at 3:10 p.m. unless illness has caused a child to leave earlier.

### Tardies

Instruction begins at 7:55 a.m. each day. Students that arrive at school between 7:56 a.m. and 8:59 a.m. are tardy.

### Absences

**State attendance is taken each day at 9:00 a.m.** Students arriving after 9:00 a.m. will be marked absent for the day unless they have a signed note from a healthcare professional for an appointment that morning.

If your child is going to be absent, please contact the school attendance line at 281-465-3410 or send an email to [buckalewabsence@conroeisd.net](mailto:buckalewabsence@conroeisd.net). Please state your child's



full name, grade, homeroom teacher, date or dates of absence, and reason for the absence.

### **Medical Appointment**

If your child is arriving late or returning to school due to a medical appointment, please provide a health care provider's note upon entering the school to ensure your student is not marked tardy or absent for the day. If you need to pick up your child for an appointment, please do so **no later than 2:30 p.m.** The student will not be called from their classroom until you arrive at the school. Please plan accordingly.

### **Excused / Unexcused Absence**

When your child is absent, it must be coded as excused or unexcused. Schools are required to excuse an absence for the following reasons:

- Observation of religious holy days
- Attend a required court appearance
- Serve as an election clerk
- Appear at a governmental office to complete paperwork required in connection with the student's application for US citizenship
- Take part in a U.S. naturalization ceremony
- Attend a healthcare appointment (student must return to school the same day of appointment and provide a note from health care provider)

The CISD has additional criteria to determine an excused absence. The following qualify as excused absences:

- Personal illness
- Death of an immediate family member
- Medical treatment
- School sponsored activity
- Activity required by a probation officer or Human Services worker
- Visiting a parent who is an active member of the uniformed services and has been called to duty, is on leave from, or has immediately returned from a combat zone.

All other absences will be coded as unexcused. Outlined below is the policy Buckalew Elementary will follow when dealing with absences:

- Three or more absences will result in a system generated warning email
- Five unexcused absences will result in an attendance warning letter



- Between five and ten unexcused absences will result in additional warning letters and phone calls from one of the Assistant Principals, Principal, and/or Counselor. This will include a full day and “parts of a day.” That means arriving late or leaving early will count toward the child’s absences.
- If attendance does not improve, a court warning will notify the parent of the potential to be filed in a justice or municipal court. Parents may be criminally charged, or fined, if their child has another unexcused absence.

## Curriculum

Every parent is encouraged to visit the Texas Education Agency website [www.tea.state.tx.us](http://www.tea.state.tx.us). Curriculum for each grade level comes directly from the Texas Essential Knowledge and Skills available at this site. Though activities may vary, the curriculum taught in each classroom is the same.

Please take a moment to look over the sample STAAR released items available on the TEA site. You will be able to see an example of the test third and fourth graders will be taking in the spring. Classroom teachers will be working with your child to master all skills necessary. Please work closely with them to achieve this goal.

## Progress Reports/Report Cards

The school year is divided into four grading periods. Report cards and progress reports can be viewed electronically through Parent Portal. All students' final report cards will be mailed at the end of the school year.

For students in grades 3 - 4 to be promoted from one grade level to the next, students must maintain a 70% mastery in language arts and mathematics and either social studies or science. Students must be in attendance 90% of the total instructional days enrolled per year.

Each grade level will be sending completed assignments home weekly. Please be sure to review this work and your child's grades.



# Assessments/Testing

Buckalew students are exposed to ongoing assessments throughout the year, including MAP, interim assessments, CFAs, and STAAR testing. Please discuss any concerns with your child's teacher.

Third and fourth graders will take the STAAR math and RLA (reading/language arts) assessment. Exact dates for the assessment will be released in the fall semester.

Buckalew campus will be closed to visitors during the weeks of STAAR testing.

# Parent/Teacher Conferences

During the fall semester, all teachers will be contacting parents to schedule conferences using a sign up genius or other scheduling platform prior to our winter break.

Many times, your questions can be answered via email or a phone call. However, parents are welcome to request a teacher/parent conference at any time. Partner teachers often meet together so they can provide a comprehensive overview of the child's progress. To schedule a conference, please send an email to your child's teacher(s). Conference times are as follows:

**Teacher Planning/Conference Times**

Kindergarten	1:10 p.m. – 2:05 p.m.
First Grade	2:10 p.m. – 3:05 p.m.
Second Grade	9:15 a.m. – 10:10 a.m.
Third Grade	10:15 a.m. - 11:10 a.m.
Fourth Grade	8:10 a.m. – 9:05 a.m.
Specials	11:35 a.m. – 1:10 p.m.

\*\*\*Times are subject to change

# Student ID

All CISD students are issued a 6-digit ID number upon registration. This ID number is used to purchase lunch in the cafeteria, library checkout, bus registration, and parent access.

You can find the ID number on the student's previous report card from CISD. If you are a new student to CISD, the ID number was sent to you via email from the school registrar.



# Parent Access

Parent Portal is a free program available to all CISD parents/guardians that allows viewing of helpful information regarding student attendance, report cards, progress reports, daily grades, state test results, Students Achieving Excellence (SAE), discipline, and available lunch money. Parents may also sign up to receive an email alert when an assignment score is inputted or updated.

# Dress Code

Buckalew follows the CISD dress code as outlined in the CISD Elementary/Intermediate Student Handbook. The following guidelines are consistent with the CISD K-12 philosophy:

- **Shorts:** Types of shorts not permitted: bicycle shorts (unless worn under a dress/skirt), boxer shorts, cut-off shorts, and shorts that fit too tightly or do not provide adequate coverage. Since our students have PE, students are allowed to wear athletic shorts as long as they are long enough to provide adequate coverage during activities.
- **Shoes:** Please make sure your child has closed toed shoes every day. We want to keep your child safe during recess and PE, as well as in the classroom.
- **Shirts:** Tank tops or basketball jerseys with large arm holes must be layered with a t-shirt underneath. Off the shoulder or midriff shirts are not permitted.
- **Clothing** should not display obscenities, advertise alcoholic beverages, narcotics, or other prohibited substances, violence, weapons, and/or death.
- **Make-up** is not allowed.
- **Undergarments** must be covered at all times.
- **Hats or head covering** are not permitted unless for religious or medical reasons or designated school incentive days or as approved by the principal.

# Student Electronic Devices

If a student brings an electronic device (cell phone, e-reader, smart watch, etc.) they bring them at their own risk. The school is not responsible for any damage, lost, or stolen electronic devices. The expectation is that electronic devices are powered off or in silent mode when students enter the building and stored in a backpack until they exit the building. Cell phones



and smartwatches should not be used to capture video, audio, or images at school or on the bus.

If your child has a smartwatch or cell phone, you can help them by explaining the device expectations. If you as a parent need to communicate to your child, we ask that you communicate through our front office or the homeroom teacher directly.

Teachers will communicate with parents if there are times that personal electronic devices will be allowed to be used during classroom activities. Expectations for use will be communicated to students, and students will be monitored to ensure the devices are being used properly.

Students who do not comply with school procedures will have the device given to the assistant principal, who will contact the parent to discuss the concern and plans moving forward, and schedule a time for the device to be picked up. Please see CISD Student Handbook for further information on electronic devices.

## Lunch/Snack Guidelines

The CISD Child Nutrition website contains lunch/breakfast menus and prices, as well as information on applying for Free and Reduced Meal Program. Each student is provided with a lunch card that includes his/her PIN number (student ID). This card will stay at school. If you have questions regarding your child's account, please contact our cafeteria manager at 281-465-3467.

### Lunch/Recess/Active Start Schedule

Grade Level	Active Start	Lunch	Recess	Specials
Kindergarten	Tues., Thurs.	11:15-11:45	11:45-12:15	1:00-2:00
1st Grade	Tues., Fri.	11:50-12:20	12:20-12:50	2:05-3:05
2nd Grade	Thurs., Fri.	12:25-12:55	12:55-1:25	9:20-10:20
3rd Grade	Mon., Wed.	12:15-12:45	12:45-1:15	10:30-11:30
4th Grade	Mon., Wed.	11:40-12:10	12:10-12:40	8:10-9:10

\*\*\*Times are subject to change



## **Breakfast/Lunch Menu**

Please visit the CISD Child Nutrition webpage ([Child Nutrition – Conroe ISD](#)) for information regarding child nutrition, breakfast / lunch menus, prices, free and reduced meal programs, and prepay or check balance for school meals.

## **Paying for Breakfast / Lunch:**

Parents are encouraged to prepay for their child's meals. Prepayments can be made online [www.myschoolbucks.com/](http://www.myschoolbucks.com/). You will need your child's student ID to set up the account. Please allow up to 48 hours for payments to be applied to the account. There is a small fee per transaction to use the online payment system. Parents with existing accounts will receive an email directly from the company. Otherwise, you can provide cash/check (made out to Buckalew Elementary School).

## **Lunch with Your Child**

Lunch is an important social time for children and an important time to build friendships. To develop healthy social skills, we encourage parents to consider the frequency in which they join their child for lunch during the school year.

- Lunch reservations can be made by visiting the Buckalew website and clicking on the Student/Family Resources button on the home page. Lunch procedures are listed below:
  - a. There are designated parent/visitor tables. Only your child will be able to join you at the visitor lunch table.
  - b. We ask that you limit the number of lunch visitors to no more than two (2).
  - c. Parents are allowed to bring outside food in to eat with their child.
  - d. Non school age children must remain seated and supervised at the parent table.
  - e. Due to privacy, you may only take photos of your own child/children.
  - f. We encourage table manners for all students and visitors. Please practice respectful table etiquette. i.e. no horseplay, no leaving trash on the table, etc.
  - g. Due to known allergies, teachers/staff members will pass out birthday treats based on nutrition labels.
  - h. Please clean your area after you are done eating.

## **Snacks**

Please send a water bottle that can close and a healthy snack to school with your child every day.



## **Birthday Celebrations**

Parents may bring birthday treats for their child's class. Treats are distributed in the classroom after lunch time. Cookies are preferred and must be store bought with a nutrition label. Homemade treats, flowers, candles, and balloons are not permitted due to allergies, safety, and other concerns.

Please notify your child's teacher prior to the special occasion that you will be bringing in birthday treats for the class. Birthday treats can be brought in to the front office before 11:00 a.m.

Party invitations may only be distributed at school if your child provides an invitation for every child in the classroom or all girls/boys in the classroom. Otherwise, arrangements should be made to distribute invitations outside of school.

## **Recess**

Students attend recess daily. For the safety of our students, only Buckalew staff will be allowed on the playground. Students will participate in indoor activities when the weather outside is too hot/cold or if there is precipitation falling.

Please make sure your child has closed toed shoes every day. We want to keep your child safe during recess.

We ask that you do not interact with students from the fence line of Lakeside Park when children are on the playground. It is difficult for staff monitoring to differentiate who are parents and who are strangers engaging with students.

## **Drop Table**

We offer parents a courtesy of a drop table for forgotten items, which is located in the front office. All items are to be clearly labeled with the student's full name, grade, and teacher. Please work with your child to develop good habits of responsibility, helping them prepare for every day. Birthday treats will be served after lunch in the classroom. Please, send birthday treats individually packaged with nutrition labels.

**Student lunches and birthday treats should be dropped off before 11:00 a.m.** The lunch cart is taken down to the cafeteria at 11:00 a.m. Lunch delivered after 11:00 a.m. is not guaranteed



to be delivered to the cafeteria in time for your child's lunch period due to limited staff on duty at this time. Should this happen, your child can purchase a school lunch.

## Lost and Found

We have a lost and found area, and we encourage you to label all lunch kits, backpacks, jackets, etc. If your child's name is on an item, our PTO volunteers will check weekly to get those items returned to your child's class. Every nine weeks, if there is no name and an item has not been claimed, it will be donated to a local charity.

## School Clinic

Students will come to the school clinic if they become sick at school. Parents will be contacted if necessary. If the nurse is unable to reach the parent, emergency contacts will be contacted. Please make sure your emergency contacts are up to date.

Please visit with the school nurse if your child has any health concerns. It is important for the nurse to have updated information regarding your child's health. Notify the nurse if there are any changes related to allergies, medications, treatment plans, etc.

### Illnesses at School

If your child has a fever of 100 degrees or higher, he or she must stay out of school until they are fever free for 24 hours without fever-reducing medications. In addition, students with diarrhea illnesses or vomiting must stay home until he/she is diarrhea or vomiting free without medications for at least 24 hours.

### Crutches and Wheelchairs

Students who require the temporary use of crutches or a wheelchair at school must have an order from their physician.

### Medicine at School

- All medication must be kept in the clinic during the school day (including cough drops).
- Students are never allowed to bring or transport medication to school. Do not send medication in your child's backpack.
- Adults must bring any medications to the school clinic and sign a permission form before any medication can be given.



- Over-the-counter medication dosage must not exceed the dose recommendation listed on the bottle. Exception: If your physician, dentist, or orthodontist has directed a certain dosage to be given that is greater than that recommended on the bottle, a written order will need to be included with the written permission from the parent.
- Medication required “daily,” or “twice a day,” should be administered at home. Many “three times a day” orders should also be given at home unless the doctor requests a specific time during the school day.
- For students with allergy or asthma medications at school, please obtain an allergy and/or asthma action plan from your child’s doctor before dropping off the medication.

If you have questions regarding your child’s medical needs, please contact the clinic at 281-465-3409.

## School Counselor

Our school counselor provides assistance to parents, students, and staff. In addition to teaching weekly classes, the counselor assists students on an individual and group basis.

## Specials Classes

“Specials” is a term used to describe the rotations students take through Art, Music, Physical Education (PE), and Library. During specials, each class will follow a specific schedule. Teachers will explain the rotation and inform you of the schedule through their weekly newsletters.

### **Excuse from P.E.**

Physical education is an important part of a child’s educational experience and is required by State law. A written excuse is required in the event a child needs to be excused from participation in physical education. If he or she cannot participate for a period of more than 3 days, a doctor’s statement must be presented to the school. A note from the physician releasing the student to return to regular participation in physical education will also be required.



# Field Trips

The Buckalew PTO is sponsoring student field trips. Information will be sent home prior to the grade level's schedule event. Parents that are approved volunteers may be asked to chaperone. Chaperones are selected to adequately supervise the number of children attending. Chaperones may be required to ride the CISD school buses with the children to and from Buckalew or drive themselves following the buses. Students must ride the bus to and from Buckalew. To register as a volunteer, please visit the CISD Volunteer Website.

# Community Service

At Buckalew, we provide ways for the students to give back to their community. Each grade level has a community service project:

- **Kindergarten:** Coat Drive
- **1<sup>st</sup> Grade:** Pet Drive
- **2<sup>nd</sup> Grade:** Campus Beautification
- **3<sup>rd</sup> Grade:** Food Drive
- **4<sup>th</sup> Grade:** Toy Drive

The projects are at different times through the school year. Please refer to the school calendar or Buckalew Buzz for specific dates.

# Parent Teacher Organization (PTO)

The Buckalew PTO is a vital component at our school. Participation is a terrific way to support our school and meet people in our amazing community. You may visit the PTO website at [www.buckalewbearspto.com](http://www.buckalewbearspto.com) to join the PTO, order Buckalew spirit items, and to become involved in supporting your school. PTO volunteers work in all areas of the school, providing much needed assistance to our staff. It is important to remember volunteers must fill out a volunteer application on the CISD website each year.

PTO meetings are held monthly. Watch the Buckalew Buzz and on our social media sites for more information about dates, times, and location.



Our teachers and PTO volunteers are not permitted to distribute parent email addresses, phone numbers, etc. to help with the distribution of birthday invitations or other non-school related information. However, our PTO does maintain a student directory where parents may opt in or out of sharing personal information. Parents that have joined the PTO may access the information families opted to share at any time through their website.

