

Harker Heights Elementary Student Handbook 2024-2025



The Future Starts Here!

Harker Heights Elementary
726 S. Ann Blvd.
Harker Heights, Texas 76548
254-336-2050

Dear Parents,

Welcome to Harker Heights Elementary School, where our tradition of excellence spans generations! Our ongoing achievements are a testament to the collaborative efforts of teachers, parents, administrators, and students alike. We are committed to equipping every child with the tools to explore new horizons and fulfill their aspirations by striving for excellence in all endeavors. Together, we lay the groundwork for their future success, ensuring a sturdy foundation for their journey.

You can access the Harker Heights Elementary handbook conveniently on the Killeen ISD website, specifically on our school's homepage. Additionally, printed copies are available to facilitate your acquaintance with our school and its procedures. We encourage you to review this material thoroughly and reach out to us with any queries or concerns you may have.

At Harker Heights Elementary, we extend a warm invitation for you to visit our campus and engage with us. Should you wish to schedule a conference with a teacher, you can do so by visiting the office, leaving a message via phone, reaching out through our website's email feature, or sending a note to the teacher directly. Open lines of communication are essential for the social and academic development of our students.

Your involvement and support in your child's activities are highly encouraged. Please do not hesitate to share any concerns you may have regarding your child with us. It is our commitment to create a nurturing environment that fosters both social and academic growth, ensuring every child feels valued and accomplished. Our dedicated staff is here to serve you and your children, upholding dignity in every interaction and striving tirelessly for the educational excellence they deserve.

As we embark on this journey together, the entire Harker Heights Elementary community wishes you and your child a fantastic year ahead. With our collective efforts, we anticipate a year filled with progress and success.

Sincerely,

Dr. Tiphani Morris
Principal



Harker Heights Elementary School

726 South Ann Blvd. Harker Heights, TX 76548

Phone: 254-336-2050 Fax: 254-336-2073

Principal: Dr. Tiphani Morris

2024-2025 Home School Compact

I, _____ will strive to:

(Parent)

- Set high expectations for his or her achievement and dedicate time each day to help complete homework.
- Attend conferences and regularly communicate with my child's teacher.
- Get my child to and from school or the bus stop safely and **on time**.
- Include my child in opportunities for real world application of problem-solving skills such as cooking, paying bills, repair projects, etc.

I, _____ will strive to:

(Student)

- Follow school rules and expectations, participate in classroom activities, and take responsibility for my learning.
- Be responsible for my own behavior, set high expectations for myself, and respect those around me.
- Work hard to complete all assignments including homework to the best of my ability each day.

I, _____ will strive to:

(Teacher)

- Provide meaningful and differentiated instruction for each student.
- Communicate regularly and effectively with parents about student accomplishments, behaviors, and areas of improvement.
- Provide a positive, safe, and effective learning environment for all students.



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Parent Family Engagement Policy 2024- 2025

At Harker Heights Elementary, our mission is to provide an outstanding school where all members of the community realize that academics, character, and relationships are equally important for overall success. Our vision is to pursue our dreams with character, relationships, and academics to achieve our goals.

Staff Awareness: Each school year, the staff receives training to emphasize the value of parent and family members' contributions to the school. We highlight how to maintain communication, and work to build a partnership between staff and parents to ensure that all students are successful in their learning. We encourage parent and family participation on campus. Our staff is knowledgeable of the various parent programs and how they can encourage parent and family participation.

Annual Title 1 Meeting: Our annual Title I meeting is held in September of every school year. All parents and family members are encouraged to attend. At this meeting, we will provide information about Title I guidelines, our Campus Improvement Plan, the Parent Engagement Policy, the Home-School Compact, Parents Right to Know and how to be involved in your child's education. In addition, you will receive information about curriculum, academic assessments, and our latest STAAR scores.

Site Based Decision Making Committee (SBDM): At Harker Heights Elementary, we will have the SBDM Committee that will meet at least six times during the school year. The committee consists of elected members, administrative staff, and special interest groups. The SBDM committee will include at least one parent representative, a community member, a district representative, and a business representative. The committee will provide input on the Campus Improvement Plan (CIP) and assist in making decisions on how Title I funds are spent. We value your opinions and welcome all parents who would like to serve on this committee.

Title I Program Evaluation: Our Title I program is evaluated several times a year by our Site Based Decision Making Committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact the school at 254-336-2050. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year.

Volunteer Orientation: At the start of every new school year, and throughout the year, our volunteer coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact Harker Heights Elementary at 254-336-2050 or visit www.killeenisd.org/volunteer for further information.

Communication: We believe communication between home and school is a two-way street. We stay in touch with parents and family members in several ways: student planners, weekly take-home folders, flyers, campus marquee, SMORE newsletters, parent teacher conferences, HHES campus website, HHES social media pages, Connect-Ed automated phone calls, notes, letters, and emails. We have our staff walk the students outside each afternoon to build the face-to-face ongoing positive communication. We also have one required parent teacher conference in the Fall and Spring.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders, and student planners. We strongly encourage parents to contact the student's teacher when there is a concern so that we can work together for the good of the student. Written materials will be sent home in both English and Spanish.

Parent Family Member Learning: The state standards are continually changing. Our Monthly Family Nights will target ways to help parents, teachers and children work together with the curriculum standards for each grade level. We will help you understand the challenging Texas Essential Knowledge & Skills, give you information about STAAR and KISD assessments, explain how to monitor your child's progress, and how to work with teachers as a team to help your child. Additional information will be available to assist parents with staying current with technology to include sessions on how to use the programs, as well as sending hands-on activities and games home for extra practice.

Parent and Family Engagement Policy and Home-School Compact: The Harker Heights Elementary Family Engagement Policy and Home-School Compact will be reviewed by staff and parents each spring. Parents and family member input is a required part of this process. The parent policy is also made available during our Annual Title I meeting and is also available on our campus website. Your child's teacher will contact you soon to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement.

KISD Parent and Family Member Classes: KISD offers classes free of charge for English as a Second Language and computers. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at 254- 336-0240.

Revised May 2024

FIRST DAY OF SCHOOL

To make the first day of school more successful for your child, here are a few suggestions:

1. On Thursday, August 8th, we will have “**Meet the Teacher**” from 4:00 P.M. - 6:00 P.M., where your child can meet his/her teacher and leave school supplies in the classroom. The first day of school will be **Wednesday, August 14th**
2. Doors will open at 7:30 AM for students to eat breakfast. School begins at 8:00 AM. School will be dismissed at 3:30.
3. We will have staff members available in the halls to help the students during the first few days find their classrooms. Parents are invited to walk their children to class the first three days of school. *Following the first week, all students will walk independently to class. Parents must then drop off students at the front lobby.*
4. Harker Heights Elementary has limited parking! In order to maximize safety and space for walkers, riders and bus students, we have designated drop-offs and pick-up locations. With your help, all transportation runs much smoother. The front parking lot on Ann Blvd. is reserved for parent-guest parking and for riding student drop-offs. All driving parents are asked to use the front parking lot for child drop-off. The side parking lot on Bobwhite and the back parking lot on Harley are reserved for faculty parking. All daycare transporters are asked to pick up their students in the designated area on Bobwhite. Dove is reserved for bus transportation.
5. All children receive free lunch and breakfast at HHES. You may send a sack lunch should you prefer.
6. Be sure your child understands what to do **after** school. Your child’s teacher needs to know if your child is going to be riding a bus, be picked up by a daycare and which daycare, be picked up by an adult or older sibling, or walk home. 3rd-5th grade students may walk home and may pick up younger siblings. PK-2nd grade students must be picked up by an adult or older sibling. Any changes in the child’s regular schedule should be **IN WRITING** through a note to the teacher. Remember - school ends at 3:30 PM and your child should be picked up promptly.
7. Adults picking up students will be requested to present identification. This is each time in the office and each time there is a substitute at dismissal. Adults are asked to bring identification each day for picking up students. This is for safe dismissal of each child.
8. PK children will be dismissed from the PK playground on good weather days. K-2nd grade children will be dismissed from the Ann playground. Each grade level has a separate area, and each class has a separate line. 3rd-5th grade children will be dismissed from the Harley exits, if walking and the front exit if riding in cars. If you have a 3rd-5th grade student with a sibling that is in Kinder-2nd grade, they will be dismissed in the K-2 Ann playground location.

9. Bus students will be escorted to the bus loop by staff personnel. The bus loop is on Dove.
10. Daycare students will be escorted to the Bobwhite parking lot by staff personnel.

Please follow our dismissal procedures. Should there be inclement weather, all walking and car riding students will be kept in their classes until parents come to the rooms for individual pickup. We will safely transport bus students and day care riders to their locations prior to allowing parents down the halls.

11. You will also receive a letter from the teacher explaining classroom procedures and expectations. Each child at Harker Heights receives a take-home folder or agenda. This folder will contain daily homework assignments and communication from the classroom teacher. They also have space for parents to communicate with the classroom teacher. This is a valuable tool that will keep you informed of what your child is learning. **If you have any concerns or questions, please contact your child's teacher at 254-336-2050.**

ABSENCES

Regular attendance is essential for academic growth.

All school absences will be considered either excused or unexcused. It is suggested that parents keep a record of absences accumulated by their children for personal documentation. After three unexcused absences, a letter will be sent home. Please call the school at 254-336-2050 if your child will be absent for ANY reason. Our phone lines are open at 7:30 A.M.

The following is a detailed description of the reasons for student absences and what you, as a parent, need to do if your child misses school.

EXCUSED ABSENCES (Documentation required)

For an absence to be **EXCUSED**, a parent or legal guardian must provide the school with a written, signed excuse for the absence that corresponds to one of the reasons listed below. All excuses must be submitted to the attendance secretary within **five** days of the student's return to school or the absence will be UNEXCUSED. **Students are limited to ten parent notes each school year.**

Any student may be EXCUSED for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Medical or dental appointments (verified by physician)
- Wedding - close family
- Counseling by certified or state approved counselor
- Emergency leave with verification

- Military promotion or awards ceremonies
- Other unusual causes (subpoena, passport, military I.D.)

UNEXCUSED ABSENCES

Students who are absent with parental knowledge for reasons such as oversleeping, missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as **UNEXCUSED**.

When a student accumulates unexcused absences from school, attempts will be made to notify parents.

Additional information concerning absences can be found in the attached KISD Information Section.

ADMISSION TO SCHOOL

All students enrolling in KISD must have a birth certificate, current shot record, social security card and show proof of residency. To qualify for PK, the child must be 4 years of age by September 1st, qualify as ELL, be a military dependent, or qualify based on income. To qualify for kindergarten, a child must be 5 years of age by September 1st.

BICYCLES ON CAMPUS

Students may ride their bicycles to school, but **NO** bike riding is allowed on campus. All bike riders need to walk their bikes when on the school campus. Students who do not follow bicycle rules will lose the privilege of riding their bikes to school. Bicycles must be locked during the school day to the racks provided. The school will not be responsible for lost or stolen bicycles. Skateboards, scooters, and/or skates (including shoes with wheels) **are not allowed** on campus.

BREAKFAST AND LUNCH

Breakfast will be served starting at 7:30-7:55. Parents, grandparents, or guardians may not eat breakfast with their children. We have a short time frame to feed all of the students. This does not allow for extra personnel for breakfast.

Families can eat lunch with their children. We ask that guests eat at the designated table for families. Guests cannot go with children to the playground for recess after lunch. Again, this is to provide a safe environment for all our children. There are a few days during the year when parents, grandparents, or guardians cannot eat lunch with their children. We asked that guests not eat with students the first three weeks of school, so expectations and procedures are taught. These days are during STAAR testing weeks, district testing, and the district Thanksgiving meal.

All students at Harker Heights Elementary will receive free breakfast and free lunch. This is a special program provided by Killeen ISD through a federal grant. There will be a special application which is different than the traditional lunch application. **All children at HHES will**

need to complete this application and all children will receive free lunch and free breakfast.
Alacarte items may still be purchased like chips, ice cream, etc.

CAFETERIA PROCEDURES AND CONSEQUENCES

PROCEDURES

- Show good table manners
- Respect others
- Obey the staff on duty
- Talk softly

SPECIAL CONSIDERATIONS

Please do not send sodas, glass containers or candy with students for lunch. Junk food and candy are not healthy as supplements for a hot meal. Lunches from home cannot be refrigerated or heated.

RECESS

Recess will be built into the teacher's daily schedule.

CELL PHONES

Students may bring cell phones to communicate with parents but may not use cell phones during the instructional day. The instructional day is from 7:30-3:30. *If a child needs to call parents during the instructional day, they must do so from the office.*

CHILD ABUSE

The reporting of suspected child abuse is a state law that mandates teachers and/or administrators to contact Child Protective Services. Our school must abide by these laws and report anything suspicious when it comes to the health and welfare of our students.

CONTACTING STUDENTS

Messages or items for your child should be delivered to the front office. This will minimize classroom disruptions.

DELIVERIES TO SCHOOL

It is against KISD policy to make any commercial deliveries to students at school at any time. Delivery of flowers, food, balloons, and gifts by parents is not allowed during the instructional day. Please make arrangements for gift-giving to be done at home.

DISCIPLINE

A copy of the KISD Student Code of Conduct can be found on the KISD website. If you have any questions, please feel free to contact your child's teacher or a campus administrator. The best way to support student behavior standards is to communicate regularly with your child's classroom teacher.

SCHOOL EXPECTATIONS

- Be kind
- Be respectful of peers and adults
- Treat others as you would like to be treated
- Keep hands, feet, and objects to yourself
- Be prepared for class. Always do your best work.
- Follow directions when given

BEHAVIOR DEFINITIONS

Teachers will communicate class expectations with parents/guardians.

Fighting, bullying, horseplay, and any other acts that are not safe **will not be tolerated.**

EMERGENCY INFORMATION

Parents are required to keep all phone numbers and any emergency contact information up to date. Unfortunately, students sometimes become ill or get hurt during the school day and it is critical that we have updated contact information.

Student Registration Cards contain information regarding who can gain access to the child. Both biological parents have access to the child. Legal documentation is required to withhold a biological child from access at the school. The remaining emergency contacts are at the discretion of each parent. These need to be local contacts with accessible phone numbers. Should there be an emergency, these contacts are critical for your child's needs.

GRADING PROCEDURES

Grades are reflective of student performance based on classroom work. All teachers in KISD use the same computerized grading system and follow the KISD grading policy. Parents can access grades through Home Access. Please contact the front office to set up your account.

Students will receive grades as indicated below:

A/E	Excellent	90-100
B/S	Above Average	80-89
C/N	Average Progress	70-79
F/U	Unsatisfactory	69 and below

ITEMS NOT ALLOWED AT SCHOOL

- Pets, by adults or children (including pets on a leash)
- Electronic Games or Trading Cards
- Items looking like weapons or defensive in nature
- Skateboards, Roller Blades, Roller Skates, Scooters
- Make-up or Play Tattoos
- Chewing Gum or Candy
- Carbonated Beverages
- Toys brought from home

****Confiscated items will be returned to the parent upon conference with teacher or administrator.**

LEAVING CAMPUS

Once students arrive on campus, they may not leave before 3:30 PM unless they are picked up by their parent or guardian. Adults will be asked to show photo identification. **This procedure is for the protection of our students. If a relative or person other than parent is to pick up a child for an appointment, the parent must write a note or contact the school notifying us of this request.**

STUDENTS WILL NOT BE RELEASED FROM 2:45-3:30. The state of Texas requires children to receive 75,600 minutes of instruction yearly. As a result, students will not be dismissed after 2:45 pm unless it is for a doctor's appointment or an emergency.

MEDICATION POLICIES

Written permission for administering medication must be provided by the parent, legal guardian, or other person having legal authority of the student. The parent will be responsible for obtaining written permission from the physician.

The medication must be in the original container with the prescription label containing the student's name, name of the medication, dosage, date, and time(s) for the medication to be administered.

It is **against** the policy of the Board of Education for school personnel in KISD to store, provide, or administer over-the-counter medications, such as aspirin, cough drops or throat lozenges, to students.

A student will be sent home if he/she has a temperature. The student may **NOT** return to school that day and must be fever free for 24 hours before returning to school.

We will contact the parents for all emergencies and concerns. For further information, see the KISD Information Section of this handbook.

PARKING

Visitor parking is located in the Ann Parking Lot. It is unlawful to park in the bus loading zones, the day care loading zones, faculty parking lot or the emergency vehicle zones. Please do not park in the daycare or businesses on the streets surrounding the school. The businesses around the school have requested that we do not use their parking areas for school use. However, Cathedral of Deliverance and Praise on Harley provides us with additional spaces for parking. If there is a church function at this location, please be mindful of not parking in this area during that time. Please respect their property and space.

Please do not park on Dove as this is for bus transportation. The area on Bobwhite used for day care vehicles. The businesses on Bobwhite and Ann are not appropriate places for parking for school activities.

We know parking is very limited at HHES. Please be patient at arrival and dismissal times. It takes 15 minutes max for us to completely release all students safely to parents in the afternoon. We will keep your child safe with us until you can maneuver through the traffic and parking lot.

When dropping off children, please either allow students to exit the car in the lane closest to the building on the passenger side or walk the student across the parking lot. Please do not allow children to walk without your supervision through the parking lot.

After 3:45, students that are not picked up will be brought into the main office. At this time, parents will have to come to the office and sign out their children.

PARTIES AT SCHOOL

Classroom parties will be held during the school year for Christmas and Valentine's Day. If you would like to help your child's teacher with the parties, please let the teacher know.

KISD restricts the distribution of home-baked goods to children at school. Therefore, please be sure all food items for parties are store-bought and packaged.

Birthday parties are not allowed at school; however, you may send in a store-bought class treat on the day of your child's birthday. Parents may send treats to be distributed to the whole class at the end of the instructional day. Please limit this to store-bought cupcakes or cookies and drinks.

Party invitations may be distributed at school only after 3:15, so it will not interrupt the instructional day. Please make sure all children in the classroom receive an invitation.

PE and RECESS

If you have a medical note that excuses your child from P.E., your child will also be excused from recess. This is for the safety and health of your student, so he/she does not further hurt or injure themselves. Students need tennis shoes for P.E. and recess.

PETS

Please **do not** bring your pets on campus. This is for the safety of both the children and your pets.

PICTURES

School pictures are normally taken twice a year. Individual pictures are taken in the fall semester. Class group pictures are taken during the spring semester. Notices will be sent home the week prior to pictures being taken.

SCHOOL HOURS

8:00 AM – 3:30 PM

PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL BEFORE 7:30 EACH MORNING. BEFORE THIS TIME, THERE WILL BE NO STAFF MEMBERS ON DUTY.

If your child needs to be at school before 7:30, YMCA is hosted on campus and opens at 6:00 A.M. and closes at 6:00 P.M. Please make arrangements with them for childcare service. Students arriving after 8:00 are tardy. Parents must walk students inside the building after 8:00 and register them with attendance personnel.

SPECIAL EDUCATION

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students with difficulty in the regular classroom should be considered for tutorials and other support services available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If an evaluation is needed, the parent will be notified and asked to provide consent for the

evaluation. The district must complete the evaluation and the report within 45 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parents.

If the district determines that an evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: _____ School Administrator or Diagnostician _____

Phone Number: _____ 254-336-2056 _____

STUDENT DRESS

According to KISD'S district policy, Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**.

The school administrator determines acceptable characteristics of neatness, cleanliness, grooming, and safety, which are consistent with the dress code standards. Students who are considered to be in violation of the dress code will be advised by the school administrators and will be given a chance to comply.

Parents, please remember that elementary students are involved in many activities, i.e. P.E. or playground time; therefore, it is recommended that girls wear shorts under their dresses. It is also recommended that students wear tennis shoes so they can participate appropriately in physical education and recess activities.

At Harker Heights Elementary, we follow the KISD Student Dress Code. Please refer to the KISD website for guidelines for student dress.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Morning Procedures

Students who ride the bus enter the building from Dove and they are directed to breakfast.

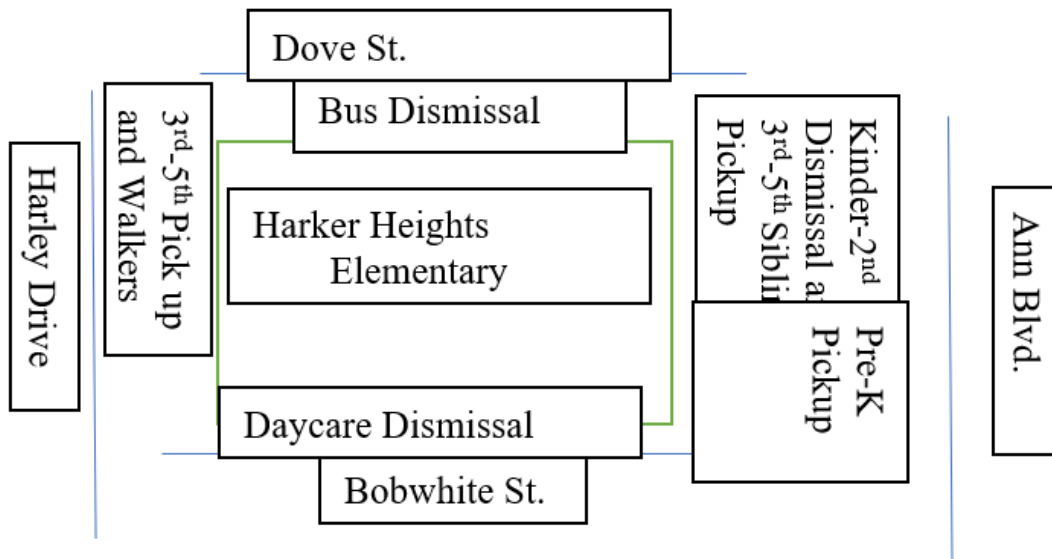
Students who walk or whose parents bring them to school enter the building through the front doors. If parents need to come inside, they must use the Ann Parking Lot.

Afternoon Procedures

Students who ride the bus are escorted by teachers/instructional aides to the bus loop on Dove. Students are assigned to specific buses.

Students who walk or whose parents pick them up are released at 3:30. PK-2nd grade students are escorted to their lines on the Ann playgrounds by their teachers. 3rd-5th grade students who walk are either dismissed out the Harley exit or are walked to the Ann playground to pick up siblings. 3rd-5th grade students whose parents pick them up will walk to the Harley parking lot. 3rd-5th grade students who pick up siblings will walk to the Ann playground.

Parents or adults designated for pickup must bring identification each day. Teachers will not release children to adults without identification. Substitutes are directed to check identification before releasing students. For this reason, bring identification each day when picking up children.



VERY IMPORTANT: FOR YOUR CHILD'S SAFETY It is important to write the teacher a note when you make different arrangements for your child to get home.

TARDIES

The school day begins promptly at **8:00**. Students arriving later than **8:00** will be considered TARDY. You must walk your child into school and sign them in.

VISITOR CHECK-IN

It is the Killeen Independent School District policy to check visitors at the front office of the school they are visiting. A valid photo ID is required to receive a HHES visitor's badge. This badge must be worn and be visible while conducting business in the building. Please be patient when you are asked to sign in and get a visitor's badge. **This is for the safety and protection of all students!**