

HAYNES ELEMENTARY SCHOOL

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2020-2021

Parent and Student Handbook

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Colors: Gold and Black

Parent/Student Handbook

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Dear Parents,

Welcome to Haynes Elementary School! This handbook has been prepared to assist you in becoming familiar with the policies of Haynes and the policies of the Killeen Independent School District. We feel parents share our concerns and goals for their children and want to be informed.

In this handbook, you will find the expectations for the education of your child and an explanation of the services we offer. We hope that you find this information useful and helpful in answering questions that may arise during the school year. If you have questions after reading it, please feel free to call 336-6750 or come by the school.

At Haynes, children are our top priority. We are working to ensure that the coming school year will be the best one possible for your child. The faculty and staff will be working together to foster an atmosphere that will encourage your child to look forward to each school day and perform at his/her maximum potential. Safety is very important to us as well as academics, and many procedures and policies are created to ensure all students are kept safe at Haynes. This is something we are constantly working on with our ever-changing society.

As the year progresses and our enrollment increases or a teacher resigns, it may be necessary to hire new teachers and create new classrooms. As a result, your child may be selected to be assigned to a new classroom.

Good communication between parents and school will help make this a successful year. We encourage you to be actively involved in your child's education and in school activities at Haynes. Our door is always open. Please come talk with us, ask questions, visit our classrooms, and become a part of our school.

We look forward to serving you and your child throughout the school year. We are happy to have your child here. We expect this to be our best year ever. We feel confident that, with all of us working together, this goal will be accomplished. Please let us know if we can help you or your child in any way.

Sincerely,

Angie Donovan, Principal

After School Activities

After school activities are a privilege and are not required. Students are expected to obey school rules to maintain a safe learning environment. Siblings of those students who attend after school activities are not permitted to stay after 4 PM unless they are involved in other school activities or YMCA. If your child does participate in an after-school activity, we ask that he/she be picked up on time. Students who are repeatedly picked up late may be dismissed from their after-school activities.

Arrival and Dismissal Procedures

During the first week of school, parents may walk students to class without signing in at the front office. Staff members are on duty for the protection of the students and to provide help when needed. After the first week of school, parents wishing to enter the building are required to sign-in at the office.

Arrival Procedures

Bus Riders and Daycare Vehicles: Arrival begins at 8:00. Buses drop off students at the back side of the building. They may enter the building, eat breakfast, or continue to their designated areas. Daycare Vehicles drop off students on the North-side (Daycare Loop) of the building.

Walkers/Bike Riders: Students may enter through the front door **AFTER 8 AM**. If students are using the back crosswalk on the north side of the school, off of Breeder Ln., they may enter through the back of the building by the bus loop until 8:20AM.

Car Riders: FOR YOUR CHILD'S SAFETY - DO NOT DROP YOUR CHILD OFF **BEFORE 8 AM**.

Parents dropping off students should use the drop-off loop in the front of the building in the designated drop-off area. The loop is a no parking area. Please remain in your car and keep the traffic moving. Please follow the instructions of the staff members on duty. They are there to ensure the safe and speedy drop-off of your child(ren). **DO NOT** park where the curb is painted red, as this is a fire lane and you may receive a ticket. Also, **DO NOT** talk on your cell phone on school property, as you can receive a ticket for this as well. We care about your child and want him/her to be safe. Please help us in doing this.

Parking Lot Drop-Off: For the safety of your child, DO NOT use any of the parking lots to drop off students. Please park your car and walk your child to the door of the school. The parking lots are very dangerous and caution should be used at all times. Please use the sidewalks and crosswalks at all times and follow the directions of our staff on duty. The staff is there to protect you and your child.

Back Parking Lot: Parents should not use the back parking lot or back bus loop. This area is for staff parking and buses only.

Parents Entering the Building: Parents will not be allowed to enter the building with students from the back or side entrances of the school. If you wish to enter the building, please enter through the front door and sign-in at the office.

Before School

Breakfast will be served each morning from **8:00 to 8:20**. After eating breakfast, all students will proceed to the hallway outside of their classroom. A teacher from each grade will be on duty to supervise your child.

****Because we are concerned about the safety of our students, they should not arrive **before 8:00 AM**. Staff members are not on duty before that time to provide supervision.****

If your child is invited to before school tutoring or clubs, please be sure to arrive on time. Teachers are unable to wait at the front doors for late arrivals. If your child is late to the activity, please ensure their safety by remaining with your child until they are admitted into the building. You may have to wait until 8:00 AM.

During School

Once students arrive at school, they are not allowed to leave campus unless they have been properly signed out through the office by a parent or guardian. Please note that only those people whose names are listed on the registration card will be allowed to sign a student out of school. If someone else is to pick up a student, the parent must send in a written and signed note or give consent in person in the office. If you need to pick up your child from school during the day, you must come to the office to sign him/her out **and provide a photo ID**. Please make sure to drop off any items your student needs to the office prior to 10:30 AM. These items may be things such as lunch, lunch money, homework, shoes or clothing, cupcakes, etc.

Dismissal Procedures

Change of Dismissal: Upon enrollment, parents establish the student's mode of dismissal. All changes in dismissal must be made in the front office using the dismissal form a letter in writing to the classroom teacher is acceptable for a change lasting one day only. Changes to dismissal procedures must be made by **3:00 PM** on the day that the change will take place. The front office will be closed from **3:15-4:00 PM**.

Bus Riders: Staff will escort students to the bus. The main bus loop is located at the rear entrance of the building by the cafeteria. Bus riders MAY NOT change the way they are going home unless the teacher has a written note from a parent or guardian. Students may only ride the bus they are assigned to ride. Cars are **not** permitted in the bus loop. Changes to dismissal procedures must be made by **3:00 PM** on the day that the change will take place. The front office will be closed daily from **3:15-4:00 PM**, and **1:15-2:00 PM** on early dismissal days.

Daycare Students: Students riding daycare buses must have the daycare listed on their emergency card in the office. Daycare students will go to the gym at 3:45 PM to their designated daycare line. Daycare vehicles will pick students up from the north side of the building at the daycare loop. After attendance is taken, the daycare staff will escort students out to their daycare vehicles. Students who have not been picked up by **4:10 PM** will be returned to the front office where the daycare driver will have to enter the building to sign out the child(ren). Changes to Dismissal procedures must be made by 3:00 PM on the day that the change will take place. The front office will be closed from **3:15-4:00 PM**.

Parent Pick-Up: Students riding home with a parent/guardian may be picked up from the grade level's designated dismissal area outside. Please see the dismissal map on page 7 for your child's specified dismissal location. Staff will be present to assist with the orderly process of releasing students safely. Parents are asked to line up in a single file line, so teachers can verify IDs and safely dismiss students.

Parents must park their car in the parking lot and walk to pick-up their child at the designated dismissal location. Our parking lot gets full very quickly; parking attendants will assist you in locating an available spot. Please remain in the parking lane until you are asked to pull forward. Traffic will flow in one way. For your safety, and in order to ensure that traffic flows, we ask that you legally park your vehicle when loading and unloading. Handicap spots are reserved for those with a permit or disabled vet plates.

Pre-K-Kindergarten students who have not been picked up by 4:00 PM and 1st-5th grade students who have not been picked up by 4:10 PM will be returned to the front office where the parent/guardian will have to enter the building to sign their child out. Please make sure that the person picking up your child is on the registration card in the office and is prepared to **provide a photo ID**. If the person is not listed on the registration card, the child will not be released. Changes to dismissal procedures must be made by **3:00 PM** on the day that the change will take place. The front office will be closed daily from **3:15-4:00 PM**, and **1:15-2:00 PM** on early dismissal days.

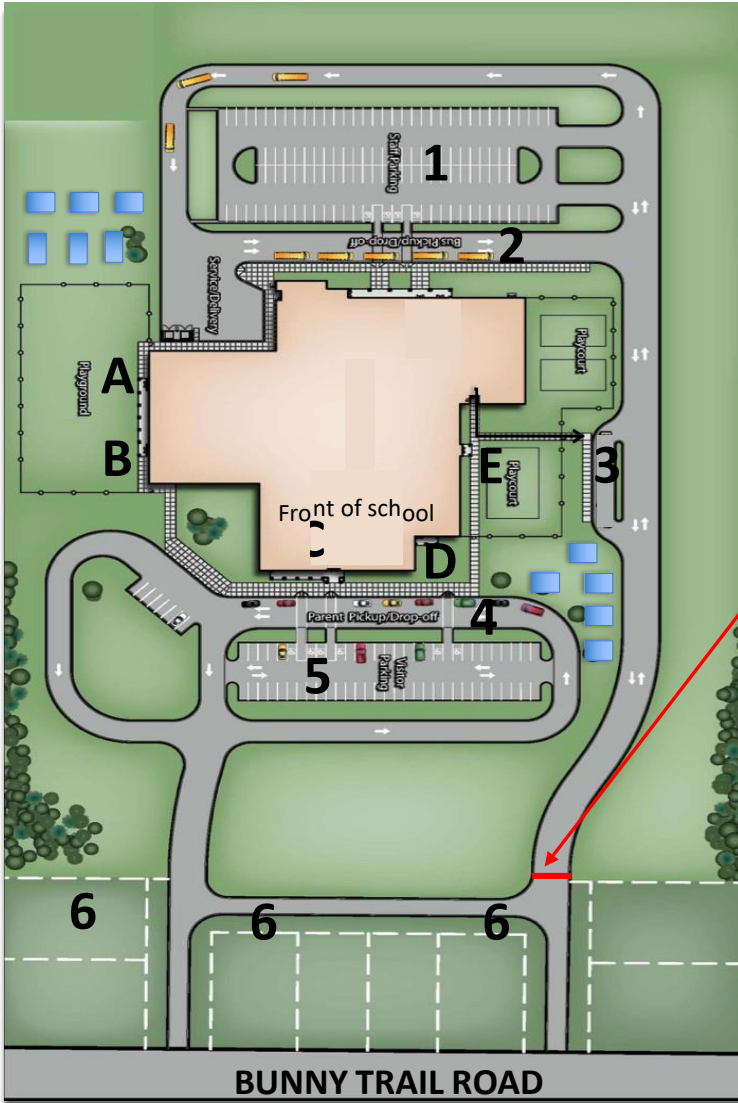
Walkers/Bike Riders: Students who will be walking or riding bikes home will exit through the side of the building where staff will escort students to the crosswalk. Students with siblings will be matched up in the sibling walker room, prior to dismissal. Students who live to the north of the campus will use the crosswalk behind the school. Students living to the east of the school, will cross together at the northern most crosswalk on Bunny Trail. Students who live south of the school will be escorted to the stop sign on Bunny Trail. Staff are responsible for student safety until the students leave campus; Parents are not permitted to remove children from the walker line. If parent pick up is needed, please come to the front office prior to dismissal and make an official change of dismissal. For safety reasons, it is recommended that students in PK-1st grade be assigned to parent pick up.

YMCA: The YMCA offers daycare before and after school. They provide daycare for Haynes Students from 6 AM – 6 PM in the Haynes Cafeteria. Please park in the back parking lot when picking up your children. Cars are **not** permitted in the bus loop. Changes to dismissal procedures must be made by 3:00 PM on the day that the change will take place. The front office will be closed daily from 3:15-4:00 PM, and 1:15-2:00 PM on early dismissal days.

You may contact a YMCA representative @ 634-5445 for details.

Severe Weather Dismissal: If there is a severe weather warning with lightning and/or high winds at dismissal time, NOT just raining, “severe weather dismissal” procedures will be used. HES administration will not determine this until 3:15 PM. When this decision is made, an announcement will be made over the intercom system, and a ConnectEd call will be made to parents. If it is decided that “severe weather dismissal” procedures will be used, students will move to a designated location for each grade level. Pre-kindergarten and Kindergarten students will stay in their classrooms. First grade students will be in the lower first grade hallway. Second grade students will be in the upper 1st grade hallway. Third grade students will be in room 101. Fourth grade students will be in room 100. Fifth grade students will be in the library. Bus, daycare, and YMCA students will be lined up and dismissed using their regular procedures. Parents may enter the building through the front doors of the school at 4:00 PM and will be allowed to go to the designated location and collect their child. Parents will be required to show identification. Walkers will then be released out the front doors to walk home, except for the students that walk out the back to the walkway joining the neighborhood beside the school. Please see the map on page 8 for more details.

HAYNES DISMISSAL MAP



1	Employee Parking
2	Bus Drop & Pick Up
3	Day Care Drop & Pick Up
4	Car Rider Drop Off Loop (AM ONLY)
5	Parent/Visitor Parking Car Rider Pick Up
6	Overflow Parking Additional Car Rider Pick Up

**Staff Only/No Visitor Entry
from this point
to the back parking lot
between the hours of
8:00AM-4:15PM.**

A	Kinder Parent Pick Up
B	Pre-kinder Parent Pick Up
C	3rd, 4th and 5th grade Parent Pick Up *Under the canopy at the front entrance
D	1st Grade Parent Pick Up
E	2nd Grade Parent Pick Up

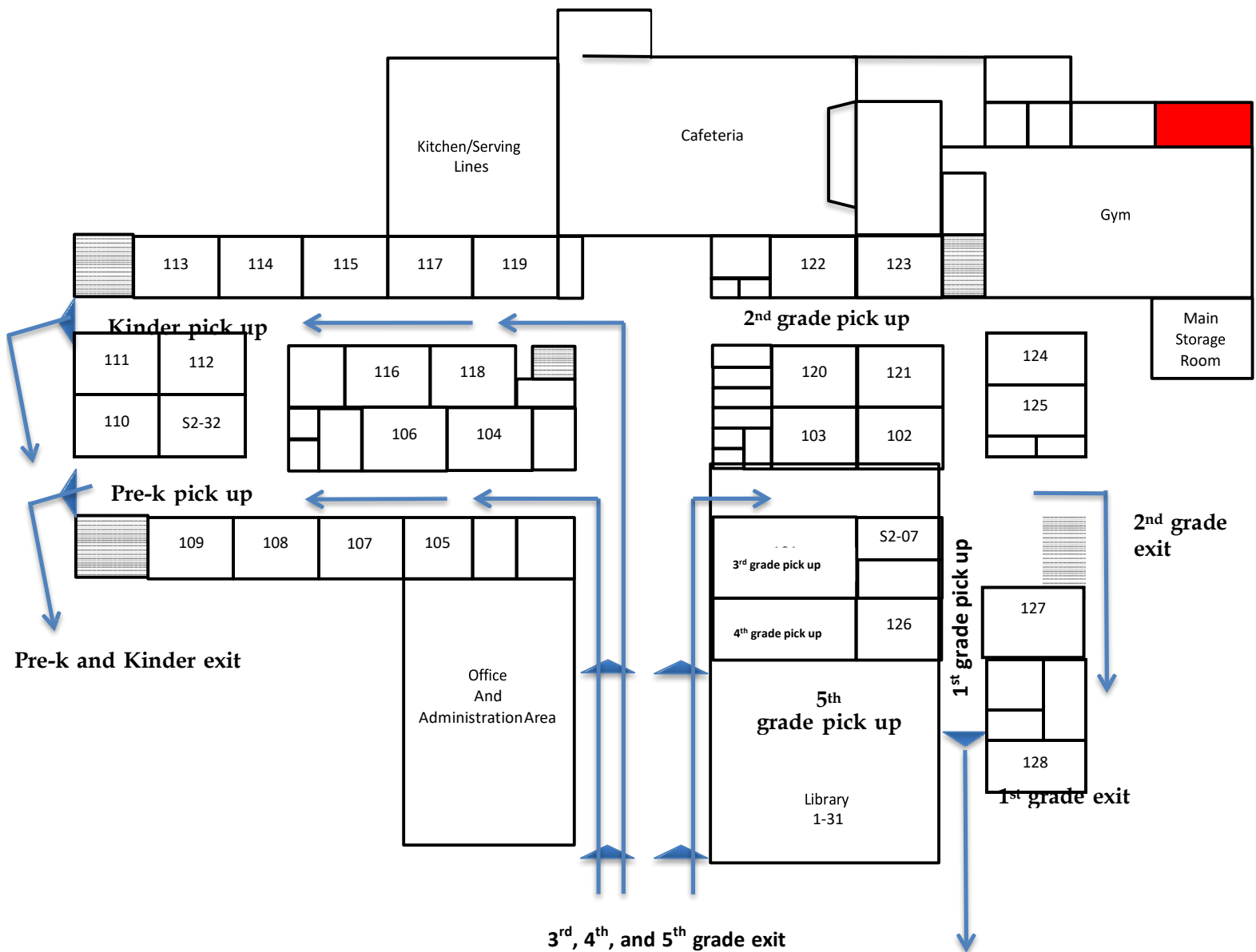
DISMISSAL NOTES:

Bus Riders: Students will be escorted to their bus loading area and monitored until departure.

Day Care: Students will be picked up from their assigned station and escorted to their Day Care vans.

Car Riders: To ensure a smoother dismissal, we ask that you park your vehicle and walk up to your child's grade level assigned area for pick up. Parents can park in area 5. Overflow parking will be in area 6, when needed. Pre-Kinder and Kinder will be dismissed at 3:45 pm; 1st and 2nd grade will dismiss at 3:50 pm and the rest of the grade levels will be dismissed at 3:55 pm.

We thank you in advance for your patience and understanding!!



Haynes Elementary School Severe Weather Dismissal Plan

Attendance/Absences

Regular attendance is extremely important to the academic achievement of your student. State law TEA Code requires an official record of each student's attendance. When your child is going to be absent, please call **(254) 336-6752** as soon as possible. Leave your child's name, his/her teacher's name, and the reason for the absence on the voicemail or with a secretary. If you have not called by 9:00 AM, we will call you to verify the absence.

When your child returns to school, please send a written note including the following:

- Student's full name
- Date of absence(s)
- Full explanation of absence
- Teacher's name
- Parent/Guardian signature

Bicycles, Scooters, and Skateboards

Students may ride bicycles to school only with parent permission. Bicycles are to be parked and locked in the racks provided and are not to be ridden during the school day or on school property. Bike riding students must **WALK** their bikes while on school property (parking areas, crosswalks, sidewalks, etc.). All bicycles should be marked, engraved, labeled or otherwise identified with the student's name, home address, or other identifying information. It is the responsibility of the student to maintain his/her lock. **SCOOTERS, SKATEBOARDS, and MOTORIZED BIKES MAY NOT BE RIDDEN TO/FROM SCHOOL.**

Bus Transportation

Riding the bus is a privilege that the Killeen Independent School District allows its students. Students are expected to abide by the transportation rules and behave properly and safely on the bus. Students who repeatedly abuse this privilege may be suspended from riding the bus. For a complete list of rules, see "Bus Rider Rules and Regulations" in the KISD Information Section of this handbook.

*****PK & K Bus Riders:*** Students in Pre-K or Kindergarten who ride a bus **MUST** be met at the bus stop daily by an adult authorized person designated by the child's parent/guardian. This adult **MUST** show an identification card to the bus driver.

*****Bus Eligibility:*** *Only students living more than one mile from school are eligible for school bus transportation. **TRANSFER STUDENTS DO NOT QUALIFY FOR BUS TRANSPORTATION.**

***KISD policy states that students MAY NOT:**

- Ride the bus to their sitter's home.
- Ride the bus to a child care provider.
- Ride the bus to a relative's home.
- Ride the bus to a friend's home.

*Students are expected to follow the KISD Code of Conduct when riding on the bus. Failure to follow the bus conduct and safety rules will result in the loss of the privilege of riding the bus.

- 1st bus referral = warning
- 2nd bus referral = 1 lunch detention

- 3rd bus referral = bus suspension for 1 week & Student Code of Conduct violation report
- 4th bus referral = 1 day ISS & a Student Code of Conduct violation report
- 5th bus referral = Bus suspension for 2 weeks & a Student Code of Conduct violation report

TRANSPORTATION CHANGE INFORMATION - PLEASE READ AND RESPECT

If your child normally rides the bus and you wish to pick up him/her instead, please write a note to the classroom teacher informing him/her of this change. You may also come to the office and change the mode of transportation in person.

Please do not ask the office staff to make transportation changes with only a telephone call. We are not able to verify the identity of the person making the call and thus cannot ensure that this is indeed someone with authorization to make transportation changes. Please do not email your child's teacher to make transportation changes. The teacher may have a substitute that day and will not receive the message. Please do not come late in the day with a request to "pull a student" off the bus at the last minute.

For your child's safety, transportation changes cannot be made after 3:00.

Unless a student has a note from the parent, he/she will go home as usual.

Cafeteria

Students enjoy their meals and eat more when the cafeteria is organized. Music will play in the cafeteria during both breakfast and lunch. The music will play for ten minutes and then turn off for five minutes. During the five minutes of no music, students are permitted to talk using a quiet, calm voice. When the music turns back on, talking will cease for ten minutes while the music is playing.

Students have the following additional responsibilities while in the cafeteria:

1. Practice good table manners.
2. Follow directions given by adults.
3. Grades K-5 stand behind the next available chair until you are asked to sit.
4. Eat first then talk with quiet, table-conversation voices.
5. Sit correctly in your chair and do not leave without permission.
6. Raise your hand for help.
7. Eat only the food on YOUR tray or in YOUR lunchbox. Do not trade food with other students.
8. Keep your hands, feet, and other objects to yourself.
9. Walk! Save running or skipping for outside activities.

Our lunchroom assistants do an excellent job of monitoring the safety and comfort of your child during lunch. It is imperative that students listen to the adults in the cafeteria as it is a safety concern if the noise level becomes too loud in the cafeteria. Please talk to your children about this.

Notes will be sent to remind parents when their child's lunch account is low. You may add money to your child's account by placing money/check in an envelope and leaving it in the front office or giving the money/check in an envelope to your child to give to the teacher. Another option is to set up an account for your student at www.schoolcafe.com. Full price breakfast is \$1.50, full price lunch is \$2.50, reduced price breakfast is \$.30 and reduced price lunch is \$.40.

Free/Reduced Lunch Applications: Applications for free/reduced lunches are available in the office as well as

on the KISD website. A new application for the free and reduced meal program must be filled out EACH year (one per family). For further questions, please contact School Nutrition at 254-336-0775.

FOOD ALLERGIES: Should your child have any food allergies, the cafeteria requires a doctor's diet statement listing food allergies and what foods can be substituted. The cafeteria is not able to prepare something different for your child without this form. Please check the menu every day to see what is being served. If we do not have the dietary statement for your child and a food item he/she is allergic to is being served, your child will need to bring a lunch until we receive the diet statement. The physician's statement **must be specific** and identify:

- Medical or other special dietary needs that restrict the child's diet.
- Food or foods to be omitted from the child's diet.
- Food or choice of food that must be substituted.

If you have any questions, please contact the cafeteria at 336-6771 or the clinic at 336-6762.

Campus Security

For the safety of our students and school, all exterior entrances, other than the main entrance, are locked during the day. **All parents and visitors must enter the school building through the main entrance, sign in at the office and wear a visitor's badge at all times while in the building.** We maintain a 100% ID check policy for all visitors.

Cell Phones

Although students are permitted to bring cell phones to school, the phones must be turned off and remain in the student's backpack while on school grounds. Also, **DO NOT** talk on your cell phone while driving on school property.

Mobile cell phone watches / Kids Wrist Watch Phones: Although students are permitted to bring cell phones to school. Wrist Watch Phones must be turned off and remain in the students backpack while on school grounds.

Changes to Emergency Card

All changes to your child's emergency card must be made in person. We will not make any changes of information on your child's emergency card over the phone. **Please inform the Haynes staff as soon as possible of new phone numbers or contact information so that you can be reached in the event of an emergency.**

Checking a Student Out Early

For the safety of our students, we have a **100% ID check** policy. This includes parents, guardians, baby-sitters, emergency contact persons, etc. **Each MUST provide a photo ID** and their name **MUST** appear on the student's **enrollment card when checking a child out early for the day**. This procedure will be used every time a child is picked up. Students will only be released to authorized persons. You may change the information on his/her card at any time, but it must be done in person only, not over the phone. Additionally, please **DO NOT** call the office and ask that a child be waiting for you. We cannot be sure how long it will take you to arrive at the school and cannot verify a person's identity over the phone. Further, every minute of instruction is too important to lose while waiting for you to arrive.

The State of Texas requires children to receive seven hours and fifteen minutes of instruction daily and Haynes Elementary upholds this requirement. As a result, students will not be dismissed from class between 3:15 and 3:55 without an appointment document verifying the need to leave school early. The last few minutes of the school day are crucial. Teachers are reviewing concepts and preparing students for dismissal. This is the busiest time of day within a classroom and requires focus on behalf of the teacher to maintain the safety of all students. **Thank you for working with us to ensure that the last minutes of every school day are safe and productive.**

Child Abuse

The reporting of suspected child abuse is a state law that teachers and administrators must follow. Our school is dedicated to the health and safety of your children and abides by the state law. As stated under Section 261.302 of the Texas Family Code, the Department of Protective and Regulatory Services has the right to interview the child "at any reasonable time and at any place including the child's school."

Clinic

1. Please do not send your child to school if he/she is sick with a temperature of 100.0 or greater, vomiting, diarrhea, possible pink eye, or head lice.

2. Students with temperature 100 degrees and greater will be sent home and excluded from school until they are fever free without the use of fever suppressing medications for 24 hours.

Killeen ISD follows Texas Administration Title 25 for Diseases requiring exclusion from school.

Texas Department of State Health Services has updated TAC Title 25, Part 1, Chapter 97, Subchapter A, Rule 97.7 and Rule 97.1- Diseases Requiring Exclusion from Schools and Definitions located at the following webpage.

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=A&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=A&rl=Y)

3. Please provide the school with your phone numbers (home, work, and cell) and emergency contact phone numbers. We want to make sure we can reach you if your child is sick and, most importantly, in case of emergency.

4. If your child is showing signs of ringworm of the body or of the scalp, you will be notified. Appropriate treatment will be needed, and while the student is in school the area must be covered until healed to help prevent possible spreading to other students. If the area cannot be covered because of its location or size, you will be asked to pick your child up from school. He/she will be excluded from school until the student is evaluated by a doctor, treated appropriately, and a note from the doctor indicating when the child can return to school is provided. Ring worm is a fungal infection and is very contagious.

Killeen ISD follows Texas Administration Title 25 for Diseases requiring exclusion from school.

5. If your child is showing signs of pink eye, you will be asked to pick your child up from school. He/she will be excluded from school until the student is evaluated by a doctor, treated appropriately, and a note from the doctor indicating when the child can return to school is provided.

Killeen ISD follows Texas Administration Title 25 for Diseases requiring exclusion from school.

6. If your child has head lice, you will be asked to pick your child up from school. Once treated your child can return to school, but he/she will be checked in the clinic before returning to class. Please accompany your child to the clinic.

7. If your child has to take medication in school, we will need a Physician Order for Administration of Medication form filled out by a physician. This form is needed for the medication to be given at school. Epi-Pen administration form and Administration of Medication forms can be found in handbook appendix.

8. For safety reasons, please do not send medication to school with your child. If you want your child to take medication at school, please bring the medication into the clinic.

9. All students in Pre-k, Kinder, 1st, 3rd, and 5th will have a vision and hearing screening. You will be contacted if your child needs further testing. 5th graders will also have a scoliosis screening in the spring, and you will be contacted if your child needs to be evaluated by a physician.

10. Pre-k, Kinder and 1st grade students need to bring an extra set of clothing to be kept in their backpack. At the change of seasons, the clothing needs be replaced with season-appropriate clothing. Please see procedures for students with wet/soiled clothing on p. 28 for more detailed information.

11. If your child has food allergies, the cafeteria requires a doctor's statement listing the food allergies and what food can be substituted with a doctor's signature in order to prepare something different for your child. Please check the menu every day to check what is being served. Your child will need to bring a lunch if the food item he/she is allergic to is being served until we get the diet statement. The physician's statement **must be specific** and identify:

Medical or other special dietary needs that restrict the child's diet (what child is allergic to)

Food or foods to be omitted from the child's diet

Food or choice of foods that must be substituted

Medical Statement for Children with Dietary Restrictions can be found in the handbook appendix.

If you have any questions please call the cafeteria, (254) 336-6771.

12. Immunizations: The State of Texas requires that students must be current with all required immunizations before attending school. A list of required immunizations by grade is available from the school nurse at 336-6762. Complete affidavits for exemption for reason on conscience can be presented in lieu of an up-to-date shot record. This form can be obtained from the Department of State Health Services. For more information about the exemption, please call (800) 252-9152 or visit www.immunizeTexas.com.

13. Clinic visits: The teacher/staff member will complete a clinic pass on all students sent to the clinic and will annotate the chief complaint/reason for sending the student to the clinic. The clinic will document all care your child receives. A yellow copy of the clinic pass will be sent home with every student and may be used as the only form of parent notification.

Please contact the clinic if you have any questions or concerns (254) 336-6762.

Communication of Concerns

It is important that good communication is maintained between school and home. The chain of concern in Killeen ISD is progressive just as it is in the military. Concerns must first be addressed to your child's teacher. Our teachers are extraordinary educators who always put children first. Most concerns can be resolved in this manner. However, if a concern remains after the teacher conference, please contact one of our school administrators.

Conferences

If you need to visit with a teacher regarding progress or a concern, please schedule an appointment in advance. Conferences may be scheduled before school, after school or during the teacher's conference period, but not during the instructional day. Please be mindful that between **8:00-8:25 a.m.** teachers are either preparing for the day or are at a duty station and will not be available for unscheduled conferences.

Contacting Students

Your cooperation is needed to ensure that the focus of each school day is on education. Instructional time will not be interrupted to deliver messages unless there is an emergency. If you need to leave a message or an item for your child, you may leave it in the front office. Our staff will communicate with the teacher and/or student at a time that minimizes interruption of classroom instruction.

Counseling Program

Haynes has two full-time guidance counselors and one half-time guidance counselor on campus. The counselors provide a variety of services for both students and parents to include community resources, behavioral strategies, and intervention skills. Examples of services provided include small groups for deployments, divorce, and other topics as needed. If you would like to visit with one of our counselors, please call **(254)336-6750**.

Deliveries

District policy prohibits commercial deliveries of any kind to your child at school. This includes flowers, balloons, cakes, pizza, lunch, etc. The only deliveries that can be made are for lunch, snacks and cupcakes/cake for a student's birthday and they must be delivered by the student's parent.

Discipline

It is our privilege to have your children attend our school. Our goal is to prepare students academically, socially and emotionally for future endeavors in a safe and orderly learning environment. In order to do so, we encourage students to begin every day with positive attitudes and willingness to learn. During enrollment, you will receive a signature card to indicate that you and your child have read and understand the contents of KISD's Code of Conduct. It must be signed and returned to your child's teacher. You can also find the Killeen Independent School District Code of Conduct on the KISD website: <https://www.killeenisd.org>

The following behavioral expectations are necessary to maintain an optimal learning environment for all students:

- Respectful, polite, and courteous behavior will be expected of all students. No profane, vulgar, or obscene language, writing, drawings or gestures will be allowed. Verbal abuse, such as name-calling or ethnic or racial slurs will not be tolerated. Bullying and threatening of other students will not be tolerated either.
- Students will practice all reasonable, safety procedures on all campus facilities at all times. Running in the hall, throwing objects, and pushing other students are considered misbehaviors.
- Fighting on school grounds, buses, and/or at bus stops will not be tolerated.
- Students will show respect for all property (KISD and personal).
- Students will follow the rules established by their teachers.

Haynes Respect Agreement

The School Wide Respect Agreement is used in order to hold all accountable and provide consistency across campus.

Agreements

1. I will follow directives of all Haynes staff members.
2. I will be courteous to others.
3. I will be safe.
4. I will take care of our school property and materials.
5. I will be accountable and responsible for myself.

Commitments

1. Verbal warning/reminder
2. Conference/conversation with staff member/refer to Respect Agreement
3. Buddy room/cool down area in classroom
4. Parent contact
5. Office referral

Restorative Discipline Practices

Restorative Discipline is a relational approach that focuses on belonging, social engagement, accountability, and connectedness. Restorative Discipline Practices are used on our campus as a way for all staff members and students to engage respectfully with each other, reduce conflict, resolve problems, and hold each other accountable.

Respect Agreements are developed in the classroom together with students and signed by both the teacher and students. The purpose of a respect agreement is for everyone to respect one another and be accountable for one another.

Student Respecting Student Example: I will talk to my classmates using kind words. I will	Student Respecting Teacher I will
Teacher Respecting Student I will	Everyone Respecting the Environment I will

Community Building Circles are implemented at Haynes as a way to help build positive relationships, find commonalities among participants and build upon communication skills. In Restorative Practices, a Talking Piece is used to identify who the speaker is and who the listeners are. It is used to help make the conversation organized and orderly. With their teacher, students will learn additional guidelines that will help make the circle a safe and caring space for all students.

Dress Code

Haynes Hornets deserve to look like the outstanding students that they are!! Please help us by being sure that your child is always clean, neat, and appropriately dressed. We will enforce the KISD policy as outlined in the Student Code of Conduct, which is issued to each student at the beginning of the year.

REMINDERS:

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
- Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

- Pants, slacks, and jeans are acceptable attire. Bicycle (spandex) shorts, boxer shorts, "cut-offs", and shorts or pants with holes or patches are not permitted.
- Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
- "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
- As a general guideline, dress/skirt length and shorts should be no shorter than 4 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
- Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable. ELEMENTARY ONLY: Tank tops and similar apparel may be worn by students in grades Pre-K through 2, especially in hot weather.
- Apparel designed as underwear or night wear may not be visible or worn as outer garments.
- Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body and shoulders (ex. no halter tops, tube tops, low cut V neck, off the shoulder, spaghetti straps, etc.), and extend beyond the midriff leaving no skin exposed in the normal gym and every day activities.
- Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
- Students must wear footwear which is appropriate for school. On P.E. days, students need athletic shoes. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, flip flops, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
- Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
- Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.

Emergency Contacts

Each student should have at least **two** emergency contact persons identified on his or her registration card. As the school year progresses, parents are encouraged to update these cards for accurate phone numbers. These changes must be made by the parent in the office to guarantee accuracy and safety. Only persons listed on the registration card and verified with an ID may pick up a student from school.

Emergency Drills

Throughout the year we will have tornado, lockout, lockdown, evacuation, shelter and fire drills. This is for the safety of students and staff, but it is also required by law and helps reduce fire insurance. Teachers will practice these drills with their students prior to an actual drill. Directions are provided to staff members in their handbook as to how these drills are done. Visitors in the building are also asked to please follow the drills. Students cannot be checked in or out of school during this time. The front door of the school may be locked during drills. Parents and guardians will be helped as soon as the drill is finished. Thank you for your cooperation during these drills.

Field-Based Instruction

During the year, students will periodically take trips to experience the concepts that are taught in the classroom. For your child to participate in a field trip, a district permission slip must be signed and returned prior to the day of the trip. Without a signed permission slip, students will be assigned an alternative classroom until his/her class has returned.

FIELD TRIP INFORMATION FOR PARENTS:

- An approved background check is required if you would like to volunteer to help on the field trip.
- If you do not have an approved background check, you may attend the field trip, but you may only be with your child.
- Parents must drive in their own vehicle and meet the bus at the field trip location.
- Students may leave the location with their parents. Parents must complete an official sign out with their child's teacher prior to leaving the location.

Foods of Minimal Nutritional Value

Federal guidelines prohibit the consumption of foods of minimal nutritional value at school. These foods include candy and carbonated drinks. The cafeteria and the classroom teachers must follow these guidelines. When providing snacks for a classroom, parents must follow these same guidelines. **Nutritional snacks provided for the class must be store-bought and packaged.**

*See the List of suggested snacks on p. 32 for more information.

Grades

Grades are to reflect each student's mastery of the Texas Essential Knowledge and Skills (TEKS), the state mandated curriculum. First through fifth grade students will receive grades as indicated below:

E	Excellent	90-100	Excellent Progress
S	Satisfactory	89-80	Above Average
N	Needs Improvement	79-75	Average Progress
U	Unsatisfactory	74-70	Minimal Passing
		Below 70	Not Passing

According to the Killeen ISD Elementary Grading Handbook, a student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. The assignment must be redone at the school. The grade of the work that is redone will be averaged with the first grade, but no higher than a grade of 70 will be given.

Gum

Students are not allowed to chew gum on campus.

Homework

Homework is an independent practice activity completed by the student as an extension of classroom work. Work assigned to be completed in class, with ample time to finish, is not considered homework. It is expected that students make good use of classroom time to complete assignments. Classwork will not be sent home for completion. It is important that parents and teachers work together to teach and reinforce promptness and responsibility, qualities that are needed for success in life. Therefore, late work may be penalized.

Library

The school library serves the students, staff, and families of Haynes Elementary. Every effort is made to ensure that the library is an inviting, fun, and special place to visit, read, and/or search for information.

- Each class has a specific time to visit the library for a lesson; which may include story time, a lesson on grade level content, procedures & rules, or a library game.
- **School ID badges** are made in the library. The first school ID badge is made free of charge. If the ID badge is lost, damaged or is unusable the student will have to pay a fee of \$5.00.
- Fees and fines will be paid in American currency in the library.
- **Check-out** - Pre-k, Kindergarten and 1st grade students will need a signed parent permission form to check out one book. (Classroom teachers are given the choice of allowing check out, and if students keep them in the classroom or take them home). Students in 2nd-5th grade may check out two books. Parents of Haynes students can visit the library to check out library books in addition to the ones checked out by the student (this check out will be under the students' name).
- Students (families) will be responsible for library books. If there is damage or the book is lost a note with the fine amount will be sent home. Once the fine is satisfied the student can check out again. If the lost library book is paid in full and the book is found, there will be no refund.

There are no fines for overdue books, but if the book is damaged or lost, then a fee will be charged. If the full price of the book is paid, the book becomes the student's property. The money will not be refunded. All fees and fines will be paid in the library to Mrs. Hodyniak. There will be a receipt given every time.

The library has two Book Fairs during the year, one in the fall and one in spring. The profits from Book Fairs pay for magazine subscriptions for every student at Haynes.

Everyone is welcome to drop by and visit the Haynes Elementary School Library.

Lost and Found

Please label all items with your child's first and last name. Lost clothing, lunch boxes, and other similar items are placed in the Lost and Found area for student retrieval. Please have your student check the Lost and Found

frequently. Jewelry, watches, eyeglasses, etc. are kept in the office. All unclaimed clothing items are donated to a local charity when the amount becomes overwhelming. Unclaimed eyeglasses will be donated to an area organization.

Make Up Work

Students with an **excused absence** from school shall have the opportunity to make up all school work assigned during their absence. Work assigned prior to the student's absence shall be turned in or completed on the day the student returns to school. The student shall have 5 days after returning to school to complete make-up work assigned during the time of absence. Full credit will be awarded for excused absence make-up work.

Parent Classroom Visits – Policy in Office

You are welcome to visit your child's class. We ask that you keep in mind that student learning time is precious and cannot be interrupted. If you wish to visit your child's class, please make arrangements with the classroom teacher in advance so the teacher has ample time to prepare a place where you can observe your child without causing a disruption and limit the visit to 30 minutes. A classroom visit is not a conference or adult conversation time. Siblings and/or younger children may not be present during a classroom visit. If a parent's presence or the length of his/her visit is disrupting the learning or teaching, other arrangements can be made.

Our job is to teach and interruptions, however brief, interfere with that process. It is district policy that "visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment." KISD Policy GKC (Local)

Parental Involvement

Haynes Elementary School invites and encourages you to be an involved parent. Active parent participation has been shown to make a positive impact on student academic achievement, self-esteem, and behavior. Parental involvement is defined as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning;
- Parents are encouraged to be actively involved in their child's education at school;
- Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- Parents and the community will assist in school improvement.

To make parental involvement a priority and success at Haynes Elementary School, we would like to suggest, but not limit you, to some of the following opportunities to participate in our school community:

- Attend parent teacher conferences;
- Communicate with your student's teacher through scheduled conferences, e-mail, telephone, written notes, and the daily agenda;
- Schedule a time to observe or volunteer in your student's classroom;
- Volunteer at your convenience in the Haynes' parent work room or take projects home;
- Help with class field trips, programs, and parties;
- Attend or help with school wide events and activities (concerts, reading nights, grade level nights, field day, book fairs, science night and holiday programs);
- Become a member and/or participate in the Haynes Parent Teacher Association (PTA); and
- Participate and encourage your student's involvement in all school activities.

Some administrative procedures necessary for volunteering in KISD schools include:

- Your completion of a volunteer information sheet;
- The completion of a KISD background check, which can be completed online via the KISD website (requires 2 weeks for processing);
- Attend a volunteer orientation.
- IF YOU WISH TO PARTICIPATE IN FIELD TRIPS, AT PARTIES, OR HELP IN THE CLASSROOM, AN APPROVED BACKGROUND CHECK IS REQUIRED.

Please remember that there is 100% ID check at all times for parents or anyone else visiting our campus as we always want to make sure our students are safe. Thank you for understanding.

Parent Liaison

Haynes has a parent liaison on campus who wants to be sure that you understand what you can do to get involved, keep informed, share information and help your child do his or her best. If you would like to contact the Haynes parent liaison, Mrs. Shannon, please call 254-336-6750.

Parties

The federal nutrition guidelines allow for **three** classroom parties during the school year: winter holiday, spring celebration, and end of year. Refreshments for all parties must be **store-bought and packaged**. If you would like to help your child's teacher with the parties, please notify him or her and be an approved volunteer. It is the policy of the school **not to have birthday parties or farewell parties at school**; however, the tradition of a small birthday treat (store-bought & packaged cake or cupcakes) on the day of the child's birthday is permitted. The treats must be distributed after 3:15 p.m.

Birthday or any out-of-school party invitations may be distributed by the teacher at the end of the school day **only if all students in your child's class receive an invitation**. Otherwise, the invitations will have to be delivered off campus.

Pets

For the safety of our students and staff, pets of any kind are not allowed on school grounds at any time without written permission from an administrator. However, service animals are permitted. Please refer to KISD School Board Policy FBA (LEGAL) for specific information.

Pictures

School pictures will be taken two times a year: fall and spring. Notices will be sent home 1-2 weeks in advance. Special events may also present the opportunity for additional pictures: musicals, grade level celebrations.

Progress Reports/Report Cards

Haynes Elementary School is on a nine-week grading system. Students will receive report cards at the end of each nine weeks. You should look for report cards approximately one week after the end of each reporting period. Progress reports will be sent home midway through each reporting period. Grades can always be checked using the Home Access Center through the KISD website: www.killeenisd.org under the Student-Parent Tab. Contact one of our secretaries to set up your home access password.

Promotion

The promotion status of our students at Haynes is based upon state law and KISD Board Policy. A student may be promoted only based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Education Code 28.021(a)

KISD Board policy states: [GRADES 1-5] To promote a student from one grade level to the next in grades 1 and above, a student shall attain for the year an overall average of 70 or above. The overall average shall be derived by averaging the final numerical scores for language arts, mathematics, science, and social studies. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.

PTA - Parent Teacher Association

Haynes Elementary has an active and supportive PTA. All parents and guardians are encouraged to become members. Notifications will be sent home before each meeting. A Haynes School newsletter and PTA newsletter Facebook page will also keep parents informed of the latest information and upcoming events. For additional questions or assistance, please email PTA at Hayneshornetspta@gmail.com.

Recess

Recess is important for students to socialize and exert energy, so we have scheduled recess daily. At times, teachers may choose to provide an additional recess, in which students will have to have met the behavior expectations in the classroom to participate in. Recess expectations are designed to provide all students with a safe place in which to play.

At recess students are expected to...

- Treat others as you would like to be treated. Take turns.
- Wait in line. Play fair!
- Keep your hands, feet and objects to yourself.
- Use equipment in the way it was meant to be used. No jumping off equipment. No hanging upside down from equipment. Go down the slide on your bottom only; feet first.
- **Tell an adult when things go wrong or if you get hurt!**

Recognition

At Haynes, we are committed to the recognition of our students for the accomplishments they have achieved.

- **A Honor Roll:** Students in grades 1st -5th who make a 90 or higher in all subjects qualify. This includes Music, PE, and Art. A grade of "N" or "U" makes the student ineligible for this honor.
- **A/B Honor Roll:** Students in grades 1st -5th who earn a 90% in at least one subject and a combination or 80% or higher in all other subjects qualify. A grade of "N" or "U" makes the student ineligible for this honor.
- **Perfect Attendance:** Students in grades PK-5th who earn perfect attendance by not being absent any days of school.

School Closings or Delays Due to Weather

Local radio and TV stations will announce school closings during inclement weather (i.e., snow, ice, etc.). Parents will also be notified of delayed start times or school closings due to weather through Blackboard Connect, an automated system, which calls parents on the telephone.

Spirit Day

Each Friday, students are encouraged to wear school t-shirts to show school spirit. Haynes PTA sells school spirit t-shirts.

Student Success Initiative – Grade 5

The Texas Student Success Initiative requires that all 5th grade students to pass both the Reading and Math

STAAR tests in order to be considered for promotion to 6th grade.

Substitute Teachers

On occasion, it may be necessary for your child to have a substitute teacher. The same high expectations for classroom behavior will be enforced when a substitute teacher is present.

Tardies

Haynes Elementary follows the district guidelines regarding tardiness. We understand that sometimes we face challenges with no alternative but to be late. Tardiness results in a loss of instructional time for your child and students arriving late disrupt the entire class. Please make every effort to ensure your child arrives on time. Students are expected to be in class by 8:25 AM. Children who are tardy will have to wait to be signed in at the office and, in some cases, wait until the announcements are complete.

WHEN IS A STUDENT TARDY?

- The warning bell rings at 8:20 AM. A student is tardy when he or she is not in class when the tardy bell rings at 8:25 AM.

CONSEQUENCES

The following consequences are in the 2020-2021 KISD Student Code of Conduct:

+Tardy is defined as not being at the assigned location when the tardy bell rings.

+Elementary Campuses:

- A warning bell rings five (5) minutes prior to the beginning of school.
- A second bell (tardy bell) will ring at the time school is scheduled to begin.
- The campus administration will develop a procedure to admit tardy students to class.
- Parents will be notified by the campus upon the 3rd through the 10th tardy of each nine-week grading period.
- At the fifth (5th) tardy per grading period, the campus will establish contact with the family to develop a plan of action to eliminate tardiness.
- Students without any tardies will be positively recognized.
- Students in elementary school are subject to detention (AM, PM, Lunch, or Saturday if they are in 3rd-5th grade) upon persistent violation of the tardy policy.

# OF TARDIES	ACTION
0-2 **	No action
3	Letter to parent given to student by the Assistant Principal to take home.
5	Phone conference will occur with parents and Assistant Principal to discuss a plan of action to eliminate tardiness.
8	-Pre-K thru 2 nd grade students will receive Lunch Detention. -3 rd thru 5 th grade students will receive Saturday Detention. <i>-Alternative Option: Parents may serve for the student by working in the cafeteria.</i>
12	-Pre-K thru 2 nd grade students will receive 2 days of Lunch Detention. -3 rd thru 5 th grade students will receive Saturday Detention. <i>-Alternative Option: Parents may serve for the student by working</i>
16	Pre-K thru 2 nd grade students will receive 3 days of Lunch Detention. -3 rd thru 5 th grade students will receive Saturday Detention. <i>-Alternative Option: Parents may serve for the student by working in the cafeteria.</i>

Haynes Elementary office staff works very hard to ensure that students are signed in and sent to class in a

timely manner. **In order to maintain this policy, we would like to ask you to come in the office and sign your students in on our tardy roster.** Our attendance line (254-336-6752) is set up to receive voicemail. Please call to let us know if your student will not be arriving to school on time.

Breakfast is served in school between 8:00 AM and 8:20 AM. The cafeteria doors will close for breakfast at 8:20 AM to allow the cafeteria personnel to prepare lunch.

Students coming out of the cafeteria will be sent to class with a blue pass that will excuse their tardiness. Teachers will notify the office by email about any students sent to class with a breakfast pass.

Telephone Policy

- The teacher will allow the student to call for forgotten lunches **prior to 8:45 a.m.** from the classroom phone.
- Students will not be allowed to use the telephone to request that parents bring forgotten supplies or homework.
- Students will not be permitted to call parents about forgotten after-school activities. Arrangements need to be made prior to the beginning of the school day.
- Students participating in after school activities, such as tutoring or choir, will be notified in advance so that transportation arrangements can be made.
- Please be sure your child has his/her lunch or lunch money, sweater, jacket, homework, etc., before leaving home for school.

Textbooks

Students are provided textbooks free of charge. Students should not write in books, nor carve into the outside cover, and care should be taken to prevent damage to books (such as water damage or younger siblings scribbling in books). Parents are ultimately responsible for any damage or loss of textbooks that may occur. Fines or replacement costs will be required if a book is damaged or lost.

Transportation/Dismissal Changes

When changing your child's mode of transportation, you must send a note to your child's teacher **AND** call the front office to ensure the teacher got the note. ***Please do not ask the office staff to make transportation changes over the phone or through email.*** We are unable to verify the identity of the person making the call or sending the email, and thus cannot ensure that this is indeed someone with the authority to make transportation changes. Unless a student has a note from a parent, he/she will go home as usual. If you are planning to change your child's mode of transportation permanently, please come into the office to personally change it.

Due to the end of the day teacher instructional processes, we will not be able to accommodate parent dismissal requests after **3:00 PM**. We will be unable to make any changes in transportation **after 3:15**, as the office will be closed; we cannot accommodate requests to pull a student off the bus after that time.

Please keep your child's emergency contact information up to date.

Unauthorized Items

Items not allowed at school: weapons of any kind, toy knives & guns, ipod's, MP3 players, toys, radios, CD/cassette tape players, skateboards, skip-its, hard balls, water guns, yo-yos, trading cards or any other items that could be harmful to students and take away from learning. If brought to school, these items will be confiscated, and a parent will be required to pick them up. 'Heelies' (shoes with wheels) are not permitted per KISD policy.

Withdrawing your Student from School

Please notify the school as soon as possible when you know that you will be withdrawing your student due to relocation. If you wish to carry your records with you, a minimum of ten (10) days' notice is required in order to process records. Parents may begin this process by calling the office and providing the child's name, teacher, last day of attendance, and destination.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education

If a child is experiencing learning difficulties, the parent may contact the school 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 having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are 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 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 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the 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 parent 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.

Haynes Elementary



Vision

To foster curiosity and independence while empowering each student to aspire and achieve lifelong success.

Mission

Through collaboration, the Haynes community will cultivate a nurturing environment in which creativity, excitement, and individualism will flourish.



HAYNES ELEMENTARY SCHOOL

It is important that we always know how your child will go home. You may write a note to your teacher but will not be able to make changes via phone or e-mail. If you want to add an additional contact person that can pick up your child, you may do this by coming into the office. Please remember that ID is always required to pick up your child, and they will only be released to the people you have written on the registration card.

STUDENT NAME: _____ TEACHER: _____ GRADE: _____

MY CHILD WILL BE ARRIVING TO SCHOOL **AND** GETTING HOME IN THE FOLLOWING MANNER:
Please check one:

- ☐ KISD BUS# _____
- ☐ DAYCARE, NAME OF DAYCARE: _____ PHONE #: _____
- ☐ I WILL PICK MY CHILD UP FROM SCHOOL
- ☐ WALKS HOME WITH AGE APPROPRIATE PERSON
NAME: _____ AGE IF UNDER 18 _____
RELATIONSHIP TO CHILD: _____
- ☐ YMCA

IF THIS TRANSPORTATION PLAN CHANGES, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO INFORM THE SCHOOL OF THE CHANGES IN PERSON BEFORE 2:00 PM. WE CANNOT IDENTIFY YOU VIA TELEPHONE OR E-MAIL. YOUR CHILD'S SAFETY IS OUR FIRST PRIORITY.

PARENT SIGNATURE: _____ DATE: _____

**KILLEEN INDEPENDENT SCHOOL DISTRICT
PROCEDURE FOR STUDENTS WITH WET/SOILED CLOTHING**

General Information

- The district procedure for wet or soiled clothing should be included in the campus section of the student handbook.
- Parents of all PK and K students must provide an extra set of clothing (to include shirt, shorts, pants, underwear, socks and shoes) labeled with the child's name in a grocery sack or Ziploc bag. The clothing will be stored in the classroom. At the change of seasons, the clothing should be sent home to be replaced by season-appropriate clothing.
- If a child is unable to change his/her own clothing, the parent will be required to come to the school to change the student's clothing.
- Before assisting any child with zippers, buttons, clasps or belts, permission from the child will be obtained.
- The school will not provide clothing for any student. The parent must provide all changes of clothing.
- If a child appears ill (no energy, pale, stomach cramps) and has diarrhea (liquid stool), they will be sent to the clinic for evaluation.

Wet Clothing PK3 – 5th Grade

- The teacher will allow the student to change their wet clothes in the classroom restroom. The teacher will notify the parent. The teacher will send the wet clothes home in the bag that was provided by the parent for the dry clothes.
- If the classroom doesn't have a restroom, a staff member can accompany the student to the restroom where the student will change his/her clothes in the restroom.
- If the child has wet his/her clothes, he or she will clean themselves with wipes, change their clothes, place their clothes in a bag and wash their hands before returning to the learning environment.
- Most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons, belts or clasps, a staff person can assist with a minimal task, and then allow the child to remove the clothing by himself/herself.
- If clothing is not provided and/or the child is unable to change by themselves, the parent will bring a change of clothes and change their child.
- The child cannot be sent home on the bus or to after school day care with wet clothing.

Soiled Clothing PK3 – 5th Grade

- If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible. The child will await the parent in a campus designated area (not to include the clinic) and be given the option to stand until the parent arrives.
- The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.
- The child cannot be sent home on the bus or to after school day care with soiled clothing.

Students Who Are In Transition

- The student is to wear pull-ups instead of diapers.
- The parent is to send extra pull-ups, wipes, a change of clothes and grocery bags (to send wet clothes home in) labeled with the child's name.
- The procedures for wet/soiled pull-ups will be in accordance with the procedures for wet/soiled clothing listed above.



Haynes Elementary School

3309 W. Canadian River Loop

Killeen, Texas 76549

Office (254) 336-6750 Fax (254) 336-2798



Parental Responsibility

I understand under State Law I am responsible for maintaining correct and current up-to-date information on the student data card maintained in the school office. This information includes current phone numbers and addresses along with the names and phone numbers of all persons who can pick up my child in my place. It is my responsibility to inform those who may pick up my child that they must have a current **PHOTO ID** and their name must be on the student data card.

I understand leaving my child unattended or allowing my child to arrive on school grounds prior to **8:00** am may be considered child neglect. I understand failure to pick up my child after school **later than 4:15** may also be considered child neglect.

Repeated incidences of early drop off and/or late pickup may result in reports to Child Protective Services. I understand that supervision of my child(ren) before and after school is my responsibility.

Student Name _____

Parent's Name _____

Date _____

Haynes Elementary Home School Compact 2020-2021

Haynes Elementary School is committed to providing the best possible education for each of our students. It is our mission to provide our students with a safe environment that promotes academic and social success. We recognize that learning will take place if there is combined effort, interest, and motivation on part of the school, home, and community working together. We believe this agreement can be achieved through our team efforts.

Haynes Staff agrees to:	As a student I agree to:	As a parent/guardian I agree to:
Maintain open access and communication between home and school.	Believe that I can learn and will always try to do my best.	See that my child is on time and comes to school regularly.
Provide a safe and caring learning environment where our students will be responsible for their behavior and learning.	Work cooperatively with other students and staff.	Encourage my child to always do his/her Thank yoand ask questions for understanding.
Ensure that all students have an opportunity to learn and grow.	Come to school regularly and follow the rules.	Review my child's class work and/or homework, check for understanding and read with my child.
Provide a rigorous and challenging academic program that will help our students meet state and academic standards.	Share daily homework and school information with my parents.	Communicate regularly with teacher(s) and support the academic goals for my child.

Please sign, in acknowledgement of your understanding and commitment to your child's academic success.

Principal signature

Date: _____

Teacher signature

Date: _____

Student **Printed Name**

Date: _____

Parent/Guardian signature

Date: _____

The staff at Haynes Elementary takes pride in doing what is best for students while promoting a love of learning and academic growth. All parents and family members are welcomed and valued. *Through collaborations, the Haynes community will cultivate a nurturing environment in which creativity, excitement, and individualism will flourish.*

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, fliers, KISD TV channel, campus marquee, newsletters, campus website, Connect-Ed automated phone calls, notes, letters, emails and phone calls from a real, live person.^{8a}

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 their student's teacher when there is a concern so that we can work together for the good of the student.^{11d} Written materials will be sent home in English, however, parents can request written materials in Spanish.¹⁵ If we need to translate things into another language, please contact the school office. We'll do our best to accommodate you.^{2b}

Parent and Family Member Learning We'll help you understand the challenging Texas academic standards^{11a}, give you information about STAAR and KISD assessments^{11b}, explain how to monitor your child's progress^{11c}, and how to work with teachers as a team to help your student^{11d}. Other classes will offer ways to help your child at home, including how to stay current with new technology¹². We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session.⁶ Send suggestions for learning topics to our Parent Liaison, Mrs. Shannon by email at Dedee.Shannon@Killeenisd.org.¹⁶ If parents would like to have regular meetings to make suggestions about their child's education, please contact the office at (254) 336-6750.^{9a}

Little Hornets Literacy Club Siblings of Haynes students are invited to bring their parents to our Little Hornets Literacy Club. During Little Hornets time, our parent liaison provides activities that make learning a fun experience and gives parents tips on early reading activities to do at home.¹² It's a great way to spend time with your child.

Annual Title I Meeting¹⁷ Our annual Title I meeting is held in October of every school year. This meeting is offered at flexible times and dates that are convenient to parents.^{17a,c} All parents and family members are invited to attend.^{17b} We want everyone to know about Title I and how we use these funds to ensure that students are successful.^{8a,17d1,2} We'll discuss the Parent and Family Engagement Policy^{17d5}, the Home-School Compact^{17d4}, "Parents Right to Know" and how you can be involved in your child's education^{17d3}. You'll learn about the curriculum we use^{8b}, academic assessments^{8c}, and what our latest STAAR scores look like^{8d}. We'll even feed you a snack!

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.^{7a,c} If you would like to serve on SBDM, please contact Principal Donovan. 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.^{7a,c} Note, if for some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to KISD.¹⁰

Parent and Family Engagement Policy and Home-School Compact We need your help! We must review our current Parent and Family Engagement Policy and Home-School Compact every spring.⁵ Parents and family members are a crucial, required part of this process.³ We meet together to discuss and make any changes to these documents for the next school year.^{7b} We must have your input. Publicity about this meeting will be available in January. Both of these documents are posted on our campus website so that parents, family members and the community have access to them.^{4c} Our website will allow you to translate any posted information into any one of 107 different languages.^{2b} The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook.^{4a,b} 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.^{11d} Parents have the right to participate in decisions relating to their child's education.^{9b}

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 Mrs. Shannon at (254) 336-6751.¹⁴

Staff Awareness Our campus staff receives training each school year about the value of parent and family member contributions at school.^{13a} We stress how to reach out to, build ties with, and work with parents as equal partners to make

sure that all students are successful in their learning.^{13b,d} Our staff is kept up to date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.^{13c}

KISD Parent and Family Member Classes KISD offers classes free of charge for English as a Second Language, computers, and GED preparation. 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 336-0240.¹⁴

CHAPERONE AGREEMENT

Submitted to the Organization Sponsor by all Chaperones Prior to Departure

Thank you for agreeing to be a Chaperone for this field trip. Your role as Chaperone is to follow and enforce KISD Bus Riding Rules, to include the following:

Sponsors, chaperones, and students are expected to abide by the KISD Bus Riding Rules below (students will also abide by the KISD Student Code of Conduct):

- All riders are required to stay seated.
- Keep aisles and emergency exits clear and unobstructed.
- Electronic devices or players are permitted when individual head-sets are used.
- For safety reasons, no loud music, singing, or cheering are permitted. Profanity and ethnic slurs are prohibited. Students will abide by the KISD Student Code of Conduct.
- Personal toiletries (sprays, polishes, lotions, make-up, etc.) may not be applied while on the bus.
- Clothing changes are permitted at the field trip destination. Sponsors are responsible for providing privacy for students when the bus is used.
- All food items, drink containers, and trash must be placed in trash bags by students, sponsors, and chaperones prior to the end of the trip; trash bags will be provided by the driver.
- KISD is not responsible for missing or damaged personal property under any circumstances.
- The driver is the final authority governing the safe operation of the bus. Buses will not be operated if the passenger load exceeds the rated KISD seat capacity of the bus (PK-3rd = 3 per seat and 4th_Adult = 2 per seat) or if an unsafe operating condition exists.

Chaperones will follow the directions of the sponsor and assist in maintaining accountability of students on a field trip. Chaperones must undergo the same background checks as volunteers.

Signature signifies understanding of and agreement with the terms and conditions above.

Printed Name/

Date

Signature

.....

In the event of an emergency, please contact:

Name/

Phone

Address



Killeen ISD Suggestions for Smart Snacks

Elementary and Middle School

All foods/beverages sold and/or given to students during the school day must meet USDA Smart Snack rules and the KISD Wellness policy.

Beverages:

(Juice and milk- Elementary may have up to 8oz, Middle may have up to 12 oz)

- Plain water
- 100% fruit or vegetable juice
- Milk (unflavored low fat, unflavored fat free, or flavored fat free)

Whole grains:

- Graham Crackers- Teddy Grahams or Scooby Doo Graham cracker sticks
- Goldfish 100 calorie packs cheddar cheese
- Wheat Thin crackers
- Granola bars- Quaker Chewy, Nature Valley Crunchy Oats 'N Honey, Nutri-grain cereal bars
- Rice Cakes-Quaker Carmel Corn and Quaker Apple Cinnamon
- Popcorn- Smartfood Delight White Cheddar
- Cereal- Cheerios, Honey Nut Cheerios, Kix, Rice Chex, Trix

Fruits and Vegetables:

- Fresh fruit- such as apples, oranges, bananas
- Dried fruit-such as raisins or dried cranberries
- Applesauce
- Canned fruit- packed in water, 100% juice, or light syrup.
- Fresh vegetables- such as carrot sticks, celery sticks, broccoli

Other snacks:

- Reduced fat String Cheese
- Yogurt- Yoplait Kids, Yoplait Go Gurt
- Trail mix (made with unsalted nuts and dried fruit)
- Unsalted nuts

For more information on Smart Snacks you may contact the KISD Department of School Nutrition (254) 336-0775.

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Killeen Independent School District

Dear Parents of Elementary school students,

Your child has the option of buying bottled water, baked chips, Whole grain brownies, whole grain cookies, ice cream, and any other ala carte food items in the cafeterias during the lunch meals. The cost, depending on the item, ranges from \$.75 and up for each item. Please let me know **if** your child will be or will not be allowed to use their lunch accounts to buy these items. **IF YOU DO NOT RETURN THIS FORM, IF YOUR CHILD REQUESTS EXTRA ITEMS AND THERE IS MONEY ON HIS/HER ACCOUNT, THE CAFETERIA WILL USE THAT MONEY.** If you have any questions or concerns, please feel free to contact the elementary cafeteria manager. Please turn this form into your child's teacher, who will in turn share this information with your child's school nutrition manager.

_____ I give permission for my child to use his/her lunch account to buy extra items and understand this money will be taken from the lunch money on his/her account.

_____ I **DO NOT** give permission for my child to use his/her lunch account to buy extra items, as I only want his/her account used to buy the standard lunch.

Student Name

Parent Name (Printed)

Parent Signature

School Name

Date