

Willow Springs Elementary School



Student Handbook
2024-2025



Willow Springs Elementary School

2501 W. Stan Schlueter Loop
Killeen, TX 76549

Dear Parents:

Welcome to the 2024-2025 school year. We have strived for excellence since our school was established in 1986 and plan to continue with our efforts to bring to your children a quality 21st century education. Please join us in making Willow Springs Elementary a vibrant learning community.

Our goal is to create life-long learners, and our hope is that your children will enjoy their time with us. By working together, we can ensure this will happen. Please take the time to read through this handbook with your children, so we will have your support for our guidelines and policies. If you have any questions, call or make an appointment with any of the administrators or other personnel. We are here to help and are happy to answer any questions.

Sincerely,

Willow Springs Leadership Team

Contact Numbers



Willow Springs Elementary	336-2020
Attendance Secretary	336-2020
Clinic	336-2041
Cafeteria	336-2039
YMCA	526-5091
YMCA Main Location	634-5445
Transportation	336-0138

School Hours

Breakfast in the Classroom.....7:30 to 7:55 First Bell 7:50

Classes Begin..... 8:00

Tardy Bell.....8:05

Dismissal 3:30 pm

Willow Springs is a Prekindergarten through fifth grade school. We have approximately 650 students and a staff of about 100. Our campus offers several programs to meet the special and individual needs of each child at our school. We have a supportive staff that provides a safe, secure, learning environment for your child.

We want parents and guardians to feel free to visit our school and to talk with us at any time. Please call or visit us at the school. All visitors are required to check in the office with proper ID to receive a visitor's badge. This is for the safety of the most important people in the world - our students; therefore, we ask for your cooperation. We look forward to getting to know you better.

The school day officially begins at 8:00 am. However, we open the doors at 7:30 am to allow students to go to their classrooms and eat breakfast. Students may not be on school grounds before 7:30 am unless they are part of the on-site YMCA program. Staff begin duty at 7:30 am to supervise students so that we can keep them as safe as possible. Please do not allow your child(ren) to come to school before 7:30 am. If they walk, they should arrive at school no earlier than 7:30 am. We appreciate you working with us to ensure student safety.

School breakfast is served from 7:30 am until 7:55 am. When students arrive, they are expected to go to breakfast or to their classroom. The tardy bell rings at 8:05am. Students not in their classrooms at that time are considered tardy and must be issued a tardy slip before they will be admitted to class. Please help children be on time for school. If your child does arrive late, please escort him/ her into the school to be signed in. Willow Springs is committed to educational excellence and instruction begins immediately. Students who are tardy are subject to consequences. Please refer to the *KISD Code of Conduct*.

School is dismissed at 3:30 pm. Students must leave the campus as soon as their day is finished as there will not be staff on duty to monitor students. The YMCA program offers an on-site, before and after school program. If you need that service, please contact them at 526-5091 or 634- 5445. All students left on campus after 3:35 pm will be brought to the office, and parents will be called. We appreciate your help in this matter.

First Day of School

The first day of school (August 14, 2024) can be very difficult for some students. Here are a few things we can do to make it easier for everyone:

1. Your child's room and teacher assignment will be posted for you to view. Assistants and support staff will be in the hallways to help your child.
2. We serve breakfast each morning starting at 7:30 am in the classrooms.
3. All students receive free breakfast and lunch. If they would like extra items, you may add money to their account. Please visit https://www.killeenisd.org/school_nutrition for specific pricing and the most up to date meal information.

Additionally, a la carte items will be available for purchase in the cafeteria. Parents may make payments, add funds, or view student accounts at www.schoolcafe.com/killeenisd. Viewing the menus and account information is free. There is a flat fee of \$2.25 to add money to your student's account.

4. Be sure your child and teacher understand where he/she will go after school and how to get there (bus, YMCA, babysitter, daycare, parent pick up, or East or West gate walker).

If this information changes, the parents or guardian must update the information on the student's registration card in the front office in person. The parent or guardian must have a valid ID to update the information.

GENERAL INFORMATION:

Address, Telephone Number Change, and Student Registration Card

State law dictates that parents/guardians furnish the school with a current address and current telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, and emergency contacts, babysitter, etc.) and who is allowed to pick-up your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Also, please inform the office if your child's emergency or babysitter's telephone number changes. Most importantly, parents or guardians **must come into the office in person, with a valid ID, to add or delete names and make changes, including telephone numbers on** the student registration card. We **will NOT** release your child to anyone whose name is not on the student registration card. Please inform those people you have designated to pick up your child that they will be required to **show a picture ID**. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

Animals

For student safety, please do not bring pets to school when picking up and/or dropping off your child.

Attendance

Your child needs to be in attendance every day. If your child is unable to attend school, please call the school office at **336-2020**. If your child is not at school in the morning when we do the roll call between 8:15 am and 8:30 am, and if we have not heard from you, we will contact you for the safety of your child (as mandated by the district). You will need to send a note to the school in addition to a telephone call. **All absences are recorded as unexcused until a written note is received.** The excuse note is due within five school days of the absence. If not received, the absence remains unexcused. If your child is withdrawn during the day (illness, medical appointments, etc.), a note is required. Students with medical appointments will not be counted absent if they are in attendance any part of the day **and bring a written note signed by the doctor.**

NOTE: According to the state Compulsory Attendance law, a student must be in attendance at least 90% of the school year to earn promotion. Should a student not meet the 90% rule, the parents will be contacted by the Campus Attendance Officer. Persistent absences can result in a court hearing as well as retention.

Awards

Awards assemblies are held in January and May. Willow Springs recognizes A Honor Roll, A-B Honor Roll, B Honor Roll, and Perfect Attendance (semester and year). Only children who have been enrolled in KISD from the first day of school and in attendance daily will receive Perfect Attendance recognition for the year. Time out of school due to tardies or leaving school early will be accumulated by semester. Three tardies will count as a day's absence for the purpose of awards for perfect attendance.

Bad Weather Days

Parents, students, and staff members are asked to tune in to radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. If schools must be closed, the decision will be made by the KISD superintendent, and the information will be disseminated as soon as it becomes available.

Before School

Willow Springs has a morning duty schedule for its staff to ensure that children are well supervised once they come to school. However, our staff does not come on duty to supervise students until 7:30 am. **Students are not to arrive on campus before 7:30 am.** Staff members will not be able to supervise your child before this time. If you need to drop your child off earlier than 7:30 am time, please make other arrangements or contact the YMCA program. Students habitually on campus before 7:30 am will be documented as such by the Killeen Police Department. Those who want to eat breakfast should arrive between 7:30 am- 7:55 am. Breakfast will end at 7:55 am.

Bicycles

Students who ride bicycles to school must dismount the bicycle upon entering school property and 'walk' the bicycle to the bicycle rack. In addition, students must 'walk' their bicycles off campus. All bikes must be stored in the rack and **locked securely** to help prevent theft. Bicycles are not allowed on the grass or playground; sidewalks must be used. This includes skateboards, scooters, and other wheeled modes of transportation.

Bus Students

Students must qualify and obey all district expectations and guidelines to ride the school bus. The safety of each child depends on the child obeying the bus driver and all of the bus rules. Activities that create distractions for the bus driver **WILL NOT** be permitted. Bus rules are posted on each bus and printed in the KISD Code of Conduct. Please discuss these rules with your child. Bus Conduct Referrals can result in expulsion from the bus.

PK/KG: These students will be given an ID pouch daily (PM) to help bus drivers ensure proper drop-off point. ID pouches will be taken up at the drop-off point daily and returned to the school the following morning. **PK/KG parents are required to pick up students at the bus stop with a valid ID. If PK/KG students are not picked up at the bus stop by a person listed on their Student Registration card, with a valid ID, they will remain on the bus and be returned to the school. The parents will then be contacted.**

BEHAVIOR at the BUS STOP (both before and after school) must meet KISD and Willow Springs behavior codes. Please see the District Information Section (Bus Rider Rules and Regulations).

Cafeteria Behavior Expectations:

While in the cafeteria, students are expected to:

1. Follow directions the first time given.
2. Keep hands, feet, mouth, and objects to themselves.
3. Remain quiet when in the serving line.
4. Dispose of trash in a quiet, orderly manner.
5. Remain quiet and in line while waiting for the teacher.

Parents who choose to eat with their student will need to sign in at the front office with a valid ID and will then be escorted to the cafeteria. Parents may pick up their student from the cafeteria line/table and both student and parent will sit at the parents' table in the cafeteria. When the class lunch time is over, we ask that your child return to his/her class and visitors proceed back to the office.

Checking Students Out During the Day

Parents are discouraged from regularly signing out their child(ren) between lunch and 3:00 pm to miss dismissal traffic. Students who are routinely checked out early from school are denied an educational opportunity and it could adversely affect their learning experience.

Students are not permitted to leave the school grounds unless they have been properly signed out through the office.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the office. Teachers are not allowed to release students to anyone.
2. Be prepared to show a valid driver's license or military ID. The secretaries will not release students to anyone not listed on the student's information card or without a valid ID. **Please do not send anyone to school to pick up your child who is not on the Student Registration Card.** You may list as many people as you want to on the card; however, we do not accept notes for different arrangements. This must be done by the parent/guardian **in person**.
3. Wait in the office until your child joins you.

Child Abuse

The reporting of suspected child abuse is a state law that teachers, administrators, and staff must observe. Our school is most interested in the health and safety of our children and will abide by state law.

Classroom Observation Policy & Visitors

All visitors to our school must report to the office upon entering the building. A visitor must present a current driver's license or identification card; it will be scanned using the **Tpassonline system**, the district's visitor identification system, and further access will be granted or denied based on the results of the scan. If further access is granted, the visitor will be issued an adhesive identification badge, which must be always worn while on campus.

All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver's license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.

A visitor who cannot provide a valid ID shall be restricted to the office and may not go to any other part of the campus.

The responsible campus administrator has discretion to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff.

Persons who are identified as registered sex offenders shall be denied access to the campus. Any person seeking review of this prohibition may pursue an administrative grievance through board policy FNG(LOCAL) or GF(LOCAL).

If you need to leave a message or item for your child, we will take care of it for you without disturbing the class. Ensure your child's name and teacher's name is on the item and it will be delivered without interruption. **Business delivery services, such as Grubhub and Door Dash, will not be permitted to deliver food for students.**

If you have an appointment with a teacher, we will call the teacher to the office. Visitors will be required to turn in a picture ID/driver's license in exchange for a visitor's pass. Please return this pass before leaving the building. Also, all visitors will be escorted to their destination by a Willow Springs staff member. Safety is our priority, as well as space availability in the classroom.

Classroom observations require prior approval of the principal and the teacher. Parents or legal guardians who wish to observe their children in class must call the school office in advance to make an appointment. Once approved, parents will be escorted to view their child through the classroom window.

Clinical/Medical Issues

Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

Fever – Fever is defined as a temperature equal to or greater than 100°F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. **Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol.**

Clinic Visits - Students needing to be seen in the clinic will require a clinic pass. The teacher/ staff will annotate the reason for sending the student to the clinic. The clinic will document all the care that your child receives, and a copy of the clinic pass will be sent home. **Parents will receive a call from the nurse ONLY if the student needs parent's immediate attention.**

Medication- all medications must be administered by a clinic staff member and **can only be given with a physician's order on file and proper pharmacy label on the medication. Students are not permitted to carry any prescription medications or over-the-counter medications on their person**, including cough drops, medicated creams, eye drops, etc. For the complete KISD medication policy, see the district section of this handbook.

Immunizations – if your child receives immunizations throughout the school year, please bring written documentation that immunization was given. NO SHOTS, NO SCHOOL days occur each semester. Students cannot attend school until immunizations are up to date.

Sunscreen - Students may apply sunscreen to themselves provided that a parent slip has been completed within the clinic and the guidelines noted on the parent slip are followed by the student.

Killeen ISO Head Lice Management Procedure - Any student with visible signs of head lice will be excluded from school until he/she is free of all live lice. An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.

Parent/Guardian of Student Found to Have Live Lice:

- Parents of students will be notified and will be instructed in treatment of head lice using the CDC recommendations for the treatment and prevention of lice.
- Parents will be asked to pick up and treat their student as soon as possible.

Procedure for the Student Found to Have Live Lice:

- The disposition of the student waiting to go home will be determined by campus administration.

- School bus transportation will not be provided from school to home on the day the live lice were discovered.
- The student can return to school the next day after the treatment and after being re-examined by the clinic staff and found to be live lice free.

Procedure for Screening of Other Students by the Clinic Staff:

- Siblings of the student found to have head lice will be discreetly screened for head lice.
- Students who were most likely to have head-to-head contact with the student found to have head lice will be discreetly screened.
- To avoid disruption of student and teacher class time, no unwarranted mass screenings will be done.

According to Senate Bill 1566: A notification letter including the CDC recommendations for the treatment and prevention of lice must be sent home with the elementary classmates to notify the parent that a student in the class has lice. This letter must be sent no later than the 5th school day after becoming aware the classmate has lice.

Deliveries to Students

No commercial deliveries of food will be made to any campus. No commercial deliveries of any nature will be made to any classroom. Parent deliveries of any nature should be cleared through the office. Please do not have flowers or balloons delivered to your child at school.

Dropping Off Students

When dropping off students, pull forward to the end of the drop off lane as far as you can to alleviate traffic problems on Stan Schlueter. As much as possible, an adult will help all children out of vehicles. Students should only cross the street where a crossing guard is present. **Do NOT drop your child off anywhere else. You may put them in DANGER! PLEASE NOTE: Parking in fire zones is not permitted and could possibly result in a citation by the Killeen police department.**

Field Trips

Parents who wish to chaperone a field trip must first fill out a background check form, be cleared in their background check, and participate in a KISD volunteer training annually. Only staff and students may ride a KISD bus to or from the field trip. Those parents acting as an approved chaperone will need to provide their own transportation and may not bring other children on the field

trip. Students who ride the bus to the field trip **MUST** return on the bus with their class; no students will be allowed to leave with a parent from the field trip site.

Home Access

Home Access Center is a portal to allow parent/guardian to view student's assignments, grades, and attendance. A valid email address is required to use Home Access Center.

If you would like to use Home Access Center to participate in your child's educational experience, please contact the school office to request a Home Access Center account and password. You will need to provide a valid email address prior to account creation.

Homework

Teachers will determine their own homework policy and inform students and parents at the beginning of the school year. Homework policy will follow the KISD guidelines.

Items Not Allowed

Animals of any type, toys, hand-held electronics, and trading cards of any kind **should not be brought** to school. Knives and guns (or look-alikes) are strictly prohibited. Students may not display, turn on, or use a cellular telephone on school property during the day. Violators are subject to having their phone confiscated as well as disciplinary action. Refer to the District Student Code of Conduct.

Lost and Found Items

Students lose many items each year. Please help us with this by labeling your student's sweaters, coats, lunchboxes, bookbags, etc. If a student loses anything, he or she should check the lost and found area. Clothing, lunch boxes, and other similar items are placed there. Valuable items such as watches, eyeglasses, etc., are kept in the office. **All unclaimed items are donated multiple times throughout the school year.**

Network Use

KISD offers Internet Access for students. An Acceptable Use Policy is included in the Student Code of Conduct.

Parent Conferences

Teachers and/or parents may request conferences throughout the year during the teacher's scheduled conference time. Participation is strongly encouraged to monitor your child's academic progress and grades. If you would like to schedule a conference, please email, or call the teacher in advance. Teachers will not participate in conferences during instruction time.

Parking

There is a parking lot in front of the building for visitors. We ask if you choose to park in the front of the building that you park in a designated parking space. Do not park in the fire lane at any time. The east side parking lot (post office) and west side parking lot (Walmart) are also available.

Parties

Winter, Valentine, and end-of-year parties may be held. If food is brought to one of these parties, it must be store bought and in the original packaging. *PARTIES FOR BIRTHDAYS, FAREWELLS, ETC., ARE NOT PERMITTED.* Handing out invitations to birthday parties for individual students is not allowed. Students cannot carry balloons or flowers into the classroom during the school day.

Physical Education

If your child is unable to participate in P.E. due to a medical condition, a note to the P.E. teacher will suffice if the illness is no longer than three days. For more than three days, a doctor's note is required. Tennis and athletic shoes are required for full participation in P.E.

Picking Up Students After School

The safety of our students is of utmost importance. Please make sure you have filled out information regarding the way your student will go home. No changes can be made over the phone or in writing regarding student dismissal. A guardian listed on the registration card is the only person who will be allowed to make these changes. You must also notify the office **in person**, 24 hours in advance, of changes. **Students will be released only to adults listed on the Student Registration Cards and a valid photo ID.**

Playground Behavior Expectations

While on the playground, students are expected to:

1. Follow directions the first time given.
2. Keep hands, feet, mouth, and objects to themselves.
3. Play in assigned areas only.
4. Use equipment properly.
5. Line up when whistle is blown.

Wet Clothing PK-5th Grade

Parents of all PK and KG students must provide an extra set of clothing (to include shirt, shorts, pants, underwear, and socks) 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 the classroom has a restroom, the teacher will allow the student to change their wet clothes in the classroom restroom. The teacher will notify the parents. The teacher will send the wet clothes home in the bag that was provided by the parents for the dry clothes.
- 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 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 and be given the option to stand until the parent arrives.
- The parent may take the child home to properly clean the child and return, if needed.

The child cannot be sent home on the bus or to after school day care with wet clothing. The parent will be contacted to pick up their child from school if this occurs.

Students Who are in Transition

- The student is to wear pull-ups instead of diapers.
- The parents are 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.

Progress Reports

Progress Reports are sent out according to the district calendar each nine-week grading period to show the progress your child is making in mastering the Texas Essential Knowledge and Skills (TEKS). Parents and guardians should review the information, sign, and return the progress report the next school day.

Promotion/Retention Policy

A Grade Review committee will meet toward the end of the school year to determine the promotion/retention status of each student according to state and district policy. Parents will be notified of academic concerns throughout the year. The committee will be comprised of WSES teachers, administrators, and support staff.

Report Cards

Report cards will be issued at the end of each grading period. Please sign and return your child's report card the next school day.

Restroom Behavior Expectations

While in the restroom, the student is expected to:

1. Keep the area clean.
2. Keep hands, feet, mouth, and objects to themselves.
3. Keep voice volume low.
4. Use facilities appropriately- no horseplay.

Signing Students Out of School

The front office will be closed from 2:45-3:30. If you must sign your child out for an appointment during these times, you must do so prior to 2:45.

Student Conduct and Discipline

Student conduct and discipline are governed by the school board and campus policies in the interest of providing a safe school environment that is conducive to learning. Refer to the District's Student Code of Conduct. Every child enrolled is expected to abide by the school rules. Appropriate action will be taken when there are violations.

During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until the administration can conclude his/her investigation.

Student Supervision After School

When school is dismissed, children are expected to leave the campus immediately. Please be prompt in picking up your child. Students remaining on campus after dismissal will be subject to consequences. Students are not permitted to wait on other students participating in after-school activities. **The school office closes at 4:00 p.m.** At that time, any remaining students **are subject to referral to other agencies, such as Child Protective Services or Killeen Police Department.** There is no after school supervision on the school grounds, except for the YMCA program held in our cafeteria.

Tutoring/Intervention

Each grade level participates in a designated, daily time of intervention. During this time students' academic needs are focused on more specifically. Some teachers offer tutoring for students needing additional instruction before or after school; however, this is not required. Please contact your child's teacher if you have academic concerns or questions.

Use of the Telephone by Students

Students are discouraged from making calls unless it is an emergency. Students will not be called from the classroom to receive a telephone call.

Visitors

Please contact the office to schedule an appointment to meet with an administrator or a teacher. All visitors are required to report to the office upon entering the building to sign in. All visitors will be screened using the District's TPassonline system and will then receive a visitor's badge. A valid ID will be held in the office while visitors are on campus. Visitors are reminded that the staff at Willow Springs is diligent in maintaining a safe learning environment. Should a situation arise in which the learning environment or level of safety is violated, the visitor will be asked to leave.

Volunteers

Volunteers help our school community. If you would like to volunteer, please contact us at 336-2020. A background check, clearance, and completion of an annual KISD Volunteer training is required before you may volunteer on campus.

Withdrawals from School

In case a student is to be withdrawn from school, the homeroom teacher and the office should be notified at least 48 hours in advance of the planned withdrawal date. Students **must** return all textbooks, library books, technology and pay all monies owed to the school (library, textbook, and technology fines) prior to withdrawing.

