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MAUDE MOORE WOOD ELEMENTARY SCHOOL

# STUDENT HANDBOOK

2024-2025

# MAUDE MOORE WOOD

ELEMENTARY SCHOOL



**ESTABLISHED**  
2019-2020

**LEAD LIKE A WARRIOR!**



Dear students and parents,

Welcome to Maude Moore Wood Elementary! We are delighted you will be part of the Warrior Family. We are committed to partnering with parents, community members, and other stakeholders to provide a learning environment for all students that is safe, nurturing, and full of innovative and engaging learning experiences.

At Maude Moore Wood, we understand the importance of parental involvement and the impact it has on a student's educational experience. Therefore, we invite you to take an active role in your child's education by working closely with his/her teacher to ensure he/she has a positive learning experience. We are looking forward to developing a strong home-school partnership.

This handbook has been designed in hopes of providing you with information regarding our school practices. We hope you find it to be useful. Please feel free to contact us with questions and concerns you have that are not addressed in this handbook. We will be delighted to provide clarity and/or further explanation as needed.

We consider it a privilege and honor to serve your child's educational needs and look forward to a successful school year.

Proud to be a Warrior,  
Amber Dibble  
Principal

# Maude Moore Wood Elementary

## Home/School Compact 2024-2025

At Wood Elementary, we are dedicated to equipping every student with the tools necessary to become a successful, lifelong learner and a positive contributor to society. We will provide a safe and appropriate educational environment to give each student the opportunity to develop to his/her full potential.

Parents, staff, and students are encouraged to work together as a team. We ask that as a member of the team each person make a commitment by signing the part of the agreement below that applies to him/her.

### **Teacher/Staff Obligations: I will:**

- \* **Provide a safe and positive learning environment**
- \* **Promote positive student behavior by creating a collaborative rapport amongst students**
- \* **Provide quality instruction that is engaging**
- \* **Involve parents as partners by communicating effectively at all times through a variety of ways**
- \* **Respect and treat each child as an individual**

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Student Obligations:**

#### **I will:**

- \* **Show respect for myself, others, my school, my community, and my world**
- \* **Understand that my attitude affects my performance**
- \* **Attend school regularly and be on time.**
- \* **Be responsible for my actions**
- \* **Be an active and willing participant in my education**

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Obligations: I will:**

- \* **Help my child with his/her school work at home, when assigned**
- \* **Ensure that my child arrives to school and is picked up on time every day.**
- \* **Ensure that my child attends school for the entire school day. (limit early sign outs)**
- \* **Attend all parent/teacher conferences**
- \* **Be an active participant in my child's education**
- \* **Read, review, and support KISD's Student Code of Conduct**
- \* **Read the contents of the Weekly Folder, sign and return to school the following day**
- \* **Keep school informed with updated phone numbers and other contact information**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Maude Moore Wood Elementary Parent and Family Engagement Policy 2024-2025

The following information outlines the experiences we offer our parents to encourage participation in their child's education.

## **Contacts:**

- Teachers will use a grade appropriate method of communication with parents. This communication will be shared daily in some cases and weekly through the weekly folder for all students.
- Parents will be able to request conferences with their child's teacher during the teacher's conference time or other mutually agreeable time and/or may contact the teacher through his/her KISD email account.
- Teachers will schedule a conference with a child's parent at the onset of concerns regarding the student's failure to meet the academic and/or behavioral expectations.

## **Informational:**

- A public forum is typically held during the month of October to share student performance data and information about how our campus utilizes Title I funds to support students and families.
- Monthly early childhood literacy groups are conducted and encouraged.
- Weekly Folders are also provided for all students by the campus. Completed and graded assignments and KISD/campus information will be sent home in this folder to routinely keep parents informed of their child's progress. Parents are asked to review the folder's contents, sign and return it to school the following day.
- Provide parents with at least 1-week notice of school-wide events.
- Ask for email addresses and other forms of communication at **Meet the Teacher** in an effort to communicate more effectively with parents.
- Parents are encouraged to contact the school office where someone will be happy to sign them up for the **Home Access Center** in which they can see their child's grades and attendance.
- Parents are able to access standards on the TEA website.
- The annual review of our Parent and Family Engagement Policy and Home School Compact occurs each Spring. Parents and family members meet to discuss and make changes for the next school year. Both documents are available on our campus website and offered in other languages upon request

Parents are invited and encouraged to attend any/all of the following events.

- Open House/Public Hearing
- Semester Award Celebrations
- 5<sup>th</sup> grade Celebration
- Health/Nutrition Events
- Musical Presentations

## **Parent Volunteers:**

We love parent volunteers! Parents wishing to volunteer at the school need to fill out a background check online at [www.killeenisd.org](http://www.killeenisd.org). Parents must complete the background check and attend a brief orientation in order to volunteer at school.

Revised on 5/7/2024

# FIRST DAY OF SCHOOL

The first day of school is an exciting experience for both students and teachers. It can also be very difficult for some students. There are a few things you can do to help make it easier for everyone. Here are some suggestions:

- Attending ‘Meet the Teacher’ Night before the first day of school provides you and your child the opportunity to become familiar with the school by locating his/her classroom, meeting the teacher, and placing his/her supplies in the classroom prior to the first day of class. Your child’s room and teacher assignment will be posted on the front windows. Teachers, assistants, and support staff will be in the hallways to help your child.
- Please be sure your child and teacher understand how he/she will get home after school (pick up, bus, walker, daycare or YMCA).
- Although your child’s teacher would like to know as much about your child as possible, please understand that the first day of school is not a good time for conferences. Any important information should be communicated in writing, or you can make an appointment for a conference at a later time. Thank you for understanding so teachers can focus on ensuring all students get home safely.
- Parents may walk their children to class only on the first day of school. This applies to all grade levels. After the first day of school, please say your goodbyes at the “hugs & kisses” area located at the front entrance of the building. These procedures allow us the opportunity to more easily help your child adjust to his/her new school experience.
- All students (except bus riders) will enter the building through the front doors.



# SCHOOL DAY PROCEDURES

**Arrival:** 7:00 AM **Dismissal:** 3:00 PM - **Regular Early Release:** 1:00PM

**Breakfast begins:** 7:00 AM and **Breakfast ends:** 7:20 AM

**1st Bell:** 7:25 AM

**2nd Bell (Tardy):** 7:30 AM



## **Before School**

Staff members are not on duty until 7:00 AM, so students may not arrive to school before that time. **Please help ensure your child's safety by not leaving him/her unattended on school campus before that time.** After entering the building, students who are eating breakfast should go directly to the cafeteria. All other students should proceed directly to their classroom hallway where they will read a book or study. This practice prepares students for a day of learning.

## **After School**

Our school supports 100% ID card check. There are no exceptions. Students may be dismissed to parents/guardians or their designees. **Designees must be authorized by the parent/guardian and listed on the student emergency card in the office.** Students will be dismissed according to the information the parent provides on the **After School Transportation Form.**

All students should leave campus no later than **3:10 PM** unless participating in an approved after-school activity. When school is dismissed, children are expected to leave the campus immediately. They may not wait in the classrooms, inside, or outside the building for siblings who are attending after-school activities. Parents are requested to support teachers and staff by picking students up at the proper dismissal time and refrain from cellphone use in the while in the valet pick up line.

## **Bicycles**

Students in 1st through 5th grade are allowed to ride bicycles to and from school. Students who ride bikes to school must get off upon entering school property and walk the bicycle to the bike rack. It must be locked securely to the rack to prevent theft. Sidewalks must be used. **According to the KISD Code of Conduct, skateboards, rollerblades, and scooters are prohibited from school property.**

## **Bus Students**

The safety of each child depends on the child obeying the bus driver and all 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 Student Code of Conduct. Please discuss these rules with your child. Violation of rules may result in bus suspension.

### Car Riders

Parents are required to obey all traffic laws when on school grounds. The speed limit on campus grounds is 10 mph. There is no parking in front of the school doors, as that is designated as a fire lane. You can be cited by the police if you are in a designated fire lane or improperly parked in a handicap parking spot.

Car riders should be dropped off only at the front of the campus. When dropping your child off, please use the drop off lanes #1 and #3. Students exiting from lane #3 must use the crosswalk to the left of the vehicle. Park and escort your child to the campus if not using the drop off lanes.

If it is after 7:30 AM, parents must park their vehicle and walk their child to the front office. **Students who walk in alone will have to wait in the office until parents are reached and return to sign in their child.**

**Please refrain from use of the cellphone on school property.**

### Crosswalk

The use of crosswalks is vital to the safety of your child. Students who walk to and from school need to cross the road using the crosswalk with the assistance of the crossing guard. Students must follow the crossing guard's directions. Please assist us in setting the example by using the crosswalk at every opportunity.

### Attendance

**Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE- A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school.**

We will contact our school's attendance officer regarding students with persistent absences. Regular school attendance is necessary to ensure your child receives the instructional opportunities required to help him /her acquire the skills and standards necessary to achieve academic growth and earn promotion to the next grade. Adequate academic achievement is directly linked to regular school attendance. Students are expected to be at school every day. Please call the school office at **254-336-1650** in the event your child will be absent. Upon his/her return to school, your child will need a note from you or a medical note from a physician's office in order to excuse the absence(s). All notes should contain the date(s) and an explanation for the absence(s). Please be mindful that without a note, an absence will be considered unexcused. **An accumulation of unexcused absences can cause a student to be retained in his/her current grade level.** In addition, it is important to mention that you are entitled to submit 10 parent notes yearly for the purpose of excusing absences. Beyond that, absences will only be excused with a medical note.

It is the practice in our school district to call the homes of students who are not in school by the time the early morning attendance is taken. This is a safety precaution that allows us to account for every student. **Please make sure that you keep the office records updated with the most current contact information so we can always reach you.**

Please feel free to visit the Student and Parent section at [www.killeenisd.org](http://www.killeenisd.org) to view the online policy for more detailed information regarding attendance.





### **Audience Expectations**

Students in Killeen ISD elementary schools are taught standard audience manners for use at special events. Please set a good example for our students by observing the following guidelines:

- Talking, whistling and excessive noise are inconsiderate and inappropriate.
- Electronic devices, such as cell phones, should be silenced.
- The audience should hold their applause until the designated time.
- When taking pictures, please do not block the view of others.
- Please enter and leave the special event area in a manner that does not distract from the program. v Students have worked hard and are thankful for your attendance and support. We also appreciate your careful observation of audience expectations.

**Special Note:** If children under your care are creating disturbances, we ask that you remove them to the foyer.

### **Awards Ceremonies**

Awards ceremonies will be held at the end of each semester to recognize students for Academic Achievement and/or Perfect Attendance. You will be notified of these events in advance. We invite and encourage you to attend these special events.

### **Birthday Celebrations**

In accordance with KISD policy, birthday parties are not permitted at school. However, parents are allowed to bring individually packaged store bought treats to school in celebration of a student's birthday. Party invitations may not be passed out at school unless there is one for every student in the class. Treats and/or invitations will be distributed and enjoyed at the conclusion of the instructional day.

***Deliveries (balloons, flowers, etc.) to children are not permitted during school hours.***

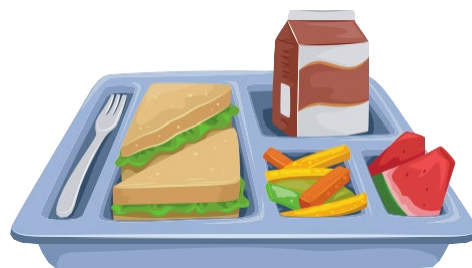
### **Cafeteria**

The cafeteria will be open for breakfast each morning from 7:00 AM to 7:20 AM. The bell rings at 7:25 AM, so students eating breakfast should arrive at the cafeteria no later than 7:20 AM to allow ample time to complete their meal before the tardy bell rings at 7:30 AM.

Students eat lunch at a scheduled time with their class. If you plan on eating school lunch with your child, please notify the teacher in writing that morning in order to ensure that plenty of food is prepared. The full adult price must be paid as the meal is received. Because it is important to maintain clear and consistent procedures for our students, we ask that you have a seat at the designated table located in the cafeteria. The teacher or instructional assistant who brings your child's class to the cafeteria will allow him/her to join you at the appropriate time. Your child will be expected to join the rest of his/her class when it is time for them to leave the cafeteria. We appreciate your willingness to work with us to ensure safe and consistent practices at all times.

**In accordance with Texas Department of Agricultural guidelines, students may not share food from their tray and adults are not allowed to eat from a student's tray.**

Lunch menus can be found on the KISD website.



### **Cell Phones or Other Electronic Devices (Smart Watch)**

As stated in the KISD Student Code of Conduct, students may not display, turn on, or use a cellular telephone or other telecommunication devices on school property during the school day. **Cell phones and smart watches with cellular connections must remain off and in backpacks at all times.** Violators are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by the principal and are subject to disciplinary action. Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or the unauthorized use of the device.

### **Checking Out A Student**

Students will only be checked out to individuals with photo IDs whose name appears on the student's registration card. *Please do not ask us to make exceptions.* It is for the safety of your child that we will strictly enforce this policy. Please remember to update the enrollment card when you wish to add and/or delete names. We cannot honor any requests for changes that are made over the telephone. You must come into the office and make any changes to the registration card in person.

**NOTE:** Students are not signed out after 2:30 PM on regular school days or 12:30 PM on early out days as teachers are preparing students for their dismissal and ensuring that students get to their correct dismissal areas safely. Please plan accordingly. Extenuating circumstances will be handled by campus administration. You may be asked to provide documentation for an appointment.

### **Child Abuse**

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

### **Class Changes**

Please do not request a change of placement, as we do not typically move students unless required by enrollment numbers. All of our teachers are highly qualified and prepared to assist you in educating your child. Wood Elementary teachers plan collaboratively and have common assessments, so the level and pace of instruction is similar between classes. If you have specific concerns about your child, we ask that you please first address them with the teacher.

### **Classroom Interruptions**

The number of classroom interruptions are limited by the Texas Education and Administrative Code and local school board policy. We will only interrupt a class if it is absolutely necessary or an extreme emergency. If you need to leave a message or an item for your child, please leave it with the office. We will deliver the message or item to the classroom.

### **Clinic Procedures**

If an injury or illness appears serious, the clinic staff will call parents. When a child has a fever over 100.0°F, the parent/guardian will be contacted and the child must be sent home. If a student must be sent home, he/she will remain in the clinic until picked up by parent/guardian. Students who have vomited may also be sent home.



*The school nurse will notify the parent/guardian if a student requires immediate medical attention. It is the responsibility of the parent/guardian to keep emergency information up to date. Once notified, parents are expected to arrive at school within a reasonable amount of time, which is considered to be within 30 minutes.*

*Parents must deliver all medication to the clinic. Teachers are not allowed to give any medication to students. All medications require completion of a form by a physician. These forms are available in the office. No medication, including over-the-counter medication (such as throat lozenges, etc.), will be administered without the proper completed form.*

*If your child soils his/her clothes, the student will be sent to the office. Students no longer wait in the clinic. The office staff will notify the parent/guardian or emergency contact to bring a change of clothing or to pick up the child as appropriate to the situation. If needed, the parent will be responsible for changing their child. Once notified, parents are expected to arrive at school within a reasonable amount of time, which is considered to be within 30 minutes.*

**All Pre-kindergarten, Kindergarten, and SKILLS students will need to have an extra change of clothes at school. Please make sure the extra set of clothing is weather appropriate and labeled with your child's name.**

### **Conferences**

Parent/Teacher conferences will be held as needed. Teachers will schedule these conferences with the parent. If at any time you have questions or concerns about your child's progress, please contact the school to schedule a conference. To request a conference, you may call the school office (254)336-1650, send a note, or indicate your desire on the report card.

### **Curriculum & Instruction**

Instruction is based on the state standards or the Texas Essential Knowledge & Skills (TEKS) and the district curriculum. To view the curriculum for your child's grade, you may visit the KISD website and click on the Students & Parents link at the top. Under the resource list on the left, you will find a link to the TEKS Resource System.

### **Deliveries**

No deliveries of any nature will be made to any classroom. District policy does not allow commercial deliveries of any kind to be made to students at school. This includes flowers, balloon bouquets, pizza, cakes, etc. Please do not have deliveries made to your child, or bring in flowers, balloons, etc., during the school day.

### **Dress Code**

Students are expected to dress appropriately in clean, well-fitting clothing that is appropriate for the weather. Please adhere to the following guidelines when considering school-appropriate attire.

- Make-up of any kind should not be worn
- Hoods, caps, and other headgear are not permitted to be worn inside the building
- Blouses & shirts must fit appropriately and not expose midriff when arms are raised.
- Leggings and shorts must be modest.
- Shoes must be suitable for PE and recess. Slides, Flip Flops, wheels, and heels are not appropriate footwear. Additionally, please refrain from wearing CROCS (or CROCS style shoes on PE days).
- Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, and shorts or pants with holes any higher than 6" above the knee 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."
- As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
- Hair must be neat, clean, and well groomed.

Discretion of appropriateness will be determined by the administrator regarding any of the guidelines listed above. Please see the KISD Dress Code for further information.

### **Drop off/Dismissal/Inclement Weather**

Please see the campus website for more detailed information

### **Emergency Information**

It is vital to inform the school when emergency contact information needs to be updated. Often, parents will update phone numbers or contact information with teachers; however, we still require that you come to the office to officially update your child's record on the student registration card. Students will only be released to contacts whose names are on the registration card filed in the office.

Parents/guardians must physically come to the office to change or update an emergency card. **A telephone call to the office will not be accepted for another individual to pick up a child.** It is a requirement to show a picture ID when picking your child up from school. We will not release your child to anyone whose name is not on the card. If there is a court order limiting who may pick up a child from school, the court order must be on file in the office. The Killeen ISD Police may be called for assistance when the school is unable to reach a parent or an emergency contact person for a medical emergency or for failure to pick up a student at dismissal.

### **Expectations for Behavior**

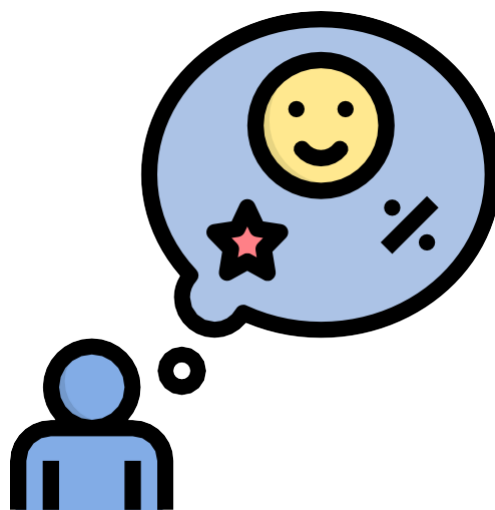
The Behavior Management Plan at Maude Moore Wood Elementary is a positive approach plan based on the concept that teachers have the right to teach and students have the right to learn. Our campus will be implementing Capturing Kids Hearts as adopted by the district.

Classroom teachers establish grade-level expectations that align to the school-wide expectations. Parents will receive a letter from their child's teacher outlining classroom procedures, expectations, incentives, and consequences.

There are established rules and expectations for behavior in common areas. These areas include hallways, cafeteria, library, computer labs, restrooms, playground, the bus and bus lines.

### **School-Wide Expectations**

1. Be in your assigned seat/area, ready to work when the bell rings.
2. Have paper, pencils, books, and all needed supplies every day.
3. Keep hands, feet, books, and objects to yourself.
4. No cursing, rude gestures, teasing, or put downs.
5. Follow directions of school personnel.
6. Stay with your class.



Consequences issued by administrators for office referrals may include a variety of outcomes. All outcomes will adhere to the Student Code of Conduct. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administrators can conclude his/her investigation.

**Please reference the KISD Student Code of Conduct for further information at [www.killeenisd.org](http://www.killeenisd.org).**

### **Field-Based Instruction**

During the school year, students take trips to experience the concepts that are taught in the classroom. In order for your child to participate, a district permission slip must be signed and returned prior to the trip. We ask that you do not use the loss of a field trip as a consequence for behavior. Field trips are an extension of your child's classroom instruction and teachers use these experiences for learning activities after the trip. Parents requested to serve as volunteer chaperones must have an approved background check form on file in the office.

### **Grades**

Parents are able to utilize the KISD online computer program Home Access to access student grades and attendance on a daily basis. For more information about accessing Home Access, please see the office staff. KISD now supports a phone app, which makes staying connected to your student's academic progress even easier. Information about the Mobile Family App can be found on the district's website under the Students & Parents link. Again, if you need any assistance please let us know.

Maude Moore Wood Elementary School is on a nine-week grading system. Progress reports will be sent home for all students at the mid-point date of each nine-week grading period. Students will receive report cards at the end of each nine-week grading period.

### **Library Procedures**

The library is open during regular school hours to Maude Moore Wood students and staff. Parents are also welcome to visit our library by appointment.

In the event a library book is lost or damaged, please notify the library. A fine for damage may be assessed based on the cost of repair. If a book is damaged beyond reasonable repair, a fine totaling the cost to replace the book will be assessed under the student's name. In addition, if a book is lost, a fine totaling the cost to replace the book will be assessed under the student's name. Students who have unpaid fines will not be permitted to check out books from the library.

### **Lost & Found**

Please be sure to clearly mark all of your child's personal items. In the event of lost items such as clothing or lunch boxes, students should check the lost and found area by the cafeteria hallway. Valuable items such as jewelry and eyeglasses are kept in the office. All unclaimed items are donated to charity at the end of each nine weeks.

### **Marquee Announcements**

Special announcements may be posted on the school marquee. State testing, holidays, and other events will be noted weekly.



### **Parent Concerns**

In the event that you may have a concern, we value your input and request that you allow us the opportunity to investigate and respond. If the concern is about a classroom situation, we ask that you attempt to resolve the concern with your child's teacher as a first course of action. If an administrator is not immediately available, he/she will contact you as soon as possible to discuss your concern.

### **Parties**

Classroom parties will be held the following times: Winter Celebration, Valentine's Day, and the End of Year Party. Classroom parties are reserved for the teacher and students only.

All items provided for parties or for snacks must be commercially prepared. Homemade items are not allowed. **Birthday and farewell parties are NOT permitted.**

### **Pets**

For the safety of students and adults, no pets are allowed in the school building or on school grounds. The only exceptions are when it relates to the curriculum or if it is a service dog. All classroom pets require prior administrative approval.

### **Pictures**

School pictures are taken in the fall and in the spring. Individual pictures are taken in the fall and class pictures are taken in the spring. A notice, along with a price list, will be sent home prior to the photographer's visit.

### **Safety**

Safety of the students and staff at Maude Moore Wood Elementary is our top priority. All outer doors to the school, except the front door, are locked every day. All parents and visitors must **ALWAYS** use the front entrance when entering and exiting the building.

At no time will a child be dismissed to the parent from the classroom, lunchroom, or any other location in the building. *Students will not be called out of class until the parent/guardian has signed them out in the office.*

In order to comply with district safety guidelines, we will conduct one fire drill per month, one shelter-in-place/lockdown drill per semester, and at least one severe weather drill each semester. Evacuation maps and safety guidelines are located in every room on campus. Visitors on campus are expected to follow drill instructions. Students may not be checked out during this time.

### **School Closings**

KISD may close schools because of bad weather or emergency conditions. This also includes a delayed start or an early closure. Parents will be contacted via text with more information. Additionally, please follow our KISD and Maude Moore Wood Facebook page.



### **Snacks**

Because of the strict food and nutrition guidelines developed by the Texas Department of Agriculture, we are very limited as to what kinds of foods are permitted to be shared in the classroom. A list of approved suggestions for nutritious snacks is located in the appendix.

### **Tardies**

The first school bell rings at 7:25 AM. All students should be in their classroom by 7:30 AM when the tardy bell rings. If your child is not in his/her classroom by this time, he/she will need to be signed-in at the front office for an admission slip before going to the classroom.

The KISD School Board gives each school the ability to build and enforce its own tardy policy within the limits set by board policy and state law. Our Tardy Policy is as follows:

- Level 1** - For 30 minutes of accumulated tardies, students will be assigned one day of lunch detention. A letter will be mailed home.
- Level 2** - For 120 minutes (2 hours) of accumulated tardies, students will be assigned 1/2 day of In-School Suspension (ISS). A letter will be mailed home.
- Level 3** - For 240 minutes (4 hours) of accumulated tardies, students will be assigned one full day of ISS. A letter will be mailed home.
- Level 4** - When a student accumulates 480 minutes (six hours) of tardies, their name will be turned over to the District Attendance Officer for further action. A letter will be mailed home.

We realize that students are not responsible for getting themselves to school on time. This is why it is of the utmost importance for us to partner together to ensure instructional time for your child is maximized.

We also enjoy having your Pre-kindergarten and Kindergarten child at Maude Moore Wood Elementary. Please remember, this is a full day instructional program. Attendance expectations are intended for ALL students to include Pre-K and Kindergarten. The law, as it is written in the Texas Education Code, states: Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE – A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school. In other words, if you enroll your child in school regardless of the age, you understand that the attendance and tardy policy will apply to all students.

### **Telephone Use**

Students are discouraged from making phone calls during the school day. The teacher will issue a telephone pass to call for forgotten lunches and emergencies only. Arrangements should be made in advance for students participating in after-school activities (i.e., choir, etc.).



### **Visiting Campus**

Killeen ISD policy states visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher'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 GKC (LOCAL).

### **Volunteers**

Volunteers play a significant role in the success of our school. If you are interested in being a volunteer, contact the office. Please be aware that all volunteers are required to undergo a background check. To submit a request, go to the KISD website and click the information link and select volunteer information.

### **Website**

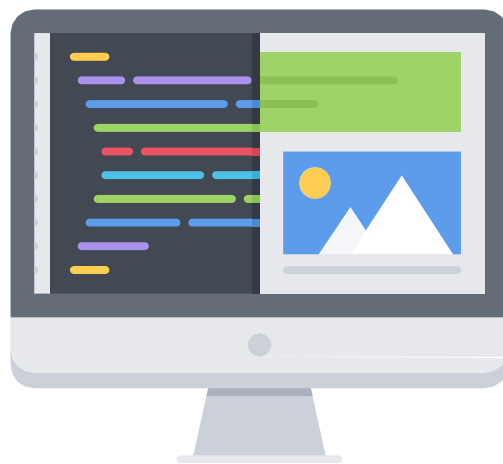
KISD maintains a website with a wealth of information about the district. Within the KISD website, each school also maintains a website. To find out more about our staff, school and upcoming events, please visit the campus website. To access the website, please go to <https://www.killeenisd.org>. Once there, click on the link for Schools and then on the Wood Elementary link.

### **Weekly Folders**

Each student at Maude Moore Wood Elementary will have a weekly folder that will be sent home each once a week. Please look through the folder and return any material that requires your signature.

### **Withdrawals**

Please notify the classroom teacher and the office at least five (5) days in advance of the planned withdrawal date. Return all textbooks and library books, and pay all fines owed to the school (library and textbook fines) prior to withdrawing.







# APPENDIX



**WARRIORS**

*LEAD LIKE A WARRIOR*

# APPROVED SNACK LIST

## 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
- Cheerios
- Kix

### 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,
- Reduced fat String Cheese
- Yogurt-Yoplait Kids
- Trail Mix (made with unsalted nuts and dried fruit)

### Other Snacks:

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



**KILLEEN ISD  
SUGGESTIONS  
FOR SMART  
SNACKS**

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

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## GRADING POLICY-RETAKES

The district grading policy permits one opportunity to redo any assignment or retake any test for which a 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.

Teachers will reteach and spiral learning within the 10-day request window. The teacher will determine when the redo/retake opportunity will take place after the 10-day request window. A student may earn the highest achieved grade, not to exceed a 70.

Formative or summative assignments completed during the last two weeks of any grading period are not eligible for redo/retake as there are not 10 days available to reteach and redo/retake prior to the end of the grading period.

Students may not redo long-term projects (projects in which a week or more was given to complete).

We encourage you to create an account with the online grade book system, Home Access Center, in order to see the most up-to-date information regarding your child's grades and progress. Our school secretary can help you get your initial password, and links on our campus website can guide you through the process of accessing the system.

We are thankful for your support and the partnership we share with you in your child's learning. If you have any questions, please do not hesitate to call our school or speak to your child's teacher.