

PARENT AND STUDENT HANDBOOK

2023-2024

**1800 NORTH WS YOUNG DRIVE
KILLEEN, TEXAS 76543
PHONE: (254) 336-2120**

School Day Schedule

School begins at 7:30am
Students are dismissed at 3:00pm
School breakfast begins 7:00am
Breakfast Line closes at 7:25am
Students enter classrooms 7:15am
Bell rings 7:25am
School begins at 7:30am
1st Attendance 7:30am
Attendance 9:30am
Dismissal bell at 3:00pm

Our Mission

Teach so that students learn to their maximum potential and become life-long learners.

Our Vision

Through collaboration, hard work and rigorous instruction, Peebles staff will instill in students a love of learning while preparing them for future challenges in a global society.

Introduction

Enclosed is a summary of our campus policies and procedures. Changes to this handbook may occur after the start of the school year. Suggestions for additions and improvements to this handbook are welcomed and may be sent to our Campus Technologist.

A Message from Principal Bodón

Welcome! I am honored to be the principal of a school where a genuine love for children and high expectations are a priority. Peebles Elementary School is committed to providing all students opportunities to succeed academically and socially. A strong elementary education begins with a strong foundation in reading and math. The Peebles Elementary staff is dedicated to helping make this happen for each child. We have a collective responsibility to expose your child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, I will build relationships between parents, students, faculty, and staff. I am confident that we will be successful if we align our resources to support our students. I look forward to working with each of you to ensure the success of your child. With your support, we can ensure your child's success at Peebles Elementary.

Shakira Bodón

Principal, Peebles Elementary

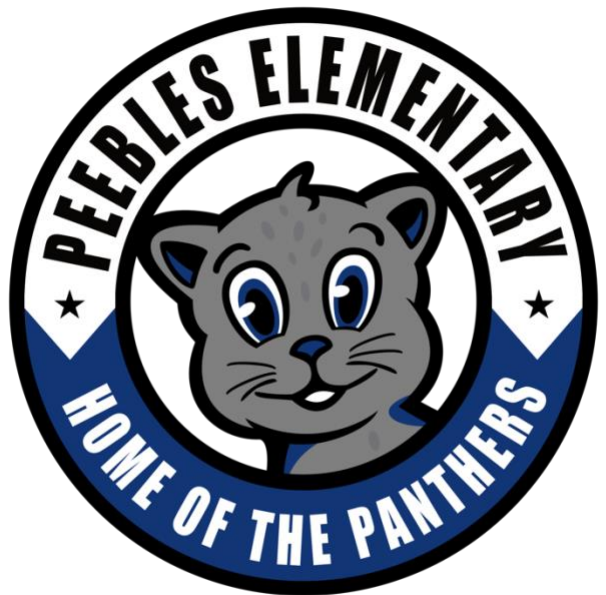


Table of Contents

<i>Our Mission</i>	2
<i>Our Vision</i>	2
INTRODUCTION	3
A MESSAGE FROM PRINCIPAL BODÓN	3
TABLE OF CONTENTS	4
<i>Our Mission</i>	5
<i>Our Vision</i>	5
<i>Our Core Beliefs</i>	5
OUR LEADERSHIP TEAM	5
OFFICE STAFF.....	5
SCHOOL HOURS	6
BREAKFAST & LUNCH	6
<i>Cafeteria Procedures</i>	6
<i>Acceptable Food Items</i>	6
<i>Visitors During Lunch</i>	6
FIRST DAY OF SCHOOL	7
ARRIVAL	7
DISMISSAL	7
AFTER SCHOOL CLUBS	8
AFTER SCHOOL EVENTS	8
ATTENDANCE	8
BICYCLES	8
BUS STUDENTS	8
CELL PHONES	9
CHAPERONES AND VOLUNTEERS	9
CLASSROOM DISRUPTIONS	10
<i>Phone Calls & Message Delivery</i>	10
CLASSROOM PARTIES	10
<i>Participation in Physical Education (P.E.)</i>	15
INCLEMENT WEATHER	14
LOST AND FOUND	14
SAFETY – TRAFFIC CONTROL	17
VISITOR POLICY	17
WEDNESDAY FOLDERS	18
KISD INFORMATION	19

About Peebles Elementary

Peebles Elementary has been instrumental in the lives of children since its inception in 1960. Peebles serves students in grades PK – 5th. We are one of five campuses in the Killeen Independent School District that hosts a bilingual program. We have high standards with a focus on academic excellence, character education, multiculturalism, and service to others. A true neighborhood school, Peebles is an integral part of the community and welcomes families, visitors, and volunteers!

Our Mission

Teach so that students learn to their maximum potential and become life-long learners.

Our Vision

Through collaboration, hard work and rigorous instruction, Peebles staff will instill in students a love of learning while preparing them for future challenges in a global society.

Our Core Beliefs

We believe that collaboration, hard work, a commitment to excellence and focusing on what's best for students are essential for continuous improvement. We serve by asking...Is it best for kids?, Do we treat others how we'd like to be treated?, and Are we the example?

Our Leadership Team

Principal – Shakira Bodón	Shakira.Bodonramos@killeenisd.org
Assistant Principal–Norma Fabre (PK, 1 st , 3 rd , 5 th)	Norma.Fabre@killeenisd.org
Assistant Principal– Laura Montes (PK, K, 2 nd , 4 th).....	Laura.Montes@killeenisd.org
Campus Instructional Specialist – Angela Harris	Angela.Harris@killeenisd.org
Campus Instructional Specialist – Janisse Torres-Rivera.....	Janisse.TorresRivera@killeenisd.org
School Counselor–Vanessa Trejo	Vanessa.Trejo@killeenisd.org
Librarian – Gerrica Bailey.....	Gerrica.Bailey@killeenisd.org
Campus Technologist – Carlos Mateo... ..	Carlos.Mateo@killeenisd.org

Office Staff

Principal Secretary – Vanessa Flores	Vanesaa.Flores@killeenisd.org
Attendance Secretary – Rowan Scicutella.....	Rowan.Scicutella@killeenisd.org
Records Secretary – Elena Buendia	Elena.Buendia@killeenisd.org
Receptionist & Parent Liaison – Maritza DeLeon.....	Maritza.Deleon@killeenisd.org

School Hours

Bell Schedule.....	7:30 AM – 3:00 PM Monday-Friday
Staff on Duty to Supervise Students	7:00 AM
Breakfast is served daily from.....	7:00 AM – 7:25 AM
Tardy Bell Rings at	7:30 AM
Instruction Begins at	7:30 AM
Dismissal at Grade Level Doors	3:00 PM Monday-Friday
School Office Hours	7:15 AM – 4:00 PM Monday - Friday
*School Office Closed.....	2:30 PM – 3:15 PM Monday - Friday
<i>*Due to Student Movement During Dismissal.</i>	

Crossing guards are provided at major intersections at 6:50 AM and 2:50 PM.

Breakfast & Lunch

Breakfast and lunch are **FREE** to **ALL** Peebles students each day. Breakfast in the classroom is being considered for our school. The lunch schedule may be obtained from the classroom teacher or from the office.

Cafeteria Procedures

- Students enter either the A or B serving line to serve themselves.
- Students are required to take any food items they touch on the serving line.
- Students walk to their assigned tables.
- Students may place and/or take items on the share table.
- Students are encouraged to finish eating before they engage in conversation.
- Students are encouraged to speak quietly to students sitting near them at the same table.
- Students will have 15 minutes for eating and 15 minutes for recess.
- Students may have the full 30 minutes for eating. They must make this known to the staff members on duty.

Acceptable Food Items

- All foods brought to school should provide nutritional value to students.
- Candies, cookies, and empty calorie foods should not be part of a child's lunch or snack.
- Carbonated drinks are not allowed.

Visitors During Lunch

During lunch, parents and family members are welcome to eat with their child at the designated tables on opposite side of cafeteria. Parents are asked to stay in designated areas during their lunch visit. Picture ID and Check In are required.

First Day of School

It's natural for children to experience some anxiety (as well as excitement) about beginning school.

Here are a few things you can do to make it easier for your child.

1. Parents can walk their child to class during the first three days of school.
2. Parents must drop off ID prior to entering our school.
3. AS SOON AS THE BELL RINGS, WE ASK THAT ALL PARENTS LEAVE QUICKLY. This will allow teachers the time needed to get to know students and establish routines and procedures.

*Be sure your child understands what to do AFTER SCHOOL.

Please be sure to check your child's backpack/agenda on **Wednesdays** for important information from school.

Arrival

Due to safety concerns, Pre-K and Kindergarten students should **ALWAYS** be escorted to school by an adult. Children brought to school **before 7:00 a.m.** must have an adult chaperone.

At 7:00 a.m. students may enter our school through the cafeteria doors for breakfast. Daycare students will enter through the designated doors. All other doors will be locked.

At 7:15 a.m. Will be dismissed from the cafeteria to go directly to their classrooms.

Dismissal

At 3:00 p.m. daily dismissal occurs at grade level doors. Adults may pick up students at the designated grade level doors after the dismissal bell rings. Adults wanting to pick up students before dismissal, must do so **before 2:30 p.m.** at the main entrance. Adults who pick students up from school must be listed on the child's registration card and must show proper photo identification for students to be released.

At 2:45 p.m., staff members escort bus riders and daycare students to designated areas for dismissal. To ensure a safe dismissal for all students, the office will be closed between 2:30 p.m. and 3:15 p.m. Students will not be signed out during closed office hours. Walkers are to walk directly home.

Students are not allowed on school grounds after school hours without an adult escort.

Legal guardians are required to complete the How Students Get Home form to indicate how students are to get home each day. If there is a change in the normal dismissal plan, a **written note** (signed and dated), by the student's legal guardian must be given to the teacher **in advance**. If a written note is not provided, the student will be released per the instructions on the How Students Get Home form.

Legal guardians must make changes on the registration card **in person**. Changes will not be accepted over the phone.

After School Clubs

After school clubs are offered for a variety of ages and interests. Participation in an after- school club is a privilege as elementary campuses are not required to provide clubs. Guidelines are set by the club sponsor(s) and/or the organization's affiliation. A request for parent permission and acknowledgement of club guidelines are sent home at the beginning of participation. Guidelines must be followed in order to maintain participation in the club. Club sponsors are campus staff that are volunteering their time to provide an experience for students. They do not get supplemental pay.

After School Events

Students are to be accompanied by an adult if they return to school for an after-school event. Crossing guards are not available for after school events.

Attendance

Your child's attendance in school is an important part of their education. Please contact the office at (254) 336-2120 to inform the school whenever your child will be absent. At 7:30 AM, if your child is absent without a note, a safety call will be made to the number you provided to inform you that your child is absent. Per Texas Education Agency Guidelines, students who get to school after 9:30 AM are not counted for the day. At 9:30 AM, an absence will be entered if your child is not present in his or her classroom. When your child returns to school, please provide a parent or a medical note from a provider explaining the absence. Parents can write up to 10 notes for absences to be excused. After 10 parent notes for absences, doctor's notes are required.

Notes about absences must be received in the school office within five days of the student's return to school. If a note is NOT received within five days, the absence becomes UNEXCUSED. Medical verification may be required. Attendance is taken each morning at 9:30. Students who are present at that time are counted present for the entire day. Students who are absent at that time are counted absent for the entire day. **EXCEPTION:** If a student returns to school following a visit to a doctor and brings a doctor's note, the student will be counted present for the day. All work missed during the time the student is away from the school must be completed. (The district's complete attendance policy can be found in the KISD Information Section of this handbook.)

Bicycles

Bicycles are to be parked in the racks provided and securely locked. Bicycles should be walked across school grounds, parking areas, on sidewalks, and when crossing the street. The school assumes no responsibility for lost or damaged bicycles. **All children should wear safety helmets.**

Bus Students

In accordance with district policy, all students should have adult supervision at bus stops.

Pre-K and Kindergarten students will not be released at bus stops unless there is an authorized adult

waiting at the bus stop. All adults should be prepared to show picture ID to bus drivers. If there is no one to meet young children at the bus stop, children will be brought back to Peebles following the completion of the bus route.

Riding the bus is a privilege that the Killeen Independent School District allows its students. Students are expected to behave properly on the bus. Our first concern is the safety of your children. Students who consistently abuse this privilege may be suspended from riding the bus. For a complete list of rules, see "Bus Rider Rules & Regulations" in the KISD Information Section of this handbook.

If your children normally ride the bus and you need for them to be picked up by you or someone else, please write a note to the classroom teacher (or call the office) informing them of the change. **UNLESS A STUDENT HAS A NOTE FROM PARENTS OR A PHONE CALL HAS BEEN RECEIVED, HE/SHE WILL RIDE THE BUS AS USUAL.** In addition, students are not allowed to ride the bus home with someone else in order to spend the night, etc. Transfer students do not qualify for bus transportation.

Cell Phones

Students may possess cell phones at school, but they must be out of sight, in their locker and turned off during the school day, while inside the building and on the bus to and from school. If the use of cell phones is abused, the phone may be confiscated by the teacher or other school official. It may be returned to the student, or parent after an appropriate period of time, as determined by the principal/assistant principal. (See KISD Student Code of Conduct Telecommunication/electronic devices)

Chaperones and Volunteers

Peebles 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. According to No Child Left Behind parental involvement is defined as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, which ensure 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 & are included, as appropriate, in decision-making & on advisory committees to assist in the education of their child
- parents and the community will assist in school improvement

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

- have lunch with your student
- attend parent-teacher conferences
- communicate with your student's teacher through scheduled conferences, e-mails, phone calls, written notes, and/or folder
- schedule a time to observe, volunteer, 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)
- participate and encourage your student's involvement in all school activities

Some administrative procedures necessary for volunteering in KISD schools (which includes chaperoning

field trips) are:

- Complete a volunteer information sheet (campus website)
- Complete a KISD background check (requires 2 weeks processing) (district website)
- Complete a volunteer orientation (campus website)

Computer access is available at school.

Checking a student out early

For the safety of our students, parents, guardians, baby-sitters, emergency contact persons, etc., 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. This includes releasing younger students at the end of the day. Please make sure that the person we are to release your child to at the end of the day is on their enrollment card. It is because we care about your child and their safety that we have this policy. You may change the information on their card at any time, but it must be done in person. We cannot take this information over the phone. 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 every minute of instruction is too important to lose while waiting for you to arrive. For the safety of the students, checking students out between 2:30-3:00 is not permitted unless proof of an appointment is presented.

Child Abuse

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

Classroom Disruptions

Phone Calls & Message Delivery

Our staff will deliver phone messages that are of an urgent nature, however, disruption of instructional time is discouraged.

Classroom Parties

Our District allows classroom parties during three specific times: prior to Winter break, around Valentine's Day and the End of the Year. All foods must be commercially prepared. **There are no exceptions to this policy.**

Birthday snacks are allowed at school if the teacher is given prior notice and snacks are commercially prepared. Birthday snacks may be dropped off at the front desk for delivery to the student's classroom. Birthday snacks will be passed out to students at the very end of the school day. Parents will not be permitted to visit their child's classroom for the sharing of birthday snacks. Invitations to parties may be given out at school if ALL students in the child's classroom are included.

Clinic-Medical Issues

- **ALLERGIES:** All allergies (not food preferences) should be noted on your child's health history sheet to be kept in the clinic. The clinic will have an additional form where you will need to provide us with the type of reaction and what treatment your child requires: i.e., Calamine lotion, Epi-Pen or prescription antihistamine. A physician's order must be on file in the clinic in order to administer any medication. If your child has a food allergy, the school district can substitute alternative foods or beverages on the purchased lunch tray in place of those foods to which your child has an allergy with appropriate documentation from your child's physician. The letter must state the foods and/or beverages your child is unable to consume, and the foods acceptable for substitution. This form is available in the clinic.
- **FEVER:** Fever is defined as a temperature equal to or greater than 100.0° F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100.0° F. The clinic cannot dispense any medication for fever. Students sent home due to fever must be fever free (without fever reducing medication) for 24 hours before returning to school.
- **CLINIC VISITS:** Basic first aid will be provided for students who become ill/injured at school. A courtesy call will be made to parents if the illness/injury is moderate to severe. All students sent to the clinic will have a clinic pass complete with the initial complaint and all care received. A yellow copy of the pass will be sent home with every student and may be used as the only form of parent notification. Parents are encouraged to contact the clinic if there is a concern about the treatment received.
- **EMERGENCY CLOTHING:** Parents of all students are encouraged to bring an extra set of clothing to be stored in the classroom/backpack and exchanged as the seasons change. We do not stock undergarments in the clinic.
- **MEDICATION:** All medication must be given in/through the clinic. Elementary students are not permitted to carry ANY medications, including cough medication/drops, medicated creams, medicated eye drops, etc. Inhalers are an exception to the policy ONLY if a physician's permit is completed and on file with the clinic stating the child is able to carry and self-administer the inhaler. All medications require a doctor's order and parent consent to be on file in the clinic. No over-the-counter medications are stocked in the clinic. Medications must be in the original bottle with the label on it and brought to the clinic by a parent/guardian (students and bus drivers may not transport medications). For the complete KISD medication policy, please see the district section of this handbook. Continued disregard of this policy can be considered a violation of the Code of Conduct.
- **HEAD LICE:** A child who is found to have active head lice will be sent home for treatment with a treatment information packet. Once the child has been treated, he/she can return to school. Before returning to class the student must come to the clinic (accompanied by a parent) and be checked by the clinic staff. Students are not allowed to ride the bus. The purpose of this procedure is to prevent the spread of head lice. We want to contain the problem before it becomes widespread. We also want to reassure you

and your child this policy is not a punishment; it is a precaution. Our goal is to get your child back to school and control the situation for the benefit of the entire school.

- **SOILED/WET CLOTHING:** If a student experiences an accident and has a change of clothes at school, they will be expected to clean themselves and change their clothes. If there is not a change of clothes at school or student is unable to clean themselves, a parent will be called to come and assist. Parents are expected to come with clothes and/or assist in a timely manner. For the safety and privacy of children, staff members are not permitted to assist students in the cleaning or changing of students. Medical assistance requires doctor orders and must be documented with the school nurse. Students cannot go home on the bus or be released to daycare in wet or soiled clothing.

Parents, for the health and care of your student, please maintain current phone numbers on your child's registration card and pick up your child from the clinic within 30 minutes of the nurse contacting you. It is important that you list an emergency contact person/number in addition to yourself. In the event of a serious emergency, we will make every attempt to contact you at all of the numbers listed on the registration card. If the service of an ambulance is necessary, the parent/guardian will be responsible for the total cost as outlined in district policy.

Conferences

If at any time you have questions or concerns about your child's progress, please feel free to contact the school to make an appointment for a conference. To request a conference, you may call the school office (254-336-2120), send a note, or check it on the report card. Fall conference are in the month of October. During this conference you will receive the Home School Compact.

Peebles has two counselors on campus. The counselors provide a variety of services for both students and parents. The counselors:

- ❖ plan and provide a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature
- ❖ counsel individuals in crisis situations and with academic needs
- ❖ assist students in transitioning successfully from one school level to another
- ❖ serve as consultants in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students
- ❖ design a guidance program based on campus needs assessments

If you need to contact the counselors, please call the school office at 336-2120.

Deliveries

District policy does not allow commercial deliveries of any kind to be made to students at school. This includes flowers, balloon bouquets, cakes, pizza, etc. We also ask that any personal deliveries, outside of items necessary for school, be dropped off in the front office and left there until a student picks them up at the end of the day. Please note that many items cannot be taken home on the bus and can be a distraction or safety concern in the classroom. There are no birthday parties or delivery of birthday invitations permitted at school.

Discipline

KISD's Code of Conduct is available for viewing at www.killeenisd.org. Hard copies of the handbook are also available on campus, if you would like a copy. In addition to the district plan, each campus has its own set of school rules and each teacher has a classroom management plan. Your child's teacher will send a copy of the classroom plan to you. We believe that our approach to discipline encourages good behavior and improves the learning environment for all our students.

OUR SCHOOL EXPECTATIONS

- Be in your assigned seat/area, ready to work when the tardy bell rings.
- Have paper, pencils, books and all needed supplies every day.
- Keep hands, feet, and objects to yourself.
- Treat others as you would like to be treated.
- Follow directions of school personnel.

PLAYGROUND RULES

- Do not throw sand, gravel or wood chips.
- Only one person on the ladder/slide at a time.
- Remember to slide down the slide, not crawl up it.
- Tackle football is not allowed.
- Remember to hold on to monkey bars - no hanging upside down or jumping off.
- Use swings appropriately: no running through, standing behind, or twisting the swings. Swings go back and forth only.

Dress Code

Our students deserve to look like the winners they are! We ask your help in being sure that your child is dressed appropriately. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

- Hair colors or styles that can be considered a disruption or distraction with the school environment will be subject to campus administrator's judgment and could qualify as a violation of the district's Code of Conduct.
- Clothing will be worn as it is designed to be worn and will be subject to the campus administrator's judgment. Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given a chance to comply (call the parents to bring a change of clothing). Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action. The district dress code states that shorts, dresses and skirts may not be higher than 4" above the knee. Tank tops are only allowed for K-2 students. No tank tops with spaghetti straps are permitted for any students.

Since students either go to PE or recess outside every good weather day, students need to wear tennis shoes to

school or bring shoes to change into before recess or PE. If a student is wearing loose sandals, that student may have to sit out recess and/or PE (safety issue). Girls wearing dresses should wear **shorts underneath**. All students need to wear tennis shoes to PE. The shoes need to tie, have a back, and have a rubber sole (no open toe). Other reminders about PE:

- Dress shoes, sandals, boots, shoes with high heels or buckles and “Croc” style shoes are not appropriate and pose safety issues for your child.
- PK and Kindergarten students will have PE every day this year. They may change their shoes prior to P.E. class if necessary.

If a student does not follow these guidelines, he/she may have to sit out from physical activity during PE. This will be determined by the PE teachers and based on the safety of all the students.

For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at www.killeenisd.org.

Emergency Drills

Periodically throughout the year, we will have tornado, shelter-in-place, and fire drills. Teachers will practice this 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 should follow drill procedures. Students will not be allowed to be checked in or out during this time. The front door of the school may be locked during drills. We will help you as soon as the drill is finished. Thank you for your cooperation during these drills.

Inclement Weather

Students will be allowed outside daily unless it is raining or the windchill is below 40 degrees. Please pay attention to weather reports each day and send your child with appropriate clothing for outside play.

Library

Our school library is open from 7:30 am to 2:50 pm Monday through Friday. All books are due within 10 school days from the checkout date. Parents are welcome to visit the library. An account can be set up so that parents and children can enjoy reading together. All materials from the library need to be treated with care. Students will bring home a permission slip/ care sheet at the beginning of the year for a parent signature. Fees for lost or damaged books need to be paid in full before checkout can continue. Our library also offers over 2,000 e-books that can be checked out from any computer with Internet access.

Lost and Found

Lost and Found is located in the hallway near the cafeteria. At the end of every nine weeks, all items left in Lost & Found will be donated to charity. Please make sure to tell your child to look in lost and found if they are missing personal.

Parental Requests for Teachers

Teachers at Peebles Elementary are all highly qualified; therefore, we do not accept requests that students be placed in a particular teacher's classroom.

Parties

Class parties are an acceptable part of our school curriculum. Winter, Valentine's Day, and End-of-School provide the party themes. We encourage parents to participate in the school parties. For safety reasons, other siblings are not allowed at the parties.

Parents may bring store-bought cupcakes or other store-bought snacks to school on the day of the child's birthday. Cupcakes/snacks will be distributed to students during the last 15 minutes of the school day. There will not be a party accompanying the cupcakes/snacks, but the cupcakes/snacks can serve as a snack and be consumed in the classroom. As a reminder, we have many students with food allergies, so please check with your classroom teacher to see if an alternative to cupcakes is needed. Cupcakes/snacks should be brought to the front office and the office clerks will ensure they are delivered to the classroom. Please be sure to provide enough cupcakes/snacks for every child in the classroom. We are unable to cut and serve cakes. Invitations to birthday parties will not be handed out at school.

If you do not wish for your student to participate in any of these celebrations due to religious reasons, please let your child's teacher know. We will make arrangements with you to best meet the needs of your student.

Participation in Physical Education (P.E.)

State law requires students to participate in physical education. A parent note is required for students to be excused from P.E. for up to three days. A doctor's note is required for students to be excused for more than three days from P.E.

Pets

For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal and/or arranged through the teacher.

Pictures

School pictures will be taken two times during the year. Individual pictures are taken during the fall semester. These pictures are paid for in advance. Should the pictures turn out poorly, or if a student did not have pictures taken, retakes will be scheduled.

Spring pictures, both group pictures and individual pictures will be taken during the spring. Group pictures must be paid for in advance. Individual pictures are sent home with students so that parents may select any, all or none of the pictures they would like. The rest of the packet is returned with the money. Kindergarten graduation pictures are taken toward the end of the school year.

Progress Report/Report Cards/Grade Monitoring

Peebles Elementary School is on the 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 the grading period. Progress reports are sent home during the fifth week of the grading period. Grades can be continuously monitored through an online system. Specific information regarding accounts, log-in and passwords will be sent home at the beginning of the school year. Questions regarding access can be directed to the front office.

Promotion

Promotion status of our students at Peebles is based upon state law and KISD Board policy. A student may be promoted only on the basis of 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 score 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.

Recognition/Programs

At Peebles we believe that it is important to recognize student achievement in a variety of ways.

- Academic Awards: This program was established by KISD to recognize and award students who have demonstrated outstanding academic achievement. District guidelines state that all students enrolled in a KISD elementary school, grades 1-5, who have been in KISD for the nine-week reporting period prior to the award selection are eligible. Awards are given each semester.
- A Honor Roll: Students in grades 1-5 who make a 90 or higher in language arts, math, science and social studies qualify. A grade of "U" makes the student ineligible for this honor.
- A-B Honor Roll: Students in grades 1-5 who make one A in a core subject and who make an 80 or higher in language arts, math, science and social studies qualify. A grade of "U" makes the student ineligible for this honor.

Response To Intervention

The "RtI" team could consist of the principal, assistant principal, instructional specialist, special education staff, counselors, school nurse (as needed), and regular classroom teachers. RtI meets as needed to discuss any problems or concerns that a student may have. The main purpose of RtI is to help teachers determine accommodations or interventions that might be put in place to help students succeed in their learning. The team also works together to refer students to special programs as needed. Student Success Plans (SSPs) can be the result of RtI meetings. Interventions and plans can be communicated to parents through written documentation, parent/teacher conferences (in person or by phone) as well as electronic communication.

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 office 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.

A parent may request an evaluation for special education services. The RtI team will determine if the evaluation is needed. The parent will be notified regarding the decision. The district must complete the evaluation and the report

within 60 calendar days of the date 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*.

Please contact the office regarding options for a child experiencing learning difficulties.

Safety – Traffic Control

The safety of students is our number one priority. We ask for your support in following posted rules and/or instructions from staff on duty to maintain a safe school for all.

Parent parking is provided in the parking lot in front of our school. The lane near WS Young on the same side as the marquee is for parents to park and walk their children to the entrance. The lane closer to our school is for student drop off, which will involve a temporary stop to allow students out of vehicles. If you'd like to park & wait, please park along the fence closer to W.S. Young. Students should be escorted when crossing lanes of traffic.

We appreciate your cooperation and thank you for your courtesy to our staff members who monitor pick up and drop off procedures each day. Rude, disruptive behavior toward staff members may result in restriction from campus visits. This expectation is supported by the KISD police department. Parking in fire lanes is illegal and may result in a fine of up to \$400.

Tardies

The beginning of the day is an important part of school. It sets the tone for the remainder of the school day. Just like reporting to work on time is an important and valued skill in the adult world, arriving at school on time is equally as important. Parents should make every effort to see that their child arrives at school by 7:30 a.m. Students in grades PK-5 are tardy after the 7:30 bell. A student is considered tardy if they are not in their classroom by 7:30 a.m. Tardy students must report to the office for a tardy slip. Excessive tardies can result in disciplinary action.

Textbooks

Students are provided textbooks free of charge. 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.

Visitor Policy

****ALL visitors to Peebles MUST HAVE A PICTURE ID.**

****ALL visitors are REQUIRED to check in at the receptionist's desk.**

****ALL visitors will be escorted while inside our school.**

The staff at Peebles is committed to building positive and supportive relationships with our students and their families. We will practice courtesy and kindness, and we seek the same from all visitors. We appreciate your support in maintaining a safe and wholesome learning environment for our students.

Profanity and derogatory remarks about students or staff will not be tolerated.

Provocative clothing or clothing containing profanity, sexual connotations, drug or alcohol gestures, words, or symbols are not permitted at our school.

The Killeen Independent School District and the Killeen ISD Police Department support our efforts to keep Peebles a safe learning environment.

Parents may observe their child in the classroom. A request must be scheduled with administration at least 24 hours before the visit. Observations are scheduled for thirty-minute increments per day. Parents may not interact with students during their visit.

For special events held in the cafeteria or gym, all parents may attend, but will be restricted to specific area(s) where events are held.

Wednesday Folders

On Wednesdays, teachers will send a designated folder home with important information regarding upcoming events, graded, pending assignments, and general communication from the school. Parents must empty the folder and return it to school the following day.

Withdrawing Student from School

Parents must notify the school as soon as possible when they know that their child will be withdrawing from Peebles Elementary. If you wish to take records with you, a minimum of three day's notice is requested in order to process records. Parents may send a note or call the office and give the child's name, teacher, last day of attendance, and destination.

KISD INFORMATIO

