

Richard E. Cavazos Elementary School

1200 N 10th St
Nolanville, TX 76559
Office: 254-336-7000



The contents of this parent-student handbook are subject to change as we adapt policies and procedures due to further guidance from the state, the Texas Education Agency, and the district.

Thank you for your patience and understanding.

2023-2024

Parent and Student Handbook

Principal: Yanitzie Oquendo

Assistant Principal: Dr. Elizabeth Barragan

Assistant Principal: Wanda Torres-Colon

Mascot: Cheetah

Colors: Purple, Gold, and Black

Parent/Student Handbook

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Richard E. Cavazos Elementary School

Vision Statement

Richard E. Cavazos Elementary School will strive to continue to develop life-long learners in a global community. Here, our students will be challenged and taught to their maximum potential for the development of their success.

Mission

Richard E. Cavazos Elementary School is a diverse community of learners who strive for excellence, value individuality, fosters a passion for learning, promotes the balanced development of mind, body, and character, encourages service, and instills a respect for others.

Richard E. Cavazos Elementary School

2023-2024 HOME AND SCHOOL COMPACT **SHARED RESPONSIBILITY FOR HIGH STUDENT ACHIEVEMENT** **RICHARD E. CAVAZOS ELEMENTARY SCHOOL**

Student achievement is a shared responsibility among the school, parents, and students. A strong partnership between home and school must exist in order to attain and maintain high standards for learning. Therefore, we will share the following responsibilities:

As the principal, I will:

- Provide a safe and productive learning environment for all students
- Set high expectations for all students, faculty, and staff at our school
- Provide the framework for high quality curriculum and instruction
- Enforce school rules fairly and consistently
- Provide ongoing and consistent communication with all parents on student progress, school programs, state mandates, etc.
- Seek parent participation in decisions pertaining to school programs and governance and encourage parents to share opinions
- Support the parent volunteer program
- Provide reasonable access to staff through phone calls and notes to parents
- Provide ample opportunity for parent-teacher conferences

Signature: _____ Date: _____

As a parent or family member, I will:

- Establish a home learning environment that sets routines for study time, bedtime, and other daily activities
- Make sure my child is sent to school on time and ready to learn
- Monitor my child's attendance
- Read to or with my child everyday
- Monitor my child's television viewing
- Communicate with my child's school
- Attend parent-teacher conferences, workshops, and other school meetings
- Review all report cards and assessment results with my child
- Check homework for completeness
- Volunteer when possible
- Serve, to the extent possible, on policy advisory groups such as School Improvement Teams, Title 1 school and district policy committees, etc.
- Encourage my child to follow school rules

Signature: _____ Date: _____

As the teacher, I will:

- Set aside time to meet with parents to discuss their child's school progress, interest and goals for the future
- Set high expectations for all students
- Respect cultural differences
- Communicate with parents in a consistent, ongoing basis
- Encourage parents to participate in their child's class, and or observe classroom activities.
- Conduct parent conferences in fall and spring of each year to review and discuss the Home-School Compact, student's statewide test results, student performance, etc.
- Provide additional progress reports, either teacher initiated or when requested by the parent
- Collaborate with teacher concerning students with special needs
- Provide a positive classroom environment that is conducive to learning
- Encourage parents to volunteer at school

Signature: _____ Date: _____

As a student, I will:

- Set high expectations for myself
- Come to school prepared and ready to learn
- Attend school regularly and on time
- Do my best work
- Show respect for those in authority and for my peers
- Take care of school property
- Complete all homework assignments
- Follow school rules and be on my best behavior
- Read at least 30 minutes everyday

Signature: _____ Date: _____



General Information

Richard E. Cavazos Elementary School is a pre-kindergarten through fifth grade campus. Our campus offers a number of programs to meet the special and individual needs of each child at our school. These programs include Gifted and Talented (GT), English Language Learners (ELL), Special Education Programs, speech therapy, and tutoring within the school day. By offering these programs, we hope each student will achieve his/her fullest potential.

Enrollment

All students who enroll on our campus must meet district eligibility requirements for the grade in which they wish to enroll. To register a child for school, parents **MUST** bring the child's birth certificate, immunization record, and proof of residency. Students must have current vaccinations in order to enroll. This is Texas law and all KISD schools comply with these requirements. Copies of any school records, report cards and testing information are helpful, but not required.

SCHOOL SCHEDULE

7:00 - 7:20... Breakfast
7:25..... First Bell
7:30..... Tardy Bell

Dismissal

3:00Pre-K – 5

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.

- Make plans to attend "**Meet the Teacher Night**". More information about date and time will be available via social media and Mass Communication. Your child's teacher and room assignment will be posted in the front school hallway and inside on the cafeteria windows. We will have staff members in the halls to help you. You will have time to tour the building, help your child locate his/her classroom, put away school supplies, and visit briefly with the teacher.
- On the first day of school students should report to their classrooms. After the first day of school students in grades Pre-k and Kinder will go to a predetermined classroom. Grades 1 through 5 will read in the hallway outside their classroom. Parents will be allowed to walk their child/children to class on the first day of school **only**.
- Transportation from school to home must be documented through the front office. Please see Dismissal Procedures for additional information. Be sure your child understands what to do **AFTER SCHOOL**. Is he/she to walk home? Is he/she sure of the way? Should he/she wait to be picked up by a parent or a babysitter? Does he/she ride a bus?
- Label all supplies and clothing with your child's name. This is also important later in the year when coats, hats, and gloves are brought to school. Every personal item that comes to school should be labeled.

Attendance/Absences

Regular attendance is extremely important to the academic achievement of your student. When your child is going to be absent, please call (254) 336-7000 as soon as possible. Leave your child's name, his/her teacher's name, and the reason for the absence on the answering machine or with a secretary. If you have not called by 8:15a.m, we will call you to verify the absence. State law TEA Code 25.092 requires an official record of each student's attendance.

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

- Student's Full Name
- Date of Absence(s)
- Full Explanation of Absence
- Teacher's Name
- Parent/Guardian Signature

Parents are allowed 10 parent notes. Absences exceeding 10 parent notes will be counted as unexcused. Medical absences will be excused with a note from a medical professional. Failure to meet attendance rules could put your child's grades in jeopardy and may result in loss of credit.

Arrival and Dismissal Procedures

Arrival Procedures

Bus riders and daycare buses begin their arrival at 7:00. Buses drop off students at the east side of the building. They may enter the building, eat breakfast, or continue to the gym.

Students walking or riding bikes may enter through the front or the back of the building. Parents dropping off students should use the drop-off loop in the front of the building. The loop is a **no parking area**. Please remain in your car and keep the traffic moving. Parents will not be allowed to enter the building with students from the back cafeteria entrance. If you wish to enter the building, please enter through the front door and sign-in at the office. For the safety of your child do not use any of the parking lots to drop off students. **Please park your car and walk your child to the door of the school using the sidewalks and crosswalks.** The parking lots are very dangerous, and caution should be used at all times. Please follow directions from our staff on duty in the parking lots. The staff is there to protect you and your student.

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

Before School

Breakfast will be served each morning from 7:00 to 7:20. After eating breakfast the students in Pre-K to K will go to a predetermined classroom for each grade level. Grades 1st through 5th will proceed to the hallway outside of the classroom. A teacher from each grade will be on duty to supervise your child. They are to sit quietly and read.

****Because we are concerned about the safety of our students, they should not arrive before 7:00. No staff members are on duty before that time and students will not have supervision.****

During School

Once students arrive at school, they are not allowed to leave campus unless they have been properly signed out through the office by a parent or guardian. **Please note that only those people whose names are listed on the registration card will be allowed to sign a student out of school.** If someone else is to pick up a student, the parent should send a written note. If you need to pick up your child from school during the day, you must come to the office to sign him/her out (**Must provide a photo ID**). It is not allowable for office staff to call your child out of class prior to your arrival. If you need to give your child a message or an item that was forgotten at home, please come to the office, and we will be glad to deliver it to your child.

After School

Staff will escort students to the bus. The main bus loop is located at the back side of the building by the cafeteria. The secondary bus loop is located on the side of the building by the basket ball courts. Bus riders may not change the way they are going home unless the teacher has a written note from a parent or guardian. Students may only ride the bus they are assigned to ride. Cars are not permitted in either of the bus loops.

Students riding daycare buses must have the daycare listed on their emergency card in the office. Daycare buses will pick students up from the cafeteria at the back side of the building. After attendance is taken, the daycare staff will escort students out.

Students riding home with parent/guardian may be picked up from the valet line in front of the building at 3:00. A car placard is created for each of your children. In order to pick up your child from the valet line, you must have the car placard displayed in the vehicle. **If your car placard is missing, you will be asked to park and have your ID checked in the front office.** Staff will be present to assist with the orderly process of releasing the students. Students who have not been picked up by 3:15 will be returned to the front office where the parent/guardian will have to enter the building to sign their child out. Please make sure that the person picking up your child is on the registration card in the office. If the person is not on the registration card, the child will not be released (**Must provide a photo ID**).

Parent Pick-up – Parents are able to park in the front parking lot, use the crosswalk, and pick up their children at the basketball court. **Parents will not be allowed to park in the bus loop or along the side entrance to the school.** Parent pickup will be 100% ID check for ALL grade levels. Rainy day dismissal will take place in the hallway by school entrance #8 located on the right side of the building by the basketball court. Parents will enter the building and pick up their student from the assigned classrooms.

Students who will be walking or riding bikes home will exit through the back of the building. Staff will escort students to the crosswalk. Students in grades PK-1 must be accompanied by an older sibling (Grade 2 or above) or a parent/guardian.

Bicycles, Scooters, Skateboards

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

Bus Transportation and District Information

Riding the bus is a privilege that the Killeen Independent School District allows its students. Students are expected to abide by the transportation rules and behave properly and safely on the bus. Students who repeatedly abuse this privilege may be suspended from riding the bus. For a complete list of rules, see "[Student Riders Safety Handbook](#)" on the KISD Website

IMPORTANT CHILD INFORMATION-PLEASE READ AND RESPECT

If your child normally rides the bus and you wish him/her to be picked up by you or someone on the registration card, please write a note to the classroom teacher informing them of this change.

Please do not ask the office staff to make transportation changes with only a telephone call. We are not able to verify the identity of the person making the call, and thus cannot ensure that this is indeed someone with the authority to make transportation changes.

Please do not come late in the day with a request to "pull a student" off the bus at the last minute.

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

*Only students living more than one mile from school are eligible for school bus transportation.

***KISD policy states that students may not:**

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

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

TRANSFER STUDENTS DO NOT QUALIFY FOR BUS TRANSPORTATION

Cafeteria

Students enjoy their meals and eat more when the cafeteria is organized. Students have the following responsibilities while in the cafeteria:

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

If a student chooses not to follow the lunchroom expectations, he/she may receive a short form or an office referral. Our lunchroom assistants are responsible for maintaining the safety and comfort of your child during lunch.

Parents are encouraged to add money to their child's lunch account by using the Killeen ISD app, "School Café" at www.schoolcafe.com/killeenisd. Money and checks are also accepted. Please place any money in an envelope with your child's first and last name and send it with your child or bring it to the front office.

Pending changes to District policy, Parents may be allowed to eat school lunch with children on occasion. If you are eating a cafeteria lunch, you must contact the cafeteria prior to 9:00am on the day that you will be eating so that our cafeteria staff can prepare enough food for the day. Parents are required to sit at the designated parent table **with their child only**. Once lunch has concluded, Parents are expected to do directly to the front office. Walking your child to class or the playground is not permitted. Parents may not video or audio record students during lunch visits.

Campus Entrance

For the safety of our students and school, all exterior entrances, other than the main entrance, are locked during the day. **All parents and visitors must enter the school building through the main entrance, sign in at the office, and wear a visitor's badge.**

Cell Phones/Watches/GPS Devices

Cell phones and smart watches need to be turned off and in a student's backpack while on school grounds. GPS devices are only allowable with principal permission. Permission must be obtained yearly. In order to honor student privacy, the Principal will not approve any GPS devices that have calling/drop in capabilities.

Child Abuse

The reporting of reasonable belief of child abuse or neglect is a state law that all staff members must observe. Our school is most interested in the health and safety of your children and will abide by the state law.

Clinic

- **CHANGE IN ADDRESS AND PHONE NUMBER:** Please keep the office/clinic informed of any change in address or telephone numbers by coming in to change the registration card. It is important to keep emergency contact information current. It is also important that an emergency contact person/number be someone other than 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.
- **ALLERGIES:** All allergies (not food preferences) should be noted on your child's health history sheet to be kept in the clinic. If your child has an allergy to insect stings/bites or food, please complete the information sheet available in the clinic to inform us of the type of reaction to expect in your child. On this form, you will also need to provide us with what kind of treatment your child is to receive: 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 prescription 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. In order for the substitutions to be made, you must have a letter 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. There is a form available in the clinic.
- **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. A child may not return to school the same day he/she is sent home with a temperature equal to or greater than 100° F unless accompanied by a note from the physician stating that the child is free of communicable disease and can return to school that day. Your child must be fever free for 24 hours before returning to school without the assistance of Tylenol, Motrin or any other fever reducing medication. The clinic cannot dispense any medication for fever (Tylenol, Motrin, Aspirin) without written physician's permission.
 - **CLINIC VISITS:** The teacher/staff member will complete a clinic pass on all students sent to the clinic. The teacher/staff member will annotate the chief complaint/reason for sending the student to the clinic. The clinic will document all care your child receives. A yellow copy of the clinic pass will be sent home with every student and may be used as the only form of parent notification. Parents are encouraged to contact the clinic if there is a concern about the treatment received.
 - **WET/SOILED CLOTHING**
General Information
 Parents of all PK and K students must provide an extra set of clothing (to include shirt, shorts, pants, underwear, socks and shoes) labeled with the child's name in a grocery sack or Ziploc bag. The clothing will be stored in the classroom. At the change of seasons, the clothing should be sent home to be replaced by season-appropriate clothing. If a child is unable to change his/her own clothing, the parent will be required to come to the school to change the student's clothing. Before assisting any child with zippers, buttons, clasps or belts, permission from the child will be obtained. The school will not provide clothing for any student. The parent must provide all changes of clothing. If a child appears ill (no energy, pale, stomach cramps) and has diarrhea (liquid stool), they will be sent to the clinic for evaluation.
Wet Clothing PK3 – 5th Grade
 - The teacher will allow the student to change their wet clothes in the classroom restroom. The teacher will notify the parent. The teacher will send the wet clothes home in the bag that was provided by the parent for the dry clothes.
 - If the classroom doesn't have a restroom, a staff member can accompany the student to the restroom where the student will change his/her clothes in the restroom.
 - If the child has wet his/her clothes, he or she will clean themselves with wipes, change their clothes, place their clothes in a bag and wash their hands before returning to the learning environment.
 - Most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons, belts or clasps, a staff person can assist with a minimal task, and then allow the child to remove the clothing by himself/herself.
 - If clothing is not provided and/or the child is unable to change by themselves, the parent will bring a change of clothes and change their child.
 - The child cannot be sent home on the bus or to after school day care with wet clothing.**Soiled Clothing PK3 – 5th Grade**
 - If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible.

The child will await the parent in a campus designated area (not to include the clinic) and be given the option to stand until the parent arrives.

- The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.
- The child cannot be sent home on the bus or to after school day care with soiled clothing.

Students Who Are In Transition

- The student is to wear pull-ups instead of diapers.
 - The parent is to send extra pull-ups, wipes, a change of clothes and grocery bags (to send wet clothes home in) labeled with the child's name.
 - The procedures for wet/soiled pull-ups will be in accordance with the procedures for wet/soiled clothing listed above.
- **MEDICATION:** All medication must be given in the clinic. Students are not permitted to carry **ANY** medications, including cough medication, 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. Medication may be administered at school if the parents bring in the medication with a physician's order form. For the complete KISD medication policy, please see the district section of this handbook.
 - **LICE POLICY:** When head lice becomes known at school, the school must take action quickly. As you know, head lice are a troublesome and contagious problem. It spreads through direct contact or through the sharing of personal items, such as hats or brushes. Head lice may be contracted any place where children interact. To assist all students and their families when there is an incident of head lice, our school has adopted a policy to manage this problem. Under this policy, a child who is found to have 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, however, **before returning to class the student must be accompanied by a parent and cleared through the clinic. If the student has nits or continues to have nits the parent needs to bring the student to school; students may not ride the school bus to have the child cleared before entering the classroom each day.** The purpose of this policy is to prevent the spread of head lice. Even one live louse can transmit head lice from one child to another. Therefore, it is extremely important that parents are vigilant in treating their child's head lice, removing the eggs - called nits - and treating the household environment. We want to contain the problem before it becomes widespread. We realize that being sent home from school can be upsetting for your child and disrupts your normal routine. We 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.

Parents - for the health and care of your student please pick up your child from the clinic within 30 minutes of the nurse contacting you.

Communication of Concerns

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

Conferences

If you need to visit with a teacher during the teacher's conference time, please schedule an appointment in advance. Conferences may be scheduled after school or during the teacher's conference period, not during the instructional day. Please be mindful that 7:00-7:30 a.m. is teacher preparation or duty time, and teachers are not available at that time for impromptu conferences. You are encouraged to contact your child's teacher any time you have a question about your child's progress.

Contacting Students

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

Counseling Program

Cavazos has a full-time Guidance Counselor and a Social Emotional Learning Specialist on campus on campus. The counselor team provides a variety of services for both students and parents. If you need to contact the counselor, please call (254)336-7000.

Deliveries

District policy prohibits commercial deliveries of any kind to your child at school. This includes flowers, balloons, cakes, pizza, lunch, etc.

Discipline

Students are expected to comply with the KISD Student Code of Conduct. Parents and students will sign and return an Acknowledgement Form that is kept on file at the campus.

- Students will walk quietly at all times while moving about the building.
- **The following items are not allowed at school:**
 - gum or candy
 - toys, or any hand-held electronic games
 - trading cards
 - paging devices of any kind (or look-alikes)
 - weapons or imitations
 - laser pointers
 - tobacco, lighters, matches
 - skateboards, rollerblades or anything else with wheels
 - any item that could be harmful to self or others
- Respectful, polite, and courteous behavior will be expected of all students. No profane, vulgar, or obscene language, writing, drawings or gestures will be allowed. Verbal abuse, such as name-calling or ethnic/racial slurs will not be tolerated.
- Students will practice all reasonable safety procedures on all campus facilities at all times. Running in the hall, throwing objects, and pushing other students are considered misbehaviors.
- Fighting on school grounds, buses, and/or at bus stops will not be tolerated.
- Students will show respect for all property (KISD and personnel).
- Students will abide by the Treatment Agreement established by the classroom community.

*Please see the KISD Student Code of Conduct for a list of all infractions.

Dress Code

Cavazos Cheetah's should look like the outstanding scholars that they are! Please help us by being sure that your child is always clean, neat, and appropriately dressed. We will enforce the KISD policy as outlined in the Student Code of Conduct, which is made available online.

Early Dismissal

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. 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 out students between 2:30 and 3:00 is not permitted** unless proof of an appointment is presented.

Emergency Contacts

Each student should have 2 emergency contact persons identified on his/her registration card. As the school year progresses, parents are encouraged to update these cards for accurate phone numbers. These changes must be made by the parent in the office to guarantee accuracy and safety. Only persons listed on the registration card and verified with an ID may pick up a student from school.

Emergency Drills

Periodically throughout the year we will have tornado, lockdown, hold, shelter, and Evacuation drills to include fire drills. This is required by law and helps reduce fire insurance. Teachers will practice this with their students prior to an actual drill. Directions are provided to staff members in their handbook how these drills are executed. Visitors, if in the building, will follow the 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, and if so, we will help you as soon as the drill is finished. Thank you for your cooperation during these drills.

Field-Based Instruction

During the 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 day of the trip. Without a signed permission slip, students will be assigned an alternative classroom until his/her class has returned. All students must adhere to the SCOC while participating in Field Based Instruction.

Foods Of Minimal Nutritional Value

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

Grades

Grades are to reflect each student's mastery of the Texas Essential Knowledge and Skills (TEKS), the state mandated curriculum. Students will receive grades as indicated below:
Grades 1-5

E	Excellent	90-100	Excellent Progress
S+	Above Average	89-80	Above Average
S	Average Progress	79-75	Average Progress
S-	Below Average	74-70	Minimal Passing
N	Needs Improvement	69-0	Unsatisfactory
U	Unsatisfactory		

Parents are encouraged to sign up for Home Access Center in the front office, where they can monitor their student's grades.

A student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria. The average of the 2 grades will be taken as the grade up to a 70.

Homework

Teachers assign different types of homework to accomplish specific purposes.

1. **Practice homework** helps students master specific knowledge and skills that have been presented in class.
2. **Preparation homework** is designed to motivate or prepare students for knowledge and skills that they have not yet mastered. Teachers may assign students to read text, take notes on reading, work on solving a problem that will illustrate the need to learn upcoming material, or gather information from resources outside of class.
3. **Extension homework** provides students the opportunity to apply or transfer specific knowledge and skills to a new situation or in an original response. Teachers may assign a written composition, a demonstration, a compare/contrast assignment, visual display, or technology presentation.

NOTE: Class work that could have been completed during the class time allowed is not considered homework even if the student is given the opportunity to complete the assignment at home.

ID Badges

An ID badge will be made for each student during the first week of school or upon arrival. Student ID Badges are necessary to pay for lunch and for library checkout. ID badges should always remain on campus. The first ID Badge will be free.

Sometimes students misplace their badges.

- The first replacement will be free.
- 2nd and all consecutive ID Badge replacements will cost Five Dollars each to replace.

Library

The Cavazos library is a 21st century, inviting library, open to all students, staff and community members, every school day. 1st - 5th grade students are allowed to check out and bring home 2 books at a time for a period of 2 weeks. Pre-K and kindergarten students visit the library weekly and check out 1 book per week that remains in their classroom. The library will recheck books for students who need more reading time. Parents of Cavazos students are allowed to check out 2 books at a time, for a duration of 2 weeks, to encourage family engagement and literacy at home.

Our teachers enjoy a flexible library schedule, which includes library lessons, motivational reading programs, a lively Makerspace, and STEAM learning/activities. 1st - 5th grade students may visit the library Makerspace in the morning (7:00am – 7:25am) on their designated grade level day, after they eat breakfast. The breakfast policy is intended to reduce lost instructional time at the beginning of the school day. Students violating this policy will not be permitted to visit the Morning Makerspace for the duration of the school year.

Parents are ultimately responsible for any damage or loss of a library book that may occur. Students with overdue or lost books, or with outstanding library fines, will only be permitted to check out books from the honor section of the library until the fines or replacement costs of damaged or lost materials have been resolved. Students who lose or damage library books routinely may be required to keep their books at school.

Lost and Found

Please label all items with your child's first and last name. Lost clothing, lunch boxes, and other similar items are placed in the Lost and Found area for student retrieval. Please have your student check the Lost and Found frequently. Jewelry, watches, eyeglasses, etc. are kept in the office. All unclaimed clothing items are donated to a local charity at the end of each 9 weeks. Unclaimed eyeglasses will be donated to the Lion's Club.

Make Up Work

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

Parent Classroom Visits – Policy in Office

Pending changes in district policy, you are welcome to visit your child's class. We ask that you keep in mind that student learning time is precious and cannot be interrupted. Classroom visits will be limited to 30 minutes.

Classroom observations require the permission of the principal or designee and the teacher. Parents, who wish to observe their children in class, must call the school office in advance, make an appointment, and must comply with the access rules. This does not apply to parents identified as registered sex offenders because they are denied campus access altogether. If it is determined that excessive visits are interrupting the learning environment, the principal has the discretion to limit visits on a case-by-case basis.

Parent and Family Engagement Policy

Richard E. Cavazos Elementary School

The staff at Richard E. Cavazos Elementary School is a diverse community of learners who strives for excellence, values individuality, fosters a passion for learning, promotes the balanced development of mind, body, and character, encourages service, and instills a respect for others.

Communication We believe communication between home and school is a two-way street. We stay in touch with parents and family members in several ways: student planners, weekly take-home folders, fliers, KISD TV channel, campus marquee, newsletters, campus website, Connect-Ed automated phone calls, notes, letters, emails and phone calls from a real, live person. Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders and student planners. We strongly encourage parents to contact their student's teacher when there is a concern so that we can work together for the good of the student. Written materials will be sent home in both English and Spanish. If we need to translate things into another language, please contact the school office. We'll do our best to accommodate you.

Parent and Family Member Learning We'll help you understand the challenging Texas academic standards, give you information about STAAR and KISD assessments, explain how to monitor your child's progress, and how to work with teachers as a team to help your student. Other classes will offer ways to help your child at home, including how to stay current with new technology. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. Send suggestions for learning topics to our Parent Program point of contact. If parents would like to have regular meetings to make suggestions about their child's education, please contact Principal Oquendo at 336-7000.

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

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

Title I Program Evaluation Our Title I program is evaluated several times a year by our Site Based Decision Making committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact Principal Oquendo. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to KISD.

Parent and Family Engagement Policy and Home-School Compact We need your help! We must review our current Parent and Family Engagement Policy and Home-School Compact every spring. Parents and family members are a crucial, required part of this process. We meet together to discuss and make any changes to these documents for the next school year. We must have your input. Publicity about this meeting will be available in January. Both of these documents are posted on our campus website so that parents, family members and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Your child's teacher will contact you soon to arrange a conference to discuss the Home-School Compact

and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education.

Volunteer Orientation At the start of every new school year, and throughout the year, our volunteer coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact Rocio Godoy at 336-7008.

Staff Awareness Our campus staff receives training each school year about the value of parent and family member contributions at school. We stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up to date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.

Review/Revised 4/27/23 & 4/28/2

Parties – Three per year

Last School Day in December

February 14

Last Day of School

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.

Pictures

School pictures will be taken two times a year: fall and spring. Notices will be sent home 1-2 weeks in advance. Special events may also present the opportunity for additional pictures: musicals, kindergarten graduation, and 5th grade recognition.

Progress Reports/Report Cards

Cavazos Elementary School is on a nine-week grading system. Students will receive report cards at the end of each nine weeks. You should look for report cards approximately one week after the end of each of the nine weeks reporting period. Progress reports will be sent home, midway through each reporting period. Grades can always be checked using Home Access Center.

Promotion

Promotion status of our students at Cavazos 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.

Recess

At recess students are expected to comply with the student code of conduct.

Recognition Programs

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

- **A- Honor Roll**: Students in grade 1-5 who earn 90’s or higher in all subjects qualify.
- **A-B -Honor Roll**: Students in grades 1-5 who earn at least a 90% or higher in one subject and 80’s or higher in all other core subjects qualify.
- **STAR Traits Assembly**: Each month, classroom teachers select two students who best exemplify the qualities of good character. Those students will be recognized for their character and their parents will be invited and encouraged to attend.

School Closings

School Closings will be communicated through the District Mass Communication System, local radio, and TV stations will announce during inclement weather (i.e. snow, ice). In addition, the information is available on Channel 17 – the KISD TV Channel.

Spirit Day

Each Friday, students are encouraged to wear a school t-shirt to show school spirit.

Substitutes

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

Tardy/Late Arrivals

Parents should make every effort to see that students are in class by 7:30 a.m. each day. Not only does your child miss instructional time when he/she is tardy, but it is also disruptive to the rest of the students in the classroom. Promptness is an important life skill that we want to teach, model, and reinforce for our children.

In accordance with the Student Code of Conduct, Tardies will be addressed in the following manner (we have added specificity with regard to our campus: - A warning bell will ring five (5) minutes prior to the beginning of school. - A second bell (a song) will ring at the time school is scheduled to begin. - Tardy students will be admitted to class through the front office and issued a pass in order to enter their classroom. - Parent/guardians will be notified by the campus upon the 3rd tardy of each 9 week grading period (Via an email). - Students will be subject to detention (AM, PM, Lunch or Saturday) to recuperate lost instructional time. Student consequences will be assigned as follows:

# of Tardies	Pre-K – 2	3 rd -5 th
4	Notify parent through email and Disciplinary Referral	Notify parent through email and Disciplinary Referral
8	Parent contact by an Administrator & Disciplinary Referral	Parent contact by an Administrator & Disciplinary Referral
12	Disciplinary Referral & Lunch Detention	Disciplinary Referral & Lunch Detention
13	Parent Conference with Principal	Parent Conference with Principal
16	Disciplinary Referral & Lunch Detention	Disciplinary Referral & 3 Days Lunch Detention
20	Disciplinary Referral & Lunch Detention	Disciplinary Referral & Saturday Detention
24	Disciplinary Referral & 3 Days Lunch Detention	Disciplinary Referral & Saturday Detention

Telephone Policy

- The teacher will issue a telephone pass to call for forgotten lunches **prior to 9:30 a.m.**
- Students will not be allowed to use the telephone to request that parents bring forgotten supplies or homework.
- Students will not be permitted to call parents about forgotten after-school activities. Arrangements need to be made prior to the school day.
- Students participating in after school activities such as tutoring or choir will be notified in advance so that transportation arrangements can be made.
- Please be sure your child has his/her lunch or lunch money, sweater, jacket, etc., before leaving home for school.

Textbooks

Students are provided textbooks free of charge. Textbooks should be covered at all times. Most types of covers are acceptable, but do not use any type of adhesive cover that will damage the book's cover. Covers are provided to all teachers and are also available from the office. Taping the book cover to the inside of the book is not permitted. This damages the book. Students should not write in books, nor carve into the outside cover and care should be taken to prevent damage to books (such as water damage or younger siblings scribbling in books). Parents are ultimately responsible for any damage or loss of textbooks that may occur. Fines or replacement costs will be required if a book is damaged or lost.

(ESSA) Notification

As a parent or guardian of a student at Cavazos, you have the right to know the professional qualifications of your child's teachers. Specifically, you have the right to ask for the following information about your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please feel free to contact Ms. Oquendo at (254) 336-7000.

Withdrawing Your Student From School

Please notify the school as soon as possible when you know that you will be withdrawing your student. If you wish to carry your records with you, a minimum of 3 days' notice is required in order to process records. Parents may begin this process by calling the office and providing the child's name, teacher, last day of attendance, and destination.

Options And Requirements For Providing Assistance To Students Who Have Learning Difficulties Or Who Need Special Education

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

**Contact:
254-336-7000**

