



2022-2023 STUDENT HANDBOOK

Clifton Park Elementary

1801 S. 2nd Street

Killeen, Texas

(254) 336-1580

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Dear Parents and Guardians,

The faculty and staff at Clifton Park Elementary School welcome you and your child! We are looking forward to a wonderful year full of academic growth and meaningful relationships. We hope this handbook will provide the information you need to have a successful year. If you have questions or concerns not answered by the handbook, please call us at 336-1580.

We want to extend to you an open invitation to visit our school. We encourage you to visit often and volunteer as much as your schedule allows. If you'd like to volunteer, please contact our parent liaison at 254-336-1580 and complete the criminal background form required for volunteers on the website. Classroom visits and conferences can be scheduled by contacting the teacher (email, Remind 101 or other platform) or calling the school office at 254-336-1580 to schedule a day and time. We encourage family involvement in school activities, reading at home, and helping with homework - all of these things will help to increase student success.

Please let us know if your child has any problems or needs special assistance. We do our best every day to ensure that each child feels loved, nurtured, and safe; this sense of security allows them to really focus on learning and growing academically!

The first few days of school can be very difficult for some students. Here are a few things that can help make it easier.

1. On the first day of school, students will arrive at the building by bus (back of building), parent drop-off in the front of the building (2nd street entrance), or by walking through the front doors. All students will be given the opportunity to eat a free breakfast in the cafeteria and then will go to their classroom to find their learning spot. PreK students will eat with their teacher after the bell rings. Teachers will teach children a morning routine to begin getting ready for their day. **Please remember, the learning begins promptly at 7:30 with important announcements, including recognitions of students. They won't want to miss this!**
2. Make sure your child understands what they are to do after school **before** going to school each day. **You should make the teacher aware of the arrangement** (such as riding the bus, waiting for a babysitter or day care bus, etc.) **in writing. Calling the office to relay a message is acceptable in emergency cases only.** Once students are dismissed, they are to go home immediately. No student should be on campus after 3:10 pm unless he/she is in tutoring or other school related activities. The YMCA provides Latchkey for students who cannot be picked up at 3:00 pm. Please call 634-5445 or 634-4020 to inquire about costs and procedures to enroll your child.
3. Please make sure the front office has current parent telephone numbers, including emergency contact numbers. We need to be able to reach you or another contact in the case of an emergency. In addition, our school utilizes a Connect Ed communications system to inform parents of important school events, and it will call or text the primary number and email in the system. We don't want you to miss out!
4. If your child is in 1st - 5th grade, please register in the front office for home access center so that you will have an opportunity to view your child's grades.

We are looking forward to a GREAT year and look forward to partnering with you!

Sincerely,
Jennifer Carranza, Principal

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Clifton Park Elementary School
Parent and Family Engagement Policy
2022 – 2023

The staff at Clifton Park takes pride in doing what is best for students while promoting a love of learning and academic growth. All parents/guardians and family members are welcomed and valued.

Communication We believe communication between home and school must be on-going and meaningful. We stay in touch with parents and family members in several ways: student folders, weekly take-home folders, fliers, campus marquee, newsletters, campus website, campus FaceBook page, Blackboard Connect automated phone calls, notes, letters, emails and phone calls and/or texts from teachers and other staff.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders and student agendas. 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 English; 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 succeed. 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 and engagement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. Special events, such as family nights, are scheduled quarterly to involve our families in the learning process and make them feel welcome in the school family. Send suggestions for learning topics to our Parent Liaison. For parents that would like to have regular meetings to make suggestions about their child's education, our principal will host monthly informal meetings on every second Thursday of the month at 2:00 PM in the library.

Early Literacy Groups for Preschool Children Siblings of Clifton Park Elementary students (age three or four) are invited to bring their parents to our Early Literacy Group sessions, which will be held the second Wednesday of every month. During this 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 for your scheduling convenience. 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.

Title I Program Evaluation Our Title I program is evaluated several times a year by our Site Based Decision Making committee, and all parents are invited to participate. 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 the campus principal. 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 and family member input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, comments about the CIP will be submitted to the KISD Coordinator for State and Federal Programs.

Parent and Family Engagement Policy and Home-School Compact The annual review of our Parent and Family Engagement Policy and Home-School Compact occurs each spring. Parents and family members are a desired and required part of this process. We meet together to discuss and make any changes to these documents for the next school year. Publicity about this meeting will be available in February. 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 and family engagement 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 in

the fall 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, parent liaison conducts volunteer orientations to outline KISD policies. If you would like to volunteer, please contact our parent liaison at 254-336-1580.

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.

KISD Parent and Family Member Classes KISD offers classes free of charge for English as a Second Language, computers, and TxCHSE (GED) preparation. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at 336-0211/0240.

**Clifton Park Elementary School
Home-School Compact
2022-2023**

Successful schools have a parent-student-teacher agreement. In an effort to provide the highest quality instructional program and to show how the school, family, and students are working together for a successful learning experience at Clifton Park Elementary School, the staff, parents and students have drafted the following pledge.

WHEARAS school and parent partnership results in student growth:

Clifton Park Elementary School will:

- Provide a safe and caring learning environment where our students will be responsible for their behavior and learning.
- Provide a rigorous and challenging academic program that will help our students meet state academic standards.
- Communicate with families on an ongoing basis regarding the student's academic progress.
- Continue to implement a PreK-5 reading and math program that emphasizes mastery at every level to include phonics.

Teacher _____ Date _____

As a parent, I will:

- Pledge to accept responsibility to support my child's learning and to expect my child to work to the best of his or her ability every day.
- Ensure that my child will be in school daily and arrive on time.
- Attend parent/teacher conferences and support the academic goals for my child.
- Strive to communicate with my child's teacher by signing the planner/agenda/calendar daily or responding to a technological format, such as remind, Dojo or text.
- Provide a time and a place for quiet study and reading at home. I will listen to my child read at least four days a week and I will expect my child to read daily.
- As a parent, I will provide guidance in daily homework, projects, and study for quizzes and tests to support my child's academic goals.

Parent _____ Date _____

As a student, I will:

- Be SAFE, Be RESPECTFUL, and be RESPONSIBLE.
- Come to school on time and be prepared to work to the best of my ability daily.
- Complete my daily planner/agenda.
- Spend time at home reading daily and completing homework assignments. Time to be determined by grade level.

Student _____ Date _____

FIRST DAY OF SCHOOL

In order to make the first day of school more successful for your child, here are a few things to know:

1. On Thursday, August 11th, we will host "**Meet the Teacher**" from 4:00 P.M. - 6:00 P.M., where your child can meet his/her teacher and leave school supplies in the classroom. Your child's room/teacher assignment will be posted on the front and back doors and windows in time for "Meet the Teacher" on the afternoon of Thursday, August 11th. If you check this list, your child will know in advance where to go on the first day. The first day of school is **Monday, August 15th**
2. School begins at 7:30 AM. Breakfast is from 7:00 - 7:25 for all students, and school will be dismissed at 3:00.
3. We will have staff members in the hallways to help students during the first few days find their classrooms. Parents are invited to walk their children to class the first day of school. *Following the first day, all students will walk independently or with staff members to class. Parents must then drop off students at the front entryway.*
4. All children receive free lunch and breakfast Clifton Park. You may send a sack lunch or lunch box meal if you prefer.
5. Be sure your child understands what to do after school. Your child's teacher needs to know if he or she is going to be riding a bus, be picked up by a daycare and which daycare, be a "car rider" or "parent walk-up", or walk home. 3rd-5th grade students may walk home and may pick up younger siblings. PK-2nd grade students must be picked up by an adult or older sibling. Any changes in the child's regular schedule should be **IN WRITING** through a note or email to the teacher. Remember - school ends at **3:00 PM** and your child should be picked up promptly.
 - a. Adults walking to school or parking to pick up students (**parent walk-up**) will be requested to present identification. ID is required each time; even after the teacher knows you, there may be a substitute at dismissal. At the beginning of the year, each teacher will check identification for each adult. Safety of our children is our first priority!
 - b. **Car-riders** will be picked up in front of the building in one of two lanes. Lane 1 (closest to building) and lane 2 (furthest from building) are both available to use; the middle lane is to be kept open for vehicle movement **ONLY**. Each family will receive a placard with a number on it;

this number will be assigned to your child(ren) and staff will use it to pair your child(ren) with your vehicle. Placards will be distributed on August 11th at "Meet the Teacher" and on the first day of school. Vehicles WITHOUT placards will need to park and the driver will need to walk up to the front of the building to show ID and pick up the child(ren). Extra placards are available upon request.

**PK and Kindergarten children will be walked by their teachers to their dismissal location beginning at 2:50. 1st - 5th grade will be walked by staff to their dismissal locations when the bell rings at 3:00.

Bus students and day care students will be taken to the cafeteria. Students riding Special Education buses will be walked to their bus on the South side of the building.

- Dismissal procedures are organized for the safety of all children. Should there be inclement weather, dismissal procedures may be delayed, but will remain the same. We will do our best to communicate with parents using our Blackboard Connect system.

6. You will receive a letter from your child's teacher explaining classroom procedures and expectations. Each student will receive a "take-home folder"; this folder will contain graded assignments and communication from the teacher and/or school and will be sent home each week. In addition, each grade level will have a system to communicate with parents - some have journals they will send home and others will utilize a monthly calendar. These journals or calendars have space for parents to communicate with the classroom teacher; this is a valuable tool that will keep you informed of what your child is learning. **If you have any concerns or questions, please contact your child's teacher through email, call, or writing in this daily folder/calendar.** Teachers often have first hand knowledge when issues arise, and can address concerns quickly.

ABSENCES

Regular attendance is essential for academic growth.

All school absences will be considered either excused or unexcused. It is suggested that parents keep a record of absences accumulated by their children for personal documentation. After five unexcused absences, a letter will be sent home. Please call the school at 254-336-1580 if your child will be absent for ANY reason. Our phone lines are open at 7:00 A.M. The following is a detailed description of reasons for student absences and what you, as a parent, need to do if your child misses school.

EXCUSED ABSENCES (Documentation required)

In order for an absence to be **EXCUSED**, a parent or legal guardian must provide the school with a written, signed excuse for the absence that corresponds to one of the reasons listed below. All excuses must be submitted to the attendance secretary within **five** days of the student's return to school or the absence will be **UNEXCUSED**.

After **ten** days of absences excused by parental notes, additional absences must be covered by a written medical excuse from a physician. If medical verification is not received within **five** days of the student's return to the campus, these absences will become **UNEXCUSED**.

Any student may be **EXCUSED** for the following reasons:

- Personal illness (parental notes required for up to 10 days)
- Personal illness exceeding the parental note **LIMITATION** of 10 days requires a physician note
- Sickness or death in the family (3 days maximum)*
- Quarantine (doctor's note or confirmed positive test required)
- Medical or dental appointments (verified by physician's note)
- Wedding - close family (maximum 3 days)*
- Counseling by certified or state approved counselor (note from provider required)
- Emergency leave with verification (maximum 3 days)*
- Military promotion or awards ceremonies (maximum one day)*
- Other unusual causes (subpoena, passport, military I.D.)

*Exceptions to maximum days allowed if approved by principal

UNEXCUSED ABSENCES

Students who are absent for reasons such as over-sleeping, missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as **UNEXCUSED**. When a student accumulates unexcused absences from school, attempts will be made to notify parents. **A child can be retained in the grade level due to excessive unexcused absences; please see the KISD website for more information.**

ADMISSION TO SCHOOL

All students enrolling in KISD must have a birth certificate, current shot record, social security card and show proof of residency. To qualify for PK, the child must be 4 years of age by Sept.1st, qualify as ELL, be a military dependent or qualify based on income. To qualify for kindergarten, a child must be 5 years of age by Sept.1st

BICYCLES ON CAMPUS

Students may ride their bicycles to school, but **NO** bike riding is allowed on campus. All bike riders need to walk their bikes when on the school campus; students who do not follow bicycle rules will lose the privilege of riding their bikes to school. Bicycles must be locked during the school day to the racks provided at the front and back of the building (2nd street entrance and bus loop). The school will not be responsible for lost or stolen bicycles.

Skateboards, scooters, and/or skates (including shoes with wheels) **are not allowed** on campus.

BREAKFAST AND LUNCH

Breakfast will be served starting at 7:00 AM for K-5th grade students. Prek students will report to their classroom and room and will eat breakfast with their teacher after the 7:30 bell. Parents and grandparents may not eat breakfast with their children; we have a short time frame to feed all students.

Parents and grandparents may eat lunch with their children during their class lunch time. Guests will eat at a designated cafeteria tables (on the stage or near the windows) with their child. If eating lunch with your child, **please no cell phones or pictures at this time**. This allows for respect and privacy for the other students and for quality time with your child.

All students at Clifton Park Elementary will receive free breakfast and free lunch. This is a special program provided by Killeen ISD through a federal grant. There will be special paperwork to be completed after school begins; more information will be forthcoming. A la carte items - such as chips, ice cream, extra milk, bottled water - may still be purchased at lunch. Money may be placed into a student's account by the student in the morning or by using the online app.

CAFETERIA EXPECTATIONS

Procedures: BE SAFE
BE RESPECTFUL
BE RESPONSIBLE
Abide by all staff members' requests
Talk softly to your neighbors beside you or a friend across the table

Consequences: For repeated or serious misbehavior, the students may eat in a designated spot alone and/or be referred to the office.

Special consideration:

Please do not send sodas, glass containers or candy with students for lunch or snack. Junk food and candy are not healthy as replacements for a cafeteria-provided meal. Lunches from home cannot be refrigerated or heated.

CELL PHONES

Students may bring cell phones to school, but may not use them during the instructional day without permission from their teacher. **The instructional day is from 7:00-3:00; this includes the time on campus before school and breakfast, as well as dismissal time.** Phones may be turned on after students exit the building (walkers) or the bus (riders). *If a child needs to call parents during the instructional day, they must get permission from their teacher.*

CHILD ABUSE

The reporting of suspected child abuse is required by state law. This law mandates that public school staff members contact Child Protective Services in the event of suspected abuse or neglect; this is done to ensure the safety and welfare of our students. In the event a CPS representative comes to the school to visit with a child, the school must provide a room for this meeting to happen.

CONTACTING STUDENTS

Messages or items for your child should be delivered to the front office, and staff will deliver the message or item to your child.

If you wish to observe in a classroom, please fill out a request in the front office. We will make arrangements with the classroom teacher and set up a scheduled observation.

DELIVERIES TO SCHOOL

It is against KISD policy to make any commercial deliveries to students at school at any time.

Delivery of flowers, balloons and gifts by parents is not allowed during the instructional day. Please make arrangements for gift-giving to be done at home to prevent disruptions to the learning environment.

DISCIPLINE

Restorative Discipline Practices

At Clifton Park, teachers and staff strive to create a culture of mutual respect and compassion. We have embraced something called "Restorative Discipline Practices".

What is Restorative Discipline?

Restorative Discipline is a whole school relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment. Its practices replace fear, uncertainty, and punishment as motivators with belonging, connectedness and the willingness to change because people matter to each other.

Evaluations of existing programs show improved relationships on campus, increased student accountability, and dramatic reductions in disciplinary rates.

What does it look like?

Teachers will often conduct "circles" in their classrooms, which is the practice of having students form a circle and participate in meaningful discussions about various topics. By having students and teachers in the circle, all members are equally important to the conversation. Topics can be academic, but are more often social in nature. Teachers present a topic - such as "what does the word 'perseverance' mean to you?" or "what is one word that describes your

personality?" that allow students to learn about each other and strengthens the classroom community. Studies show that when children feel like they are part of a community of learners, they are motivated to try harder and persevere when the work is hard.

As circles are conducted throughout the year, a classroom culture of respect and acceptance is established. Students begin to embrace each other, despite differences, and are less likely to participate in bullying behaviors. When harm has been done, "restorative circles" are utilized, by the teacher and/or administrative staff, to work through what happened and to allow all parties involved (sometimes only a few students, other times a whole class) to come away from the situation with the relationship restored and intact. Embedding restorative practices takes time, and the teachers and staff of Clifton Park are committed to this endeavor.

For more information on Restorative Discipline practices in Texas, visit TEA's website at https://tea.texas.gov/Restorative_Discipline/.

On the Killeen ISD website, you will can find a comprehensive description of the KISD approach to discipline. A copy of the KISD Student Code of Conduct can be found on the KISD website under the "parents and students" tab. If you have any questions about Restorative Practices or the KISD Student Code of Conduct, please contact your child's teacher or a campus administrator. The best way to understand student behavior expectations is to communicate regularly with your child's classroom teacher, as he or she has worked to create a classroom culture of mutual respect.

As students travel in the hallway during transition times, they will be expected to follow our "check four" policy. This will allow for quiet hallways and respect of the learning environment, as well as safe transitions. All teachers and staff members will work with students on these procedures. Check four is defined as follows:

School Hallway Behavior Expectations - "Check Four"

Each classroom has a Check 4 poster to remind students of hallway expectations before they transition. In the hallways, we have check marks posted with the number "4" at various stopping points to visually remind the students of expectations. Check four means:

- Feet facing Forward
- Eyes Forward
- Mouths closed
- Keep hands, feet and objects to yourself

Students must be respectful in the hallways because noise impacts others' learning.

Please know that fighting, bullying, horseplay, assault (such as slapping, striking or spitting) and any other acts that put children in harm's way will not be tolerated. Office referrals will be written and consequences will be assigned according to the KISD Student Code of Conduct. We adhere to the "Be SAFE, Be RESPECTFUL, and Be RESPONSIBLE" policy, and will use this core statement to coach our students in situations they encounter.

DRESS CODE

Please remember that elementary students are involved in many activities, such as P.E. or playground time, and it is recommended that girls wear shorts under their dresses. **It is also recommended that students wear closed-toed or tennis shoes so they can participate appropriately in physical education and recess activities.** Sandals are acceptable, but flip-flops and crocs are dangerous during PE activities because they are not secured on the feet.

Clifton Park students will follow the student dress code for KISD. Please follow these guidelines:

- Shorts or skirts must be no more than 4 inches above the front and back of the knee and shirts must cover the chest and stomach area. If they raise their hands, no skin should be showing.
- **Students must not wear jeans that have holes in the hip, top of thigh or bottom area.**
- Hoodies may be worn, but we ask that for safety reasons, hoods not be worn in the building. We need to be able to identify our students.
- **If tight leggings are worn, a top should be worn that covers the bottom.** Jeans should not be too tight; students must be able to sit without exposing any skin in the back. No sagging of pants is allowed. Hair and haircuts should not be distracting to other students or the learning environment. Parents will be called for dress code violations. We ask that parents please follow the same dress code as students, when on Clifton Park's school grounds.

EMERGENCY INFORMATION

Parents are required to keep all phone numbers and any emergency contact information up to date. Unfortunately, students sometimes become ill or get hurt during the school day and it is necessary to contact you. It is critical that we have up to date phone numbers and addresses.

Student Registration Cards contain information regarding who can gain access to the child. Both biological parents have access to the child. Legal documentation is required to withhold a biological child from parent access at the school. The remaining emergency contacts are at the discretion of each parent. These need to be local contacts with accessible phone numbers. Should there be an emergency, these contacts are critical for your child's needs. Please make certain these numbers are up to date.

FIELD-BASED INSTRUCTION (FIELD TRIPS)

Field trips will be taken by each grade level; Federal funds are set aside for these expenses. Students whose behavior at school indicates that they may not represent the school in an appropriate way in public or may endanger themselves or others may be required to have a parent accompany him or her on the trip. Parents may volunteer to chaperone students on field trips with an approved background check. This must be completed for volunteering. Please have this background check completed 3 weeks in advance of the trip. Parents must provide their own transportation and entry fees for the field trip.

GRADING PROCEDURES

Grades are reflective of student performance based on classroom work. All teachers in KISD use the same computerized grading system. Parents of students in grades 1st-5th can access grades through the KISD website through the Home Access Center online. Please see us in the front office for an access code; you will be able to see your child's grades in real-time and set alerts for low grades if you wish to do so.

Students will receive grades as indicated below:

A/E	Excellent	90-100
B/S	Above Average	80-89
C/N	Average Progress	75-79
D/N	Needs Improvement	70-75
F/U	Unsatisfactory	69 and below

The district grade book policy states:

“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.

INCLEMENT WEATHER

Please be near your phone if you suspect an early dismissal, a delay, or a cancellation due to inclement weather. KISD keeps schools notified of dangerous weather, and **we will do our best to communicate with parents using our Connect-Ed system for phone calls, texting, and emails.** For purposes of recess, children will be kept inside when the temperature or wind chill is below 40 degrees and recess may be shortened when the heat index is over 95 degrees.

INTERNET SECURITY AND EXPECTATIONS

Students will comply with the following rules and expectations when using district technology equipment:

- Students will only use the Chrome Browser on laptops, tablets and classroom desktops.
- Students are expected to use technology for the purposes set by the teacher
- Students are **NOT** allowed to install apps on any technology equipment.
- Students are **NOT** allowed to change any settings on technology equipment.
- If a student is caught breaking any of the above referenced rules and expectations, it can result in a conference with an Assistant Principal, referral or possible loss of technology privileges.

Students must keep their login information secure and keep their passwords a secret. **They are told NOT to share passwords.** If a student logs in to a device with someone else's information, it can result in a conference with an Assistant Principal, referral or possible loss of technology privileges.

The Clifton Park Administration and the Campus Technology Support Staff want to ensure that your child is safe when using the internet for research or other educational purposes.

ITEMS NOT ALLOWED AT SCHOOL

- Pets, By adults or children (Please do not bring pets to after school parent walk-up dismissal)
- Electronic Games or Trading Cards
- Items looking like weapons (water pistols, toy guns, toy knives/swords)
- Skateboards, Roller Blades, Roller Skates, Scooters
- Make-up or Play Tattoos
- Chewing Gum or Candy
- Carbonated Beverages

****Confiscated items will be returned to the parent upon conference with teacher or administrator.**

LEAVING CAMPUS

Once students arrive on campus, they may not leave before 3:00 PM unless they are picked up by their parent or guardian. Adults will be asked to show photo identification. This procedure is for the protection of our students. If a relative or person other than parent is to pick up a child for an appointment, this person must be on the students' information card in the front office. If the person is not, the parent must write a note and contact the school notifying us of this situation.

When school dismisses at 3:00 all students must leave immediately and go directly home.

STUDENTS MAY NOT BE SIGNED OUT FROM 2:30-2:55. This allows for the safe organization of students in preparing for bus, daycare and close of school.

Third-fifth grade students may walk home alone. PK-second grade students must walk with an older sibling or be picked up by an adult unless they are riding a bus or are picked up by daycare.

MEDICATION POLICIES

* **Clinic Visits:** Students needing to be seen in the clinic will require a clinic pass. A teacher/staff member will complete a clinic pass on all students sent to

the clinic. The teacher/staff member will annotate the reason and time for sending the student to the clinic. The clinic will document all care that your child receives. **PARENTS ARE NOT AUTOMATICALLY CALLED EVERY TIME A CHILD GOES TO THE CLINIC**; phone calls will be made when there is an emergency or concern. A copy of the pass will be sent home with the child.

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.

1. Written permission for administering medication must be provided by the parent, legal guardian, or other person having legal authority of the student. The parent will be responsible for obtaining written permission from the physician.
2. The medication must be in the original container with the prescription label containing the student's name, name of the medication, dosage, date, and time(s) for the medication to be administered.
3. It is **against** the policy of the Board of Education for school personnel in K.I.S.D. to store, provide, or administer over-the-counter medications, such as aspirin and cough drops or throat lozenges, to students.

A student will be sent home if he/she has a temperature of 100 degrees or higher. The student may **NOT** return to school that day and must be fever free for 24 hours before returning to school.

We will contact parents for all emergencies and concerns, but do not call for every trip to the clinic. If you wish to be contacted each time your child visits the clinic, you will need to communicate this to our clinic staff at 254-336-1585.

PARKING

Please do not park in bus loop or the fire zones of the school. Our building has a parking lot at the front entrance of the school for the convenience of parents. When dropping off children in the morning before school, please allow

students to exit car in the lane closest to the building on the passenger side or in the furthest lane (lane 2) on the DRIVER'S side and walk to the front crosswalk to be safely crossed to the building by a staff member. **Remember that the middle lane is for car movement ONLY and not drop-off or pick-up.** Parents may walk the student across the parking lot if necessary; please do not allow children to walk without supervision through the parking lot.

After 3:15, students who have not been picked up will be brought to the front office entry. At this time, parents will have to come to the office to pick up their children with identification and sign them out as a late pick-up.

PARTIES AT SCHOOL

Classroom parties will be held during the school year for Christmas, Valentine's Day, and End of Year Celebration. Teachers will communicate specifics to parents close to these party days. If you would like to help your child's teacher by providing items, please let the teacher know.

KISD restricts the distribution of home-baked goods to children at school. Please be sure all food items for parties are store-bought and packaged.

Birthday parties are not allowed at school. Parents may send treats to be distributed to the whole class at the end of the instructional day. Please limit this to store-bought cupcakes or cookies and drinks. Party invitations may be distributed at school only if every child in the classroom is invited. Invitations to children outside your child's classroom must be done outside the school and school grounds.

PE and RECESS

If you have a medical note that excuses your child from P.E., your child will also sit out for recess. This is for the safety and health of your student so he/she does not further hurt or injure themselves.

PETS

Please **do not** bring your pets on campus. This is for the safety of both the children and your pets.

PICTURES

School pictures are normally taken twice a year; individual pictures are taken each semester, and class group pictures are taken during the fall semester. Communication will be sent out the week prior to picture being taken and pictures may be purchased. Proceeds from these purchases are used to provide experiences for children such as field day games, bouncy houses, and treats.

PLAYGROUND RULES

Students will be taken to play on the playground(s) during supervised recess time each day. They are supervised by teachers and/or instructional aides. We have playground rules that students must follow for their own safety and for the safety of others. Our Clifton Park playground rules are:

Be safe

Be respectful

Be responsible

1. Slide on your bottom- Feet First
2. Swing on your bottom- Front to Back, No twisting/sideways or standing in swings
3. No climbing up the slide- Use the stairs
4. Hands to yourself- No TAG
5. Students in grade 3-5 are allowed to bring balls from home to use on the grassy field areas and basketball court. The school is not responsible for lost, stolen, or damaged balls, and students that are not playing with the balls appropriately will not be allowed to use them.

PARENT TEACHER ASSOCIATION (PTA)

The PTA has been an active part of Clifton Park. Parents, grandparents, friends, and relatives of Clifton Park students are invited to join. PTA organizes fundraisers, service projects, and family fun activities that provide an opportunity for families to enjoy being together. We encourage you to join and attend our quarterly meetings/events. Contact the front office if you would like to volunteer to serve on the PTA - we need you!

SCHOOL HOURS

7:00 AM - 3:00 PM

K-5th grade children are served breakfast in the cafeteria between 7:00 and 7:25. PreK eats with their class and teacher after the 7:30 bell.

PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL BEFORE 7:00 EACH MORNING. BEFORE THIS TIME THERE WILL BE NO STAFF MEMBERS TO MONITOR THEM.

Students arriving after 7:30 are tardy. Parents must walk students into the office after 7:30 and sign them in with attendance personnel. **Please do not drop them off alone to walk in; this is a safety concern!**

School is dismissed at 3:00. No students will be released between 2:30 and 2:55 as this is the time for closing out our day and transporting all students to their appropriate dismissal location.

After 3:15, students not picked up will be brought to the front office area. At this time, parents will have to come to the office and pick up their children with identification.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Morning Procedures

1. Students who ride the bus enter the building from the bus loop and they are directed to the cafeteria or to their classroom hallways. **The cafeteria closes at 7:25.**
2. Students who walk or whose parents bring them to school enter the building through the front doors on 2nd Street. Parents must say goodbye at the front door.

REMEMBER - do not drop off children before 7:00.

3. The cafeteria opens for breakfast at 7:00 and closes 7:25. Students should arrive in time to finish eating breakfast by 7:30 when the bell rings.

Afternoon Procedures

1. Students will be escorted by staff to their dismissal areas. For pre-K and Kinder students, this process begins at 2:50. All other grades begin at 3:00. Bus students, back door walkers and day care students are taken to the cafeteria and gym areas. Parent walk-ups are taken by staff to an assigned room in the Kinder and

first grade hall and the staff will begin releasing students at 3:00 parents that walk up (with identification) to the exit doors at these hallways. Car-riders are escorted to the library where they are held until their car placard is displayed on the screen and they are walked by staff to cars; front door walkers walk out of the front doors at around 3:00.

2. **Vehicles picking up "car rider" students will come through the pick-up lanes in the front of the building.** Vehicles picking up students MUST have the placard displayed so staff can read the number. Lane one (closest to building) is best used for parents of pre-K, Kinder, or families with more than one student. Lane two (furthest from building, NOT middle) is best used for parents of older students. We have staff members using a walkie-talkie system calling numbers on the placards as cars arrive so that staff may escort children to their vehicle. Students going to vehicles in lane two will use the cross walk and may NOT cross traffic at any other spot. Our middle lane is ONLY for movement of cars, NOT child pick-up. It will remain open for vehicles to travel after their student is picked up. Car-rider parents will not have to show ID to pick up their child as long as the placard is visible. **If you lose your placard or are in another car without it, you MUST park and pick up your child with a valid ID at the front doors.** Staff will not release students to vehicles without the matching placard. If you need another placard, contact the front office.
3. Parents or adults designated for parent walk-up pickup at the side doors must bring identification each day. Teachers will not release children to adults without identification until a relationship has been established where the teacher knows the adult. Substitutes are directed to check identification before releasing students. **For this reason, bring identification each day when picking up children.**

VERY IMPORTANT

It is important to communicate in writing with the teacher when you make different arrangements for your child to get home. **THIS IS FOR YOUR CHILD'S SAFETY.** Please do not wait until the end of the day; communication about dismissal changes should happen first thing in the morning or as soon as possible in order to allow teachers time to prepare.

TARDIES

The school day begins promptly at 7:30. Students arriving later than 7:30 will be considered TARDY. It is our goal to greatly reduce the number of tardies for our students; when children are late to school consistently, they lose valuable learning opportunities. Our staff will work with parents of children with persistent tardies to encourage prompt attendance each morning.

VISITOR CHECK-IN

It is the Killeen Independent School District policy to check visitors at the front office of the school they are visiting. A valid photo ID is required to receive a Clifton Park visitor's badge. This badge must be worn and be visible while conducting business in the building. Please be understanding when you are asked to sign in and get a visitor's badge. **This is done for the safety and protection of our children.**

VOLUNTEERS

There are many ways that parents and guardians are helpful at Clifton Park. Listening to children read, tutoring children, making manipulatives, helping with bulletin boards, shelving books in the library, or laminating and cutting out teacher materials are some of the ways volunteers help. Your interest and involvement is always appreciated. If you would like to serve as a volunteer, please visit the KISD homepage website for the application. If you wish to volunteer in classrooms or go on field trips, you must have an approved background check three weeks in advance of the classroom field trip. This form is available at the KISD website. **Please allow at least 3 weeks before a field trip for this to be processed.**

WITHDRAWING YOUR CHILD FROM SCHOOL

Please notify us as soon as possible when you know that your child will be withdrawing from Clifton Park. If you wish to carry records with you, a minimum of three days' 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. While enrolled, we ask that you keep the office informed of address and phone number changes.