

# Mountain View Elementary School

500 Mountain Lion Road  
Harker Heights, TX 76548

## Student-Parent Handbook

2024-2025

Every student deserves  
a great teacher, not by  
chance, but by design.



Christy Galloway, Principal  
Grace Ashworth, Assistant Principal  
Tyly Bell, Assistant Principal



Dear Parents/Guardians,

On behalf of the staff and faculty of Mountain View Elementary, we want to welcome you and your child/ren to our school community. The staff and I are so excited about this year and can't wait to provide a full year of academic and social learning. We know together we will accomplish so much!

Our motto, "We believe all can achieve!" continues and is the mindset of our campus. Student growth is how we will judge our success. Our goal is for every child to depart from Mountain View with skills, knowledge, and self-confidence to be successful as they move forward.

We look forward to building positive relationships with our parents and guardians. We invite you to visit during school events and volunteer as much as your schedule will allow. The district has a process in place to be a volunteer, and we invite you to reach out to us about those opportunities!

We hope this handbook will provide the information you need to have a positive and productive school year. Please call (254) 336-1900 or email the principal of your child's grade level whenever you have questions or comments.

Sincerely,

Christy Galloway, M.Ed.  
Principal  
Christy.Galloway@Killeenisd.org

Grace Ashworth, M.Ed.  
Assistant Principal (Grades: Pre-K, K, 2, 4)  
Grace.Ashworth@Killeenisd.org

Tyly Bell, M.Ed.  
Assistant Principal (Grades: Pre-K, 1, 3, 5)  
Tyly.Bell@Killeenisd.org

7:00–7:20	Breakfast
7:25	School Starts - First Bell
7:30	Tardy Bell
2:30–3:00	Office Closed
3:00	All Classes Dismiss
1:00	Early Release Dismissal Time

## FIRST DAY OF SCHOOL

It's natural for children to experience some anxiety (as well as excitement) about starting school. Here are a few things you can do to make it easier for your child.

- On the first day of school, students should report directly to their classroom.
- There will be school personnel in the hallways to direct you as needed.
- Be sure your child knows what to bring for lunch. He/she must have a sack lunch, lunch money, or money on their account. You can put money in the account during "Meet the Teacher Night" Thursday, August 8 from 4-6 p.m.
- Be sure your child understands what to do after school. Does he/she walk home? Is he/she sure of the way? Should he/she be picked up by a parent or a babysitter, ride a bus, or go to YMCA? Be familiar with where on campus your child will be dismissed from school. When in doubt, instruct your child to go to the office.
- Label all supplies with your child's full name. This is also important later in the year when coats and are brought to school. Every personal item that comes to school should be labeled.

## ACADEMIC LEARNING TIME

In order to protect academic learning time, students will not be called to the office for phone calls. All items, such as lunches and backpacks should be dropped off to the office by 10:00 a.m. At this time, all items will be delivered by office staff.

## ATTENDANCE

**If your child is going to be absent, please call the school attendance line at 254-336-1913 as soon as you know.** If you haven't called by 8:30 a.m., the district's automated system will call you to verify the absence. An official record of each student's attendance is required by state law. **If we have not had notice of the absence by 9:30, a school representative may call or make a home visit to ensure the safety of your child.** The reason for an absence must be stated in writing and signed by the parent or guardian. In your note, please include the following:

*Student's full name*

*Teacher's name*

*Date of absence*

*Full explanation of absence*

*Parent's signature*

Notes about absences must be received in the school office within five days of the student's return to school. **If a note is NOT received within five days, the absence becomes unexcused.** Medical verification may be required. Attendance is taken each morning at 9:30. Students who are present at that time are counted present for the entire day. Students who are absent at that time are counted absent for the entire day.

EXCEPTION: If a student returns to school following a visit to a doctor and brings a doctor's note, the student will be counted present for the day. All work missed during the time the student is away from the school must be completed (The district's complete attendance policy can be found in the KISD Information section of this handbook).

Student Registration Cards: It is extremely important that your child's registration/contact information is kept up to date. Please notify the office if you are moving or have a change of phone number or emergency contact information. **Note: Phone number changes need to be made in person at the office. This change is not allowed**

**over the telephone.** Any address change can only be completed with a Proof of Residency (utility bill, lease, or mortgage.)

### BEFORE & AFTER SCHOOL SAFETY

Child safety is our top priority at Mountain View. Our school opens at **7:00 am**. Please do not drop students off before this time because there is no one available to supervise them. All students should come into the building every morning and report directly to breakfast or class. The school bell rings at 7:25 a.m. Tardies will be counted when students are not in their classes by 7:30 am. Please see Tardy Policy later in this handbook. Students may eat breakfast between 7:00-7:20 then report to their designated grade level areas. The following suggestions are things you may want to discuss with your child. Students should walk to/from school in groups or pairs. Students should not go with anyone they do not know, no matter what the person says. Students should cross only at designated crosswalks with crossing guards. Children are to leave campus immediately after school is dismissed unless they are in the YMCA Program, participate in after school activities, or are accompanied by an adult. No students should be at school or on school grounds until after 4:15 p.m. YMCA childcare is available before and after school in our cafeteria. For more information, contact the Armed Services YMCA, 415 N. Eighth Street, Killeen, 634-5445.

### BICYCLES

Bicycles are to be parked in the racks provided. All bikes should be locked when not in use. Bicycles are not to be ridden or touched except by owners. Bikes should be walked (not ridden) across school grounds. This includes parking areas, sidewalks, and crosswalks.

### BUSES

Riding the bus is a privilege provided by the school district, whether to and from school each day or on school-sponsored trips. The school bus is an extension of the classroom, and therefore school rules must be followed at all times. Students must follow instructions from the drivers as they would a classroom teacher. Additional rules are also necessary for the safety and well-being of everyone on the bus. Failure to abide by these rules creates safety hazards for the student as well as all other students on the bus. Students riding district-operated buses are accountable for their behavior and are expected to conduct themselves in accordance with the rules and regulations of the KISD Student Code of Conduct, the KISD Transportation Student Rider's Safety Handbook, and those posted in the bus. Student misconduct on the bus may result in suspension from riding the bus, in addition to any other appropriate disciplinary action. Our first concern is the safety of your child(ren).

If your child(ren) normally ride the bus and you want them to be picked up by you or someone else instead, please write a note to the classroom teacher - this person must be on the registration card. **UNLESS A STUDENT HAS A NOTE FROM PARENTS, HE/SHE WILL RIDE THE BUS AS USUAL.** Bus transportation can only be provided from the student's home to school and back to the student's home. Therefore, students cannot be bused to childcare providers. In addition, students are not allowed to ride the bus home with someone else to spend the night, etc. Transfer students do not qualify for bus transportation. **An authorized person must meet all PK/K students at their bus stops for students to be released.**

### CAFETERIA EXPECTATIONS

Students are expected to follow the three school rules:

- o Take Care of Yourself

- Take Care of Each Other
- Take Care of the School

Be Respectful	<ul style="list-style-type: none"> <li>➤ Be friendly</li> <li>➤ Be polite with words and actions</li> <li>➤ Say "please" and "thank you" to staff</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>➤ Stand quietly and patiently in line for your food</li> <li>➤ Raise your hand for assistance</li> <li>➤ Get items needed before you go to your table</li> <li>➤ Sit at your assigned seat or table</li> </ul>
Use Self Control	<ul style="list-style-type: none"> <li>➤ Always walk in the cafeteria</li> <li>➤ Stay in your seat and sit on your bottom</li> <li>➤ Clean up after yourself and throw all garbage away</li> <li>➤ Keep your hands and feet to yourself</li> <li>➤ Talk quietly to friends sitting near</li> </ul>

### CELL PHONE/TABLETS/BYOD

As stated in the KISD Student Code of Conduct, students may not display, turn on, or use a cellular telephone or other digital devices (handheld video games, tablets, etc.) on school property during the school day unless under direct supervision of school staff. Violators are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by an administrator and are subject to disciplinary action. The district has made available the BYOD (Bring Your Own Device) network access. This is an opportunity for students to use personal devices on the KISD network for instructional purposes only. All students must adhere to the Acceptable Use and Electronic Devices Policies while using their own devices at school. Therefore, when students use technology inappropriately, the board approved Student Code of Conduct consequences still apply, regardless of who owns the device. Neither the campus nor the district assumes responsibility or liability for the loss or damage to a device or the unauthorized use of the device. For privacy reasons, we ask that you refrain from taking student pictures or using a cell phone in the office area.

### CLINIC – MEDICAL ISSUES

**CHANGE OF ADDRESS/ TELEPHONE NUMBERS:** Please keep the office/clinic informed of any change in address or telephone numbers by coming in to change the registration card. It is also important to keep emergency contact information current. It is important that an emergency contact person/number be someone other than yourself in the local area. 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.

- **CLINIC VISITS:** The teacher/staff member will complete a clinic pass for 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 seen in the clinic. Parents are encouraged to contact the clinic if there is a concern about the treatment received.
- **EMERGENCY CLOTHING:** All Pre-K and KG students should have several changes of clothes in their backpack due to cafeteria or bathroom accidents.
- **MEDICATION:** All medication must be given in the clinic. Students are not permitted to carry ANY medications, including cough medication, cough drops, medicated creams, medicated eye drops, etc. Inhalers are an exception to the policy ONLY if a physician's permit is completed and on file with the clinic stating the child can carry and self-administer the inhaler. For the complete KISD medication policy, please see the district section of this handbook.

- **ALLERGIES:** All allergies 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. 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 temperature equal to or greater than 100°F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. **Students will now be excluded from school until fever free, without the use of fever-suppressing medications, for 24 hours if they have a temperature equal to or greater than 100 degrees.**  
This policy has been changed because the Texas Department of State Health Services has updated TAC Title 25, Part 1, Chapter 97, Subchapter A, Rule 97.7 and Rule 97.1- Diseases Requiring Exclusion from Schools and Definitions Located at the following webpage.  
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=5&ti=25&pt=1&ch=97&sch=A&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=A&rl=Y)  
Killeen ISD follows Texas Administration Title 25 for Diseases requiring exclusion from school. The clinic cannot dispense any medication for fever (Tylenol, Motrin, or Aspirin) without physician's order and this medication must be supplied.
- **LICE POLICY:** KISD Lice Procedure: Any student with visible signs of lice will be excluded from school until he/she is free of all live lice. Parents/Guardians will be notified, instructed in the treatment of head lice, and asked to pick up their child as soon as possible. Parents/Guardians will be instructed to promptly treat the child and return the student to school the next day. Upon return to school, students will be cleared to go to class after being re-examined by the clinic staff and found to be live lice free. School bus transportation will not be provided from school to home on the day the live lice were discovered. Screening of siblings and other students who were most likely to have head to head contact will be done by the clinic staff. To avoid disruption of student and teacher class time, no unwarranted mass classroom screenings will be done.

### CLUBS

We have many opportunities for students to participate in after-school clubs. Our staff works to meet the needs and interests of our students. Clubs are formed at the beginning of the school year and have application forms that state goals and expectations. Parents are responsible for providing transportation home. All students are excused to the valet line after clubs have been dismissed. Unfortunately, we cannot provide supervision of siblings of students participating in clubs. Please make sure siblings are picked up at dismissal time.

### COUNSELING PROGRAM

Mountain View has 2 full-time counselors and 1 state-funded At-Risk Counselor. The counselors provide a variety of services for both students and parents. Some of these include:

- Plan and provide a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature
- Counsel individuals in crisis situations
- Assist students in making the transition successfully from one school level to another
- Serve as consultant in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students
- Design a guidance program based on campus needs assessments

### DELIVERIES

District policy does not allow commercial deliveries of any kind to students at school. Deliveries include flowers, balloon bouquets, cakes, pizza, food, etc. When celebrating birthdays, at the end of the day, please

limit the celebration to store bought, individually wrapped treats only - no balloons, decorations, or party favors. Other parent provided snacks must meet the Smart Snack Guidelines.

## DISCIPLINE

During the first week of school parents will receive information on accessing the Student Code of Conduct on the Killeen ISD website. In addition to the district plan, each campus has its own set of school rules, and each teacher has a classroom discipline management plan. The student's teacher will send home a copy of the classroom discipline plan. Students that are attending Mountain View on a transfer may have their transfer revoked for excessive discipline referrals or repeated absences and tardies. See Appendix section for School & Classroom Expectations.

Students are expected to follow the three school rules:

- Take Care of Yourself
- Take Care of Each Other
- Take Care of the School

## DRESS CODE

Refer to KISD Student Code of Conduct.

## EMERGENCY DRILLS

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

## GIFTED/TALENTED STUDENTS

Identified G/T students will be served through a state adopted, enriched curriculum. The curriculum will be based on the Texas Performance Standards Project (TPSP). The TPSP provides a structure for students to create a challenging project aligned with the TEKS for English language arts, mathematics, social studies, and science. Student projects will be showcased through an exposition in the spring.

## HOME ACCESS CENTER

You can access your child's grades by going to the Home Access Center from our Mountain View webpage. We encourage you to check this site every 2-3 weeks to keep track of your child's progress in school. Please keep in mind that teachers enter grades weekly, not daily, so we encourage you to check a few weeks at a time before being concerned about a specific assignment or grade. If after that time you have questions, please address them to your child's teacher.

## HUG ZONE

For the security of students, we do not allow parents/older siblings to walk students to class after the first three days of school. We invite you to walk your child as far as one of two hug zones (at the main entrance and the west parking lot doors) and then release your child from there. We have staff members all around the building to maintain security and provide assistance. We also have adults stationed near the security doors to help students in need. We appreciate your support in helping your child's independence blossom.

## LIBRARY PROGRAMS

Our library offers a variety of programs for both students and parents. Parent education materials, both books and videos, are available for check out. We have an active parent volunteer program in the library. These volunteers help with the clerical duties and book fairs. All students have access to the library and have scheduled class visits.

## LUNCH PAYMENTS

We currently offer three ways to add funds to your student's cafeteria account: credit card payments may be made at [www.schoolcafe.com/killeenisd](http://www.schoolcafe.com/killeenisd) and cash or check payments may be turned into the front office or your student's teacher. Schoolcafe.com requires your student's identification number to set up the account. If you do not have the identification number, please ask your child, or contact your student's teacher. Breakfast and lunch menus are available at [Schoolcafe.com/killeenisd](http://Schoolcafe.com/killeenisd).

Federal funds to schools are currently based on a percentage of eligible free and reduced lunch applications. In offering free lunches, there is uncertainty of how funds will be distributed in future. To ensure continued federal monetary support of our campus, we encourage every family to complete a free & reduced lunch application at [schoolcafe.com/killeenisd](http://schoolcafe.com/killeenisd).

## PARENT COMMUNICATION

At Mountain View, we believe that the partnership between our school and parents is an extremely important factor in the success of our students. Good communication between home and school is a vital part of that process. Communication with parents is made through a variety of methods to include emails, phone calls, parent conferences, newsletters, Blackboard Connect (mass parent phone calls or "Robo-Calls"), and our campus and teacher webpages. Please help us with this communication by keeping your contact information updated in the office. If you have specific questions or concerns, you are encouraged to contact your child's homeroom teacher or specials teacher (music, PE, or special programs) first. If you have campus-based questions or do not receive a satisfactory resolution to your problem, please call the office to schedule an appointment with an assistant principal or the principal.

## PARTIES & SNACKS

Traditional holiday parties are an acceptable part of our school curriculum. Winter Holiday, Valentine's Day, and end of school provide the party themes. If you do not wish for your child to participate in any or all of these parties due to religious reasons, please let your child's teacher know. We will make arrangements with you to handle the situation so that the best interests of your child are met.

Invitations to your child's birthday can be sent home in the weekly folders for your child's class as long as every child in the class receives the same invitation to attend. We cannot release personal information of the students to parents to send them home via U.S. Mail. If you would like to bring a snack to celebrate birthdays, please make arrangements with your classroom teacher. These birthday treats must be delivered by 10:00 a.m. and will be served after 2:30 p.m. **When celebrating birthdays, please limit the celebration to store bought, individually wrapped treats only - no balloons, decorations, or party favors.** Other parent provided snacks must meet the Smart Snack Guidelines.

If snacks are a normal part of the classroom day, parents may provide store-bought snacks for the classroom. These snacks must conform to the USDA Smart Snack Guidelines. We are unable to serve snacks that do not meet the guidelines. See The Smart Snack Guidelines in the District section of the handbook. This policy is subject to change due to state and federal laws.

<https://www.killeenisd.org/webdata/DocumentViewer/smartsnacks-elementaryandmiddleschools.pdf>





## Killeen ISD

# Suggestions for Smart Snacks

### Elementary and Middle School

All foods/beverages sold and/or given to students during the school day must meet USDA Smart Snack rules and the KISD Wellness policy.

#### Beverages:

(Juice and milk- Elementary may have up to 8oz, Middle may have up to 12 oz)

- Plain water
- 100% fruit or vegetable juice
- Milk (unflavored low fat, unflavored fat free, or flavored fat free)

#### Whole grains:

- Graham Crackers- Teddy Grahams or Scooby Doo Graham cracker sticks
- Goldfish 100 calorie packs cheddar cheese
- Wheat Thin crackers
- Granola bars- Quaker Chewy, Nature Valley Crunchy Oats 'N Honey, Nutri-grain cereal bars
- Rice Cakes-Quaker Carmel Corn and Quaker Apple Cinnamon
- Popcorn- Smartfood Delight White Cheddar
- Cereal- Cheerios, Honey Nut Cheerios, Kix, Rice Chex, Trix

#### Fruits and Vegetables:

- Fresh fruit- such as apples, oranges, bananas
- Dried fruit-such as raisins or dried cranberries
- Applesauce
- Canned fruit- packed in water, 100% juice, or light syrup.
- Fresh vegetables- such as carrot sticks, celery sticks, broccoli

#### Other snacks:

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

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they apply for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-6992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Los demás programas de asistencia nutricional del FNS, las agencias estatales y locales, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación: De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizada o financiada por el USDA.

Rev. 8/22/16

### PETS

For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal and/or arranged through the teacher. If you are picking up children, please stay on the public sidewalk at the perimeter of the school.

### PICTURES

School pictures will be taken twice during the year. Should the pictures turn out poorly, or if a student was absent, retakes will be scheduled. Mountain View Elementary receives a portion of proceeds from the sale of fall and spring pictures.

### RECOGNITION PROGRAMS

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

- **Academic Awards:** This program was established by KISD to recognize and award students who have demonstrated outstanding academic achievement. Awards are given during celebrations or ceremonies at the end of each semester. Mountain View Elementary guidelines for awards are as follows:
  - **Honor Roll:** The purpose of the Mountain View Honor Roll is to recognize students who have demonstrated outstanding academic achievements every nine weeks.
  - **Selection Criteria:**

**“A” Honor Roll:** Students in grades 1-5 who make a 90 or higher in language arts, math, science, and social studies qualify. A grade of U in PE, or music makes the student ineligible for this honor.

**“A & B” Honor Roll:** Students must have at least one A (above 90), and the rest B (above 80) average in the areas of language arts, math, science, and social studies.

**PAWsitive Trait Award:** Each teacher will select students who have shown significant citizenship, character, achievement, or academic improvement at the end of the year.

## RESPONSE TO INTERVENTION (RtI)

At Mountain View Elementary School, we are committed to providing the best education possible to help your child to be successful. At our school, we utilize the Response to Intervention (RtI) process. It is a tiered process that enables our staff to identify struggling students early and provide appropriate instructional interventions. This means that we consistently use student data to make instructional decisions about our students. When teachers have concerns about a student's progress, they may discuss their concerns with their grade levels and/or refer the student to the campus RtI committee. The campus RtI committee is made up of professional staff that work together to discuss interventions that may be provided to assist struggling students. Please speak to an administrator if you have any questions.

## STUDENT DISMISSAL

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 the office.** If you need to pick up your child from school during the day, you must come to the office to sign him/her out no later than 2:30 p.m. or 12:30 p.m. on early dismissal days. The front office will be closed from 2:30-3:00 normal days and 12:30-1:00 on early dismissal days, and a picture ID will be required and verified before you sign out your child. Any changes in dismissal should be in writing and given to the student's teacher. There will be no changes in dismissal by phone call. Students are dismissed in designated areas as walkers, car riders, bus riders, daycare, or YMCA.

- **If your child is a car rider,** we use a “valet pickup” system located in the back of the school. Please drive through the pick-up lane and do not exit your vehicle. Students will be called to your car and loaded from the sidewalk. If you have a student in grades Pre-K through 1<sup>st</sup> grade you will need to be in the lane on the right. This lane curves to the gym area where you will pick up your child and any siblings. If you only have a child or children in grades 2-5, you will need to be in the left lane. This lane swings around by the playground.
- **If you would like to park and pick up your child,** they will be dismissed as walkers and released from the front of the building. Be aware that the bus lane in front of the school is not intended for personal vehicles, and the front parking lot, by the front doors, will be blocked until all students have been dismissed and have left the front median area. For this reason, we encourage parents to park in the two side parking lots so they can leave when they have their children. Parents will wait at the median, by the grade-level cones, as students are dismissed. Kindergarten has a line on the sidewalk at the end of the front walkway.
- **If you have a child involved in an after-school activity** (i.e., run club, tutoring, choir, etc.) their sibling(s) need to be picked up at regular dismissal time and are not allowed to wait in the office or with the other sibling(s). Please make arrangements for your child(ren) to be picked up on time. The club sponsor will determine the pickup location.

## TARDY POLICY

The morning bell rings at 7:25 a.m. and students are expected to be in their classrooms at this time. Tardies begin promptly at 7:30 a.m. Parents should make every effort to see that their child arrives to school by 7:25 a.m. \* **Breakfast will not be served after 7:20.**

## TEXTBOOKS

Textbooks will be issued to individual students at the beginning of the year or after a new student enrolls during the year. These will be checked out to students through the library. If a textbook is lost or damaged, the student and parents are responsible for the replacement of the lost or damaged book.

### WEEKLY FOLDERS

All school-wide notes will be posted on the Mountain View Elementary School website. Please also check the folder for important class information. Return the folder and any papers needing signatures to school the next day.

### VISITORS

Parents are always welcome at Mountain View; however, a government/state-issued ID will be required to verify your identity. All parents must report to the office and sign in. **Visitors to Mountain View are required to swipe their identification and leave their drivers' licenses in the office each time they visit.** While on campus, visitors should be sure that their visitor badge is clearly visible. If you need to speak with a teacher, please contact the teacher for a conference by email, or leave a message in the office. All teachers are available through KISD email. It is district policy that "visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment." KISD Policy GKC (Local). We ask that you limit your classroom visits to 15 minutes, after making the appointment with the teacher, and having the visit approved by an administrator. Note: Killeen ISD employees visiting the school as a parent must be checked in as a visitor, not as a district employee.

### VOLUNTEERS/SECURITY BACKGROUND CHECKS

There are many ways that you can help our school. Listening to children read, tutoring children, recording books, making manipulatives, helping with bulletin boards, classroom parties, field day, shelving books in the library, and taking pictures are just a few of the areas in which volunteer help is needed. Your interest and involvement are always appreciated. When volunteering on campus during the day, please leave younger siblings with someone off-campus. As a volunteer, it is important that you are here for our Mountain View students during the time you are on campus. For those who can't make this arrangement, we have plenty of volunteering opportunities where work can be brought home to work on at your convenience. If you would like to serve as a volunteer, fill out the online volunteer application on the KISD or Mountain View website (<https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do>) Volunteers in any KISD school must complete the Criminal Background check and attend a volunteer orientation each year. This includes volunteering in classrooms and attending field trips. To visit a classroom, or to observe events like Field Day or Kite Day, parents will be required to provide a driver's license and check in the office. We reserve the right to limit spectators due to space and safety considerations.

### WITHDRAWING YOUR CHILD FROM SCHOOL

Parents must notify the school as soon as possible when they know that their child will be withdrawing from Mountain View. If you wish to carry records with you, a minimum of five days notice is requested for us 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.

### YMCA CHILD CARE

YMCA childcare is available before and after school in our cafeteria. For more information, contact the Armed Services YMCA, 415 N. Eight Street, Killeen, 254-634-5445.

## 2024-25 School Year

The Mountain View Elementary staff takes value and pride in doing what is best for all students while promoting a love of learning and academic growth. All Mountain View family members are welcomed and encouraged to participate in school wide events. Our vision at Mountain View is to create an inviting and diverse campus where teachers and parents work together to ensure our students take ownership of their learning and develop into future leaders.

### **Communication**

We believe communication between home and school is vital to the success of our students. We use multiple avenues to promote communication with parents and families: The Mountain View Facebook page, outside marquee, and Blackboard Connect allow announcements to be shared by phone, email, and text. A monthly newsletter is shared through Blackboard. The Home Access Center is also available to parents to monitor attendance, grades and district testing scores. Opportunities to learn how to use the Home Access Center will be offered throughout the school year. Teachers communicate through notes shared in weekly folders, electronic communication sent via email and classroom communication through Remind, phone calls, and the KISD app.

Parents and family members may reach out to us with phone calls, notes, emails, weekly take-home folders, and Remind. We strongly encourage parents to contact their student's teacher when there is a concern, so we can work together and do what is best for our students.

### **Parent/Guardian Learning**

Mountain View holds multiple parent events with the intention of offering information about Texas academic standards along with state and district assessments. SBDM and Title I meetings are held throughout the year with the intention of offering parents information about Texas academic standards along with state and district assessments. We offer information to help parents monitor their child's progress , and we also provide information regarding ways to help your child at home through Home Access, a monthly newsletter, and parent conferences. Family events include Math Night, Reading Night, STEM Fair Night, Meet the Teacher Night, and parent conferences. We collaborate with our school counselors to offer families other opportunities to join our school for various activities. We send out timely reminders before these events. We understand many of our parents and guardians work, attend school, and/or have other responsibilities that limit their schedules. Therefore, to encourage parent involvement, we strive to schedule key meetings and classes at flexible times. We will input as much information as we can in our monthly newsletter and on our website for parents to view at their convenience. We invite parent and guardian input regarding the best times to offer meetings or desired topics for such meetings. If parents have suggestions, questions, or comments about their child's education, please contact your child's teacher.

### **Annual Title I Meeting**

Our annual Title I meeting is held in the fall. All parents are invited to attend. We want families to understand what Title I entails and how we are using Title I funds to ensure students will be positively impacted. We'll discuss the Parent and Family Engagement Policy and Home-School Compact, "Parents Right to Know", and how to be involved in your child's education. You'll learn about the curriculum we use, academic assessments, and our latest STAAR results.

In the spring, we will discuss and suggest changes to the Parent and Family Engagement Policy, Home-School Compact for the next school year.

### **Title I Program Evaluation**

Our instructional program, including Title I, is evaluated several times a year by our Site Based Decision Making (SBDM) committee, which includes at least one parent representative. SBDM provides input on our Campus Improvement Plan (CIP). The CIP outlines goals which will be prioritized for the year and strategies put in place to meet these goals. It also assists in making decisions about how Title I funds will be used.

We value opinions and welcome input from all parents. For parents unable to participate in SBDM, an annual meeting is held in September for the purpose of evaluating the plan and gaining parental input on changes for the upcoming school year.

### **Parent and Family Engagement Policy and Home-School Compact**

The Parent and Family Engagement Policy and Home-School Compact are required to be evaluated every spring. Parents and family members are a critical part of this process. We meet to discuss and make changes to these documents for the next school year. Both documents are posted on our campus website <https://www.killeenisd.org/MountainView> so parent/guardians and the community have access to them. The parent policy is also made available during our Annual Title I meeting and is included in our Student Handbook. Parents have the right to participate in decisions relating to their child's education and may request a meeting with their child's teacher at any time during the school year.

### **Staff Awareness**

Our campus staff receives training each school year about the value of family 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.

### **Volunteer Orientation**

At the start of every new school year, and throughout the year, volunteer orientations are held to outline KISD policies. KISD requires parents to complete a volunteer application each school year. You can volunteer at <https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do>. The volunteer orientation process must be completed before volunteering, helping with field day, or any other school day events. Volunteer applications must be resubmitted each school year, and we recommend all parents go through the volunteer approval process at the start of every year. If you would like to volunteer, please call the office at 254-336-1900 or contact Mrs. Laurenson, Parent Liaison ([wendy.laurenson@killeenisd.org](mailto:wendy.laurenson@killeenisd.org)).

### **KISD Parent and Family Member Classes**

Mountain View ES offers monthly parenting classes. Each new class is listed in the monthly newsletter. Contact Mrs. Laurenson, Parent Liaison ([wendy.laurenson@killeenisd.org](mailto:wendy.laurenson@killeenisd.org)).

KISD offers free parenting classes through the district for English as a Second Language, computers, and GED preparation. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Pulse Council. Contact the KISD Special Programs Department for more information at 254-336-0240.