Parent – Student Handbook
WELCOME to DR. JOSEPH A. FOWLER ELEMENTARY SCHOOL!

Dr. Joseph A. Fowler Elementary School is a pre-kindergarten through fifth grade campus. Our campus offers a number of programs to meet the individual needs of each child at our school. These programs include English Language Learners (ELL), GT, special education, 504, Dyslexia, speech therapy, and tutoring within the school day. By offering these programs, we hope each student will achieve his/her fullest potential.

The information in this handbook will assist you in becoming more familiar with our school policies and procedures. The front section of the handbook reflects Fowler policies and the back section indicates KISD policy that supports success for all.

**SCHOOL DAY SCHEDULE**

The school day at Fowler begins at 7:30 am and ends at 3:00 pm.

- School Breakfast Begins: 7:00 am
- Breakfast Line Closes: 7:20 am
- Students Enter Classrooms: 7:20 am
- School Starts: 7:30 am
- Tardy Bell: 7:35 am
- Announcements: 7:40 am
- Attendance Taken: 9:30 am
- Dismissal Bell Rings: 3:00 pm

**Student Early Release Days** 1:00 pm

---

**Mission Statement**

The community of Dr. Joseph A. Fowler Elementary School will provide a quality education in a safe, positive and nurturing environment for all students.

---

**Motto/Vision**

The school with the BIG heart will teach the right things, the right way, all day long so that students value themselves and the contributions they will make as confident and successful individuals.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences/Attendance</td>
<td>3</td>
</tr>
<tr>
<td>Age Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Arrival Procedures</td>
<td>3-4</td>
</tr>
<tr>
<td>Afternoon Dismissal</td>
<td>5-6</td>
</tr>
<tr>
<td>After School Activities</td>
<td>6</td>
</tr>
<tr>
<td>Bicycles/Scooters</td>
<td>6</td>
</tr>
<tr>
<td>Birthday Celebrations</td>
<td>6</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7</td>
</tr>
<tr>
<td>Bus Rules</td>
<td>7</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>7</td>
</tr>
<tr>
<td>Change of Address/Phone</td>
<td>8</td>
</tr>
<tr>
<td>Classroom Conferences</td>
<td>8</td>
</tr>
<tr>
<td>Clinic Information</td>
<td>8-10</td>
</tr>
<tr>
<td>Checking Student Out Early</td>
<td>11</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>11</td>
</tr>
<tr>
<td>Deliveries</td>
<td>11</td>
</tr>
<tr>
<td>Discipline</td>
<td>11</td>
</tr>
<tr>
<td>Dress Code</td>
<td>12</td>
</tr>
<tr>
<td>Elevator</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Drills</td>
<td>12</td>
</tr>
<tr>
<td>Enrollment</td>
<td>12</td>
</tr>
<tr>
<td>Extra-curricular activities/tutoring</td>
<td>12</td>
</tr>
<tr>
<td>Field Trips</td>
<td>12</td>
</tr>
<tr>
<td>First Day of School</td>
<td>13</td>
</tr>
<tr>
<td>Home Access Center</td>
<td>13</td>
</tr>
<tr>
<td>Home School Compact</td>
<td>13-16</td>
</tr>
<tr>
<td>Parent Involvement Policy</td>
<td>16-17</td>
</tr>
<tr>
<td>Items at School</td>
<td>17</td>
</tr>
<tr>
<td>Library</td>
<td>17</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>17</td>
</tr>
<tr>
<td>Lunch</td>
<td>17-18</td>
</tr>
<tr>
<td>Parental Rights</td>
<td>19</td>
</tr>
<tr>
<td>Parent Volunteer Program</td>
<td>18-19</td>
</tr>
<tr>
<td>Pets</td>
<td>19</td>
</tr>
<tr>
<td>Physical Education Policy</td>
<td>19</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>19</td>
</tr>
<tr>
<td>Promotion Policy</td>
<td>19</td>
</tr>
<tr>
<td>Report Cards/Conferences</td>
<td>19</td>
</tr>
<tr>
<td>Recognition of Students</td>
<td>20</td>
</tr>
<tr>
<td>School Supply List</td>
<td>21</td>
</tr>
<tr>
<td>Student ID Cards</td>
<td>21</td>
</tr>
<tr>
<td>Tardy Procedures</td>
<td>21-22</td>
</tr>
<tr>
<td>Telephone Usage</td>
<td>22</td>
</tr>
<tr>
<td>Textbooks</td>
<td>22</td>
</tr>
<tr>
<td>Visitors</td>
<td>22</td>
</tr>
<tr>
<td>Withdraw/Transfer</td>
<td>22</td>
</tr>
<tr>
<td>Campus Rules/CHAMPS</td>
<td>23</td>
</tr>
<tr>
<td>Home Access Request</td>
<td>24</td>
</tr>
</tbody>
</table>
ABSENCES AND ATTENDANCE
Attendance is recorded at 9:30 am. Students who are present at this time will be counted present for the entire day. Excused absences include illness, sickness or death in the family, military rest and recuperation, quarantine, observance of religious holy days, or weather/road conditions making travel dangerous. The State of Texas requires that we keep accurate data of all absences, therefore a parent/guardian must send a written explanation of each absence to your child’s teacher or to the attendance secretary within five (5) days of the student’s return to school. Include the following on the note: name of student, name of teacher, date of absence(s), and specific reason for the absence(s). Note: If your child has a medical appointment during school hours, bring a note from the doctor’s office. Absences for which notes are not received within five (5) days will be classified as UNEXCUSED. After a student has accumulated (10) absences (excused by a parent/guardian note), documentation from a health care professional will be required for any additional absences. Perfect Attendance awards will be given at the end of each semester to students who have not accumulated any absences for the semester. For more information, please see the District Information Section.

AGE REQUIREMENTS
In order to enter a Texas public school:
- For first graders: Must be 6 years old by Sept. 1
- For kindergarten: Must be 5 years old by Sept. 1
- For pre-kindergarten: Must be 4 years old by Sept. 1

Proof of age can be shown in the form of the birth certificate or other legal document.

ARRIVAL PROCEDURES - Students should not arrive on campus before 7:00 am
We kindly request that parents help instill an “independent start” in their child. Encourage your child to walk independently to his/her designated area. Please build this level of independence starting with the very first day of school. Staff members are stationed throughout the building at 7:00 am each morning to assist with safety. We will have extra staff available the first few days of school to help with independent starts. When students begin the day independently, it helps us to begin the day smoothly.

Fowler has a morning duty schedule for its staff to ensure that children are well supervised beginning at 7:00 am when the doors open. Students who come on campus prior to 7:00 am put themselves in unsafe situations because they are not supervised. When entering the building, all students will proceed to their classroom. They will get their identification badge and put it on. If they are eating breakfast, they will walk to the cafeteria. Students who are not eating breakfast, will wait in their grade level designated area until the Welcoming Bell rings at 7:20 am. Students move into their classrooms at this time and any visitors who have checked in will leave the building so instruction may begin. All visitors to our campus must check in at the office with photo ID for verification and receive a visitor’s badge to accompany children to their room. After the first week of school, no parent will be able to walk their child to the room after the 7:20 bell. We kindly ask that all parents sign out at this time as well. You must have a previously
scheduled appointment to talk to the teacher before school. Teachers are monitoring children at 7:00 and begin their instructional day at 7:20. Please respect this time and do not ‘pop’ in for an informal conference as this impedes our ability to monitor children’s safety.

**ARRIVAL PROCEDURES - Students should not arrive on campus before 7:00 am**

- **Arrival Drop Off Areas - West side of the building facing Highway 201**
The side parking lot has been designed with a drive-through drop-off lane next to the curb for you to safely pull up and allow your child to get out and walk inside for morning drop off. Staff members will be present at 7:00 am to assist in helping the students out of the cars. The extra help ensures less wait time in the drop-off lane. If you plan to pull into the parking lot you **MUST, park your car** in the parking spaces provided on the west side of the building and then escort your child to the cross-walk area. **DO NOT** release your child in the parking lot to walk alone to the cross walk. We have provided signs to indicate student drop-off areas for your convenience. **The front parking lot is not a drop off area. You must walk student in the front door any time you use this entrance.** We take your child’s safety very seriously!

- **Arrival Drop Off Areas - South Side of the building (back parking lot)**
All buses (to include daycare buses) will drop off and pick up the students on the south side of the building behind the cafeteria. Bus students may enter the building through the cafeteria doors at 7:00 am when hallway supervision starts. **All** students move to classroom locations and follow the arrival procedures listed on page 3.
AFTERNOON DISMISSAL - NO student may be signed out after 2:30 pm.
Students are dismissed at 3:00 pm. On early dismissal days, students are dismissed at 1:00 pm. **NO student may be signed out from the office after 2:30 pm on a regular day and 12:30 pm on an early out day.** If there is a change in how your student will get home, the teacher **MUST** receive a note with the new information. If no note is received the student will go home like they normally do. A secured notification system between teachers and parents may also be used. Phone calls will not be accepted for dismissal changes, as we cannot verify the identity of the caller. Student safety always comes first.

Pre-Kindergarten and Kindergarten
Pre-Kindergarten students who are parent pick-up will be dismissed at 3:05 pm in the front of the building by the playground gate to eliminate the congestion and free up parking spaces. Kindergarten students will ready for parent pick-up at 3:05 under the patio cover.

Parent/Guardian Pick-up
Students will be lined up by grade level on the west side of the building under the awning at 3:05 K-2nd, 3:10 3rd-5th. Teachers will wait with your child and dismiss students. The child will be handed off to the parent or authorized person. **There is a 100% I.D. check for all parents/guardians.** Parent will need to get out of their car and walk up to the dismissal area. Students who have not been picked up by 3:20 pm will be returned to the front office where the parent/guardian will have to enter the front of the building to sign their child out. **Parents or authorized persons must show a photo ID and be listed on the registration card to pick up students from the campus.** Our office closes/doors lock at 3:40 daily. Students who are picked up after 3:20 will be noted. Excess late time pick-up is considered child neglect and will be reported accordingly.
REMEMBER: NO pets are allowed on the campus in cars or walking with you, even when picking up your child.

AFTERNOON DISMISSAL

- **YMCA Child Care**
  Fowler Elementary is a site for before and after school day care provided by the YMCA at cost to parents. This service is available from 6:00 am until the morning bell rings at 7:00 am and again from dismissal time at 3:00 pm until 6:00 pm. Please call 634-5445, the city’s YMCA office, for information.

- **Daycare other than YMCA**
  The students will be escorted to the gym where the teachers will hold them to be dismissed to the designated daycare provider. Daycares that are more than 15 minutes late, will be provided a warning. Parents will be notified of the late pick-up and the daycare given a warning. Upon the third warning, the daycare will not be able to pick up at Fowler.

- **Walkers**
  Students who walk home by themselves or with siblings will be dismissed at 3:00 pm through the front doors of the building. If they walk with a parent, they will be dismissed on the west side of the building. *see Parent/Guardian Pickup*

AFTER SCHOOL ACTIVITIES

Students participating in after school activities are expected to inform their parents in advance when they plan to stay and when they will be dismissed. Students will not be allowed to stay after school unless prior consent from a parent/guardian has been received by the school/teacher. Only participating students will be allowed to stay (no siblings or friends). After two late pick-ups, students will be removed from attending the activities.

BICYCLES/SCOOTERS

Bicycles/scooters brought to school are to be parked in the bike racks provided on the west side of the building. We recommend that students lock their bikes for security. Once a student reaches the campus area, he/she shall walk his/her bicycle/scooter to the designated area for the safety of themselves and for others.

BIRTHDAY CELEBRATIONS

In accordance with KISD policy, birthday parties are not permitted at school. Parents are required to make arrangements with the teacher to bring a store-bought snack to school in celebration of a student’s birthday during the last fifteen minutes of their classroom day. Please check with the teacher before purchasing items in case students have food allergies. No other items can be brought to celebrate the birthday (ie. ice cream, presents, other snacks, etc.). Deliveries (balloons, flowers, etc.) to children are not permitted. These items will not be accepted from the delivery personnel. Invitations to birthday parties or other celebration invitations may only be handed out if all class members are invited.
**BREAKFAST**
Students must be in the breakfast line by 7:20 am. Any student arriving after 7:20 am will be sent to class. (Students in line will be fed) **A note from a physician must be submitted for any child with food allergies or dietary restrictions for their dietary needs to be accommodated. There are no charges for breakfast.**

**BUS RULES**
Bus rules are established for the safety of all students who ride the school bus. Fowler students are expected to obey all rules. Busses are monitored with video camera devices. Please review the section below if this applies to your child:

⇒ Students are expected to:
  Obey the rules of the driver.
  Remain seated in his/her assigned seat after entering the bus.
  Keep hands, feet and other objects to self.
  Refrain from unnecessary noise.

⇒ Riding the bus is a student **privilege provided by the district**, whether to and from school, or on school sponsored trips (to include field trips). See field trip rules (p. 13).

⇒ Refusal to follow the bus rules will result in parent being contacted, detention, and suspension of bus privileges and/or complete loss of bus privileges. Parents will be responsible for transportation to and from school if bus-riding privileges are removed.

⇒ Students are subject to being suspended from riding the bus if misconduct is reported that jeopardizes the safety of the students riding the bus.

Pre-K and Kindergarten students must be released from the bus to an authorized person. All authorized people must be listed on the bus pouch. Students who are not met at the bus by an authorized person will be returned to the campus. Students who are returned to the campus three times will have their bus privileges revoked.

**CELL PHONES OR OTHER ELECTRONIC DEVICES (Smart Watch)**
As stated in the KISD Student Code of Conduct, students may not display, turn on, or use a cellular telephone or other telecommunication devices on school property during the school day. Violators are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by the principal and are subject to disciplinary action. **Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or the unauthorized use of the device.**
CHANGE OF ADDRESS OR TELEPHONE NUMBER

In case of an emergency, it’s important that the school be able to contact you or your selected friends or relatives. We also have an automated information system that allows us to contact every parent with information items and emergency items. The Parent Connect Ed system can only contact you if it has the most up to date telephone number. **If you move or have a change in your home, cell, or work telephone number during the school year, you must come to the office to make the change on your child’s registration card.** This cannot be handled over the telephone. If you change your address, a new proof of residency will be required, and you must change the registration card information as well. The only person who can change the registration card is the person who signed the card at registration.

CLASSROOM OBSERVATIONS OR CONFERENCES

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 i.e., background check and volunteer orientation. 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 teacher conferences are encouraged throughout the year. Teachers are available by appointment. To schedule a teacher conference, please contact the teacher by telephone, email, or note. (See building access policy in the district section)

CLINIC INFORMATION

- Please see medication procedures in the students and district information at the back of the book.

- The nurse and clinic aide are available to care for minor injuries and illnesses. Parents will be called for all emergencies and concerns. Please have up-to-date contact information.

- Please do not send your child to school sick as it may quickly spread to others.

- Please keep the clinic informed if your child’s health information changes throughout the year.

- State law mandates that all shot records must be up to date or your child will not be able to enroll. If you have questions, the school nurse or clinic aide, will be happy to assist you.

- Children in Pre-k – 2nd are encouraged to keep a seasonal change of clothes at school. Young students should be dressed in clothing that they can easily change themselves. The district policy for wet or soiled clothing for student’s Pre-K through 5th is located on next two pages.
KILLEEN INDEPENDENT SCHOOL DISTRICT
PROCEDURE FOR STUDENTS WITH WET/SOILED CLOTHING

General Information

- The district procedure for wet or soiled clothing should be included in the campus section of the student handbook.

- 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.

DATE: October 2009
December 8, 2014

CONTACT PERSON: Coordinator for Health Services
CHECKING A STUDENT OUT EARLY
If you need to pick up your child before official dismissal, you must sign out your child in the office. Please send a note to the teacher if possible so that he/she may be prepared. Students are not released from class until you actually arrive at school and the office calls for him/her. For the safety of our students ANY PERSON, including a parent and/or guardian, who checks a student out MUST SHOW a photo ID and be listed on the registration card – NO EXCEPTIONS. To prevent classroom disruptions, parents will NOT be able to check students out after 2:30 pm or 12:30 pm on early release days.

COUNSELING SERVICES
Throughout the school year, our guidance counselors provide various services for the students. Our counselors present guidance lessons to students at each grade level on topics such as character education, friendship, bullying, manners, goal setting, careers, feelings, and problem solving. Small group counseling services are offered as needed. In addition, individual students have the option of filling out a self-referral to see the counselor. The counselors are available to speak with staff and parents about personal needs or needs of their student(s). Referral forms are available to staff, students, and parents to request counseling services. Please inquire with our counselor for a form.

DELIVERIES
In order to preserve a continuous learning environment, there will be no deliveries of any nature made directly to classrooms. No commercial deliveries of food will be made to any classrooms. Deliveries (balloons, flowers, etc.) to children are not permitted.

DISCIPLINE
We pledge that Fowler will be a safe and orderly campus and expect our students to follow the classroom, campus and district guidelines for discipline. Fowler has adopted CHAMPS as our schoolwide discipline plan. Some consequences that may be used if a student is referred to the principal for discipline include in-school suspension, time-out in the office, assignment to the Saturday Detention Center or out-of-school suspension. Students’ waiting to see administrator for discipline, may be placed in ISS for safe monitoring. Parents will be informed about discipline problems so we can work together for the welfare of each child. We have high expectations for our students and want Fowler to be a safe, orderly and happy place for every child. The Guidance and Behavior Committee has established campus wide behavior expectations for the cafeteria, hallways and playground.
**DRESS CODE**
The expectation is that students be dressed and groomed in a manner conducive to creating a positive learning atmosphere free from distractions. Please see the KISD Dress Code in the Code of Conduct located on the school/district website. Thank you for encouraging your child to always look his or her best at school and to dress appropriately for the weather.

**ELEVATOR**
Elevator usage is allowed for students, when permission is granted by a school administer who issues a student pass.

**EMERGENCY DRILLS**
A plan is in place at Fowler in the event that an emergency situation arises. During the school year, staff and students practice the following safety drills: fire, tornado, bomb threat and lockdown. If you happen to be present during a drill, you will be asked to fully participate for the duration of the drill. In case of bad weather, you will be asked to follow the rules for safety that are given at the school and in our district policy.

**ENROLLMENT**
Documents required for Kindergarten through 5th enrollment are:

1. Birth Certificate
2. Social Security Card
3. Proof of Residency
4. Immunization Record
5. Picture ID of the person registering the child

PK needs the documents above plus special requirements for qualification prior to registration.

**EXTRA-CURRICULAR ACTIVITIES AND TUTORING**
Participation in afterschool clubs is a privilege. Students may be removed from activities by an administrator due to low performance, poor attendance, late pick-ups or behavior issues.

**FIELD TRIPS & SPECIAL EVENTS**
Field trips are planned for educational purposes to meet learning objectives. Students MUST HAVE a signed permission slip for each field trip before they leave the campus. To attend an event that is during the school day, guests/parents must also have permission to attend.

Parents who wish to volunteer or participate in field trips or special events must be cleared with a KISD background check and attend a volunteer orientation training each year. This takes approximately 2 weeks for processing, so allow sufficient time prior to the field trip or the event. Please contact a counselor for details for completing this paperwork.
FIRST DAY OF SCHOOL
It's natural for children to feel excitement or even some fears about the beginning of school. Here are a few things you can do to make this exciting time easier for your child:

- Be sure you have made arrangements for your child’s lunch.
- Be sure your child knows what to do after school. Is he or she to walk home, ride the bus, or ride a bicycle? Does a baby-sitter or child care provider pick your child up?
- Please have all personal items labeled with your child’s name.
- One of the best things you can do to build independence is to give a hug, a kiss, and a good-bye. Your child is in good hands! Our teachers are ready for the school routine to be established.

HOME ACCESS CENTER/eSCHOOLPLUS FAMILY MOBILE APP
Home Access Center is a portal to allow parents/guardians to view their child/children’s assignments, grades, and attendance. If you have more than one child attending Killeen ISD, each of your children can be listed on the opening page. If you would like to use Home Access Center you must have a valid email address. You must also be listed as a Guardian on the child’s information card. Once you have been given access, you will receive an email letting you know your account has been established. This email will provide directions on how to log in to Home Access Center. If at that time one of your children does not show up, please contact the school that child attends so it can be corrected. The eSchoolPLUS Family App allows you to view your student's current classwork, schedule, grades and more using your smart phone or tablet. It uses the same login and password as Home Access Center and can be downloaded from iTunes, Google Play, or the Amazon app store. See page 23 for more information.

HOME SCHOOL COMPACT
Most successful schools have a parent-student-teacher agreement. In order to achieve the most impact in your child’s education, we strive to work together for a successful learning experience. The Title I Parent Involvement Policy that parents will sign at the first parent conference can be seen on pages 17 and 18. Please provide any input you would like to share regarding this partnership to our Principal or Assistant Principals.

What is a Home-School Compact?
This home-school compact offers ways that we can work together to help our students achieve the State’s high standards. It provides strategies to help connect learning at school and at home. It is a commitment made amongst teachers, parents and students to share the responsibility for improving student achievement.

Jointly Developed
This home-school compact is the result of continuous collaboration between our parents, families and staff. Our Site Based Decision Making Committee work toward common goals. In the spring of each year we hold a Title I meeting to review and revise this compact based on the school’s academic goals and students’ needs.
Campus Goals
1. By June 2020, 75% of PK-2nd grade students will be on or above grade level in reading and 80% on grade level in math as measured by CIRCLE and MAP.
2. By June 2020, 83% of 3rd-5th grade students will achieve Approaches Grade Level or higher on STAAR Reading.
3. By June 2020, 90% of 3rd-5th grade students will achieve Approaches Grade Level or higher on STAAR Math.

Our Reading Focus
- Beginning sounds and sight words
- Reading fluency and comprehension
- Vocabulary development
- Connecting reading to writing

Our Math Focus
- Number Sense
- Problem Solving
- Math Fluency
- Vocabulary Development

Our Responsibility to Our Students
We prepare and empower our students to meet the Texas Essential Knowledge and Skills by providing high quality curriculum and instruction to our students in supportive and effective classroom environments. Our teachers continually study the standards and receive ongoing professional development to refine their instructional practices. We support our students and work hard to provide a welcoming, safe school environment.

Building Partnerships
Fowler Elementary is committed to providing families with resources and opportunities for learning in order to assist parents in working with their child. Please consider joining the staff and fellow parents through some of the following events and programs:
- Family Learning Nights
- Parent Workshops – for understanding children’s grade level expectations for helping your child in math and reading, and writing.
- Volunteering

If you would like to volunteer or observe in your child’s classroom, please contact our counselor or Principal 254-336-1760.

Communication About Student Learning
Fowler Elementary is committed to ongoing two-way communication with families about their children’s learning. Some of the ways that parents and teachers communicate include:
- Weekly homework folders pre-K-1
- Daily Planners grades 2-5
- Parent-teacher conferences in the fall and spring
- Progress reports and report cards
- Current grade checks through Home Access Center
- Newsletters and updates on the school website
- Social Media: Facebook and Fowler homepage
For questions about your child’s progress, please contact the teacher by email or call 254-336-1760 to leave a message. The teacher will return your call during a conference period or after school when he/she is not instructing students.

**TEACHER COMMITMENTS**

To support student achievement goals, I will...
- Develop benchmark goals with students. Teachers will display learning targets and success criteria towards learning targets daily, so students know where they are in their learning progression.
- Share with parents the math and reading strategies used in the classroom.
- Provide a positive, safe, and effective learning environment for all students.
- Connect students with after-school activities that support their learning such as MyOn, Virtual Books, Reading Eggs, Imagine Math, EduSmart, and ST Math.

To support effective communication, I will...
- Review the home-school compact with parents at the initial parent teacher conference.
- Assist parents in understanding opportunities to volunteer and participate in their child’s learning.
- Initiate timely communication with parents when there is a concern regarding their child’s progress, behavior, etc.
- Respond to emails, phone calls, notes in the agenda, etc.

**PARENT COMMITMENTS**

To support student achievement goals, I will...
- Provide a quiet time each day for completion of homework and/or reading.
- Talk with my child each day about school and homework; set high expectations for his or her academic achievement.
- Read daily with my child and talk about what was read.
- Practice math facts with my child.
- Participate in school events, workshops, and meetings.

To support effective communication, I will...
- Initiate communication with school staff when there is a question or concern.
- Review the weekly homework folder/sign planner and other communication flyers sent home.
- Respond to emails, phone calls, notes in the agenda, etc.
- Participate in parent-teacher conferences and other meetings about my child and his/her progress.

**STUDENT COMMITMENTS**

To support achievement goals, I will...
- Follow school rules, participate in classroom activities, and take responsibility for my learning.
- Complete all assignments, including homework, to the best of my ability.
- Set high academic expectations for myself.
- Read every day for at least 20 minutes and talk with someone about what I have read.
- Practice math facts using flashcards, online tools, games, etc.

To support effective communication, I will...
- Talk with my parent(s) about school each day.
- Ask questions when I don’t understand something or need additional help.
- Seek help from my parents, teachers, and other school staff when there is a problem or concern.
- Speak positively with others and take turns both talking and listening.

Fowler Elementary School’s Title I Written Parent Involvement Policy
2019-20 School Year

Education is most successful when there is a strong relationship and communication between the home and school, therefore Fowler Elementary pledges to offer parents multiple opportunities to be involved. Here are some of those opportunities:

- **Annual Meeting:** At the annual Public Hearing held in the fall, we will provide parents with information about Title I guidelines, our campus strategies from the Campus Improvement Plan, the Written Parent Involvement Policy, and the Home-School Compact. Parents will have the opportunity to view the documents and make suggestions for any changes needed. There is also an individual question and answer session set for individual parents provided by the staff at Fowler.

- **Site Based Decision Making Meetings:** SBDM committee members to include Fowler staff, parents, a community member, and a business member will meet to review and discuss all campus activities directly related to the Campus Improvement Plan. The SBDM meetings are open to all parents. The meeting dates and times will be advertised using all available sources.

- **Parent Events:** Reading, Math, and Science events will be held each school year. The events will be announced in the monthly newsletter, Facebook, and on our school website. A Connect-Ed call or email is also sent to parents.

- **Volunteer Orientation:** At the beginning of each year; Fowler’s volunteer coordinator conducts several sessions of volunteer orientation to acquaint all potential adult volunteers with the procedures to make this a success. Adults who did not have the opportunity to attend the first orientation may sign up in the front office for the next orientation. All volunteers must complete forms for a background check. All volunteers must pass the background check before working with the students. The district also provides additional information for parents. For more information about this training, you may contact the school counselor.

- **Communication:** At Fowler, we believe that clear communication is the foundation for a solid partnership with parents. We will strive to foster this vital communication through a variety of means, to include: fliers, calendars, teacher letters, monthly parent newsletters, student folders/planners, conferences, home visits, phone calls, outside marquee, Fowler’s website, Home Access Center or Mobile Family App (to view your student’s progress), Parent Connect-Ed (automated recorded phone messages) and articles in the newspaper. The Home Access Center requires parents to have an email address and Parent Connect-Ed requires parents to keep the phone numbers up to date in the office. For families without Internet access, we have laptops available in the front office for parents to use to access the Home Access Center, Meal Application and Volunteer Background Check Application. We encourage parents to contact their child’s teacher when there is a problem. Parents should also feel comfortable to contact the principal if there is no resolution to the problem. There is also a sign-in procedure in place in the office to ensure safety of the students.

- **Types of Parent Involvement:** There are many ways a parent can be involved in supporting their child’s education. It all begins with helping your child at home with homework, making sure he/she has a good nights’ rest, and maintaining good teacher and parent communication through the Planner or Daily Folder. Parents are also encouraged to participate in the school by contributing their skills to the school. The students are always excited to see a volunteer at school. We have an active after-school tutoring program at Fowler. Parents are encouraged to allow their child to stay after school for the extra help. The parents
will also receive a letter from the district with information to connect to Home Access Center, which has the student attendance, and grades updated daily. The district also maintains a web site with all information about the district and campuses at www.killeenisd.org. Look for Fowler Elementary webpage under the “Schools” link on www.killeenisd.org.

ITEMS NOT ALLOWED AT SCHOOL
Toys of any kind should be left at home. Any item that interferes with the learning atmosphere is prohibited at school. The teacher can collect the item and return it to the parent. Cell phones and Smart Watches must be turned off and out of sight during the school day unless being used for instruction. During STAAR testing, phones will be collected. See the student code of conduct for non-prohibited items.

LIBRARY
The Fowler Library is open from 7:00 am to 3:15 pm Monday through Friday. All books are due within 10 school days from the checkout date. Parents are welcome to visit the library. An account can be set up so that parents and children can enjoy reading together. All materials from the library need to be treated with care. Students will bring home a permission slip/care sheet at the beginning of the year for a parent signature. Fees for lost or damaged books need to be paid in full before checkout can continue. Our library also offers over 2,000 e-books that can be checked out from any computer with Internet access. MyOn is also offered and invites students to self-select authentic literature at the right reading level to facilitate growth.

LOST AND FOUND
Each year we have many articles of clothing left at school. Clothing, lunch boxes, and other similar items are placed in the Lost & Found area under the stairwell. Valuable items, watches, eyeglasses, etc., are kept in the office. All unclaimed items are donated in December and June. Please label all of your children’s clothing with first and last name. Neither the campus nor the district assumes responsibility and/or liability for loss or damage to an item that is lost or left unattended at school.

LUNCH
Lunch is served starting at 10:30 am and ending at 1:00 pm. In order to fund your child's lunch account, you may use the automated account online system - Parent Account Management System (PAMS-www.pamslunchroom.com), or send money to school with your child. If you sign-up for PAMS, it will send an automated notification when the account is low. Please check the account frequently to make sure your child has money for his/her meals. The cafeteria cashier will give a written note to the student when his/her account is low. It is the student’s responsibility to make sure the note is taken home. Please encourage your child to inform you if money is needed in his/her account. A student’s meal tray will never be pulled from the student due to lack of funds. As of November 27, 2017, all students can charge two meals at their reduced and/or full priced eligibility rate. This change will allow students with deficit accounts to continue to receive nutritious meals while School Nutrition
contacts the parents. In addition to this 2-meal charge policy, students will be allowed a “Grace Period” in which they may charge for 5-additional days, before “courtesy meals” are served. Once a student has exhausted the additional 5-days, the campus administration will contact the parent before the “courtesy meal” is served the following day. Once determined that a courtesy meal may be served, the School Nutrition staff and Campus Administration will work collaboratively to ensure students receive the appropriate meal. Parents are expected to repay the cafeteria the charge amount. This charge amount policy may be repeated as needed, as long as the account has not exceeded the maximum number of charges allowed. The policy does not pertain to Ala Carte items. Additionally, it does not pertain to adults who do not have money to cover their meals. *The campus staff and school nutrition staff will make every possible effort to notify the parents of the student’s negative balances. The following communication methods will be used: telephone calls, daily written notes (elementary/middle only), email, Blackboard Connect and PayPams.

The courtesy meal is a cheese sandwich and water. Money in the student’s account may be used to purchase breakfast, lunch, or extra items. Parents are asked to inform the cafeteria personnel, in writing, if they do not want their child to purchase extra items. You may eat lunch with your child Monday, Tuesday, Thursday, and Friday beginning after the first month of school (exceptions will be announced). Every Wednesday the cafeteria is closed so we can use the stage for instruction. You will enter the building as usual, sign in at the office, surrender a picture ID, wear a visitor’s tag, and then go directly to the cafeteria to meet your child. You will sit only with your child at a parent/child-designated table. Parents are not to remove children from the cafeteria nor accompany their child back to the classroom. We ask that you and your child follow the cafeteria expectations. If parents do not follow the rules, they will be banned from attending lunch or breakfast with their child. (See Cafeteria Rules in the back of the handbook.) Breakfast and lunch prices, as well as the menu, can be found on the KISD website under School Nutrition.

Students who do not want milk to drink and prefer something else, must bring their own drink.

**A note from a physician must be submitted for any child with food allergies or dietary restrictions for their dietary needs to be accommodated.

PARENT RIGHT TO KNOW
See district policy in the back of this handbook.

PARENT VOLUNTEER PROGRAM
If you are interested in volunteering your time or talents to Fowler Elementary School, please contact your child’s teacher or our school counselor. A background check is required each school year to become a volunteer. You can complete a background check on the KISD website, www.killeenisd.org. In addition, all volunteers must attend one volunteer orientation per school year. These orientations will be scheduled several times throughout the year. All parent volunteers and tutors must first be cleared through a criminal background check conducted by Personnel Services and then comply with the access rules. Parent volunteers
may participate in on-campus activities and in field trips and other off-campus activities only with the permission of the sponsoring teacher or administrator. Your interest in your child’s education is important to us and we welcome your support. There are many ways to volunteer at Fowler: assisting in the library, working with children in the classroom in ways like listening to a child read or reading to a child, and serving as a resource person. Just let us know how you want to help. Your assistance can make the difference for a child.

**PETS**
For the safety of our students, pets of any kind are *NOT permitted* on school grounds at any time without written permission from an administrator.

**PHYSICAL EDUCATION EXCUSES**
If your child cannot actively participate in P.E. classes for up to three days, for any reason, please send a note to the P.E. teacher. If non-participation is necessary for more than three school days, a doctor’s note is required.

**PROGRESS REPORTS**
Progress Reports are sent out according to the district calendar each grading period to parents of children indicating their mastery level of the Texas Essential Knowledge and Skills (TEKS) in Reading, Math, Science, and Social Studies.

**PROMOTION POLICY**
A copy of the KISD promotion policy is included in the district portion of this handbook.

**REPORT CARDS AND PARENT CONFERENCES**
Report cards will be distributed following the schedule below. *The 1st 9-week report card will be given to parents during parent conferences at the end of the first nine weeks.* Please sign the report card and return it to the teacher as soon as possible. KISD now provides on-line access to student grades and attendance that is called Home Access Center. Please see that heading for more information.

- August 26th - December 20th First Semester (77 days)
- August 26th - October 18th First Nine Weeks (38 days)
- October 21st - December 20th (39 days)
- January 7th - May 28th Second Semester (94 days)
- January 7th - March 6th (42 days)
- March 16th – May 28th (52 days)
RECOGNITION OF STUDENTS

During our celebrations i.e. Kindergarten Graduation, 5th Grade Celebration, and award ceremonies. Please do not bring balloons, flowers, and noise makers that may distract from the dignity of honoring our students.

Student achievement in grades 1-5 is recognized in a variety of ways at the end of each semester.

- All “A” Honor Roll with No “N’s” or “U’s” in music or PE or art.
- “A/B” Honor Roll (with at least one “A” in a core subject). No “N’s” or “U’s” in music, PE, or art.
- “BUG Awards” (Bring up your grades) (End of second nine weeks and third nine weeks).
- Perfect attendance awards will be given to a student who has no absences the entire semester or whose only absences are due to documented appointments with a health care professional if that student returns to school on the same day of the appointment. A note from the health care professional should support the appointment with a date and signature from professional.
- Presidential Award for Academic Excellence (5th grade end of the year only).
**SCHOOL SUPPLY LIST**

**Killeen Independent School District**

**Elementary School Supply List *2019-2020***

<table>
<thead>
<tr>
<th>PreK3</th>
<th>PreK4</th>
<th>KINDERGARTEN</th>
<th>1st GRADE</th>
</tr>
</thead>
</table>
| *At Fort Hood campuses only*  
1 full-size backpack (no wheels)  
1 large towel or Kinder mat for rest time  
2 boxes of tissue  
2 boxes of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
4 glue sticks  
• All students need to bring a change of clothes | 1 full-size backpack (no wheels)  
1 large towel or Kinder mat for rest time  
2 boxes of tissue  
2 boxes of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
6 glue sticks  
1 pkg of #2 pencils (24 count)  
1 pair of scissors (round tip/safety scissors)  
1 set of watercolors  
1 supply box  
• All students need to bring a change of clothes | 1 full-size backpack (no wheels)  
2 boxes of tissue  
2 boxes of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
6 glue sticks  
1 pkg of #2 pencils (24 count)  
1 pair of scissors (round tip/safety scissors)  
1 set of watercolors  
1 supply box  
• All students need to bring a change of clothes | 1 full-size backpack (no wheels)  
2 boxes of tissue  
2 boxes of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
6 glue sticks  
1 pkg of #2 pencils (24 count)  
1 pair of scissors (round tip/safety scissors)  
1 set of watercolors  
1 supply box  
• All students need to bring a change of clothes |

<table>
<thead>
<tr>
<th>2nd GRADE</th>
<th>3rd GRADE</th>
<th>4th GRADE</th>
<th>5th GRADE</th>
</tr>
</thead>
</table>
| 1 full-size backpack (no wheels)  
2 boxes of tissue  
2 boxes of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
6 glue sticks  
2 pkg of #2 pencils (24 count)  
1 pair of scissors  
4 composition books (wide rule)  
2 pink erasers  
2 pkg of notebook paper (wide ruled)  
1 supply box | 2 boxes of tissue  
1 box of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
6 glue sticks  
2 pkg of #2 pencils (24 count)  
1 pair of scissors  
5 composition books (wide rule)  
2 pink erasers  
2 pkg of notebook paper (wide ruled)  
1 pkg of colored pencils (12 count)  
1 supply box | 2 boxes of tissue  
1 box of crayons (24 count)  
2 pocket folders with brads  
1 bottle of white glue  
6 glue sticks  
2 pkg of #2 pencils (24 count)  
1 pair of scissors  
5 composition books (wide rule)  
2 pink erasers  
2 pkg of notebook paper (wide ruled)  
1 pkg of colored pencils (12 count)  
1 supply box | 2 boxes of tissue  
2 pocket folders with brads  
1 bottle of white glue  
4 glue sticks  
2 pkg of #2 pencils (24 count)  
1 pair of scissors  
5 composition books (wide rule)  
1 composition graph ruled book  
2 pkg of notebook paper (wide ruled)  
1 pkg of colored pencils (12 count)  
1 zipped pouch |

**STUDENT ID CARDS**

Students will be required to wear school issued ID cards. ID cards will remain at school.

**TARDY PROCEDURES**

Fowler students are expected to be in their classroom at 7:30 am. After 7:35 am, students are considered tardy and a tardy slip will be needed to enter the classroom. Referrals for tardies will be written in accordance with the Student Code of Conduct. Excessive tardies will be one component in the decision for students not qualifying for perfect attendance incentives taking place throughout the year and/or award recognition. Tardy Policy for Elementary Campuses applies to Pre-K through grade 5th.
Fowler’s Consequences by Grade Levels Per 9-Week Grading Period: (The parent has the opportunity to volunteer within two weeks of notification in lieu of their child having a consequence.)

- **Pre-K through 2nd grade**
  After 4 tardies: phone call home; After 8 tardies: 1 lunch detention; After 12 tardies: 2 lunch detentions; After 16 tardies: 1 hour of ISS

- **3rd through 5th grades**
  After 4 tardies: phone call home; Per district policy in the Code of conduct upon the 5th tardy per grading period students will serve lunch detention; After 8 tardies: half a day of ISS; After 12 tardies: Saturday Detention Hall will be assigned; After 16 tardies: 2-Saturday Detention Hall sessions

**Please refer to District Information Section for further information on tardy procedures.

**TELEPHONE USAGE**
Students will not be able to receive a phone call/text message during the day, but a message can be taken and given to your child from the front office.

**TEXTBOOKS**
Textbooks are furnished free of charge by the State of Texas. Students are responsible for books issued to them and will be required to pay for any damaged or lost books.

**VISITORS**
For the safety of our students, all visitors MUST report to the office upon entering the building. If you need to leave a message or an item for your child, we will deliver it for you to avoid classroom disruption. All visitors to any school campus in the district must comply with the access rules. Killeen I.S.D. uses an automated system that verifies visitor’s access in our building. While visiting the campus, parents are prohibited from any negative verbal or physical confrontations with students or staff members. Failure to comply may result in loss of campus access privileges. (see parent access policy)

**WITHDRAWAL OR TRANSFER FROM FOWLER**
Please notify the school office and your child’s teacher if your child will be leaving Fowler to move to another KISD school or out of town. Giving the school at least two days’ notice will allow us time to have withdrawal paperwork completed to make your child’s move from our campus as smooth as possible.
CHAMPS is a structured approach to promote appropriate school behavior. It is designed to help schools develop an effective classroom management plan that is proactive, positive and instructional. CHAMPS stands for conversation, help, activity, movement, participation and success. The school uses this in our classrooms and common areas, so all students know the expectation throughout the building.

- **C – Conversation** - Can students talk to each other during this activity or transition?
  - Voice Level 0 = no talking
  - Voice Level 1 = Whisper
  - Voice Level 2 = quiet conversation/table talk
  - Voice Level 3 = Speaking/teacher voice
  - Voice Level 4 = Outside voice

- **H – Help** - How do students get their questions answered? How do they get your attention?
  - Raise your hand
  - Ask a partner
  - Ask three before me

- **A – Activity** - What is the task or objective? What is the expected end product?
  - Specifically given to students in writing or verbally as a target

- **M – Movement** - Can students move about? (i.e. are they allowed to get up and sharpen a pencil or get supplies?)
  - Stay in your seat
  - Keep feet on the floor
  - Stay with your group
  - Bathroom emergency only

- **P – Participation** - What does the expected student behavior look and sound like? How do students show they are fully participating?
  - Listen with eyes and ears
  - Work independently/Team
  - Work as directed

- **S – Success** - If students follow the CHAMPS expectations, they will be successful!
  - Celebrations
  - Goal accomplished
Dear Parent/Guardian:

Would you like to be able to monitor your child’s grades and assignments? Home Access Center is the answer!

Home Access Center is a portal to allow parents/guardians to view their child/children’s assignments, grades, and attendance. If you have more than one child attending Killeen ISD, each of your children will be listed on the opening page.

If you would like to use Home Access Center you must have a valid email address. You must also be listed as a Guardian on the child’s information card. To participate in your child's educational experience, please fill out the form below and return it to the office at Fowler Elementary. Once you have been given access you will receive an email letting you know your account has been established. This email will provide directions on how to log in to Home Access Center. If at that time one of your children does not show up please contact the school that child attends so it can be corrected.

Please fill out this form and return to the office.

<table>
<thead>
<tr>
<th>Student name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent name:</td>
</tr>
<tr>
<td>Parent phone number:</td>
</tr>
<tr>
<td>Parent email:</td>
</tr>
<tr>
<td>Grade:</td>
</tr>
<tr>
<td>Teacher's name:</td>
</tr>
</tbody>
</table>

If you have more than one child attending KISD schools please add their name and school or teachers name below. This will give you access to see all of your children with one log in.