Oveta Culp Hobby Elementary School is a pre-kindergarten 3 through third 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 Oveta Culp Hobby Parent-Student Handbook reflects Hobby policies and the indicates KISD policy that supports success for all.

<table>
<thead>
<tr>
<th>School Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 a.m.</td>
</tr>
<tr>
<td>First Bell (Classes begin)</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>Tardy Bell</td>
<td>8:10 a.m.</td>
</tr>
<tr>
<td>Dismissal (PK3 &amp; PK4)</td>
<td>3:15 p.m.</td>
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<tr>
<td>Dismissal (Kinder – 1st)</td>
<td>3:25 p.m.</td>
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<tr>
<td>Dismissal (2nd – 3rd)</td>
<td>3:25 p.m.</td>
</tr>
<tr>
<td>Early Dismissal (PK3 &amp; PK4)</td>
<td>1:15 p.m.</td>
</tr>
<tr>
<td>Early Dismissal (Kinder – 1st)</td>
<td>1:25 p.m.</td>
</tr>
<tr>
<td>Early Dismissal (2nd – 3rd)</td>
<td>1:25 p.m.</td>
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</tbody>
</table>

Mission Statement

At Oveta Culp Hobby Elementary, we are focused on doing what is best for students in order to create a challenging, positive learning environment where every Patriot grows every day.
ABSENCES AND ATTENDANCE
Attendance is recorded at 8:30 am. Students who are present at this time will be counted present for the entire day. Students are counted absent if not in their classroom by 10:00 a.m. 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 KISD Student Code of Conduct.

Students who are checked out early or absent may not come back to campus to attend programs or events.

**Tardies**
The first school bell rings at **8:00 a.m.** All students should be in their classrooms by **8:10 a.m.** when the tardy bell rings. If your child is not in his/her classroom by this time, they will need to report to the front office for an admission slip before going to the classroom.

The KISD School Board gives each school the ability to build and enforce its own tardy policy within the limits set by board policy and state law. Our Tardy Policy is as follows:

<table>
<thead>
<tr>
<th># of Tardies</th>
<th>PK 3 – 1st Grade</th>
<th>2nd – 3rd Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Notify Parent</td>
<td>Notify Parent</td>
</tr>
<tr>
<td>8</td>
<td>Parent/Student Conference with Administrator</td>
<td>Parent/Student Conference with Administrator</td>
</tr>
<tr>
<td>12</td>
<td>1 Lunch Detention</td>
<td>1 Lunch Detention</td>
</tr>
<tr>
<td>13</td>
<td>Conference with Principal</td>
<td>Conference with Principal</td>
</tr>
<tr>
<td>16</td>
<td>1 Lunch Detention</td>
<td>½ Day ISS</td>
</tr>
<tr>
<td>20</td>
<td>1 Lunch Detention</td>
<td>Full Day ISS</td>
</tr>
<tr>
<td>24</td>
<td>1 Lunch Detention</td>
<td>Saturday Detention at Clifton Park Elementary</td>
</tr>
</tbody>
</table>
We realize that students are not responsible for getting themselves to school on time. This is why it is of the utmost importance for us to partner together to ensure instructional time for your child is maximized.

We enjoy having your PK 3, PK 4, and kindergarten child at Hobby. Please remember this is a full day instructional program. Attendance expectations are intended for ALL students to include those enrolled in PK 3, PK4, and kindergarten. The law, as it is written in the Texas Education Code, states: Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE – A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school. Enrolling your child in school regardless of the age, acknowledges that you understand that the attendance and tardy policy will apply to all students.

Early Check Outs
Students are not signed out after 2:45 p.m. on regular school days or 12:45 p.m. on early out days as teachers are preparing students for their dismissal and ensuring that students get to their correct dismissal areas safely. Please plan accordingly. Extenuating circumstances will be handled by campus administration. You may be asked to provide documentation for an appointment.

Withdrawals
Please notify the classroom teacher and the office at least five (5) days in advance of the planned withdrawal date. Return all textbooks and library books, and pay all fines owed to the school (library and textbook fines) prior to withdrawing.

Transfers to Hobby
Students who are at Hobby Elementary on approved transfers may have those transfers revoked should they experience attendance, tardiness, or behavior issues. Please understand that parents are responsible for making sure their students are at school on time and follow behavioral expectations in order to stay at Hobby. Please note: Transfers may be revoked for students who violate rules of discipline, attendance, tardies, or are consistently late being picked up.

When families move from the Hobby attendance zone, it is a district requirement that transfer requests be filled out in order to continue to attend Hobby.

ARRIVAL and AFTER SCHOOL PROCEDURES - Students should not arrive on campus before 7:30 a.m.

Before School
Because the doors are locked and staff members are not available to ensure your child’s safety, students should not arrive on campus before 7:30 a.m. After entering the building, students who are eating breakfast should go directly to the cafeteria.
Breakfast is not served after 7:55 a.m. All other students should proceed directly to their classroom hallway where they are supervised.

After School
Our school supports 100% ID card check. There are no exceptions. Students may be dismissed to parents/guardians or their designees. Designees must be authorized by the parent/guardian and listed on the student registration card in the office. Students in 2nd through 3rd grade are allowed to walk home if there is a note on file authorizing this method. **Students in kindergarten through 3rd grade, which are dismissed at the front, are not allowed to walk to the PK3/PK4 pick-up area in order to get into a vehicle.** The staff on duty has no way of knowing to whom the students may be released.

All students should leave the campus no later than 3:45 p.m. unless participating in an approved after school activity. When school is dismissed, children are expected to leave the campus immediately. They may not wait in the classrooms, inside, or outside the building for siblings who are attending after school activities. Parents are requested to support teachers and staff by picking students up at the proper dismissal time. **If students are not picked up in the afternoon by 4:15 p.m. on regular dismissal days, the military police will be called.**

Pick up is not authorized along Lost Moccasin Drive or Tipi Trail in front of the school.

**Bicycles**
Students in 2nd through 3rd grade are allowed to ride bicycles to and from school. Students who ride bikes to school must get off upon entering school property and walk the bicycle to the bike rack. It must be locked securely to the rack to prevent theft. Sidewalks must be used. **According to the KISD Code of Conduct, skateboards, rollerblades, and scooters are prohibited from school property.**

**Bus Riders**
Bus rules are established for the safety of all students who ride the school bus. Hobby 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 may have their bus privileges revoked.

Car Riders
Parents are requested to obey all traffic laws when on school grounds. The speed limit on campus grounds is 10 mph. There is no parking in the circle drive that is designated as a fire lane. You can be cited by the military police if you are in a designated fire lane or improperly parked in a handicap parking spot.

Car riders should be dropped off only at the front of the campus or on the north side of the building. When dropping your child off, please use the drop off lanes. Please do not stop your car in the crosswalk. Students should remain in the car until you drive up to a staff member who will open the car door and assist children. Children may not be dropped off in the parking lots as this raises serious safety concerns. If you are using the parking lot, you will need to park and walk your child across the cross walk. Additionally, students may not walk to meet you in the parking lot.

It is against the law to be on your cellphone while driving on school property or on Fort Hood.

If it is after 8:00 a.m., and no staff is outside, parents must park their vehicle and walk their student to the front office. Students who walk in alone will have to wait in the office until parents are reached and return to sign in their child.

All parents/guardians or their designees must present ID cards at car rider dismissal. PK3 and PK4 exit only to the north parking lot for pick up. Students in kindergarten through 3rd grade are not allowed to be picked up in the north parking lot due to the inability to check ID cards.

Walkers
By Fort Hood command, PK--1st grade students will not walk to or from school without adult supervision. Thirteen-year-old (13) siblings or siblings who are twelve (12), in the 6th grade, and who have completed the American Red Cross Babysitter Certification Course are considered adults for the purpose of this activity.
The use of crosswalks is vital to the safety of your child. Students who walk to and from school need to cross the road using the crosswalks on campus and Lost Moccasin. **When on campus, please use the crosswalks to escort your child across from the parking lot to the campus.** If there is a crossing guard present, please follow their directions. Assist us in setting the example by using the crosswalks at every opportunity.

**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 (i.e. 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.

**CAFETERIA PROCEDURES**

**Breakfast**
Breakfast is served each morning from 7:30 a.m. to 7:55 a.m. The line is closed at 7:55 a.m. and all students are transitioned to class by 8:00 a.m. If you plan on your child eating breakfast at school, please ensure your child arrives with enough time to get through the line and eat. Uneaten breakfast may not be taken from the cafeteria. 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.**

**Lunch**
Students eat lunch at a scheduled time with their class. All children must have a sack lunch or money in their lunch account. Students will be allowed to charge their lunch one time. Parents must repay the charge back. Notes are given to students to take home when their accounts are low. Students who do not have lunch money or a lunch and have an unpaid charge on their account are provided a sandwich and water. 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. 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.
In order to establish safe and consistent cafeteria procedures and time for our students to build positive relationships with their peers in the cafeteria environment, we will have closed campus lunches. You may eat lunch with your child Tuesday and Thursday beginning after the first month of school (exceptions will be announced). If your child is in PK4 through 3rd grade you may join your student in the cafeteria. PK3 students eat in their classrooms. If you plan on eating a school lunch, please notify the teacher in writing that morning in order to ensure that plenty of food is prepared. The full adult price must be paid as the meal is received. 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 with their child. Meal prices, as well as the menu, can be found on the KISD website under School Nutrition.

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

In accordance with Texas Department of Agricultural guidelines, student may not share food from their tray and adults are not allowed to eat from a student’s tray.

**Free & Reduced Meals**
Free and reduced priced breakfast and lunches are available for families that qualify according to income. Only one application needs to be filled out per family; however, parents must fill out a new application each year. Applications are submitted to KISD food services for approval. To fill out an online application, go to www.killeenisd.org. First, click on Departments, and then click on School Nutrition to display the website. The link will take you to the SchoolCafe program to complete the application. You are welcome to come in and use one of our library computers. You can also download the SchoolCafe app on your smart phone. Should you have any questions about how to fill out the application, please contact the district School Nutrition Office at (254) 336-0775. Killeen ISD will continue to serve free breakfast and lunch to all students across the district for the remainder of the 2021-2022 school year.

**Menus**
The lunch menu can be found on the School Café App or on the Killeen ISD nutrition page. Students in our PK3 and PK4 programs are served an alternative menu.

**Payment**
Teachers will collect money from the students and submit it to the cafeteria each morning. Parents may choose to bring money to the cafeteria between meal services (8:00-10:00). Alternatively, parents may bring money to the office to be submitted to the
Another option is to use School Café at https://www.schoolcafe.com. This is a simple, safe, and secure portal for making payments.

If you are **leaving the district**, you must fill out a form with the KISD Nutrition Department to indicate how you would like your remaining school lunch account balance to be distributed after your student is withdrawn from the district. You may fill out a form in the front office and return it to the campus cafeteria or email the form to unclaimed.property@killeenisd.org

If you have any questions about remaining lunch balances, you may contact the district’s school nutrition department at (254)336-0775.

**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.

**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.
CLASSROOM CHANGE REQUEST
Please do not request a change of placement as we do not typically move students unless required by enrollment numbers. All Hobby teachers are highly qualified and prepared to assist you in educating your child. Teachers plan collaboratively and have common assessments, so the level and pace of instruction is similar between classes. Experience has shown that students adjust to their teachers and peers quite well. Everyone at Hobby is here to support our students and offer them a challenging, positive learning environment. If you have any specific concerns about your child, we ask that you please first address your concerns with the teacher.

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. 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.

CLINIC INFORMATION
- 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 3rd is located on next two pages.
- If an injury or illness appears serious, the clinic staff will call parents. When a child has a fever over 100.0°F, the parent/guardian will be contacted, and the child must be sent home. If a student must be sent home, he/she will remain in the clinic until picked up by parent/guardian. Students who have vomited may
also be sent home.

- Parents must deliver any medication to the clinic. Teachers are not allowed to
give any medication to students. All medications require completion of a form by
a physician. These forms are available in the office. No medication, including
over-the-counter medication (such as throat lozenges, etc.), will be administered
without the above-mentioned paperwork.

- Texas State Law and KISD policy require that all students present a validated up
to date immunization record at the time of enrollment. The record must remain as
complete as medically feasible for the student to remain in class. Additional
information can be found in “Policy Online”, at FFAB legal.

Minimum Immunization Requirements:
- Pre-K – 12th grade: http://www.dshs.state.tx.us/immunize/school/default.shtm
Exemptions: Exclusion from compliance are allowable on an individual basis for:
- 1. Medical contraindications with a note from a physician – Texas Admin Code
   Rule 97.62
- 2. Reasons of conscience, including a religious belief.
Provisional Enrollment:
- The State of Texas allows a student to be given a 30 day Provisional enrollment if:
  - 1. The student is a dependent of an active military parent and the student is
      awaiting transfer of immunization records.
  - 2. The student is transferring from one Texas school to another and is awaiting
      the transfer of immunization records.
  - 3. The student is homeless as defined by §103 if the McKinney Act, 42 USC
      §11302.
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.

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**Hygiene Assistance for PK3 & PK4 Program POLICY & Acknowledgement**

In an effort to provide the best learning environment for all students, it is our expectation that the 3-year-old and 4-year-old students be potty-trained. However, we understand that with early learners, accidents may happen. On those occasions, we request that parent’s partner with the school in the following ways:

Students who are potty-trained:

- The parent is to send wipes and a change of weather appropriate clothes labeled with the child’s name.
Most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons or clasps, a staff person can assist with a minimal task, and then allow the child to remove the wet clothing by himself/herself.

If the child has wet his/her clothes, he/she will use a wipe and change clothes before returning to the learning environment.

If the child has soiled his/her clothes, the parent will be called immediately. The parent is required to come and take care of the child’s personal needs within a 30-minute time frame. The child will await the parent in the front office/clinic area and will be given the option to stand until the parent arrives.

Students who are in transition:

The student is to wear pull-ups instead of diapers.

The parent is to send extra pull-ups, wipes and a change of weather appropriate clothes labeled with the child’s name.

Throughout the day, the student will be provided various restroom breaks and will be encouraged to use the bathroom.

During these classroom restroom breaks (per the teacher’s schedule), the child will be responsible for letting the teacher know if their pull-up needs to be changed.

Most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons or clasps, a staff person can assist with a minimal task, and then allow the child to remove the clothing by himself/herself.

If the child has a wet pull-up, he or she will use wipes, put on a fresh pull-up, and change clothes (if necessary) before returning to the learning environment.

If the child has a soiled pull-up, the parent will be called immediately. The parent will be expected to come and take care of the child’s personal needs within a 30-minute time frame. The child will await the parent in the front office/clinic area and will be given the option to stand until the parent arrives.

Thank you so much for working with us on your child’s hygiene. Please be assured that your child’s hygiene needs will be handled in a non-punitive, child-friendly, and non-intrusive manner.

NO PACIFIERS OR BOTTLES WILL BE PERMITTED

Hygiene Assistance for PK3 & PK4 Program POLICY

PARENT ACKNOWLEDGEMENT FORM
Dear Parent(s):

Please read the Hygiene Assistance for PK3 & PK4 Program POLICY, sign this Acknowledgement Form and return to your student’s teacher.

I understand the Hygiene Assistance for PK3 & PK4 Program POLICY and AGREE to partner with the school and the teacher to meet the expectations and requirements.

Student Name (printed)  Grade  Teacher

Parent(s) Name (printed)

__________________________________________________________
Parent(s) Signature  Date

**COMMUNICATION PROCEDURES**

**Contact Information**
It is vital to inform the school when emergency contact information needs to be changed. Often parents will update phone numbers or contact information with teachers; however, we still ask that you come to the office to officially update your child’s record on the student registration card. Students will only be released to contacts whose names are on the registration card filed in the office.

Parents/guardians must physically come into the office to change or update an emergency card. A handwritten note or telephone call to the office will not be accepted for another individual to pick up a child. It is a requirement to show a picture ID when picking your child up from school. We will not release your child to anyone whose name is not on the card. If there is a court order limiting who may pick up a child from school, the court order must be on file in the office.

The Fort Hood School Liaison Officer or the Military Police may be called for assistance when the school is unable to reach a parent or an emergency contact person for a medical emergency or for failure to pick up a student at dismissal.

**Email & Messaging System**
The most efficient way to contact and communicate with your child’s teacher is through school email. All staff members have an email account and teachers are asked to check
their email at least twice per day. Staff email is generally set up like the following example: firstname.lastname@killeenisd.org

You may also call the office and leave a message for your child’s teacher. We do not interrupt instructional time, so the message will be placed in the teacher’s office mailbox.

Some teachers use a message system, such as Dojo. Teachers are expected to teach during instructional time. Like email, teachers will check Dojo during breaks or before/after school. Please allow up to 24 hours for a response.

**Facebook**
Hobby Elementary has an official Facebook site. You can find us at [www.facebook.com/hobbypatriots](http://www.facebook.com/hobbypatriots) or you can search Oveta Culp Hobby Elementary School. The official Facebook site has a picture of our school. Please like our page!

**Grades**
Parents can utilize the KISD online computer program eSchoolPLUS to access student grades and attendance on a daily basis. For more information about accessing eSchoolPLUS, please see the Hobby office staff.

KISD now supports a phone app which makes staying connected to your student’s academic progress even easier. Information about the eSchoolPLUS Mobile Family App can be found on the district’s website under the Students & Parents link. Again, if you need any assistance please let us know.

KISD requires that progress reports be sent to parents of children whose achievement is 75 or below in the middle of each grading period. At Hobby, we send these progress reports home with all students.

Report cards will be sent to parents/guardians of kindergarten through third grade student at the end of each 9-week grading period. The report card should be reviewed, signed, and returned to school as soon as possible.

PK3 and PK4 students do not receive a report card the first 9-weeks. Teachers will hold conferences to report progress. Students will receive a report card/progress report starting the second 9-week period.

**Marquee Announcements**
Special announcements may be posted on the school marquee. State testing, holidays, and other events will be noted weekly.
**Newsletter**
A school newsletter will be sent out at the beginning of each month. The newsletter will include updates from each grade level, the counselors, the librarian, and the parent liaison. The newsletter will also include important dates.

**Parent Teacher Conferences**
At Hobby Elementary, we require one conference in the fall and one in the spring to clearly communicate your child’s progress. However, the Hobby staff welcomes the opportunity to work with you and your child throughout the school year. Parent conferences may be held as needed and teachers will schedule these conferences with each parent. Parents are also encouraged to contact the teacher when there is a question about the child or classroom activities. Each grade level has a scheduled conference time that is set aside to meet with parents. If needed, we can contact your command to assist you with scheduling a conference. If you need to visit with a teacher, please make an appointment with him/her. Understand that before school and at dismissal our primary concern is the safety of your child. Dismissal is not to be used for conference purposes.

**School Closing**
KISD may close schools because of bad weather or emergency conditions. This also includes a delayed start or an early closure. This information will be posted on the KISD web site, local television, and radio stations, and will be communicated to parents through a ConnectEd telephone call.

**Website**
KISD maintains a website with a wealth of information about the district. Within the KISD website, each school also maintains a website. To find out more about our staff, school, and upcoming events, please visit the campus website. To access the campus website, please go to https://www.killeenisd.org. Once there, click on the link for Schools and then on the Oveta Culp Hobby link.

**Weekly Folders**
Each student at Hobby Elementary will have a weekly folder that will be sent home each Wednesday. Please look through the folder and return any materials that need to be signed. Some grade levels send home daily communicators. Some grade levels may opt to send home daily folders.

**CONCERNS**
If you may have a concern, we value your input and request that you allow us the opportunity to investigate and respond. If the concern is about a classroom situation, we ask that you attempt to resolve the concern with your child’s teacher as a first course of action. If you still have concerns after speaking to your child’s teacher, the grade level assistant principal will be happy to assist you further.
**SCHOOL COUNSELORS**
Throughout the school year, our guidance counselors provide various services and resources 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, problem solving and social-emotional learning. 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.

**CURRICULUM & INSTRUCTION**
Instruction is based on the state standards or the Texas Essential Knowledge & Skills (TEKS) and the district curriculum. To view the curriculum for your child’s grade, you may visit the KISD website and click on the Students & Parents link at the top. Under the resource list on the left, you will find a link to the TEKS Resource System. This website is where parents can log in and view the curriculum.

**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 Hobby will be a safe and orderly campus and expect our students to follow the classroom, campus and district guidelines for discipline. Hobby has adopted Restorative Discipline Practice 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 Hobby 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.

**EMERGENCY DRILLS**
A plan is in place at Hobby if 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 BASED INSTRUCTION & FIELD DAY
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. Students can be denied the opportunity to attend field trips based on campus behavior as determined by campus administration. To attend an event that is during the school day, guests/parents must also have permission to attend an event from administration.

For your child to participate, a permission slip must be signed and returned prior to the trip. We ask that you do not use the loss of a field trip as a consequence for behavior. Field trips are an extension of your child’s classroom instruction and teachers use these experiences for learning activities after the trip. When students are not able to attend a field trip, your child is sent to a classroom in another grade level.

Parents who wish to volunteer or participate in field trips or field day 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 field day. Please contact our parent liaison 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.

First Day of School Suggestions

Welcome to Oveta Culp Hobby Elementary School! The first day of school is an exciting experience for both students and teachers. There are a few things you can do to help make it easier for everyone. Here are some suggestions:

• Your child’s room and teacher assignment will be posted on the cafeteria windows. Teachers, assistants, and support staff will be in the hallways to help your child.

• Your child must have a sack lunch, lunch money, or money in his/her lunch account.

• Please be sure your child and teacher understand how he/she will get home after school (pick up, bus, walker, or SAS). Children in PK 3, PK4, kindergarten, and 1st grade must be picked up, as directed by the post commander, by parent/guardian or another designated adult. The person designated to pick up the student must be listed on the registration card in the office.

• Although your child’s teacher would like to know as much about your child as possible, please understand that the first day of school is not a good time for conferences. Any important information should be communicated in writing, or you can make an appointment for a conference at a later time. Thank you for understanding so teachers can focus on ensuring all students get home safely.

• Parents may walk their students to class only during the first week of school. This applies for all grade levels. 😊

• In order to facilitate an orderly hallway, please escort your child to the room, say your goodbyes, and exit the building promptly, even if your child is upset. Our caring staff is experienced in dealing with these situations. Your child is in excellent hands.

• After the first week of school, please say your goodbyes at one of the “hugs & kisses” areas located at the front of the school and the PK 3 entrance.

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.

**HOBBY’S DRESS CODE**
The following standards of dress and grooming apply as noted here and in the District Student Code of Conduct. All dress code issues will be subject to the campus administrator's judgment.

1. Pants, slacks, jeans, skirts and dresses are acceptable attire and must be worn at the waist, with no “sagging”. “Sagging” (wearing pants below the waistline or showing underwear) is not permitted.
2. Dresses, skirts or shorts shall be no shorter than **4” inches above the top of the knee**, not more than one size too large or too small. **Leggings and jeggings are considered hosiery** and can be worn under any skirt or short outfit that is no shorter than 6 inches above the top of the knee. They should never be worn as pants.
3. Apparel designed as underwear or nightwear may not be visible or worn as outer garments.
4. Apparel designed for recreation, such as tank tops, fishnet shirts, etc., is unacceptable. Students in Pre-K -2 can wear tank tops (no spaghetti straps) during extremely hot weather.
5. Tight and/or revealing clothing, costumes and accessories that may draw undue attention to the student are prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body, shoulders, and extend beyond the midriff leaving no skin exposed when participating in the normal activities associated with school. (Ex. No halter-tops, tube tops, spaghetti straps, etc.)
6. Head coverings, bandanas (in any manner), hoods, and sweatbands in any manner may not be worn inside the building.
7. Students must wear footwear that is appropriate for school and PE (No boots, flip-flops, or strappy sandals on PE days).
8. Hair must be neat, clean, and well groomed. It must not interfere with school environment or educational objectives.
9. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
10. The district prohibits pictures, emblems, or writings on clothing that:
   *Are lewd, offensive, vulgar, or obscene.
* Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
* Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

**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 15 and 16. Please provide any input you would like to share regarding this partnership to our Principal or Assistant Principals.

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**Oveta Culp Hobby Elementary School**

**Parent and Family Engagement Policy**

2021–2022

The staff at Oveta Culp Hobby Elementary takes pride in doing what is best for students while promoting a love of learning and academic growth. All parents and family members are welcomed and valued. At Oveta Culp Hobby, we are focused on doing what is best for students in order to create a challenging, positive learning environment where every Patriot grows every day.

**Communication** We believe communication between home and school is a two-way street. We stay in touch with parents and family members in several ways: weekly take-home folders, flyers, KISD TV channel, campus marquee, newsletters, campus website, Facebook, Connect-Ed automated phone calls, notes, letters, emails and phone calls from a real, live person.8a

Parents and family members may contact us through phone calls, notes, letters, emails, classroom messaging apps, and weekly take-home folders. We strongly encourage parents to contact their student’s teacher when there is a concern so that we can work together for the good of the student.11d Written materials will be sent home in both English and Spanish.15 If we need to translate things into another language, please contact the school office. We’ll do our best to accommodate you.26

**Parent and Family Member Learning** We’ll help you understand the challenging Texas academic standards 17a, give you information about STAAR and KISD assessments 11c, explain how to monitor your child’s progress 11c, and how to work with teachers as a team to help your student 11d. Other classes will offer ways to help your child at home, including how to stay current with new technology 12. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session.4 Send suggestions for learning topics to our Parent Liaison point of contact.16 If parents would like to have regular meetings to make suggestions about their child’s education, please contact Dr. Warren at (254) 336-6500.7a

**Hobby Tots** Siblings between the ages of two to three years old are invited to bring their parents to our weekly Hobby Tots group. During Hobby Tots time, our parent liaison provides activities that make learning a fun experience and gives parents tips on early reading activities to do at home.12 It’s a great way to spend time with your child.

**Annual Title I Meeting** 17 Our annual Title I meeting is held in September of every school year. This meeting is offered at flexible times and dates that are convenient to parents.17a,c All parents and family members are invited to attend.17b We want everyone to know about Title I and how we use these funds to ensure that students are successful.8a,17a,d,2 We’ll discuss the Parent and Family Engagement Policy 17a,d, the Home-School Compact 17a,d, “Parents Right to Know” and how you can be involved in your child’s education 17a,d. You’ll learn about the curriculum we use 17a,d, academic assessments 17a,d, and what our latest STAAR scores look like.8a We’ll even feed you a snack!

**Title I Program Evaluation** Our Title I program is evaluated several times a year by our Site Based Decision Making committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent.7a,c If you would like to serve on SBDM, please contact Dr. Warren. We value your opinions and welcome all parents.
who would like to serve. For parents unable to participate in SBDM, an annual evening meeting is held for
the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to
KISD.

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

**Volunteer Orientation**  At the start of every new school year, and throughout the year, our volunteer
coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please
call our parent liaison at (254) 336-6500.

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

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

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**Hobby Elementary School**
**Home-School Compact**
**2021-2022**

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 and our Parent Advisory Council meet several times a
year to share ideas and 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.

**Building Partnerships**
Hobby 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 – morning and evening sessions offered on a variety of topics such as understanding STAAR, helping with homework, grade level expectations, helping your child in math and reading, and more. Parents may request specific topics of interest as well.

• Volunteering
If you would like to volunteer, please contact our parent liaison at 254-336-6500.

Communication About Student Learning
Hobby Elementary is committed to frequent two-way communication with families about their children’s learning. Some of the ways that parents and teachers communicate include:
• Weekly Wednesday homework folders (daily for some grade levels)
• 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
• Hobby’s official Facebook page

For questions about your child’s progress, please contact the teacher by email or call 254-336-6500 to leave a message. The teacher will return your call within 24 hours during a conference period or after school when he/she is not instructing students.

Campus Goals
1. By June 2022, 70% of PK-2nd grade students will be on or above grade level in reading and 75% on grade level in math as measured by CIRLCE and MAP.
2. By June 2022, 80% of 3rd grade students will achieve Approaches Grade Level or higher on STAAR Reading.
3. By June 2022, 85% of 3rd grade students will achieve Approaches Grade Level or higher on STAAR Math.

Our Reading Focus
• Phonics and sight words
• Vocabulary development
• Reading fluency and comprehension

Our Math Focus
• Number sense
• Problem solving
• Math computation

Our Responsibility to Our Students
To enable our students to meet the State’s academic achievement standards, our school provides high quality curriculum and instruction to our students in supportive and effective classroom environments. Our teachers regularly engage in a deep study of 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.

TEACHER COMMITMENTS
To support student achievement goals, I will...
➢ Develop learning goals with students and send home materials to help parents support the learning goals at home.
➢ Involve students in daily reading activities and provide parents with resources to practice reading skills at home with their child.
➢ Share with parents the math problem solving strategies used in the classroom and send home at least one application problem a week.
➢ Provide a positive, safe, and effective learning environment for all students.
➢ Connect students with after-school activities that support their learning.

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 class.
➢ 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.

Teacher Name: ____________________________ Signature: ________________________
Date: ________________

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/concepts with my child.
➢ Include my child in opportunities for real world application of problem-solving skills such as cooking, paying bills, repair projects, etc.
➢ 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 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.

Parent Name: ____________________________ Signature: _________________________________
Date: ____________________

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 and concepts using flashcards, online tools, games, etc.
➢ Identify math in the world around me such as shapes, angles, money, 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.

Student Name: ____________________________ Signature: _________________________________
Date: ____________________

Reviewed & Revised 5-22-2020

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 PROCEDURES

Library Hours
The library is open during regular school hours to Hobby students and staff; however, parents are always welcome to come in to check out books for home. The library will be open before school from 7:30 a.m.- 8:00 a.m. for parent checkout. It will also be open most days after school until 3:45 p.m.

Library Policies
Students with an overdue book will receive a notice requesting the book(s) be returned to the library. There are no late fees for overdue books as long as the books are turned in without damage. Students with overdue books or unpaid fines will be given alternative reading material until the overdue books are returned and fines are paid.

Damaged or Lost Books
In the event a library book is lost or damaged, please notify the library. A fine for damage may be assessed. If a book is damaged beyond reasonable repair, a fine totaling the cost to replace the book will be assessed under the student’s name. In addition, if a book is lost, a fine totaling the cost to replace the book will be assessed under the student’s name.

Please do not attempt to repair a damaged book on your own. If a book is damaged in the classroom or at school, the determination of a fine will take place on a case-by-case basis and will involve the librarian speaking with all parties involved.

Open Library
Please come visit us in the library! Parents are welcome to come in and check out books for home. If you need help selecting books, Mrs. Phillips can assist you.

LOST & FOUND
If students lose items such as clothing or lunch boxes, they should check the lost and found area in the cafeteria. Valuable items such as jewelry and eyeglasses are kept in the office. Please write your child’s name in lunchboxes, backpacks, coats, and jackets. All unclaimed items are donated to charity in December and June.

PARENT/GUARDIAN CONDUCT
Students in KISD are taught standard audience manners for use at performances. We ask that you set a good example for our students by turning technology devices off during assemblies or awards. We are thankful for your attendance and support. We appreciate your observation of audience etiquette.
Adults serve as positive role models for our students. Sometimes miscommunication or poor judgment will cause a reaction that creates safety concerns for our students or displays conduct that is inappropriate for a school setting. The principal may exercise the right to limit visitors to the campus who present safety issues. A “No Trespassing” or “Warning” letter may be issued in the unlikely event that such a situation occurs. The military police also respond quickly and decisively to any safety or conduct related concerns.

PARENT INVOLVEMENT OPPORTUNITIES
We encourage you to be an active and involved parent at Hobby Elementary. Active parent participation has been proven to make a positive impact on student academic achievement, self-esteem, and behavior. Some ways to be an involved parent include:

- Having lunch with your student (PK4-3rd grade)
- Bringing your non-school-aged child to our Hobby Tots classes
- Checking out books for home in the library
- Coming to the Fall Open House
- Attending any requested parent/teacher conferences
- Communicating with your child’s teacher
- Volunteering – contact Parent Liaison for background check
- Attending school-wide events or activities

PARENT VOLUNTEER PROGRAM
If you are interested in volunteering your time or talents to Hobby Elementary School, please contact your child’s teacher or our school parent liaison. A background check is required each school year to become a volunteer. You can complete a background check on the KISD web site, 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 Hobby. 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.
SAFETY
Safety of the students and staff at Hobby Elementary is our top priority. All exterior doors to the school, except the front door, are locked every day. Parents and guests are asked to comply with staff requests when directed to take a particular action.

Parents are requested not to take their student from their classroom, lunchroom, or any other location in the building. At no time will a child be dismissed to the parent from the classroom. **Students will not be called out of class until the parent/guardian has signed them out in the office.**

Students may not be dropped off in the parking lots. If you are looking to drop off, please use the valet lines. If you choose to use the parking lot, parents must park and walk students across the cross walk.

STUDENT ID CARDS
Students will be required to wear school issued ID cards.

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 ON CAMPUS
Parents are always welcome at Hobby Elementary; however, KISD has made campus safety a priority. All visitors must report to the office and sign in. All campuses utilize a computerized visitor control system. Even if we know you, you will not be able to visit without being checked in. This includes parents who work for the district if not visiting for official school business. You will need to leave a driver’s license or military ID in the office when visiting at any time during the school day.

While on campus, visitors should be sure that their visitor sticker is clearly visible. This is to ensure the safety of all our students. If you need to speak with a teacher, please arrange for a conference or leave a message in the office. Please remember that our job is to teach. Interruptions, however brief, interfere with the learning process.

PK 3 students eat their breakfast and lunch in the classroom, so parents are only able to eat lunch with students in grades PK 4 through 3rd grade. There are family dining tables in the cafeteria so you can eat with your child however, your child must rejoin their class at the end of their lunch time. Parents are not able to accompany students to recess or class.

VISITS TO THE CLASSROOM
Killeen ISD policy states visits to individual classrooms during instructional time shall be permitted only with the principal’s and teacher’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 GKC (LOCAL). Parents who wish to observe their children in class must call the school office in advance, make an appointment, and comply with access rules.

Parents will not be allowed to observe the classroom or visit during instructional time with siblings. This creates a disruption to the learning environment. Visits during instructional time may also be limited in length. While we enjoy having parents involved in our school community, staff at Hobby are dedicated to maximizing instructional time in order to create a challenging, positive learning environment where every Patriot grows every day.

**STUDENT ACTIVITIES**

**Awards**
Awards assemblies will be held at the end of each semester. Only non-school aged children are allowed to attend award assemblies. Siblings will not be pulled out of class to attend. We also host a kindergarten graduation at the end of each year.

**Class Parties**
There will be three party dates: Winter Celebration, Valentine’s Day, and the End of the Year party. In addition to these three dates, Hobby will have up to six other dates throughout the school year to schedule as “free-foods” days. Only store-bought food items may be served. Parents will not attend parties as this special time for students to celebrate together.

*Celebrations and/or cupcakes may not be given because students are moving or for other reasons.* While we love and will miss you, if we celebrated each move, we would lose too much instructional time.

No deliveries of any nature will be made to any classroom. District policy does not allow commercial deliveries of any kind to be made to students at school.

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

The Behavior Management Plan at Hobby Elementary is a positive approach based on the concept that teachers have the right to teach and students have the right to learn. All students are expected to follow the Student Code of Conduct.

Classroom Plan
Classroom teachers establish their own classroom expectations based on the school-wide expectations. Parents will receive a letter from their child’s teacher outlining classroom procedures, expectations, incentives, and consequences.

School-Wide Plan
There are established rules and expectations for behavior in common areas. These areas include halls, cafeteria, library, computer labs, restrooms, playground, the bus, and bus lines.

1. Listen and follow directions the first time given.
2. Respect people and property.
3. Keep hands, feet, mouth, and objects to yourself.
4. Bring all needed materials to school each day.
5. Follow hallway procedures.

Consequences
Consequences issued by administrators for office referrals may include a variety of outcomes. All outcomes will adhere to the student code of conduct. Please see the student code of conduct on the KISD website at www.killeenisd.org. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administration can conclude his/her investigation.

Dress Code
Students are expected to dress appropriately in clean, well-fitting clothing that is appropriate for the weather. All caps, hats, and hoods will be removed once students are inside the building. Dresses, skirts, and shorts may not be more than 4 inches above the knee. Clothing and/or hair will not be a distraction to the learning environment as per campus staff discretion. Students who are considered to be in violation of the dress code shall be advised by the campus staff and shall be given a chance to comply. Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action. For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at www.killeenisd.org.

Dress Code for P.E.
All students need to wear tennis shoes to P.E. The shoes need to tie, zip or Velcro securely to their feet, must cover the entire foot and have a rubber sole. Shoes that do not stay on the foot, have open toes, or with a high heel/sole are unsafe for physical
activity and do not allow your child the full benefits of exercise. Girls wearing dresses should wear shorts underneath.

**Items not Allowed on Campus**

Particular items are not allowed on KISD campuses. Some of these include:

- Knives or tools
- Guns (or look-a-likes) or ammunition
- Toys
- Stuffed animals
- Handheld electronics

If brought to school, these items will be confiscated by the teacher and brought to the office. A parent will have to pick up the item(s).

**Please see the KISD Student Code of Conduct where behavior is fully addressed.**

**Telephone Use**

Students are discouraged from making phone calls during the school day. The teacher will issue a telephone pass to call for forgotten lunches and emergencies only. Arrangements should be made in advance for students participating in after-school activities (i.e., choir, etc.).

Though students are allowed to have cell phones, they are not to be used during the school day. They are to remain in the students’ book bags and switched off. Cell phones that are not switched off and in the students’ book bags may be confiscated and will have to be picked up by parents or guardians. Hobby Elementary will not be responsible for lost or stolen cell phones.