

# Skipcha Elementary School

Home of the Silver Stars!



515 Prospector Trail, Harker Heights, TX 76548  
Office: (254) 336-6690 Fax: (254) 336-6611

**2020 - 2021**  
**Student Handbook**

# WELCOME to Skipcha!

We look forward to starting the 2020 - 2021 school year here at Skipcha Elementary School. At our school, students will interact with a committed staff who takes teaching and learning very seriously. Our teachers encourage students, inspire them to do their best, and prepare them both academically and socially for their future. Our staff has been working hard all summer to continue learning and to prepare a place just for your student! We are thankful to be working with adults that work collaboratively and seek every possibility to help students reach their potential.

We enjoy building positive relationships with parents. We know how important your kiddo is to you and how powerful our partnership can be when we work together for the success of your student. We welcome you to volunteer at school as much as you can. Our Parent Teacher Organization (PTO) is historically very active at our school and provides wonderful opportunities for you to work as a team with Skipcha's staff to create a positive learning environment for our students.

This handbook is designed to assist you in becoming more familiar with our school policies and procedures. If you have any questions or concerns, please do not hesitate to call the school or come by the office to set up an appointment.

Thank you,

Skipcha Leadership Team

## Table of Contents

After-School Clubs	6
Attendance	6
Arrival Procedures	6
Before School	7
After School	7
Bicycles	7
Buses	8
Cafeteria	8
Cell Phones	9
Checking a Student Out Early	9
Child Abuse	10
Clinic Information	10
Conferences	12
Counseling Program	12
Deliveries	12
Discipline	13
Dress Code	13
During School Day	7
Emergency Drills	14
Enrollment Requirements	4
Every Student Succeeds Act Notification - ESSA	14
Field Trips	14
First Day of School	5
General Information	4
Library	14
Lost and Found	15
Meal Prices and Charges	8
Parent & Family Engagement Policy	15
Parent Requests for Teachers	17
Parties	17
Pets	17
Pictures	17
Playground Rules	13
Progress Report/Report Cards/Grade Monitoring	18
Promotion	18
Recognition Programs	18
Response to Intervention Team	19
Safety Before & After School	7
School Hours	5
School Expectations	13
Snacks	20
Tardies	20
Textbooks	20
Visitors	20
Withdrawing a Student	21

## **GENERAL INFORMATION**

Skipcha Elementary School is a pre-kindergarten through fifth grade campus. Our campus offers a number of programs to meet the special and individual needs of each child at our school. These programs include 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.

## **CHANGE IN ADDRESS AND PHONE NUMBER**

Please keep the office/clinic informed of any change in address or telephone numbers by coming in to change the registration card or by sending written notice. It is also important to keep emergency contact information current.

## **Enrolling in Pre-Kindergarten**

To be eligible for enrollment in pre-kindergarten a child must be:

- four years old on or before September 1 and (one of the following)
- unable to speak and/or comprehend the English language, or
- from a family whose income, according to standards set by the Federal Government, is at or below subsistence level, or
- be an active duty military dependent

## **Enrolling in Kindergarten**

According to state law, to be eligible to enter kindergarten, a child must be five years old on or before September 1. We understand the challenge of students who may have birthdays after September 1<sup>st</sup>; however, we must follow the state law regarding age requirements for kindergarten. The only exception is if a student has been attending kindergarten in another place and had to make a military move during the year.

## **Enrolling in First Grade**

A child entering first grade must be six years old on or before September 1.

There are two exceptions:

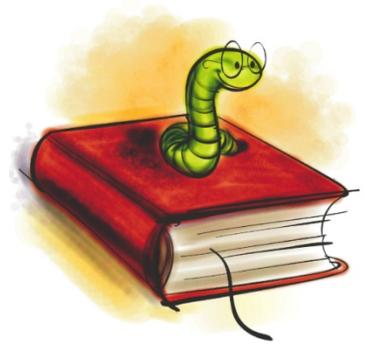
- If a student is 5 on or before September 1 and has completed public school kindergarten in another state, or
- If a student is 5 on or before September 1 and has been enrolled and receiving instruction in a public school first grade in another state.

To register a child for school, parents **MUST** bring the child's birth certificate, immunization record and proof of residency. Provisional enrollment will be allowed with a 30-day grace period to submit these items to the school, except for proof of residence.

Proof of residence must be given at time of enrollment. Students must have current vaccinations within the first 30 days of enrollment. Failure to achieve and remain current on vaccinations will result in students being excluded from attending school. This is Texas law and all KISD schools comply with these requirements. Copies of any school records, report cards and testing information are helpful, but not required.

### SCHOOL SCHEDULE

7:00 - 7:20	Breakfast
7:25	First bell
7:30	Tardy bell
3:00	Dismissal (1:00 pm for Early Release Days)



### FIRST DAY OF SCHOOL

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

- Make plans to attend "Meet the Teacher Night," usually the Thursday prior to the first day of school from 4:00 p.m. to 6:00 p.m. Your child's teacher and room assignment will be posted on the back windows of the cafeteria as well as at a table in the front of the building at that time. We will have staff members in the halls to help you. You'll have time to tour the building, help your child locate his/her classroom, put away school supplies, and visit briefly with the teacher.
- On the **first day of school** students should report to their classrooms
- Be sure your child knows what to do for LUNCH. He/she must have a sack lunch, lunch money, or money in their account. You can put money in the account during Meet the Teacher Night in the cafe.
- Be sure your child understands what to do AFTER SCHOOL. Is he/she to walk home? Is he/she sure of the way? Should he/she wait to be picked up by a parent or a babysitter? Does he/she ride a bus?
- Label all supplies and clothing with your child's name. This is also important later in the year when coats, hats, and mittens are brought to school. Every personal item that comes to school should be marked.

### AFTER-SCHOOL CLUBS

After school clubs are offered for a variety of ages and interests. Participating in an after-school club is a privilege as elementary campuses are not required to provide clubs. Guidelines are set by the club sponsor(s) and/or the organization's affiliation. A request for parent permission and acknowledgement of club guidelines are sent home at the beginning of participation. Guidelines must be followed in order to maintain participation in the club. Club sponsors are campus staff that are volunteering their time to provide an experience for students. They do not receive supplemental pay for club sponsorship.

### ATTENDANCE OF STUDENTS

If your child is going to be absent, please call 336-6690, our attendance line, state your student's name, teacher, and reason for absence. If your child is not in class by 7:30, you will receive an automated informational call. On the evening of your child's absence, you will also receive a recorded phone call informing you of your child's absence. **An official record of each student's attendance is required by state law. The reason for the absence must be stated in writing and signed by the parent or guardian. In your note, please include the following:**

- student's full name
- date of absence
- full explanation of absence
- teacher's name
- parent's signature.

Notes about absences must be received in the school office within five days of the student's return to school. **If a note is NOT received within five days, the absence becomes UNEXCUSED.** Medical verification may be required. Attendance is taken each morning at 9:30. Students who are present at that time are counted present for the entire day. Students who are absent at that time are counted absent for the entire day. **EXCEPTION:** If a student returns to school following a visit to a doctor and brings a doctor's note, the student will be counted present for the day. All work missed during the time the student is away from the school must be completed. (The district's complete attendance policy can be found in the KISD Information Section of this handbook.)

### ARRIVAL PROCEDURES - APPENDIX A

During the first week of school, parents may walk students to class without signing in at the front office.

To maintain security expectations, parents and families are not permitted into the building from any entrance during morning drop off. Students will have proper supervision on the way to class.

School arrival is a busy time. Arrival and Pick up locations are changing this year to help with traffic flow. Please be patient and be safe when driving and walking around the school. See Appendix A for information about the changes and a helpful map.

### **BEFORE SCHOOL**

Breakfast is available each morning from 7:00 to 7:20. Students will sit outside their classroom door and read quietly upon entering the building or after eating breakfast. Teachers will be in classrooms ready for instruction to begin at 7:25. At 7:30, the tardy bell rings.

### **DURING SCHOOL**

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

### **AFTER SCHOOL**

Bus students will be released by office announcement. Staff will escort PK-KG grade students to the bus. First grade students are escorted to a bus line and independently get on their bus. We have many staff available to help them get to the correct bus. Bus riders may not change the way they are going home unless the teacher has a written note from a parent or guardian. Students may only ride the bus they are assigned to ride. Cars are not permitted in the bus loop after school at all.

Please see Appendix B for dismissal procedures and options.

### **SAFETY BEFORE & AFTER SCHOOL**

Your child's safety is a top priority at Skipcha. The following suggestions are things you may want to discuss with your child. Students should walk to/from school in groups or pairs. Students should not go with anyone they do not know, no matter what the person says. Children are to leave campus immediately after school is dismissed, unless they are in an after-school program. There is NO supervision outside on the playground, making it a safety hazard for students who stay after to play instead of going home.

### **BICYCLES**

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

responsible for loss or damage to bikes. Mopeds and electric scooters, roller skates/shoes and skateboards are not permitted on campus.

### **BUSES**

Riding the bus is a privilege that the Killeen Independent School District allows its students. Students are expected to behave properly on the bus. Our first concern is the safety of your children. Students who consistently abuse this privilege may be suspended from riding the bus. For a complete list of rules, see "Bus Rider Rules & Regulations" in the KISD Information Section of this handbook.

If your children normally ride the bus and you need for them to be picked up by you or someone else, please write a note to the classroom teacher and call the office informing them of the change. **UNLESS A STUDENT HAS A NOTE FROM PARENTS OR A PHONE CALL HAS BEEN RECEIVED, HE/SHE WILL RIDE THE BUS AS USUAL.** In addition, students are not allowed to ride the bus home with someone else in order to spend the night, etc. Transfer students do not qualify for bus transportation.



### **CAFETERIA**

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

- \*Follow directions given by adults
- \*Stay seated unless permitted to get up
- \*Talk quietly while eating lunch
- \*Raise your hand for help



Our staff works hard to maintain a safe and orderly environment for students. Our students have 20 minutes to eat and 10 minutes to play outside for recess. Students who need more time can remain and finish their lunch. Students have a series of picture cues to follow in order to help procedures run smoothly.

Parents are welcome to come and eat lunch with their child (except on early out days). Once they check in at the office as a visitor, parents need to eat with their child at the designated visitor table (marked with signs) separate from the class. Other students are not permitted to eat with visiting parents that are not their own parent and no photographs of other children may be taken. Once children are dismissed to go to recess you may not go with them. Please supervise all small children that attend lunch with you. For safety reasons, we cannot permit small children to run around the cafeteria, hide in the stage area, or sit/climb on top of tables and furniture. Please be aware our café is very crowded and give seating priority to our students who must eat lunch. Because of schedule changes, we cannot allow parents to join their children for lunch on early out days.

### **MEAL PRICES AND CHARGES**

KISD allows students to charge one lunch. If a student does not have enough money to purchase a lunch, one day's lunch may be charged. No additional lunches may be charged until repayment of the first charge is made. Parents should be sure that students have whatever they need for breakfast/lunch each day. If a child should forget or lose meal money, we will attempt to reach parents to make arrangements for your child. **If a parent cannot be contacted and your child has already charged a lunch, your child will be offered a peanut butter and jelly sandwich rather than going without food.**

<u>Meal prices are:</u>	Breakfast	Full price: \$1.50	Adult Price: \$2.50
	Lunch	Full price: \$2.50	Adult Price: \$3.75

### **CELL PHONES**

Students may possess cell phones at school, but they must be out of sight and turned off during the school day, while inside the building and on the bus to and from school. If the use of cell phones is abused, the phone may be confiscated by the teacher or other school official. It may be returned to the student, or parent after an appropriate period of time, as determined by the principal/assistant principal. (See KISD Student Code of Conduct Telecommunication/electronic devices).

### **CHECKING A STUDENT OUT EARLY**

For the safety of our students, parents, guardians, baby-sitters, emergency contact persons, etc., **MUST** provide an official photo **ID** and their name **MUST** appear on the student's enrollment card when checking a child out early for the day. This procedure will be used every time a child is picked up. Students will only be released to authorized persons. This includes releasing younger students at the end of the day. Please make sure that the person we are to release your child to at the end of the day is on their enrollment card. It is because we care about your child and their safety that we have this policy. You may change the information on their card at any time, but it must be done in person. We

cannot take this information over the phone. Please do not call the office and ask that a child be waiting for you. We cannot be sure how long it will take you to arrive at the school and every minute of instruction is too important to lose while waiting for you to arrive. For the safety of the students, checking students out after 2:45 pm is not permitted.

### CHILD ABUSE

Reporting suspected/reported child abuse is a state law that teachers/administrators must observe. Our school is most interested in the health and safety of our children and will abide by the state law.

### CLINIC - MEDICAL ISSUES

- **ALLERGIES:** All allergies (not food preferences) should be noted on your child's health history sheet to be kept in the clinic. The clinic will have an additional form where you will need to provide us with the type of reaction and what treatment your child requires: i.e. Calamine lotion, Epi-Pen or prescription antihistamine. A physician's order must be on file in the clinic in order to administer any medication. If your child has a food allergy, the school district can substitute alternative foods or beverages on the purchased lunch tray in place of those foods to which your child has an allergy with appropriate documentation from your child's physician. The letter must state the foods and/or beverages your child is unable to consume, and the foods acceptable for substitution. This form is available in the clinic.
- **FEVER:** Fever is defined as a temperature equal to or greater than 100.0° F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100.0° F. The clinic cannot dispense any medication for fever. Students sent home due to fever must be fever free (without fever reducing medication) for 24 hours before returning to school.
- **CLINIC VISITS:** Basic first aid will be provided for students who become ill/injured at school. A courtesy call will be made to parents if the illness/injury is moderate to severe. All students sent to the clinic will have a clinic pass complete with the initial complaint and all care received. A yellow copy of the pass will be sent home with every student and may be used as the only form of parent notification. Parents are encouraged to contact the clinic if there is a concern about the treatment received.
- **EMERGENCY CLOTHING:** Parents of all students are encouraged to bring an extra set of clothing to be stored in the classroom/backpack and exchanged as the seasons change. We do not stock undergarments in the clinic.



- **MEDICATION:** All medication must be given in/through the clinic. Elementary students are not permitted to carry ANY medications, including cough medication/drops, medicated creams, medicated eye drops, etc. Inhalers are an exception to the policy ONLY if a physician's permit is completed and on file with the clinic stating the child is able to carry and self-administer the inhaler. All medications require a doctor's order and parent consent to be on file in the clinic. No over-the-counter medications are stocked in the clinic. Medications must be in the original bottle with the label on it and brought to the clinic by a parent/guardian (students and bus drivers may not transport medications). For the complete KISD medication policy, please see the district section of this handbook. Continued disregard of this policy can be considered a violation of the Code of Conduct.
- **HEAD LICE:** A child who is found to have active head lice will be sent home for treatment with a treatment information packet. Once the child has been treated, he/she can return to school. Before returning to class the student must come to the clinic (accompanied by a parent) and be checked by the clinic staff. If the student has nits or continues to have nits, the parent needs to bring the student to school to have the child cleared before entering the classroom each day. Students are not allowed to ride the bus. The purpose of this procedure is to prevent the spread of head lice. Even one live louse can transmit head lice from one child to another. Therefore, it is extremely important that parents are vigilant in treating their child's head lice, removing the eggs (called nits) and treating the household environment. We want to contain the problem before it becomes widespread. We realize that being sent home from school can be upsetting for your child and disrupt your normal routine. We want to reassure you and your child this policy is not a punishment; it is a precaution. Our goal is to get your child back to school and control the situation for the benefit of the entire school.
- **SOILED/WET CLOTHING:** If a student experiences an accident and has a change of clothes at school, they will be expected to clean themselves and change their clothes. If there is not a change of clothes at school or student is unable to clean themselves, a parent will be called to come and assist. Parents are expected to come with clothes and/or assist in a timely manner. For the safety and privacy of children, staff members are not permitted to assist students in the cleaning or changing of students. Medical assistance requires doctor orders and must be documented with the school nurse. Students cannot go home on the bus or be released to daycare in wet or soiled clothing.
- **VOMITING:** If your child vomits at school, they must go home. If vomiting continues, the child must remain home until the student is no longer vomiting. Fever does not need to be present to send a student home.

Parents, for the health and care of your student, please maintain current phone numbers on your child's registration card and pick up your child from the clinic within 30 minutes of the nurse contacting you. It is important that you list an emergency contact person/number in addition to yourself. In the event of a serious emergency we will make every attempt to contact you at all of the numbers listed on the registration card. If the service of an ambulance is necessary, the parent/guardian will be responsible for the total cost as outlined in district policy.

### **CONFERENCES**

Teachers will contact you to schedule a conference during the fall semester. If at any time you have questions or concerns about your child's progress, please feel free to contact the school to make an appointment for a conference. To request a conference, you may call the school office (336-6690), send a note, or check it on a report card.

### **COUNSELING PROGRAM**

Skipcha has three counselors on campus. The counselors provide a variety of services for both students and parents. The counselors:

- ❖ plan and provide a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature
- ❖ counsel individuals in crisis situations and with academic needs
- ❖ assist students in transitioning successfully from one school level to another
- ❖ serve as consultants in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students
- ❖ design a guidance program based on campus needs assessments

In addition, there is a Military & Family Life Counselor on campus to help active duty connected students and their families. Please call the office for information about this program.

If you need to contact the counselors, please call the school office at 336-6690.

### **DELIVERIES**

District policy does not allow commercial deliveries of any kind to be made to students at school, including Uber-type deliveries. This includes flowers, balloon bouquets, cakes, pizza, etc. We also ask that any personal deliveries, outside of items necessary for school, be dropped off in the front office and left there until a student picks them up at the end of the day. Please note that many items cannot be taken home on the bus and can be a distraction or safety concern in the classroom. There are no birthday parties or delivery of birthday invitations permitted at school.

## **DISCIPLINE**

KISD's Code of Conduct is available for viewing at [www.killeenisd.org](http://www.killeenisd.org). Hard copies of the handbook are also available on campus if you would like a copy. In addition to the district plan, each campus has its own set of school rules and each teacher has a classroom management plan. Your child's teacher will send a copy of the classroom plan to you. We believe that our approach to discipline encourages good behavior and improves the learning environment for all our students.

## **OUR SCHOOL EXPECTATIONS**

- Be in your assigned seat/area, ready to work when the tardy bell rings.
- Have paper, pencils, books and all needed supplies every day.
- Keep hands, feet, and objects to yourself.
- Treat others as you would like to be treated.
- Follow directions of school personnel.



## **PLAYGROUND RULES**

- Do not throw sand, gravel or wood chips.
- Only one person on the ladder/slide at a time.
- Remember to slide down the slide, not crawl up it.
- Tackle football or rough-play games are not allowed.
- Remember to hold on to monkey bars - no hanging upside down or jumping off. The monkey bars and rings are for grades 3-5 only.
- Use swings appropriately: no running through, standing behind, or twisting the swings. Swings go back and forth only.

## **DRESS CODE**

Our students deserve to look like the winners they are! We ask your help in being sure that your child is dressed appropriately. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Skipcha follows KISD's dress code which can be found in the KISD Student Code of Conduct, available at [www.killeenisd.org](http://www.killeenisd.org).

**Since students either go to PE or recess outside every good weather day, students need to wear tennis shoes to school or bring shoes to change into before recess or PE. All students need to wear tennis shoes to PE. The shoes need to tie, have a back, and have a rubber sole. For safety reasons, no open toe shoes, flip-flops, heels or boots may be worn in PE.**

**If a student does not follow these guidelines, he/she may be unable to participate in physical activity during PE.**



## **EMERGENCY DRILLS**

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

## **ESSA NOTIFICATION**

As a parent or guardian of a student at Skipcha, you have the right to request and receive information regarding the professional qualifications of your student's classroom teachers and instructional assistants.

If you would like to receive specific information about your child's teacher or paraprofessional, please feel free to contact our office at 336-6690.

## **FIELD TRIPS**

Students will have the opportunity to attend at least one field trip with their class during the year. Teachers will send home field trip permission forms and details regarding the trip when the trips are scheduled. Students are responsible for any entry fees related to the trip while the school pays for the transportation costs. Parents are allowed to attend field trips as an official chaperone, if they have completed their volunteer requirements/district background check. Parents can also attend field trips as a visitor, but not be responsible for chaperone duties, if they have not completed their volunteer requirements/district background check. Parents are not allowed to ride in school buses for any field trip and must pay their own entry fee(s). Additional siblings are not able to attend field trips if the parent is serving as an official chaperone. If a parent wishes to take their student home from a field trip, they must submit a written request to the principal 24 hours in advance, per district policy. The principal, or designee, must approve all requests before the field trip begins. Approved requests will be given to the teacher so that they are aware of who will be signed out with a parent at the end of the field trip (prior to traveling home).

## **LIBRARY**

Welcome to our wonderful, exciting and "fun-tastic" library! Our library is full of great books and exciting opportunities to learn and to love reading. We support our school by providing a collection of materials that are available to all students, teachers, administrators and parents. Our library is open to everyone! Kids in 1<sup>st</sup> through 5<sup>th</sup> grade may check out 2 books per week. Pre-K and Kindergarten students may check out 1 book a week. We will recheck books for students who need more reading time. Our teachers enjoy a flexible library schedule, which includes library lessons, reading celebrations and other motivational



reading programs. We are available for independent, small group and large group learning for all. Our library also offers students of all ages many opportunities to participate in our exciting reading challenges. Parents are responsible for any damage or loss of a library book that may occur. Fines or replacement costs will be required if a book is damaged or lost. Parents can even get their own library card and check out books!

### **LOST AND FOUND**

If students leave their belongings at school, there is a lost and found area under the main stairwell. We encourage parents to label all of your child's belongings with their full name. This will make it easier for your child to identify their missing belongings. After each semester, unclaimed clothing items will be donated to a charitable organization.

### **PARENT AND FAMILY ENGAGEMENT POLICY**

The staff at Skipcha 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.

**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, fliers, campus marquee, newsletters, campus website, automated phone calls/texts, notes, letters, email and phone calls from a real, live person.

Parents and family members may contact us by telephone calls, notes, letters, emails or 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. Most written materials will be sent home in both English and Spanish. Please contact your child's teacher if you need the materials in another language. If we need to translate things into another language, please contact the school office. We will do our best to accommodate you.

**Parent and Family Member Learning:** Helping you understand the challenging Texas academic standards, giving you information about state and district assessments and universal screenings, explaining how to monitor your child's progress and how to work with teachers as team to help your student is important to our partnership with parents and family members. Other classes will offer ways to help your child at home, including how to stay current with new technology. We understand that our parents work, attend school or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. Please send suggestions for learning topics to our Principal, Mrs. Apodaca.

**Early Literacy Groups for Preschool Children:** Siblings of Skipcha Elementary students are invited to bring their parents to our Early Literacy. During early literacy time, our counselor or volunteer provides activities that make learning a fun experience and gives parents tips on early reading activities to do at home. It is a great way to spend time with your child.

**Annual Title I Meeting:** Our annual Title I meeting is held in September every school year. This meeting is offered at flexible times and dates that are convenient to parents. All parents and family members are invited to attend. We want everyone to know about Title I and how we use these funds to ensure that students are successful. We will discuss the Parent and Family Engagement Policy, the Home-School Compact, "Parents Right to Know" and how you can be involved in your child's education. You'll learn about the curriculum we use, academic assessments and what our latest state testing scores look like. We will 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 (SBDM) Committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact Principal Apodaca. 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. If for some reason the Campus Improvement Plan (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:** Every spring, we will review the Home-School Compact. 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 February. Both of these documents are posted on our campus website so that parents, family members and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent policy is also made available during our Annual Title I meeting and is included in our Student Handbook. Your child's teacher will contact you each fall to arrange a conference to discuss the Home-School Compact and to give you more information about your child's academic progress. Parents have the right to participate in decisions relating to their child's education.

**Volunteer Orientation:** At the beginning of each year, and throughout the year, our volunteer coordinator, Trandra Marzett, conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact Ms. Marzett at 254-336-6690.

**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 and how they can encourage parent and family participation.

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

**Accessibility:** Skipcha will make a reasonable attempt to ensure information related to school and parent programs, meetings and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

### **PARENTAL REQUESTS FOR TEACHERS**

Teachers at Skipcha are all highly qualified; therefore, we do not accept requests that students be placed in a particular teacher's classroom.

### **PARTIES**

Class parties are an acceptable part of our school curriculum. Winter, Valentine's Day, and End-of-School provide the party themes. We encourage parents to participate in the school parties. For safety reasons, other siblings are not allowed at the parties.

Parents may bring store-bought cupcakes or other store-bought individual snacks to school on the day of the child's birthday. Cupcakes/snacks will be distributed to students during the last 15 minutes of the school day. There will not be a party accompanying the cupcakes/snacks, but the cupcakes/snacks can serve as a snack and be consumed in the classroom. As a reminder, we have many students with food allergies, so please check with your classroom teacher to see if an alternative to cupcakes is needed. Cupcakes/snacks should be brought to the front office and the office clerks will ensure they are delivered to the classroom. Please be sure to provide enough cupcakes/snacks for every child in the classroom. We are unable to cut and serve cakes/snacks so please be sure the servings are individualized. Invitations to birthday parties will not be handed out at school.

If you do not wish for your student to participate in any of these celebrations due to religious/other reasons, please let your child's teacher know. We will make arrangements with you to best meet the needs of your student.

### **PETS**

The school district has a specific policy regarding animals in the classroom. For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal in accordance with district policy. Trained guide dogs or service animals in use by a person with a disability are allowed on school grounds as required by law, as outlined in Administrative Procedure VII-Q, Request for Service Animal.



### **PICTURES**

Individual school pictures will be taken two times during the year. Individual pictures are taken during the fall semester. These pictures are paid for in advance. Should the pictures turn out poorly, or if a student did not have pictures taken, retakes will be scheduled.

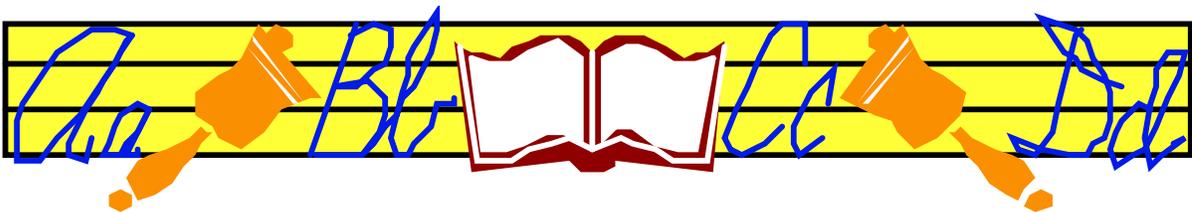
Spring pictures, both group pictures and individual pictures will be taken during the spring. Group pictures must be paid for in advance. Individual pictures are sent home with students so that parents may select any, all or none of the pictures they would like. The rest of the packet is returned with the money. Kindergarten graduation pictures are taken toward the end of the school year.

### **PROGRESS REPORTS/REPORT CARDS/GRADE MONITORING**

Skipcha Elementary School is on the quarterly grading system. Students will receive report cards at the end of each grading period. You should look for report cards approximately one week after the end of the grading period. Progress reports are sent home during the fifth week of the grading period. Grades can be continuously monitored through an online system. Specific information regarding accounts, log-in and passwords will be sent home at the beginning of the school year. Questions regarding access can be directed to the front office.

### **PROMOTION**

Promotion status of our students at Skipcha is based upon state law and KISD Board policy. A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. *Education Code 28.021(a)*. KISD Board Policy states: (GRADES 1-5) To promote a student from one grade level to the next in grades 1 and above, a student shall attain for the year an overall average of 70 or above. The overall average shall be derived by averaging the final numerical score for language arts, mathematics, science, and social studies. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.



### **RECOGNITION PROGRAMS**

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

- **Academic Awards:** This program was established by KISD to recognize and award students who have demonstrated outstanding academic achievement. District guidelines state that all students enrolled in a KISD elementary school, grades 1-5, who have been in KISD for the nine-week reporting period prior to the award selection are eligible. Awards are given each semester.

- **A Honor Roll:** Students in grades 1-5 who make a 90 or higher in language arts, math, science and social studies qualify. A grade of "U" makes the student ineligible for this honor.
- **A-B Honor Roll:** Students in grades 1-5 who make one A in a core subject and who make an 80 or higher in language arts, math, science and social studies qualify. A grade of "U" makes the student ineligible for this honor.
- **Perfect Attendance Award:** Students in PK-5 who have attended school everyday.
- **Super Star Luncheon:** Each month, classroom teachers select one student who best exemplifies the qualities of good character. That student is invited to the luncheon and his/her parents are encouraged to attend.

### **RESPONSE TO INTERVENTION TEAM**

The "RtI" team could consist of the principal, assistant principal, instructional specialist, special education staff, counselors, school nurse (as needed), and regular classroom teachers. RtI meets as needed to discuss any problems or concerns that a student may have. The main purpose of RtI is to help teachers determine accommodations or interventions that might be put in place to help students succeed in their learning. The team also works together to refer students to special programs as needed. Student Success Plans (SSPs) can be the result of RtI meetings. Interventions and plans can be communicated to parents through written documentation, parent/teacher conferences (in person or by phone) as well as electronic communication.

### **Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education**

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

A parent may request an evaluation for special education services. The RtI team will determine if the evaluation is needed. The parent will be notified regarding the decision. The district must complete the evaluation within 45 school days of the date the district receives the written consent. The district must give a copy of the report to the parent within 30 calendar days following completion of that evaluation.

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

Please contact the office regarding options for a child experiencing learning difficulties.

## SNACKS

Teachers may opt to offer up to one designated snack time per school day. Snacks must be one single item and meet the criteria for foods of minimal nutritional value. The duration for snack time (no more than 10 minutes) must be set in the teacher's daily schedule and should coincide with recess, read aloud, bathroom/water break, or independent work time. Teachers may determine (and communicate) if students are responsible for bringing their own snack or if the class takes turns providing snack on a rotating basis. No items bought in the cafeteria may be kept beyond the designated lunch time and/or used for snack later in the day. Snack time cannot be given or taken away based on behavior. If a teacher needs to make a change regarding snack time, he/she will consult with the admin and communicate changes to parents accordingly.

## TARDIES

The beginning of the day is an important part of school. It sets the tone for the remainder of the school day. Just like reporting to work on time is an important and valued skill in the adult world, arriving at school on time is equally as important. Parents should make every effort to see that their child arrives at school by 7:30 a.m. Students in grades PK-5 are tardy after the 7:30 bell. A student is considered tardy if they are not in their classroom by 7:30 a.m. Tardy students must report to the office for a tardy slip. Excessive tardies can result in disciplinary action. Instruction begins at 7:30.

## TEXTBOOKS

Students are provided textbooks free of charge. Parents are ultimately responsible for any damage or loss of textbooks that may occur. Fines or replacement costs will be required if a book is damaged or lost.

## VISITORS

Parents are welcome at Skipcha from 7:30 am-2:30 pm. **All visitors must report to the office, sign in and leave a driver's license or official state/military identification.** While on campus, visitors should be sure that their visitor badge is clearly visible and visit only locations identified when signing in at the office. 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 that process. **It is district policy that "visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment."** KISD Policy GKC (Local). Classroom observations may be prearranged with the office where you can also obtain a copy of Skipcha's classroom observation guidelines.

Parents are prohibited from verbal or physical interactions with students other than their own. Please do not take pictures or videos of other children other than your own. Failure to comply can result in a loss of access privileges. In order to ensure the safety of all students, the district utilizes a license scanning system that reads the data from personal identification in order to compare this data with the US Department of Justice National Sex Offender Public Website.

### **WITHDRAWING YOUR CHILD FROM SCHOOL**

Parents must notify the school as soon as possible when they know that their child will be withdrawing from Skipcha. If you wish to take records with you, a minimum of three days notice is requested in order to process records. Parents may send a note or call the office and give the child's name, teacher, last day of attendance, and destination.