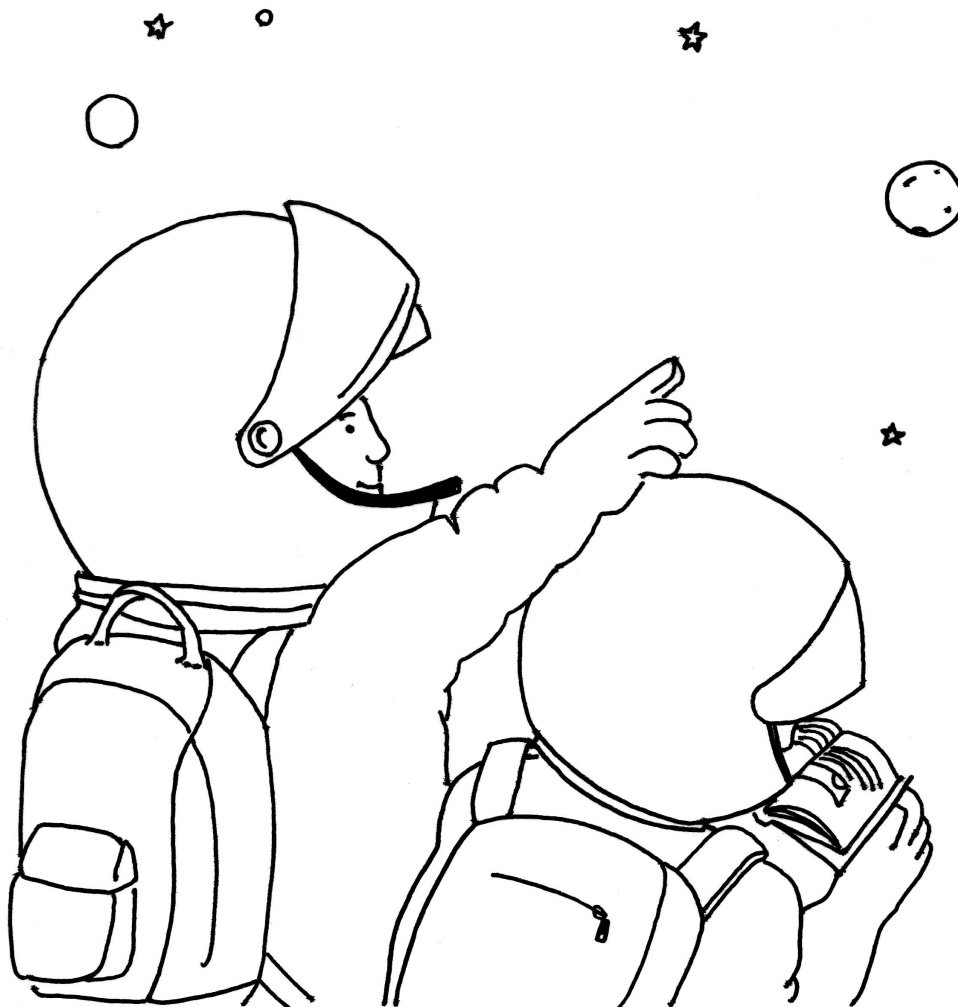


# WEST WARD ELEMENTARY STUDENT HANDBOOK



**“Every Child...A Promise!”**

**West Ward Elementary School**  
709 West Dean Avenue  
**Killeen, Texas 76541**  
(254) 336 – 1830



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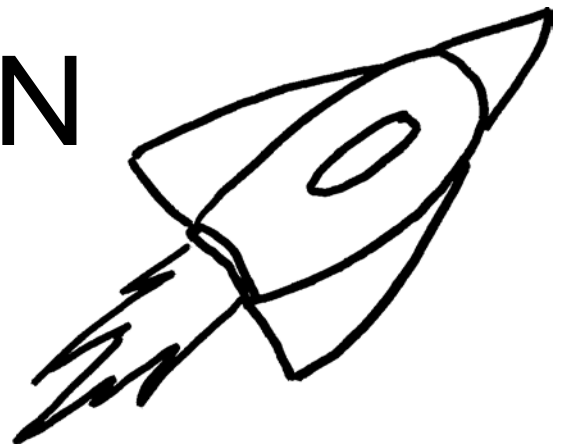


CAMPUS



INFORMATION

SECTION



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Dear Parents,

Welcome to West Ward Elementary School! We are happy to be able to provide you with this parent handbook. All too often, the home and the school are looked upon as two separate entities. It is with the hope of bridging this gap that the handbook was prepared.

Within these pages you will find the rules of our school, an explanation of the services we offer, and our expectations for the education of your child. We hope that you will find this information useful, and that it will help to answer questions that you may have concerning your child and his/her year at school.

Your child is our top priority. We want this school year to be the best one possible for him/her. The faculty and staff will be working together to foster an atmosphere that will cause your child to eagerly look forward to every school day. Your child, our student, will be treated with care and love, for we will work together as a family. It is our hope that with such an atmosphere, our students will perform to their maximum potential.

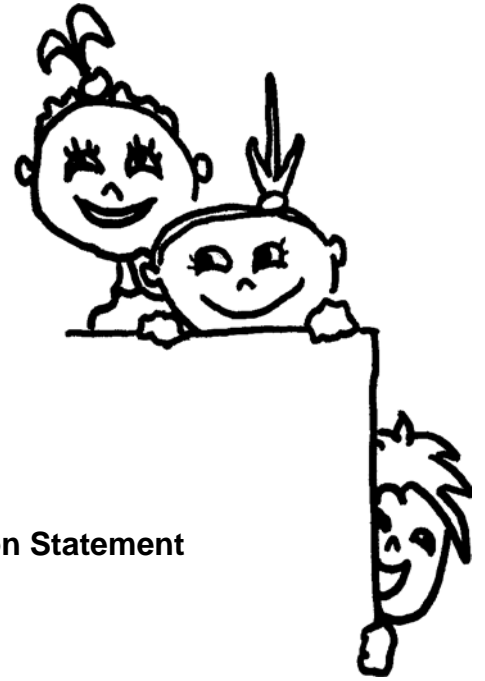
Good communication between parents and the school will help to make this year a success. We encourage you to become actively involved in your child's education and in school activities. Our door is always open. Please come talk to us, ask questions, visit the classroom, and become a part of our family.

We look forward to serving you and your child throughout the coming year. Please let us know if we can help you in any way

Sincerely,

Maureen Adams Principal





### West Ward Elementary School Mission Statement

The mission of West Ward Elementary School is to promote a positive school environment that provides quality academic training for children so that they can grow and learn together in an atmosphere that offers the maximum opportunity for developing individual greatness, respect for others, and preparation for living in a multicultural society.



**West Ward Elementary School**  
**Introduction**  
**2018-2019**

West Ward Elementary School is comprised of students in pre-kindergarten through fifth grade. Our motto, "Every Child a Promise" keeps our focus on the most important piece of our mission, our students. Our Campus Plan was developed with our students in mind and in accordance with Texas Education Code 11.251. Furthermore, as we are a Title 1 school, our plan is commiserate with the requirements of the Title 1 School- wide Components. Our Campus Plan is the result of collaborative input and data analysis at all grade levels with our Campus Site Based Decision Making committee leading the process. Data used for the development of our campus plan includes the assessment developed by the Center for Improving the Readiness of Children for Learning and Education (CIRCLE) for pre-kindergarten, the Texas Primary Reading Inventory (TPRI) for kindergarten through second grade, MClass math assessments for kindergarten through 2nd grade, weekly assessments for all grade levels in math and reading, and science for 5th grade, and finally, data from the State of Texas Assessment of Academic Readiness (STAAR) for third-fifth grade.

West Ward has a diversified student population. More than 5% of our students have a parent on active duty in the military. The current student population is comprised of .40 % Asian students, 36.64% African American students, 39.27% Hispanic students, 0.4% Indian students, 16.6% White students, 1.21% Pacific Islanders, and 5.47% of students are of two or more races. Additional data includes English Language Learners (ELL) 17%, Gifted and Talented (GT) 0.2%, and Special Education 14.17% which includes 3.04% in a Positive Behavior Support classroom. Over 90% of students are economically disadvantaged with 7.09% being homeless and 54.86% of students are considered At-Risk. Free lunch is provided for all of our students. West Ward's attendance rate is 91.98% and the mobility rate is 43.7%. Enrollment for last year (2016-17) was approximately 500 students.

West Ward's Faculty is highly qualified. The breakdown of experience is as follows: Under 5 Years- 37.03%, 6-10 Years- 14.81%, 11-20 Years- 29.62% and over 20 Years- 18.51%. The average class size is 15 students. West Ward Elementary staff members have the opportunity to attend a variety of staff development to assure continuous and ongoing professional growth. At the campus level, specific professional development is customized for each grade level during Professional Learning Community (PLC) time that is provided each 8th day for 90 minutes through implementation of a flex schedule. Topics have included implementation of new technology, innovative lesson design, disaggregation of data to plan instruction and educational book studies. West Ward faculty and staff are constantly meeting, sharing, and analyzing data to assure a smooth transition ranging from day to day instruction from year to year and grade level to grade level. This is accomplished during PLC time and staff development days. Vertical teaming, examination of new or difficult learning objectives, examination of student work, and data analysis are all strategies used to improve teaching and learning. After school workshops are also well attended at the school and district level. Teachers participated in district initiatives including the Balanced Literacy Institute and the Math Academy. National opportunities included the

Space Exploration Conference for Educators at the Johnson Space Center, U.S. Space Camp in Huntsville, Alabama, the National Science Teachers Conference, and the National Association of Bilingual Learners conference.

West Ward has a variety of Special Programs to address the needs of all students. These programs include the Gifted and Talented (GT) program, English Language Learners (ELL), Reading in the Content Area (RICA), Special Education, and Science, Technology, Engineering & Math instruction (STEM). Our GT program is incorporated through our cluster classes. All GT teachers have specialized training and are highly qualified with many years of experience.

West Ward is home to 84 ELL students. Students in this program receive inclusion services and small group instruction. Two teachers and an instructional aide are involved in the instruction of the ELL students. State-of-the-art software, including Imagine Learning, is incorporated into lesson design and individual tutoring. The needs of dyslexic students are addressed through the highly qualified, district supported Reading in the Content Area (RICA) teacher. Fifty-four students are served by RICA. Students in this program receive small group instruction along with small group and individualized tutoring. The RICA teacher works closely with our classroom teachers to continually monitor and assess students' needs and progress. Students who work with the RICA teacher are identified through the Response to Intervention (RTI) process and specialized dyslexia testing.

Special Education Students are served through our inclusion program and grade level tutoring. Students who are struggling will initially be referred to the RTI process to determine the most effective way to address the student's needs. This process enables and involves continual collaboration with the classroom teacher, interventionists, and parents so that individual needs will be met. Every student participates in STEM education during the specials rotation period. Our STEM teacher is funded by Title 1 funds to use a multi-media approach to reinforce math and science skills through art and robotics instruction.

Students are given many opportunities to learn and excel in and out of the classroom. In 2016-17, students competed on the West Ward Robotics team and the Science Olympiad team. Our Choir performed on campus and our choir participated in the KISD Cluster Choir Concert with five other elementary schools. We also have an active gardening club. The gardening club learns about plants and beneficial insects and works to keep Bucky's Backyard beautiful. Fifth grade students went to the Johnson Space Center in Houston.

In 2014-15 West Ward students had opportunities to be active in the Killeen community. A selected group of students were invited to chalk the history of Killeen on the city's new walking/biking trail for the grand opening ceremony. Students performed musical entertainment for Rotary Club meetings and the Exchange Club Prayer Breakfast. Using cards donated by Barnes and Noble, students, along with their families and staff members, sent Christmas/Holiday cards to three VA Hospitals. Classes also raise money for the annual United Way event. Our students were featured in the Killeen Daily

Herald and on the KISD web page numerous times to highlight their unique opportunities and outstanding accomplishments.

West Ward has a multiplicity of activities embedded throughout the grade levels and curriculum to encourage a spirit of inquiry using the scientific process in all core subject areas. West Ward is a NASA Explorer School and through a 15 year collaboration with NASA provides resources and activities for all ages and abilities, ranging from Special Education to GT students. West Ward has a working science lab where teachers and students work collaboratively with our full-time lab aide on a wide variety of activities designed to engage students and deepen understanding of core scientific concepts. During the morning announcements we feature a science word of the week. Students and parents participate in our yearly Space Week which sets the tone and enthusiasm for our science studies for that year. During this week, now in its fifteenth year. Guests come from U.S. Space Camp in Huntsville, Alabama and Harvard Medical School. A children's author, an Aerospace Education Expert from NASA and a representative from XCOR are among the many guest speakers.

In order to promote student writing, fourth grade teachers use the training and materials from the Writing Academy in Kemah. During the spring semester, students receive additional small group instruction and opportunities to share their writing with different teachers and administration.

West Ward faculty and staff are continually monitoring and adapting instruction to meet the needs of all of our students, particularly those deemed "At-Risk". Through the use of funding by Title 1 and SCE, small groups, individualized instruction, and additional resources are available for students needing intensive intervention. A math coach, funded by Title1, collaboratively develops instruction and tutoring with teachers. While working with classes, small groups, and individuals to strengthen math skills in every grade level. Our RICA teacher provides focused individual and small group tutoring to further assist in reading. We hope to continue to refine and readjust this tutoring and instruction for the 2015-2016 school year so we can provide more individual, focused instruction. State mandated guidelines are followed throughout the year and guide our planning.

Tutoring is provided every afternoon during the school day. Students are grouped according to needs and interests. The grouping is fluid, allowing students to move from one tutoring group to another as needs change. Weekly "mini" tests are given and charted in math, reading, and science to ensure we are "testing to teach".

Technology is another critical resource which teachers continually use to aid support, and enrich instruction. Digital white boards with "clicker" devices, document cameras and mobile laptop and iPad carts are all part of daily instruction at West Ward. Current computer programs and software in use include Reading A-Z, CEI reading, ST Math, Fastt Math, iStation, Think Through Math and Imagine Learning.



Student Success is celebrated in a variety of ways at West Ward. Teachers are provided with positive referral forms so a student who has academic or behavioral success is recognized on the televised morning announcements, earns a trip to the principal's treasure box, and parents are notified. Every month students from each class are recognized at an "Early Act First Knight" program. Parents are invited to this monthly celebration. West Ward also has a quarterly award ceremony in which students are recognized for perfect attendance; honor roll, PE, STEM and Music awards and two students will receive the Principal's Award for citizenship or academic excellence.

At West Ward we are continually striving to encourage community and parent involvement. We have a parent liaison that is funded by Title 1, which also provides funds for community/parent involvement activities. Parents are invited and included in activities throughout the school year. These activities include Meet the Teacher Night, Space Week activities which includes a Family Night, Parent conferences, Pre-K meetings, Student performances, Literacy Night, Math Night, and Award Ceremonies. Additional community activities include Wee Readers, the 9-11 Freedom Walk, a Thanksgiving meal, United Way, book studies, and our school-wide Field Day. Our parent liaison helps recruit and train parent and community volunteers and is also available to assist parents with home and school concerns. **Our Adopt-a-School unit, the 144-Air Assault Squadron, provides support for such activities as Field Day, science tutoring, and athletic activities.** The command staff communicates with administration to monitor and provide support to our school.

West Ward continues to be a school focused on the KISD LEARN model with the goal of "Ensuring a guaranteed and viable curriculum for every student, every day."





# WEST WARD ELEMENTARY SCHOOL CAMPUS HANDBOOK

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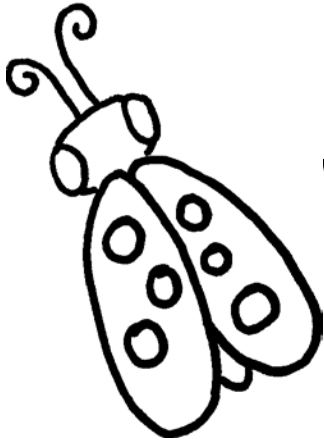
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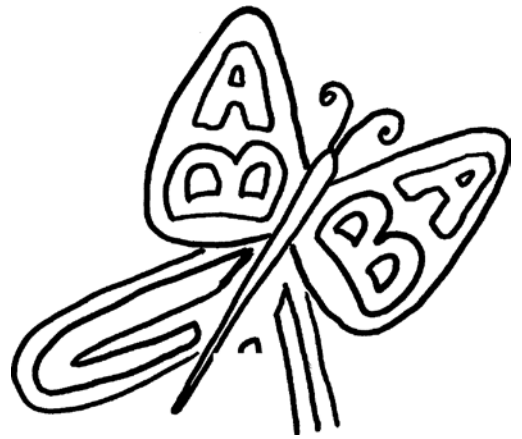
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Vest Ward Elementary School  
709 W Dean Avenue  
Killeen, TX 76541  
(254)336-1830



## FIRST DAY OF SCHOOL

The first day of school can be difficult for students. There are a few things that can be done to make it easier for them:

1. Classroom and teacher assignments will be posted on the windows at the front of the school the day before school starts. Parents may check the front windows in order to know where students are to go the first day. We will have personnel in the hall to help students and parents locate classrooms.
2. Each child should know what to do for lunch. Teachers will provide direction at the beginning and throughout the school year. (Lunch costs and procedures are listed on Page 13 of the handbook.)
3. Students should understand what to do after school. Once students are dismissed they are to go home immediately using whatever form of transportation has been designated. **At the beginning of the school year, a form will be filled out by the parents and kept on file in the office stating how your child is to get home each day.** Please make sure that the information is kept up to date.
4. All supplies need to be labeled with your child's name. This is also important later in the year when coats, hats, mittens, etc. will be coming to school. Every personal item, which comes to school, should be marked for easy identification.

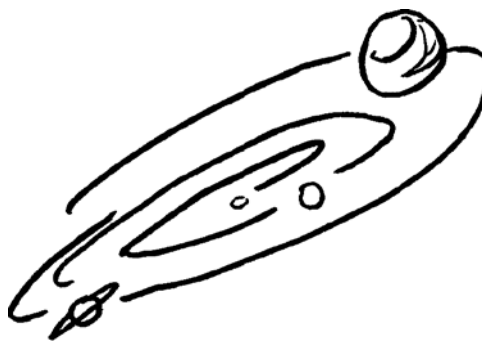


## SCHOOL HOURS

STUDENTS MAY ENTER BUILDING.....6:45 am  
BREAKFAST .....6:45 -7:15 am  
TARDY BELL.....7:30 am

## DISMISSAL BELL

PRE-K thru 5th GRADE.....3:00 pm  
Early Release .....1:00 pm



## ABSENCES

We, at West Ward Elementary School, will enforce the state attendance policy as outlined in this handbook in the district section.

## ADMISSION TO SCHOOL

**Parents/guardians MUST show the child's birth certificate, shot record, and proof of residency.**

1. Prekindergarten eligibility- must be four (4) years of age by Sept. 1 and qualify on at least one of the following:
  - a. Unable to speak and comprehend the English language; or
  - b. From a family whose income, according to standards set by the State Board of Education, is at or below subsistence level, or
  - c. Military dependent
2. Kindergarten- must be five (5) years of age by Sept. 1.
3. First Grade- must be six (6) years of age by Sept. 1.
4. There are special circumstances that may enroll your child, please ask to speak with a registration specialist.

## BEFORE SCHOOL

Students may arrive at school as early as 6:45 am each morning. Doors will be unlocked at 6:45 am for students to enter and West Ward staff will be on duty. Students should not arrive earlier, as they will be unsupervised while waiting outside.

**\*\*IN THE EVENT OF INCLEMENT WEATHER, PARENTS ARE ADVISED TO LISTEN TO THE RADIO OR T.V. FOR INFORMATION.**

## AFTER SCHOOL

Children are released from school at 3:00 pm on a regular school day. Students are to leave campus immediately after school. Parents will be asked to identify if their child is a walker, will be picked-up at school, goes to daycare, rides the bus, or participates in the YMCA Latchkey program. **If your child is going home under different circumstances; please, send a written note with your child so we will be able to send them off in the right direction.** Please do not be late to pick-up your child! Staff members are required to stay with your child after school if they are not picked-up on time. Teachers will bring students who have not been picked up to the office at 3:15 pm each school day. The office will make every possible attempt to contact you, the parent, or the person identified on your emergency data card. Please ensure that the school has current telephone numbers. If the school has not been able to locate a parent by 4:15 pm, the Killeen Police Department and Child

Protective Services will be notified to pick-up the child and to provide a safe environment until you pick your child up. The school's telephone number is 336-1830. The Killeen Police Department's phone number is 501-8800. Please call the school if you are going to be late picking up your child.

### BICYCLES

All students should lock their bicycles. Bikes can be kept inside the front door if no lock is available. These bikes are only to be ridden or handled by their owners/parents. Bicycles SHOULD NOT be ridden across the school grounds which includes the parking areas and sidewalks. Bikes should be walked until they are off campus.

### BREAKFAST PROGRAM

Breakfast will be served in the cafeteria starting at 6:45 am. Students wanting to eat breakfast must be in the cafeteria and in line by 7:15 am or they will not be able to eat.

### CAFETERIA MEAL PRICES

All student breakfast and lunches are free under the Community Eligibility Program

A-La-Carte items .....various prices

Adult breakfast .....\$1.50

Adult lunch.....\$2.75

### CAFETERIA RULES

All students will follow the following cafeteria rules at lunchtime:

1. Obey the cafeteria monitors.
2. Use only soft voices.
3. Be polite and use good table manners.
4. Raise your hand for help or permission to get out of your seat.
5. Use the restroom with your class before lunch.

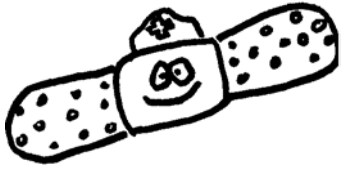
NOTE: Parents are welcome to join their children for lunch. A table has been set aside for parents to dine with their students. Parents must bring a photo id and check in at the office.

### CHECKS

The Killeen Independent School District does not accept temporary checks for any reason.

### CHILD ABUSE

The reporting of suspected child abuse or neglect is a state law that teachers/administrators must observe. Our school is vitally interested in the health and safety of children and will abide by the state law for reporting suspected child abuse or neglect.



## WEST WARD ELEMENTARY SCHOOL



### Clinic and Medical Policies

A school nurse, present on a part-time basis, and a full-time clinic aide will provide care for minor illnesses and injuries which occur at school, but are not responsible for the treatment of injuries that occur at home. In case of an emergency, we will make every attempt to contact you. If you or your emergency contacts cannot be reached, 911 will be called and your child will be taken to the hospital by ambulance. If the service of an ambulance is necessary, the parent/guardians are responsible for the total cost of the bill as outlined in district policy. **IT IS ABSOLUTELY ESSENTIAL THAT WE HAVE YOUR CURRENT PHONE NUMBERS AND 2 ADDITIONAL EMERGENCY CONTACT NUMBERS THAT WE CAN CALL IF YOU ARE UNAVAILABLE.** It is important that your emergency contacts are people who can come to school to pick up your child in the event of illness or injury. It can become an issue for the involvement of Child Protective Services and/or the Police if we have attempted to contact every phone number that you have listed and we have not been able to reach anyone.

#### **IMMUNIZATIONS:**

KISD follows the immunization code adopted by the Department of State Health Services. If you receive notification that your child is overdue for immunizations, please bring a copy of the most complete shot record to the clinic or have your child receive the required immunizations as soon as possible. Your child will not be allowed to attend school after the specified date unless their immunizations are current.

#### **MEDICATIONS:**

All medications are administered according to the KISD policy. These guidelines are available online at the KISD website or in the clinic. **ONLY PRESCRIPTION MEDICATION CAN BE GIVEN AT SCHOOL, THIS REQUIRES A DOCTOR'S ORDER AND CONSENT OF THE PARENT/GUARDIAN.** The medication must be in the original container with a prescription label containing the student's name, name of the medication, dose, frequency of administration, and the name of the prescribing physician. School personnel will not accept any typed medication labels altered by hand or any medication not in the original bottle. Dosage changes must be accompanied by a new doctor's order and parental consent. Medication orders are valid for the current school year only and must be renewed for each school year.

#### **SCREENING:**

Students in Pre-kindergarten, kindergarten, first, third, fifth grade, and all children new to the state of Texas will have their vision and hearing screened. If your child is in another grade, and you would like to have them screened, please contact the clinic.

## **FEVER:-**

Fever is considered a temperature equal to or greater than 100° F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100° F. A child may not return to school the same day he/she is sent home with a temperature unless accompanied by a note from a physician stating that the child is free of communicable disease and can return to school that day. **YOUR CHILD MUST BE FEVER FREE WITHOUT THE ASSISTANCE OF TYLENOL, MOTRIN, OR ANY OTHER FEVER REDUCING MEDICINE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## **VOMITING:**

If your child vomits at school, they may be sent home. If vomiting continues, the child must remain home until they are vomit free for 24 hours. Fever does not need to be present in order to send a student home if they are vomiting.

## **ALLERGIES:**

If your child has a food allergy (not a food preference) the school district can substitute alternative foods or beverages on the purchased tray **only with a note from your child's doctor**. The note must state the foods and/or beverages that your child is unable to have and the foods that are acceptable as a substitute. Once the note has been received by the clinic, the information does not have to be resubmitted each school year.

## **LICE POLICY:**

As you know, head lice are a troublesome and contagious problem. To assist all students and their families when there is an incident of head lice, our school has adopted a policy to manage this problem. Under this policy, a child who is found to have head lice will be sent home for treatment. After your child has been treated. They should be cleared through the clinic **BEFORE** returning to the classroom. You should accompany your child to the clinic and present an empty lice treatment bottle. If the student has eggs, called nits, your child should continue to be checked at home daily until the problem is resolved. If lice reappear, your child will again be sent home. 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 and treating the entire household environment. We want to contain the problem before it becomes widespread. Our goal is to get your child back to school and control, the situation for the benefit of the entire school. If the problem continues, it may become necessary to contact Child Protective Services.

## **EMERGENCY CLOTHING:**

Parents will be notified of bathroom accidents or soiled clothes and will need to bring in a change of clothes. It is a good idea for **all students** to have a change of clothes at school in case of illness or cafeteria accidents.





## COMMERCIAL DELIVERIES

District policy prohibits the commercial deliveries of food, flowers, balloons, etc. while your child is at school.

## CONFERENCES WITH TEACHERS

Conferences with teachers may be scheduled when teachers are not involved in classroom instruction. To make an appointment, please call the secretary at 336-1830, send a note to the teacher, or come to the school office. There is also a place provided on the report card to request a conference.

## CONTACTING STUDENTS AND VISITING CAMPUS

For your child's safety, ALL visitors to our school must report to the front office upon entering the building through the front door. All other doors will remain locked during instructional hours; please do not ask staff/students to open these doors.

All visitors will be asked to produce a government issued ID. They will be checked into the computerized visitor control system. The system then will issue a pass that will allow them access to their child's room. The passes will need to be worn at all times while on campus. Passes are to be returned to the office before leaving the building. The office reserves the right to photocopy this picture ID for documentation purposes if needed.

If a visitor is identified as a Registered Sex Offender they will be denied entrance and will be personally managed in reference to student needs. Messages or items for individual students may be left in the office and will be delivered during the day without disturbing the class.

## DISCIPLINE

Under separate cover, parents will receive a comprehensive description of the Killeen Independent School District's approach to discipline. At the conclusion of this handbook, you will find a copy of West Ward Elementary's Campus Plan. Any questions concerning this plan are to be directed to the building principal. Teachers will be sending home, with your child, a copy of the classroom discipline management plan. Please take time to read and discuss it. The most frequent discipline problems are those which occur before and after school, on the playground, coming to or from school. Please discuss these particular times with your child. The success of a discipline management program depends on educators and parents working in a cooperative effort. Please note that persistent misconduct can result in assignment to DAEP (District Alternative Education Placement) or Intra-District school transfer may be revoked in accordance with KISD School Board Policies.

## DOCTOR'S APPOINTMENTS

We encourage parents to schedule all doctor and dental appointments around school hours. If this is not possible, parents are required to stop by the office to sign their child out for the appointment.

## GUARDIANSHIP

Texas law requires that students live with their parent, guardian, or managing conservator. Persons other than parents must provide proof of legal guardianship within 60 days of enrollment. Proper paperwork can be secured in the school office. Questions may be directed to the Central Office at 336-0000.

## ITEMS NOT ALLOWED AT SCHOOL

Pocket knives, hair picks with metal tines, toys, radios, cassette tapes, CDs, MP3 players, headphones, Game Boys, electronic devices, or items defensive in nature should not be brought to school. No chewing gum is allowed. No canned drinks are allowed. Toys or other items, which detract from the instructional program will be confiscated. Cellular devices that disrupt instructional time can be confiscated and returned **only** to the parent/guardian.

## FIRE DRILLS

Fire drills are held at unannounced times throughout the year. A set of instructions for drills will be kept on bulletin boards in each room. Each student should be acquainted with these instructions and know what action to take anywhere in the building at any time. Each class will have a procedure for leaving the building.

Continuous alarm.....Fire/Exit building

## LOCKDOWN OR SHELTER DRILLS

Drills will be held at unannounced times throughout the year. A set of instructions for drills has been printed in the Communicating in a Crisis packet supplied to all teachers. They can be found under the "Threat of Harm or Danger" heading. These drills will be announced orally via the public address system. Students should be aware of the procedures and be prepared to take shelter in the nearest classroom, if traveling in the hallway, when a lockdown or shelter in place drill occurs.

## SEVERE WEATHER DRILL

Instructions on where to go during a severe weather drill will be posted on the wall in each room.

Announcement. ....Tornado

Announcement.. .... Return to room

The Central Office and the school office monitor severe weather/danger/alerts that may necessitate a drill.

## LOST AND FOUND ARTICLES

If a student loses anything, he/she should immediately report it to the office. It is possible that the lost article has already been turned in to the lost and found. Clothing, lunch boxes, and other similar items are placed in the lost and found located by the cafeteria door. Valuable items such as watches and eyeglasses are kept in the office. All unclaimed items are donated in June.

## PARTIES

**ALL FOOD PROVIDED MUST BE PURCHASED AT THE STORE AND SEALED. NO HOME-MADE PRODUCTS ARE ALLOWED TO BE CONSUMED BY STUDENTS AT PARTIES.** Classroom parties will be held during the year in celebration of Winter Holidays, Valentine's Day, and End-of-the-Year. If you would like to help your child's teacher with the parties, please notify him/her. Birthday and farewell parties are not permitted. Birthday snacks are permitted as long as it does not significantly interfere with scheduled instruction and they are passed out after the end of the lunch period. Birthday party invitations will not be passed out at school. Parents who do not wish their child to participate in class parties need to inform the classroom teacher so that arrangements may be made for the student during this time.

## PERFECT ATTENDANCE AWARDS

Perfect attendance awards will be given at the end of each semester to a student who has no absences or whose absences are due to documented appointments with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document from the health care professional. Students with excessive tardies or leaving school early (more than three times per nine weeks) will not be considered for perfect attendance. **PERFECT ATTENDANCE MEANS BEING ON TIME AND AT SCHOOL EVERY DAY!**

## REPORT CARDS

West Ward Elementary will use the nine week grading system. Students will receive report cards each nine weeks. Progress reports will be sent home every four weeks. Report cards will be sent home on the Wednesday following the last day of the reporting periods.

## SCHOOL DRESS

We, at West Ward Elementary School, enforce the KISD policy as printed in the Student Code of Conduct.

## SCHOOL PICTURES

Individual pictures will be taken during the fall semester. Class pictures and individual pictures will be taken in the spring. Notices will be sent home approximately a week in advance.

## SOCIAL SECURITY CARD

A copy of each student's social security card is required at registration.

## SUBSTITUTES

On occasion, it may be necessary for students to have a substitute teacher. The same high expectations of behavior will be enforced as if the regular teacher were in class.

## TARDIES

Parents should make every effort to see that their child(ren) get to school between 7:00- 7:30 am. Students in grades PreK-5 are tardy at 7:30 am. **After 7:30 am, tardy students must be brought in to the office by an adult and signed in.** Attendance officers will be notified if any student develops a pattern of unexcused tardies. Please remember that students miss instructional time when they are tardy.

## TRANSPORTATION

Students must be living two or more miles from school to be eligible for school bus transportation. Transportation does not include sitter services located outside a two- mile area. Transportation does include hazardous routes.

## USE OF OTHER ENTRANCES

All exterior entrances, other than the main entrance, are locked during the day for safety reasons. Please use the main entrance when visiting the campus during school hours. Staff and students are **NOT** permitted to open locked exterior doors for visitors during instructional hours.

## USE OF TELEPHONE

Parents are asked not to call their children unless it is absolutely necessary. If the weather is bad or predicted to be bad, please make arrangements ahead of time so that it will not be necessary for children to use the phone.

Students participating in after school activities such as tutoring, should tell their parents in advance when they plan to stay and when they will be dismissed. Students will not be kept after school unless parents have prior notification.

## VOLUNTEERS

West Ward has an effective volunteer program. If any parent, guardian, or citizen is interested in this program, please contact our parent liaison at our "Parent Place" located in Room 109. Currently our district requires a background check to be completed before you may volunteer.

## CAMPUS DISCIPLINE MANAGEMENT PLAN

The intent of the Discipline Management Plan for West Ward Elementary School is to stay within the framework of the District's Discipline Management Plan. The following discipline management plan has been developed to make students, parents, and teachers aware of behavioral expectations. Your child's teacher will be sending you a copy of the classroom discipline management plan.

## PHILOSOPHY

The principal and staff at West Ward Elementary School believe that ALL children can LEARN. Therefore, good discipline is necessary so that teachers can teach and students can learn.

In addition to providing quality academic training for our students, the school is committed to fostering a positive school environment that offers maximum opportunity for individual development, respect for others, and preparation for living.



## VISITORS:

All visitors, including parents/guardians, staff, state/county/local personnel not on official duty must report to the office and register with our computerized Visitor Management and Alert System using a personal driver's license, military or state issued ID card. While visiting in the school, as a visitor you must wear a visitor's badge. This is done as a protective measure for the children to include your child and campus personnel. Parents are welcome to visit the classroom with the principal's approval; however, keep in mind that uninterrupted instruction is vital to student learning.

## PARENT-TEACHER CONFERENCES

KISD believes that strong Parent/Teacher relationships are important to support student learning. All teachers have a scheduled conference period. Parents who desire a conference should feel free to set up an appointment with the teacher. This may be done by sending a note to the child's teacher, logging onto the school's staff website or calling the school office. Conference days are decided at the campus level. Check with your child's school for specific dates and to determine your child's teacher/s daily conference period/s.

## GENERAL CAMPUS RULES

1. The following school rules are to be followed in all areas of the building.
  - a. Remain on campus at all times unless properly signed out.
  - b. Treat others with kindness.
  - c. Walk quietly in the building.
  - d. Leave items that could hurt others at home.
  - e. Take pride in our school.
  - f. Wear a smile!
  - g. Expect success!
2. Each classroom teacher will involve their students in developing a reasonable set of classroom rules. The principal must approve each class plan.
3. Lunchroom behavior expectations are outlined in an earlier part of this handbook. High expectations of good behavior are expected of your child in the cafeteria.
4. At parent involvement campus activities, students must be accompanied by an adult and will be expected to follow regular school rules, and if the rules are not followed, correction will occur, which may include telling the student to leave campus.
5. Children are expected to follow the same school rules while on field trips.



## BULLYING PREVENTION PROGRAM

Westward Elementary participates in the Olweus Bullying Prevention Program. The program developed by Dr. Dan Olweus of Norway is backed by over 35 years of research. The program provides students with a consistent, reinforced message about bullying. All students participate in the program of which the goal of the Olweus Bullying Prevention Program is to change the attitudes and feelings about bullying behavior. This is achieved with a school-wide effort of monitoring behavior in all settings to ensure students safety.

Olweus defines bullying as behavior that is **repeated and on purpose**. Bullying also includes when a person says or does mean or hurtful things to another person who has a hard time defending him/herself. Bullying takes a variety of forms such as: physically hitting, verbal harassments, spreading false rumors, intentional social exclusion, and sending nasty messages via cell phones or Internet. The Olweus Bullying Prevention Committee is made up of administrators and staff that help in training and supporting faculty members in implementing the program. There is a specific set of consequences for bullying behavior as well as contracts that both parties must sign. The program ensures that each student understands the consequences of their actions and knows exactly what they are. Through the entire process, parents are included by telephone and/or conferences when the instance occurs. As a campus, West Ward wants a positive, safe environment for their students.

