

Willow Springs

Elementary



Student Handbook

2019-2020



Willow Springs Elementary School

**2501 W. Stan Schlueter Loop
Killeen, TX 76549**

Dear Parents:

Welcome to the 2019-2020 school year. We have strived for excellence since our school was established in 1986 and plan to continue with our efforts to bring to your children a quality 21st century education. Please join us in making Willow Springs Elementary a vibrant learning community and help us to plant seeds of knowledge.

Our goal is to create life-long learners, and our hope is that your children will enjoy their time with us. By working together, we can ensure this will happen. Please take the time to read through this handbook with your children, so we will have your support for our guidelines and policies. If you have any questions, call or make an appointment with any of the administrators or other personnel who are here to help you. We are happy to answer any questions.

Sincerely,

Willow Springs Leadership Team

Contact Numbers



Willow Springs Elementary	336-2020
Attendance Secretary	336-2020 Clinic
.....	336-2041
Cafeteria	336-2039
YMCA/Latchkey	526-5091 YMCA
Main Downtown Location634-5445
Transportation.....	336-0138
Parent Liaison.....	336-2042

School Hours

Breakfast..... 7:30 to 7:55

First Bell..... 7:50

Classes Begin 8:00

Tardy Bell..... 8:05

Dismissal 3:30

PK and Kinder..... 3:20

1st and 2nd ... 3:25

3rd, 4th, and 5th..... 3:30

Willow Springs is a Prekindergarten through 5th grade school. We have approximately 1,000 students and a staff of about 100. Our campus offers a number of programs to meet the special and individual needs of each child at our school. A collaborative teaching classroom offers your children two certified teachers in an academic class. If your child is in one of these collaborative classes, please take the time to get to know the teachers. We have a supportive staff that provides a safe, secure, learning environment for your child.

We want parents and guardians to feel free to visit our school and to talk with us at any time. Please call or come by the school. All visitors are required to check in the office with proper ID to receive a visitor's badge. This is for the safety of the most important people in the world – our students; therefore, we ask for your cooperation. We look forward to getting to know you better.

The school day begins at 8:00. We open the doors at 7:30. Students may not be on school grounds before 7:30 unless they are part of the on-site YMCA/Latchkey program. Staff goes on duty at 7:30 to closely supervise students so that we can keep them as safe as possible. Please do not allow your children to come to school before 7:30. If they walk, they should arrive at school no earlier than 7:30. Please cooperate with this effort.

School breakfast is served from 7:30 until 7:55. When students arrive they are expected to go to breakfast or their classroom. The tardy bell rings at 8:05. Students not in their classrooms at that time are considered tardy and must be issued a tardy slip before they will be admitted to class. Please help children be on time for school. If your child does arrive late please escort them into the school to be signed in. Willow Springs is committed to educational excellence and instruction begins immediately. Students who are tardy are subject to consequences. Please refer to the KISD *Code of Conduct*.

School is dismissed at 3:30. Students must leave the campus as soon as their day is finished as there will not be staff on contract to monitor students. The YMCA/Latchkey offers an on-site, before and after school program. If you need that service, please contact them at 526-5091 or 634- 5445. All students left on campus after 3:35 will be brought to the office, and parents will be called. We appreciate your help in this matter.

First Day of School

The first day of school (August 26, 2019) can be very difficult for some students. Here are a few things we can do to make it easier for everyone:

1. Your child's room and teacher assignment will be posted for you to view. Assistants and support staff will be in the hallways to help your child.
2. We serve breakfast each morning starting at 7:30. Please note that the breakfast line will close at 7:55.
3. All students receive free breakfast and lunch. If they would like extra items, you may add money to their account. Below are the costs of meals if you wish to join your child for lunch.

Cost of meals:

- Student breakfast \$1.50
- Adult breakfast \$2.50

- Student lunch \$2.25
- Adult lunch \$3.75

- Milk \$.75

PAYPAMS is an online site available to you 24/7, for you to check your students' lunch accounts (<https://paypams.com/>). Money may be deposited online, or you may pay by cash, check or money order by sending the money with your child, or you may drop off a sealed envelope in the cafeteria's drop box located in the front office. You may check your child's cafeteria balance and purchase information at any time with PAYPAMS.

4. Be sure your child and teacher understand where he/she will go after school and how to get there (bus, YMCA, babysitter, daycare, parent pick up, or walker).
If this information changes, the parents or guardian must update the information on the student's registration card in the front office in person. The parent or guardian must have a valid ID to update the information.

Address, Telephone Number Change, and Student Registration Card

State law dictates that parents/guardians furnish the school with a current address and current telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, and emergency contacts, babysitter, etc.) and who is allowed to take your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Also, please inform the office if your child's emergency or babysitter's telephone number changes. Most importantly, parents or guardians **must come into the office in person, with a valid ID, in order to add or delete names and make changes including telephone numbers** on the student registration card. We **will not** release your child to anyone whose name is not on the student registration card. Please inform those people you have designated to pick up your child that they will be required to **show a picture ID**. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

Animals

For student safety, please do not bring pets to school when picking up and/or dropping off your child.

Attendance

Your child needs to be in attendance every day. If your child is unable to attend school, please call the school office or the attendance hotline number at **336-2020**. If your child is not at school in the morning when we do the roll call between 8:15 and 8:30 AM, and if we have not heard from you, we will contact you for the safety of your child (as mandated by the district). You will need to send a note to the school in addition to a telephone call. **All absences are recorded as unexcused until a written note is received.** The excuse note is due within five school days of the absence. If not received, the absence remains as unexcused. If your child is withdrawn during the day (illness, medical appointments, etc.), a note is required. Students with medical appointments will not be counted absent, if they are in attendance any part of the day **and bring a written note signed by the doctor and have completed their class work or assignment for the day.**

NOTE: According to the state Compulsory Attendance law, a student must be in attendance at least 75% of the school year to earn promotion. Should a student not meet the 75% rule, the parents will be contacted by the Campus Attendance Officer.

Persistent absences can result in a court hearing as well as retention.

Awards

Awards assemblies are held in January and May. Willow Springs recognizes A Honor Roll, A-B Honor Roll, and Perfect Attendance (semester and year). Only children who have been enrolled in K.I.S.D. from the first day of school and in attendance daily will receive Perfect Attendance recognition for the year. **Time out of school due to tardies or leaving school**

early will be accumulated by semester. Three tardies will count as a day's absence for the purpose of awards for perfect attendance.

Bad Weather Days

Parents, students, and staff members are asked to tune in to radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. In the event that schools must be closed, the decision will be made by the KISD superintendent and the information will be disseminated as soon as it becomes available.

Before School

Willow Springs has a morning duty schedule for its staff to ensure that children are well supervised once they come to school. However, our staff does not come on duty to supervise students until 7:30 am. **Students are not to arrive on campus before 7:30 am.** No staff member will be able to supervise your child before this time. If you need to drop your child off earlier than the 7:30 am time, please make other arrangements or contact the YMCA latchkey program. Students habitually on campus before 7:30 a.m. will be documented as such by the Killeen Police Department. Those who want to eat breakfast in our cafeteria will be served from 7:30 am to 7:55 am. The breakfast line closes at 7:55 am.

Bicycles

Students who ride bicycles to school must dismount the bicycle upon entering school property and 'walk' the bicycle to the bicycle rack. In addition, students must 'walk' their bicycles off campus. All bikes must be stored in the rack and **locked securely** to help prevent theft. Bicycles are not allowed on the grass or playground; sidewalks must be used. This includes skateboards, scooters and other wheeled modes of transportation.

Bus Students

Some of our students are bus riders. The safety of each child depends on the child obeying the bus driver and all of the bus rules. Activities that create distractions for the bus driver **WILL NOT** be permitted. Bus rules are posted on each bus and printed in the KISD Code of Conduct. Please discuss these rules with your child. Bus Conduct Referrals can result in expulsion from the bus. **In emergency situations, please notify the office if you need to remove your child from the bus.**

PK/KG: These students will be given an ID pouch daily (PM) to help bus drivers ensure proper drop off point. ID pouches will be taken up at the drop-off point daily and returned to the school the following morning. **PreK/KG parents are required to pick up students at the bus stop with a valid ID.** If PK/KG students are not picked up at the bus stop by a person listed on their Student Registration card, with a valid ID, they will remain on the bus and be returned to the school. The parent will then be contacted.

BEHAVIOR at the BUS STOP (both before and after school) must meet KISD and Willow Springs behavior codes. Please see the District Information Section (Bus Rider Rules and Regulations).

Cafeteria Behavior Expectations:

While in the cafeteria, students are expected to:

1. Follow directions the first time given.
2. Keep hands, feet, mouth, and objects to themselves.
3. Remain quiet when in serving line.
4. Dispose of trash in a quiet, orderly manner.
5. Remain quiet and in line while waiting for the teacher.

Parents who choose to eat with their student will need to inform the teacher of their intent prior to lunch, sign in at the front office with valid ID, and will then be escorted to the cafeteria. Parents may pick up their student from the cafeteria line/table and both student and parent will sit at the parents' table in the front of the cafeteria. When the class lunch time is over we ask that your child return to their class and visitors proceed back to the office.

Checking Students Out During the Day

Parents are discouraged from regularly signing out their student(s) between lunch and 3:00 in order to miss dismissal traffic. Students who are routinely checked out early from school are denied an educational opportunity and it could adversely affect their learning experience.

Students are not permitted to leave school grounds unless they have been properly signed out through the office.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the office. Teachers are not allowed to release students to anyone.
2. Be prepared to show a valid driver's license or military ID. The secretaries will not release students to anyone not listed on the student's information card. **Please do not send anyone to school to pick up your child who is not on the Student Registration Card.** You may list as many people as you want to on the card; however, we do not accept notes for different arrangements. This must be done by the parent/guardian **in person.**
3. Wait in the office until your child joins you.

Child Abuse

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

Classroom Observation Policy & Visitors

All visitors to our school must report to the office upon entering the building. A visitor must present a current driver's license or identification card; it will be scanned, using the **Tpassonline system**, by the district's visitor identification system, and further access will be granted or denied based on the results of the scan.

If further access is granted, the visitor will be issued an adhesive identification badge, which must be worn at all times on the campus.

All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver's license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.

All visitors who go to other parts of the campus besides the front office must be escorted by a staff member. Visitors are not permitted to be in the building without an escort.

A visitor who cannot provide valid ID shall be restricted to the office and may not go to any other part of the campus.

The responsible campus administrator has discretion to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff.

Persons who are identified as registered sex offenders shall be denied access to the campus. Any person seeking review of this prohibition may pursue an administrative grievance through board policy FNG(LOCAL) or GF(LOCAL).

If you need to leave a message or item for your child, we will take care of it for you without disturbing the class. If you have an appointment with a teacher, we will call the teacher to the office. Visitors will be required to turn in a picture ID/driver's license in exchange for a visitor's pass. Please return this pass before leaving the building. Also, all visitors will be escorted to their destination by a Willow Springs staff member. Safety is our priority as well as space availability in the classroom.

Classroom observations require prior approval of the principal and the teacher. Parents or legal guardians, 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. Once approved, parents will be escorted to view their child through the classroom window.

This does not apply to parents identified as registered sex offenders because they are denied campus access altogether.

Clinical/Medical Issues

Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

**Fever – Fever is defined as 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.

Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol.

****Clinic Visits** – Students needing to be seen in the clinic will require a clinic pass. The teacher/staff will annotate the chief complaint, or reason for sending the student to the clinic. The clinic will document all the care that your child receives and a copy of the clinic pass will be sent home. **Parents will receive a call from the nurse only if the student needs parent's immediate attention.**

****Medication** – All medications must be administered by a clinic staff member and **can only be given with a physician's order on file and proper pharmacy label on the medication.** Students are not permitted to carry any prescription medications or over the counter medications on their person, including cough drops, medicated creams, eye drops, etc. For the complete KISD medication policy, see the district section of this handbook.

Killeen ISO Head Lice Management Procedure

Any student with visible signs of lice will be excluded from school until he/she is free of all live lice.

Head Lice

An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.

Parent/Guardian of student found to have live lice:

- Parents of students will be notified and will be instructed in treatment of head lice using the CDC recommendations for the treatment and prevention of lice. (4- page letter)
- Parents will be asked to pick up and treat their student as soon as possible.

Procedure for the Student found to have live lice:

- Disposition of student waiting to go home will be determined by Campus Administration.
- School bus transportation will not be provided from school to home on the day the live lice were discovered.
- The student can return to school the next day after the treatment and after being re-examined by the clinic staff and found to be live lice free.

Procedure for screening of other students by the clinic staff:

- Siblings of the student found to have head lice will be discreetly screened for head lice.

- Students who were most likely to have head to head contact with the student found to have head lice will be discreetly screened.
- To avoid disruption of student and teacher class time, no unwarranted mass screenings will be done.
- According to Senate Bill 1566: A notification letter including the CDC recommendations for the treatment and prevention of lice must be sent home with the elementary classmates to notify the parent that a student in the class has lice. This letter must be sent no later than the 5th school day after becoming aware the classmate has lice. (Send parents the 1-page letter).

For more information: <https://www.cdc.gov/parasites/lice/head/>

****Immunizations** – If your child receives immunizations throughout the school year, please bring written documentation that immunization was given. NO SHOTS, NO SCHOOL days occur each semester. Students cannot attend school until immunizations are up-to-date.

****Sunscreen** – Students may apply sunscreen to themselves provided that a parent slip has been completed within the clinic and the guidelines noted on the parent slip are followed by the student.

Contacting and/or Visiting Students

District policy and state law require all visitors to report to the campus office. Visitors should enter and exit the building through the front office where you will be asked to sign in upon arrival and sign out upon leaving. A valid photo ID will be kept in the front office upon signing in. The ID may be picked up when signing out of the building. **All visitors must be escorted in the building by a WSES staff member.**

Deliveries to Students

No commercial deliveries of food will be made to any campus. No deliveries of any nature will be made to any classroom. All approved commercial deliveries must be made to the office. Parent deliveries of any nature should be cleared through the office. Please do not have flowers or balloons delivered to your child at school.

Dropping Off Students

When dropping off students, pull forward to the end of the drop off lane as far as you can to alleviate traffic problems on Stan Schlueter. As much as possible, an adult will help all children out of vehicles. Please make sure you cross the street only where a crossing guard is present. **Do NOT drop your child anywhere else {e.g., NOT on the grass by Stan Schlueter}. You may put them in DANGER! PLEASE NOTE: Parking in fire zones is not permitted and could possibly result in a citation by the Killeen police department.**

Early Release Days

Several days during the year are designated as early release days. On those days all students will be released at 1:30, and buses will run accordingly. Please make appropriate arrangements for your child. Refer to your school calendar and the school marquee for specific dates.

Extra Curricular Activities

Willow Springs offers a variety of extracurricular activities/clubs. Students are able to participate in various after school clubs with permission from parents. Students must be picked up at the time that the club dismisses.

Field Trips

Parents who wish to chaperone a field trip must first see the Parent Liaison to fill out a background check form and be cleared in their background check. Only staff and students may ride a KISD bus to or from the field trip. Those parents acting as an approved chaperone will need to provide their own transportation and may not bring other children on the field trip. Students who ride the bus to the field trip **MUST** return on the bus with their class; no students will be allowed to leave with a parent from the field trip site.

Home Access

Home Access Center is a portal to allow parent/guardian to view student's assignments, grades, and attendance. A valid email address is required to use Home Access Center.

If you would like to use Home Access Center to participate in your child's educational experience, please contact the school office to request a Home Access Center account and password. You will need to provide a valid email address prior to account creation.

Homework

Refer to the District Information Section of this handbook.

Teachers will determine their own homework policy and inform students and parents at the beginning of the school year. Homework policy will follow the KISD guidelines.

Injury or Illness of a Student

If a student becomes ill or is injured at school, he or she will be cared for by the nurse or clinic assistant. Parents will be called if an injury or illness appears serious. Students who become ill while at school will be released from school only after examination by the nurse or clinic assistant.

Items Not Allowed

Animals of any type, toys, hand-held electronics, and trading cards of any kind **should not be brought** to school. Knives and guns (or look-alikes) are strictly prohibited. Students may not display, turn on, or use a cellular telephone on school property during the day. Violators are subject to having the phone confiscated as well as disciplinary action. Refer to the District Student Code of Conduct.

Lost and Found Articles

Students lose many articles each year. Please help us with this by labeling your student's sweaters, coats, lunchboxes, bookbags, etc. If a student loses anything, he or she should check the lost and found area. Clothing, lunch boxes, and other similar items are placed there. Valuable items such as watches, eyeglasses, etc., are kept in the office. **All unclaimed items are donated multiple times throughout the school year.**

Medication

Students are not allowed to carry medication on campus or the bus. **Parents must deliver medication to the school office.** Teachers are not allowed to give any medications to students. All medications require completion of a form by a physician and a signed form by a parent. This form may be picked up in the office. Medications will be kept in the clinic. Our nurse or clinic assistant will dispense the medication prescribed by a doctor, but only when the appropriate procedures are followed. Please check with the clinic for the required forms. NO over-the-counter medications will be administered. A parent may come to school and give their child a dose of medication in the clinic under special circumstances.

Network Use

KISD offers Internet Access for students. An Acceptable Use Policy is included in the Student Code of Conduct. A parent signature is required before students are allowed access.

Parent Conferences

Teachers and/or parents may request conferences throughout the year during the teacher's scheduled conference time. Participation is strongly encouraged to monitor your child's academic progress and grades. Please schedule a conference by writing or calling the teacher in advance. Teachers will not participate in conferences during instruction time.

Parking

There are parking lots on the east side and in front of the building for visitors. We ask that if you choose to park in the front of the building that you park in a designated parking space. Please do not park in the front of the school without being in a parking spot as this creates a safety concern. Do not park in the fire lane at any time of day.

Parties

Winter, Valentine, and end-of-year parties may be held. If food is brought to one of these parties, it must be store bought and in the original packaging. Parents are invited to assist the teachers with parties. **PARTIES FOR BIRTHDAYS, FAREWELLS, ETC., ARE NOT PERMITTED.** Handing out invitations to birthday parties for individual students is not allowed. Students cannot carry balloons or flowers into the classroom during the school day.

Physical Education

If your child is unable to participate in P.E. due to a medical condition, a note to the P.E. teacher will suffice if the illness is no longer than three days. For more than three days, a doctor's note is required. Tennis and athletic shoes are required for full participation in P.E.

Picking up Students After School

The safety of our students is of utmost importance. Please make sure you have filled out information regarding the way your student will go home. No changes can be made over the phone or in writing for student dismissal. A guardian listed on the registration card is the only person who will be allowed to make these changes. We must also notify the office **in person**, 24 hours in advance for changes. **Students will be released only to adults listed on the Student Registration Cards. A valid picture ID is required at all times to pick up students.**

Playground Behavior Expectations

While on the playground, students are expected to:

1. Follow directions the first time given.
2. Keep hands, feet, mouth, and objects to themselves.
3. Play in assigned areas only.
4. Use equipment properly.
5. Line up when whistle is blown.

Procedure for Students with Wet/Soiled Clothing

District and Campuses procedures:

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 PK-5th Grade

- If the classroom has a restroom, 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. The parent will be contacted to pick up their child from school if this occurs.

Soiled Clothing PK-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.

Progress Reports

Progress Reports are sent out according to the District calendar each 9 week grading period to show the progress your child is making in mastering the Texas Essential Knowledge and Skills (TEKS). Parents and guardians should review the information, sign, and return the progress report the next school day.

Promotion/Retention Policy

A Grade Review committee will meet toward the end of the school year to determine the promotion/retention status of each student according to state and district policy. Parents will be notified of academic concerns throughout the year. The committee will be comprised of WSES teachers, administrators, and support staff. Please see the KISD information section for more details.

Report Cards

Report cards will be issued at the end of each grading period. Please sign and return your child's report card the next school day.

Restroom Behavior Expectations

While in the restroom, the student is expected to:

1. Keep area clean.
2. Keep hands, feet, mouth, and objects to themselves.
3. Keep voice volume low.
4. Use facilities appropriately-no horseplay.

Signing Students Out of School

Parents are discouraged from signing students out of school after 3:00 pm. This action becomes very disruptive to the end of day instruction and the learning process for students and teachers. A valid photo ID is required for all student early sign-outs. Only those persons identified on the student's information cards will be permitted to sign for release of the students.

Valid picture IDs will be required. If accumulated early pick-ups (and tardies) exceed three occurrences per 9-week grading period, the student will not be eligible for a perfect attendance award (unless doctor's notes are provided).

Student Conduct and Discipline

Student conduct and discipline are governed by the school board and campus policies in the

interest of providing a safe school environment that is conducive to learning. Refer to the District's Student Code of Conduct. Every child enrolled is expected to abide by the school rules. Appropriate action will be taken when there are violations. Please visit the Killeen ISO website (killeenisd.org), then select the Student Code of Conduct link.

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.

Student Success Initiative

Students enrolled in KISD must meet the testing requirements of Texas state law. Specifically, students in the fifth grade must pass both the reading and the math sections of the state test in order to be promoted to the sixth grade. Students will have three opportunities to pass these tests.

Student Supervision Before/After School

Student supervision begins at 7:30 am. Please do not drop students off before this time. When school is dismissed, children are expected to leave the campus immediately. Please be prompt in picking up your child. Students remaining on campus after dismissal will be subject to consequences. Students are not permitted to wait on other students participating in after-school activities. **The school office closes at 4 p.m.** At that time, any remaining students **are subject to referral to other agencies, such as Child Protective Services or Killeen Police Department.** There is no after school supervision on the school grounds, with the exception of the YMCA/Latchkey held in our cafeteria. If you are interested in this, please call the YMCA at their office on 415 N. 8th Street in Killeen at 634-5445.

Tutoring/Intervention

Each grade level participates in a designated, daily time of intervention. During this time students' academic needs are focused on more specifically. Some teachers offer tutoring for students needing additional instruction before or after school; however, this is not required. Please contact your child's teacher if you have academic concerns or questions.

Use of the Telephone by Students

Students are discouraged from making calls unless it is an emergency. Students will not be called from the classroom to receive a telephone call. **Calls requesting homework are not permitted.** A pass from the teacher is required, stating the purpose of the phone call.

Visitors

Please contact the office to schedule an appointment to meet with an administrator or a teacher. All visitors are required to report to the office upon entering the building to sign in. All visitors will be screened using the District's TPassonline system and will then receive a visitor's badge. A valid I.D., will be held in the office while visitors are on campus. Visitors are reminded that the staff at Willow Springs is diligent in maintaining a safe learning environment. After checking in with a valid photo ID, visitors will be escorted to their destination by a Willow Springs staff member. Should a situation arise in which the learning environment or level of safety is violated, the visitor will be asked to leave.

Volunteers

Volunteers help our school community. If you would like to volunteer, please call the Willow Springs' Parent Liaison (336-2042). A background check is required for all volunteers.

Withdrawals from School

In case a student is to be withdrawn from school, the homeroom teacher and the office should be notified at least 48 hours in advance of the planned withdrawal date. Students **must** return all textbooks and library books and pay all monies owed to the school (library and textbook fines) prior to withdrawing. See the District Information Section of this handbook.

Our Goals for Student Achievement

Campus Goals

1. By June 2019, 75% or more of all students will score satisfactory academic performance on district and state reading assessments
2. By June 2019, 75% or more of all students will score satisfactory academic performance on district and state math assessments.
3. By June 2019, 75% or more of all students will score satisfactory academic performance on district and state science assessments.
4. By June 2019, 75% or greater of all students will score satisfactory academic performance on district and state writing assessments.

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.

Building Partnerships

Willow Springs 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 Academic Learning Nights
- Little Blue Jays Early Literacy Program
- Parent Workshops – morning and evening sessions offered on a variety of topics such as understanding STAAR, helping your child in math and reading, and more. Parents may request specific topics of interest as well.
- Parent Advisory Council
- Volunteering

If you would like to volunteer, please contact our parent liaison at Jacquetta.woods@killeenisd.org or 254-336-2020.

Communication about Student Learning

Willow Springs 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 folders
- 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
- School Facebook Page & School Class Dojo

For questions about your child's progress, please contact the teacher by email or call 254-336-2020 to leave a message. The teacher will return your call

during a conference period or after school when he/she is not instructing students.

Willow Springs Elementary School

Home-School Compact

2019-2020



Home of the Blue Jays

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.

Revised: September 26, 2019

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 resources to support them.
- > 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 parent teacher conferences.
- > 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 communication folder, etc.

Teacher Name:

—
Signature: _____

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 their success; 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, 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 Wednesday folder and other communication flyers sent home.
- > Respond to emails, phone calls, notes in the communication folder, etc.
- > Participate in parent-teacher conferences and other meetings about my child and his/her progress.

Parent Name: _____

Signature: _____

Language translation of materials and documents shared with parents/guardian of students at Willow Springs Elementary will be made available upon request. All students and parents/guardians of students at Willow Springs Elementary have had the opportunity to discuss the contents of and have received a copy of this compact. **Date of parent-teacher conference:** _____

STUDENT COMMITMENTS

To support achievement goals, I will...

-)> Follow school expectations, 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: _____

Willow Springs Elementary School
Parent and Family Engagement Policy
2019-2020

At Willow Springs Elementary we are committed to promoting a positive learning community through engaging instruction, building relationships, and inspiring all students to meet their highest potential and become lifelong learners.

Communication: Parents are communicated with using a variety of different methods. Some of them may include: daily agenda planners, Wednesday folders, campus fliers, KISD TV channel, campus marquee, WSES monthly newsletter, online school website, Connect-Ed automated phone calls, Class Dojo, Blooms, and Remind 101.

We strongly encourage parents to communicate with staff members. They may be reached via phone calls, notes, emails, daily take home folders, and Wednesday folders. We believe that through strong, clear communication our students are able to be the most successful. Written materials will be sent home. If there is another language that an item needs to be translated into, please let us know and we will try our best to ensure this is done for you.

Parent and Family Learning: We are here to support you through understanding what the Texas academic standards are, and also provide you information about STAAR and Killeen ISO assessments. We will also share with you how to monitor your child's progress and ways to work with teachers as a team to help your student. Parents are able to access their child's curriculum by using the TEK Resource Parent Portal. Additionally, parents can actively monitor their student's grades through the Home Access Center. Additional classes will be provided to support your student at home, such as how to remain current with the ever changing world of technology. We understand that many parents are unable to attend at the select dates, so we will make an effort to provide these information meetings at a variety of dates. If you have any suggestions about our learning topics, please contact Mrs. Woods, WSES parent liaison. If you would like to have frequent meetings about your child's education to make suggestions, please contact Mrs. Chaney, WSES Principal, at 254-336-2020.

Little Blue Jay Club: We understand how important early literacy is for our students. In order to encourage reading before entering school our parent liaison, Mrs. Woods, offers Little Blue Jays for children ages two thru four, once during the week. During this time, parents are invited to bring their younger, non-school age students to engage in hands on learning experiences that guide parents through activities that can be done at home with their children.

Annual Title Meeting: Our annual Title I meeting is held in September and October of every school year. This meeting is offered at two dates, one in the morning and one during the evening, to allow parents an opportunity to attend if unable on one of the dates. All parents and family members are invited to attend. During this time, we want to share with you what Title I is and how these funds are used to ensure students are successful. We also discuss the Parent and Family Engagement Policy, the Home-School Compact, "Parents Right to Know" and a variety of ways you can be involved to support your child's education. The curriculum we use, academic assessments, and what our current data is will be provided as well.

Title I Program Evaluation: Several times a year our Site Based Decision Making committee evaluates our Title I program and progress. The SBDM, which must include one parent, provide input on our Campus Improvement Plan (CIP) and assists in making decisions about how Title I funds are spent. If you are interested in serving on SBDM, please contact WSES principal, Mrs. Locke. Since we know not all parents are able to serve on this committee, we provide an annual meeting that evaluates the plan and gains parents input on changes for the upcoming year. Please know, that if the CIP is for some reason not satisfactory to parents, parent comments about the CIP will be submitted to the Special Programs office of KISD.

Parent and Family Engagement Policy and Home-School Compact: Every spring we must review the Family Engagement Policy and Home-School Compact. We meet together to discuss and make changes to these documents for the next school year. During this time, we would greatly appreciate your support and input! Parents and family members are a crucial, required part of this process. 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 of the 107 different languages. The parent policy is also made available during the Annual Title I meeting and is included in our School Handbook. Your child's teacher will also share information about the Home-

School Compact during parent teacher conferences as well as your child's progress at school. All of our parents have the right to participate in decisions relating to their child's education.

Volunteer Orientation: At the beginning of the school year and through the year, our parent liaison conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact Mrs. Woods at 336-2020.

Staff Awareness: Willow Springs' staff members receive annual training about the value of parent and family contributions at school. We discuss how to build community 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 Advisory 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 337-0240.