



IRA CROSS ELEMENTARY
2019 - 2020



1910 HERNDON DRIVE
KILLEEN, TEXAS 76543
(254) 336-2550

PARENT HANDBOOK



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Letter from Principal

Dear Students and Parents,

Welcome to Ira Cross Jr. Elementary School! We look forward to working with each and every one of you this year. This will be a great year filled with learning and fun!

Here at Ira Cross, we understand that it takes a team to provide children with the quality education they deserve. Parents, you are a key part of that team. We appreciate you making a great effort to stay involved in your child's education. By working closely with your child's teacher you are ensuring a positive learning experience. Encourage your child and talk with them about school. Show them that you are as committed to their success as we are!

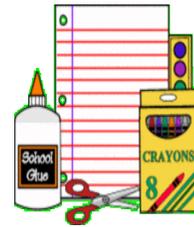
In this handbook you will find important policies, as well as rules and expectations for our students here at Ira Cross. Please read over this information and do not hesitate to contact us with any questions or concerns you may have. We will gladly assist you. We appreciate your support in helping us provide a positive, safe and respectful learning environment for all our students.

Sincerely,

Tomas Sias



**KILLEEN INDEPENDENT SCHOOL DISTRICT
ELEMENTARY SCHOOL SUPPLY LIST *
2019-2020**



PreK3

***At Fort Hood campuses only*

- 1 backpack (no wheels)
- 1 large towel for rest time
- 2 boxes of tissue
- 2 boxes of crayons (24 count)
- 2 pocket folders with brads
- 1 bottle of white glue
- 4 glue sticks
- * *All students need to bring a change of clothes*

PreK4

- 1 backpack (no wheels)
- 1 large towel for rest time
- 2 boxes of tissue
- 2 boxes of crayons (24 count)
- 2 pocket folders with brads
- 1 bottle of white glue
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 1 pair of scissors (round tip/safety scissors)
- 1 set of watercolors
- * *All students need to bring a change of clothes*

KINDERGARTEN

- 1 backpack (no wheels)
- 1 large towel for rest time
- 2 boxes of tissue
- 2 boxes of crayons (24 count)
- 2 pocket folders with brads
- 1 bottle of white glue
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 1 pair of scissors (round tip/safety scissors)
- 1 set of watercolors
- 1 supply box
- * *All students need to bring a change of clothes*

1st GRADE

- 1 backpack (no wheels)
- 2 boxes of tissue
- 2 boxes of crayons (24 count)
- 2 pocket folders with brads
- 1 bottle of white glue
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 1 pair of scissors
- 1 supply box
- 4 composition books (wide rule)
- 2 handwriting tablets

2nd GRADE

- 1 backpack (no wheels)
- 2 boxes of tissue
- 2 boxes of crayons (24 count)
- 2 pocket folders with brads
- 1 bottle of white glue
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 1 pink eraser
- 1 pair of scissors
- 1 supply box
- 4 composition books (wide ruled)
- 1 pkg of notebook paper (wide ruled)

3rd GRADE

- 2 boxes of tissue
- 1 box of crayons (24 count)
- 4 pocket folders with brads
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 2 pink erasers
- 1 pair of scissors
- 1 supply box
- 4 composition books (wide rule)
- 2 pkgs of notebook paper (wide ruled)
- 1 pkg of colored pencils (12 count)

4th GRADE

- 2 boxes of tissue
- 1 box of crayons (24 count)
- 4 pocket folders with brads
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 2 pink erasers
- 1 pair of scissors
- 1 supply box
- 4 composition books (wide rule)
- 2 pkgs of notebook paper (wide ruled)
- 1 pkg of colored pencils (12 count)

5th GRADE

- 2 boxes of tissue
- 1 box of crayons (24 count)
- 4 pocket folders with brads
- 4 glue sticks
- 1 pkg of #2 pencils (24 count)
- 2 pink erasers
- 1 pair of scissors
- 1 supply box
- 4 composition books (wide rule)
- 2 pkgs of notebook paper (wide ruled)
- 1 pkg of colored pencils (12 count)

Parent-Student-School Compact

Our mission at Ira Cross Elementary School is to provide a safe, nurturing, and engaging learning environment. Our purpose is to develop students' capacity to read and comprehend on their grade level and beyond. Students will also think and reason in our digital and information-based society. Parent, teacher, and community involvement will be student-centered and achievement oriented.

District Goal/Campus Objective: Parent/teacher/community members' involvement will

Be increased to establish partnerships that will promote the academic, social, and emotional

Growth of the children at Ira Cross Elementary School

This agreement is a promise to work together. We believe this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

| AS A STUDENT, I AGREE TO: | AS A PARENT, I AGREE TO: | AS A TEACHER, I AGREE TO: |
|--|--|---|
| <ul style="list-style-type: none"> • Attend school regularly and be on time • Respect the rights of others to learn • Show respect and cooperate with adults • Follow the rules of KISD's Code of Conduct • Alert adults of any problems interfering with my safety, well-being, and learning process • Be responsible for informing my parents when supplies are needed • Share with my parents projects, homework, and important information from school • Write daily assignments as required by my teacher(s) in the agenda and show it to my parents • Share class communications or my folder with my parents | <ul style="list-style-type: none"> • Attend Open House/Parent Day sessions • Attend conferences as requested by the teacher • Send my child to school every day on time and prepared • Help my child be responsible and successful with homework • Encourage my child to do his/her best everyday in school and be available to provide support • Be informed of what my child is learning • Read, review, and support KISD's Code of Conduct • Read the agenda daily • Read the contents of the students' folder and or home school communications | <ul style="list-style-type: none"> • Help each student grow to his/her fullest potential • Provide and deliver quality hands on instruction that is engaging • Respect and treat each child based on individual student needs • Provide meaningful homework that reinforces learning objectives taught in class • Provide ongoing communication with students and parents about student progress and important information • Create a safe and positive learning environment for every student • Communicate with parents • Keep parents informed regarding attendance and tardiness. Inform admin when tardiness becomes an issue. |

Together we promise to help each other ***"Be the Best We Can Be."***

Student signature

Parent Signature

Teacher Signature

Ira Cross Jr. Elementary School
Parent and Family Engagement Policy
2018 – 2019

The staff at Ira Cross Jr. Elementary takes pride in doing what is best for our students while promoting positive parental and family involvement. We strive for effective two-way communication between the school and the home.

Communication We believe communication between home and school is vital. We stay in touch with parents and family members in several ways: student planners, weekly take-home folders, fliers, campus marquee, newsletters, campus website, Connect-Ed automated phone calls, notes, letters, emails and phone calls from a real, live person.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders and student planners. 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. Written materials will be sent home in both English and Spanish. If we need to translate things into another language, please contact the school office. We'll do our best to accommodate you.

Parent and Family Member Learning We'll help you understand the challenging Texas academic standards, give you information about STAAR and KISD assessments, explain how to monitor your child's progress, and how to work with teachers as a team to help your student. 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. Send suggestions for learning topics to our Parent Program point of contact. If parents would like to have regular meetings to make suggestions about their child's education, please contact administration at 254-336-2550.

Early Learners Literacy Group Parents of Ira Cross students are invited to bring their younger siblings to our Early Learners Literacy Group. During Early Learners time, our parent liaison provides activities that make learning a fun experience and gives parents tips on early reading activities to do at home. It's a great way to spend time learning with your child.

Annual Title I Meeting Our annual Title I meeting is held in October of every school year. This meeting is offered at flexible times and dates that are convenient to parents. The first of which is usually held before our Open House event. 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 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 STAAR scores look like.

Title I Program Evaluation Our Title I program is evaluated several times a year by our Site Based Decision Making committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact the campus. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to KISD. **Parent and Family Engagement Policy and Home-School Compact** We must review our current Parent and Family Engagement Policy and Home-School Compact every spring. Parents and family members are a crucial, required part of this process. We meet together to discuss and make any changes to these documents for the next school year. We must have your input. Publicity about this meeting will be available in January. Both of these documents are posted on our campus website so that parents, family members, and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Your child's teacher will contact you soon to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education.

Volunteer Orientation At the start of every new school year, and throughout the year, our volunteer coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact our parent liaison, Kaili Stanton at 336-2558.

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

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

First Day of School

The following practices will help ensure your child's first day of school is a positive experience.

- ❖ Attending 'Meet the Teacher' Night before the first day of school provides you and your child the opportunity to become familiar with the school by locating his/her classroom, meeting the teacher, and placing his/her supplies in the classroom prior to the first day of class.
- ❖ **Please be sure your child understands how he/she is to get home from school and communicate early with your student's teacher.** Dismissal procedures are based on various methods of transportation, so it is extremely important for students and family safety that your teacher and child knows and communicates the dismissal plan how he/she is to get home daily.
- ❖ All backpacks, lunchboxes, and supplies should be clearly marked with your child's name. This is also suggested for coats, hats, mittens, and any other items your child might bring to school.
- ❖ All students will enter the building through the front doors of the school or side door on the South side of campus. Parents will be permitted to walk their child/children to class for the first week of school. Beginning the second week of school and subsequently thereafter, parents may walk their students to the hallway entrance doors where they will be greeted by staff members and escorted to class. Additional staff will be available to walk students to class and/or assist those who will be eating breakfast in the cafeteria. These procedures will allow us the opportunity to more easily help your child adjust to his/her new or continuing school experience. We promise to take good care of your child!



AFTER SCHOOL

Unless students are staying after school for tutoring or participating in a school related activity or event, they are expected to leave the campus immediately at 3:00 P.M. Dismissal. **It is important that you make every effort possible to pick your child up at the designated time of dismissal.** Official agencies will be contacted in the event that a student is consistently not picked up from school at the designated time. Please write the teacher a note to inform him/her of any changes in your child's regular method of dismissal. This will allow us to ensure your child safely arrives at the intended destination. Students who do not have a parent \ guardian note describing a change in his/her dismissal procedures will be taken to the office to call home for confirmation. The safety of the students is our single concern. **Please ensure phone contacts are updated and current on the student's record.**

ARRIVAL/DROP OFF PROCEDURES

Staff members are not on duty until 6:45 AM, so students may not arrive to school before that time. Please help ensure your child's safety by not leaving him/her unattended on school campus before that time. Official agencies will be contacted if students persistently arrive to school before 6:45 AM.

6:50 AM - school/breakfast begins at 6:50 and ends at 7:25

7:30 AM – 1st Tardy bell rings

7:35 AM – Official Tardy Bell rings – Parents must sign in their students in the office

9:30 AM – If not present by this time students are considered absent for the day.

The drive through lanes are **NOT** designated for student drop off. Parents may park their vehicles in the designated parking lot spaces and walk students to the front school door. Students may be dropped off using the lane located directly behind the fence and crosswalk when a staff member is posted assisting students to cross the front drive cross walk. Students should not exit their vehicles in the pull through lane on the side closest to the school by the mailbox. Students should exit their vehicles on the lane where the staff member is located and walk up the sidewalk to the front doors. Please do not drop your students off unattended and allow your child to walk between drive through lanes and vehicles as he/she could be harmed in the event that a car unexpectedly moves. Please do not park, block or leave cars unattended in the drive through lanes. **Thank you for working with us to ensure the safety of our students.**

Once students enter the building, they will either go to the cafeteria for breakfast or they will go to their classroom to begin morning work. This practice prepares students for a day of learning.

ATTENDANCE

Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE- A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school.

We will contact our school's attendance officer regarding students with persistent absences.

Regular school attendance is necessary to ensure your child receives the instructional opportunities required to help him / her acquire the skills and standards necessary to achieve academic growth and earn promotion to the next grade. Adequate academic achievement is directly linked to regular school attendance. Students are expected to be at school every day. Please call the school office at **254-336-2550** in the event your child will be absent. Upon his/her return to school, your child will need a note from you or a medical note from a physician's office in order to excuse the absence(s). All notes should contain the date(s) and an explanation for the absence(s).

Please be mindful that without a note, an absence will be considered **unexcused**. *An accumulation of unexcused absences can cause a student to be retained in his/her current grade level.* In addition, it is important to mention that you are entitled to submit 10 parent notes yearly for the purpose of excusing absences. Beyond that, absences will only be excused with a *medical note*.

It is the practice in our school district to call the homes of students who are not in school by the time the early morning attendance is taken. This is a safety precaution that allows us to account for every student. **Please make sure that you keep the office records updated with the most current contact information, so we can always reach you.** Please review the students and parents site at www.killeenisd.org to view the online policy for more detailed information regarding Attendance.

AFTER SCHOOL PROGRAM

The YMCA Latch – Key Program will be available for the 2019–2020 School Year. The YMCA Program will begin at 6:00 A.M. for before school care, and begin after school dismissal and will end at 6:00 P.M. If you are interested in this program you will need to contact the Armed Forces Services YMCA at the following numbers. Armed Services YMCA, 415 North 8th Street, Killeen TX. 254.634-5445 or 634-4020.

AUDIENCE ETIQUETTE

Students in the Killeen ISD elementary schools are taught standard audience manners for use at performances. Please set a good example for our students by observing the following guidelines:

- Talking, whistling and excessive noise are inconsiderate and inappropriate.
- Electronic devices, including cell phones, should be silenced.
- The audience should hold their applause until the designated time.
- When taking pictures, please do not block the view of others.
- Please enter and leave the auditorium in a manner that does not distract from the program.

Students have worked hard and are thankful for your attendance and support. We also appreciate your careful observation of audience etiquette.

Special Note: If children under your care are creating disturbances, we ask that if necessary you remove them to the foyer and return when ready.

AWARDS CEREMONIES

Awards ceremonies will be held at the end of each semester to recognize students for academic achievement and/or Perfect Attendance. You will be notified of these events in advance. We invite and encourage you to attend these special events.

BICYCLES / SCOOTERS / SKATEBOARDS / SKATES / ROLLERBLADES

Students living in the neighborhood may ride bicycles and scooters to the property line of our school. For student safety it is suggested that you follow local guidelines and we suggest that **STUDENTS WEAR HELMETS.**

- Bicycles and scooters must be walked while on school grounds. This includes the parking areas and the sidewalks.
- Students are prohibited from using, displaying, or possessing skateboards, skates and rollerblades at school.

BREAKFAST

Breakfast is served in the school cafeteria each morning beginning at 6:50 AM. Breakfast and Lunch will be provided for free for the 2019-2020 school year for all students. The bell rings at 7:30AM, so students eating breakfast should arrive at the cafeteria no later than 7:25AM to allow ample time to complete their meal before the bell rings.

CAFETERIA

You may leave an envelope with money for your child's account with a staff member in the front office. You may also send money with your child for his/her lunch, and the money will be credited to his / her account. Parents are encouraged to put money in the account for 5 or more days, but students may pay for lunch on a daily basis. Students will not be allowed to charge. **It is a parent's responsibility to ensure their children bring a lunch or have money to purchase a lunch.** It is not a reasonable expectation to ask school staff members for money.

If you do not wish for your child to purchase additional food items (milk, chips, ice cream, etc.) with his / her food account, please be sure you have made arrangements with the cafeteria staff, and communicate with the teacher, nurse and the admin office. This information needs to be updated in writing annually. Also, please make sure your child is aware of the limits you have placed on the account.

We invite you to eat lunch with your child. Because the cafeteria environment is often less structured, we ask that you notify the office at least one day in advance of the date you would like to have lunch with your child and whether or not you will be purchasing a meal, so enough food is prepared. This will allow us to know how many visitors to expect that day, so we can ensure we have adequate staff available to monitor the cafeteria and help better ensure the safety and comfort of all students and guests.

Because it is important to maintain clear and consistent procedures for our students, we ask that you have a seat at the designated table located at the back of the cafeteria. The teacher or instructional assistant who brings your child's class to the cafeteria will allow him / her to join you at the appropriate time. Please do not stand at the door and influence your child out of the line. This disrupts the normal procedures and could cause alarm for the staff member who is responsible for knowing the exact whereabouts of all students. Your child will be expected to join the rest of his / her class when it is time for them to leave the cafeteria. We appreciate your willingness to work with us to ensure safe and consistent practices at all times.

CELL PHONES

Students may possess cell phones at school, but they must be out-of-sight and turned off during the school day. If the use of a cell phone is abused, it may be confiscated by the teacher or other school official. It will be returned to the student after an appropriate period of time determined by the principal. Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or for the unauthorized use of the device. **The school will collect students cell phones during state assessments for test security confidentiality and reasons and then return them before school dismissal.** (Review KISD Student Code of Conduct)

CHECKING A STUDENT OUT OF SCHOOL

Students will only be checked out to individuals with photo IDs whose name appears on the student's enrollment card. Please do not ask us to make exceptions. It is for the safety of your child that we will strictly enforce this policy. Please remember to update the enrollment card when you wish to add and / or delete names. We cannot honor any requests for changes that are made over the telephone. You must come in to the office and make any changes to the enrollment card in person.

CHILD ABUSE

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

CHOIR

Students in the third, fourth and fifth grades will be allowed to participate in our choir. The choir is open to any student who is committed to participation, has good behavior, and is passing all subjects. Choir is considered a privilege and can be withdrawn if behavior or grades become a problem.

CLASSROOM INTERRUPTIONS

The number of classroom interruptions is limited by Texas Education and Administrative Code and local school board policy. We will only interrupt a class if it is absolutely necessary or an extreme emergency. If you need to leave a message or an item for your child, please leave it with the office. We will deliver the message or item to the classroom.

COMMERCIAL DELIVERIES

District policy prohibits the commercial delivery of food, flowers, balloons, etc. while your child is at school. If these items are delivered to the school, your child's teacher will be notified, and the item will be held in the office until the end of the school day.

CONFERENCES

Parent/Teacher conferences will be held as needed. Teachers will schedule these conferences with each parent. If at any time you have questions or concerns about your child's progress, please contact the school to make an appointment for a conference. To request a conference, you may call the school office (254/336-2550), send a note, or indicate your desire on the report card.

CROSSWALKS

Crosswalks with trained personnel are provided for the safety of students coming to and from school. These crosswalks are the only place students should cross the street to arrive or depart school. Please encourage your student(s) to use the designated crosswalks as these are the safest places to cross. When coming to a stop at a crosswalk, please make sure your vehicle is not in the crosswalk.

DISCIPLINE / STUDENT EXPECTATIONS

The KISD Student Code of Conduct is posted on the KISD website at www.killeenisd.org. It thoroughly describes the district and state policies regarding discipline. Any questions regarding discipline should be directed to the campus principal or assistant principal. All students are expected to comply with the following expectations:

School-Wide Expectations for Behavior

1. Be in your assigned seat/area, ready to work when the bell rings.
2. Have paper, pencils, books and all needed supplies every day.
3. Keep hands, feet, books, and objects to yourself.
4. No cursing, rude gestures, teasing, or put downs.
5. Follow directions of school personnel.
6. Stay with your class.

Hallway Expectations for Behavior

1. Be respectful - Walk on the right hand side of the hallway.
2. Be responsible - Know your class's stopping points.
3. Use self- control - Keep your hands, feet, and body in your personal space.
4. Be an active listener - Quietly listen for teacher directions.
5. Do your best! - Have a positive attitude. Show school (Bull Dog) pride!
6. Noise will be kept to a minimum when walking from one area to another in the hallway. Students are expected to transition with hands behind their back, and bubbles in their mouth while walking on the blue lines along the hallways.

Cafeteria Expectations for Behavior

1. Be respectful - Be polite with words and actions. Be friendly and use a quiet voice.
2. Be responsible - Wait calmly in line for food and raise your hand for assistance.
3. Use self-control - Stay in your seat and clean up after yourself. Keep your hands and feet to self and sit properly and safely in your seat.
4. Be an active listener - Follow directions. Look at the speaker when he/she is talking.
5. Do your best! - Set a good example for others to follow. Have a good attitude.

DRESS CODE

Listed below is the dress code found in the KISD Student Code of Conduct. It has been modified and will be enforced for the Ira Cross School community. Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn in the appropriate manner. All dress code issues will be subject to the **campus administrator's judgment**. Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes, or corrective future action taken. While waiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action.

The district prohibits pictures, emblems, or writings on clothing that are:

Lewd, offensive, vulgar, or obscene

Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.

Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Bicycle (spandex) shorts, leggings, boxer shorts, "cut-offs", and shorts or pants with holes are not permitted.
2. Pants or shorts shall not be more than one size too large or too small, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.

3. “Sagging” (wearing pants below the waistline or showing underwear) is not permitted.
4. As a general guideline, dress / skirt length and shorts should be no shorter than 4 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
5. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable.
6. Apparel designed as underwear or nightwear may not be visible or worn as outer garments.
7. Tight and / or revealing clothing or accessories that may draw undue attention to the student is prohibited. Transparent clothing and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
8. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or Medical reasons
9. Students must wear footwear, which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: open-toed backless slide type foot wear, house slippers, shoe skates, water shoes, sock shoes, shoes with metal spikes, and shoes with lights.
10. Hair must be neat, clean, well groomed and must be a natural color. Mohawks and generally any hairstyles must be neat and not distractible to be permitted. Shaved patterns in the hair and/or on the head must be neat and not distractible as well. **The student’s hair and styles are subject to administrative approval, principal and assistant principal.**
11. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
12. Girls are not permitted to wear make-up of any kind.

EARLY DISMISSAL & SCHOOL SCHEDULE

Students who are signed out before the school day ends can cause a disruption to the learning environment and causes the student to miss valuable instruction time. The academic success of students who are repeatedly signed out of school early can be jeopardized. Students will not be signed out after 2:15 P.M., unless there is an emergency or he/she has a medical appointment. ***Regular dismissal is at 2:45 P.M.*** We will expect to receive a note from the physician's office upon your child's return to school. We will contact our school's attendance officer regarding students who are persistently signed out of school early.

Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE- A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school.

6:50 – 7:25A.M. BREAKFAST PRE-K – 5th Grade

7:30 A.M. CLASSES BEGIN

3:00 P.M. CLASSES DISMISSED

EMERGENCY DRILLS

In order to comply with district safety guidelines, we conduct one fire drill per month, one shelter-in-place/lockdown drill per semester, and at least one severe weather drill each semester. Evacuation maps and safety guidelines are located in every room on campus. Visitors on campus are expected to follow the drill instructions. Students may not be checked out during this time.

ENTRANCES

With the exception of the main entrance to the school, all other entrances are kept secured for safety reasons.

All parents and visitors must ALWAYS use the front entrance when entering and exiting the building.

IMMUNIZATIONS & Clinic Procedures

All students are required to be current on their immunizations. A 30-day grace period is permitted for certain circumstances – see the school nurse for details. But once this time period has expired, students will not be allowed in school. Your assistance with this matter is critical to your child being successful in school.

If a student is ill and has a temperature above 100.0 they will need to be picked up and must be fever free without medication before returning to school. If you have questions or concerns visit the school nurse and school administration.

INCLEMENT WEATHER

Should severe weather develop during the day, we will monitor its status and take appropriate action.

If inclement weather (ice or snow) occurs during the night, parents should watch the television-KISD channel 17, listen to the radio, or go to www.killeenisd.org for cancellation notices. In an emergency, we will contact you using our mass communication alert system. It is extremely important that we have the most current contact information for you and your emergency contacts – this includes telephone numbers as well as e-mail addresses.

LOST AND FOUND ARTICLES

Please clearly mark all of your child's personal items. This will help us as we try to determine to whom things belong. If a student loses anything, he/she should immediately report the item missing to his/her teacher and check the lost and found area located on coat racks on the side of the cafeteria. Clothing, lunch boxes, and other similar items are placed in the lost and found. Valuable items such as watches, jewelry and eyeglasses are kept in the office. All unclaimed items are donated to a worthy agency at the end of the school year.

PARKING LOTS

Student safety is our top priority. **Please drive your vehicle safely and slowly on and near school property.** Arrival and dismissal times can be hectic and require extra attention and courtesy from all drivers and pedestrians. Please pull into a parking space if you plan to get out of your vehicle. Visitor parking is located in the lots directly in front of the school. Side lots are designated for employee parking.

For your safety, and the safety of our students, please observe these policies:

- Always use designated crosswalks when walking.
- Walk on sidewalks; do not walk through the parking lots.
- Do not stop or park your vehicle in any crosswalk.
- Do not double-park.
- Handicapped parking spaces are reserved for cars with a handicapped placard.
- Do not drive behind the school at any time.
- Do not leave your vehicle unattended in the fire lane.
- Do not leave children unattended in your vehicle during drop-off or pick-up.

PARTIES

Classroom celebrations will be held during various times of the year. Your child's teacher will let you know if he/she need volunteers to assist. Parents who do not wish for their child to participate in class parties may pick him / her up during this time.

All items provided for parties or for snacks must be commercially prepared. Homemade items are not allowed. This ensures that all food students receive at school meets certain food preparation standards and prevents possible illnesses that may result through improper or unsanitary preparation.

Birthday and farewell parties are not permitted. Birthday party invitations will not be passed out at school.

KISD does not allow students to receive deliveries, such as flowers, candy and balloons at school.

PETS

For safety reasons, **no pets are allowed in the school building or on the school grounds**, even if on a leash or carried. There may be some exceptions when a pet is brought to school because it relates to the curriculum being studied and by individuals who require the use of a service dog. The pet must be brought to school in a carrier and have current shots. In these cases, prior administrative approval is required.

PICTURES

School pictures will be taken two times during the year. Individual pictures are taken during the fall semester. During the spring, individual and class-group pictures are taken. Dates will be announced at a later time. Notices will be sent home prior to pictures being taken. It is important that you understand your child's picture cannot be taken if you have marked 'no' on the photograph form you are required to complete at the beginning of the school year.

PROGRESS REPORTS/REPORT CARDS

Ira Cross Elementary School is on a nine-week grading system. Progress reports will be sent home for all students at the mid-point date of each nine-week grading period. Students will receive report cards at the end of each nine-week grading period.

PROHIBITED ITEMS

Items which cause a distraction to learning will be confiscated. Please see the KISD Student Code of Conduct for an extensive list of prohibited items. Prohibited items include, but are not limited to:

- Knives, picks with metal tines
- Toys
- Smart Phones, and telephones, Electronic devices, Radios, MP3 players, iPods, C.D.s, headphones
- Skateboards, skates, roller blades and Laser light devices
- Sports cards, Pokémon (and similar type) cards
- Electronic games
- Shoes with skates and/or lights
- Chemical dispensing devices
- Gang-related items
- Weapons (real or look-alikes)
- Candy and Chewing gum
- Bullet casings
- Firecrackers

SNACKS

If you provide snacks to your child's class, please remember that all food items must be commercially prepared. Homemade items are not allowed. This ensures that all food students receive at school meets certain food preparation standards and prevents possible illnesses that may result through improper or unsanitary preparation. Because of strict food and nutrition guidelines developed by the Texas Department of Agriculture, we are very limited as to what kinds of items are allowed for snacks. A list of approved suggestions for nutritious snacks is located in appendix A of this book.

TARDIES

It is extremely important for your child to arrive to school on time each day. The tardy bell rings at 7:30 AM. Students who are not in class by this time are considered to be tardy. Parents are required to walk their students in to the office and sign them in when they arrive to school after the tardy bell rings. Teachers have a full day of learning planned for your child that begins first thing in the morning. Students who arrive late disrupt the learning environment for other students in the class and are not prepared to begin their day of learning. In addition, students with repeated tardiness miss valuable instructional time, which can affect his/her academic success. We encourage you to help your child have a good day at school by ensuring he/she arrives on time and is prepared for a day of learning. These expectations are intended for **ALL** students to include Pre-K and Kindergarten. Listed below is the law as it is written in the Texas Education Code. We will contact our school's attendance officer regarding students with persistent tardies.

Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE- A child who is required to attend school under this section shall attend school each school day for

the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school

TEXTBOOKS

Students are provided textbooks free of charge. Do not use any type of adhesive cover that will damage the book's cover. Taping the book cover to the inside of the book is not permitted as doing so damages the book. Students should not write in books, nor carve into the outside cover, and care should be taken to prevent damage to books (such as water damage or younger siblings scribbling in books).

Parents are ultimately responsible for any damage or loss of textbooks and other school books that may be sent home. Fines or replacement costs will be required if a book is damaged or lost.

Every Student Succeeds Act

On December 10, 2015, President Barrack Obama signed the *Every Student Succeeds Act* which requires greater accountability for student achievement of academic standards; increased flexibility and local control to schools and districts; a greater role for parent participation in their children's education; and greater emphasis on the use of scientifically-based instruction. Because of this law, and because we are a Title I campus, tough guidelines must be followed and strict standards must be achieved. **We will work closely with you to ensure your child's success as we comply with these guidelines.**

VISITING CAMPUS

Parents are welcome to visit the classroom with prior approval from the teacher and must be scheduled and approved by the Principal; however, uninterrupted instruction is vital to student learning. All visitors are expected to wear attire suitable for a school environment. Any parent or visitor causing disruption to student learning will be escorted off campus.

For the safety of our students, ALL visitors, including parents and guardians, must report to the office when visiting the campus. A government-issued photo ID is required of all visitors.

All KISD campuses use TPASS -- a computerized visitor management and alert system. This system reads all personal identification cards such as driver's license, military ID, etc. with machine readable data. It automatically compares the person's data with the U.S. Department of Justice National Sex Offender Public Website, which records information from all states. Visitors identified as registered sex offenders will be denied entrance and will be personally managed in reference to student needs.

Visitors who do not alert the system will be issued a visitor badge and allowed to proceed. **Visitor badges must be clearly visible and worn at all times while on campus.**

VOLUNTEERS / FIELD TRIP CHAPERONES

Parents and other members of the Ira Cross Elementary School family are encouraged to volunteer. Volunteers make significant contributions to our school. Without this partnership, we would not have the tremendous student success we have experienced. Volunteers do a variety of jobs including reading with students, preparing bulletin boards for teachers, cutting laminating film, chaperoning field trips, serving as guest speakers, and sharing their various skills and talents.

If you are interested in being a volunteer, please contact our school parent liaison who coordinates the volunteer program. Please be aware that all volunteers and field trip chaperones are required to undergo a criminal history check prior to volunteering or serving as a chaperone. To submit a request for a background check, please go online to www.killeenisd.org, select the “Classroom Support Programs Volunteer App” link and follow the on-line directions. If you need assistance please contact the school.

WITHDRAWING A STUDENT

When withdrawing a student, parents must notify the office and should allow at least two days for the complete preparation of records. A withdrawal form will be provided to parents when a student withdraws. For transfers within the district, records will not be released to parents. If you intend to hand carry records to your new assignment, you must sign the necessary release in the office after giving proper notification. All fines, textbooks and library books must be cleared before records will be released. Additionally, as part of military out-processing, a form must be signed by a school official indicating that the student has cleared all the necessary fines and book.

Your child's teacher may allow a snack-break during the school day. This list includes nutritious snacks from which you may choose. Please see www.killeenisd.org for additional nutrition information.

RECOMMENDATIONS FOR HEALTHY SNACKS AT SCHOOL AND AT HOME



BEVERAGES

- Fruit juices
- Fruit smoothies
- Milk (non-fat or low fat, plain or flavored)



FRESH FRUITS AND VEGETABLES

- Fresh seasonal fruit
- Carrots, broccoli and cauliflower with low fat dip or salad dressing



LOW FAT GRAIN FOODS

- Pretzels
- Animal crackers
- Graham crackers
- Wheat crackers
- English muffin (whole wheat)
- Rice cakes or mini rice cakes (flavored)
- Baked tortilla chips with salsa
- Fruit or grain muffin (low fat)
- Dry cereal (individual servings)
- Bagel (half)
- Fig bars
- Vanilla wafers



ADDITIONAL TREATS

- Fruit snacks
- Fruit pico
- Fruit grain bars
- Frozen fruit bars
- Fat-free popcorn (94% fat-free)
- Peanut butter and crackers
- Low fat string cheese
- Fruit, nut and/or grain trail mixes
- Corn-on-the-cob with paprika or chili powder





Appendix A