

Richard E. Cavazos Elementary School

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Nolanville, TX 76559
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2018-2019
Parent and Student Handbook
Principal: Joe Gullekson
Assistant Principal: Dr. Elizabeth Barragan
Assistant Principal: Courtney Williams
Assistant Principal: Betty Hermosillo

Mascot: Cheetah
Colors: Purple, Gold, and Black

Parent/Student Handbook

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Richard E. Cavazos Elementary School

Vision Statement

Richard E. Cavazos Elementary School will empower students to become productive, responsible, and caring citizens who use problem-solving abilities to the benefit of self, community, and the world.

Mission

Richard E. Cavazos Elementary School is a diverse community of learners who strive for excellence, value individuality, fosters a passion for learning, promotes the balanced development of mind, body, and character, encourages service, and instills a respect for others.

Richard E. Cavazos Elementary School

2018-2019 HOME AND SCHOOL COMPACT **SHARED RESPONSIBILITY FOR HIGH STUDENT ACHIEVEMENT** **RICHARD E. CAVAZOS ELEMENTARY SCHOOL**

Student achievement is a shared responsibility among the school, parents, and students. A strong partnership between home and school must exist in order to attain and maintain high standards for learning. Therefore, we will share the following responsibilities:

As the principal, I will:

- Provide a safe and productive learning environment for all students
- Set high expectations for all students, faculty, and staff at our school
- Provide the framework for high quality curriculum and instruction
- Enforce school rules fairly and consistently
- Provide ongoing and consistent communication with all parents on student progress, school programs, state mandates, etc.
- Seek parent participation in decisions pertaining to school programs and governance and encourage parents to share opinions
- Support the parent volunteer program
- Provide reasonable access to staff through phone calls and notes to parents
- Provide ample opportunity for parent-teacher conferences

Signature: _____ Date: _____

As a parent or family member, I will:

- Establish a home learning environment that sets routines for study time, bedtime, and other daily activities
- Make sure my child is sent to school on time and ready to learn
- Monitor my child's attendance
- Read to or with my child everyday
- Monitor my child's television viewing
- Communicate with my child's school
- Attend parent-teacher conferences, workshops, and other school meetings
- Review all report cards and assessment results with my child
- Check homework for completeness
- Volunteer when possible
- Serve, to the extent possible, on policy advisory groups such as School Improvement Teams, Title 1 school and district policy committees, etc.
- Encourage my child to follow school rules

Signature: _____ Date: _____

As the teacher, I will:

- Set aside time to meet with parents to discuss their child's school progress, interest and goals for the future
- Set high expectations for all students
- Respect cultural differences
- Communicate with parents in a consistent, ongoing basis
- Encourage parents to participate in their child's class, and or observe classroom activities.
- Conduct parent conferences in fall and spring of each year to review and discuss the Home-School Compact, student's statewide test results, student performance, etc.
- Provide additional progress reports, either teacher initiated or when requested by the parent
- Collaborate with teacher concerning students with special needs
- Provide a positive classroom environment that is conducive to learning
- Encourage parents to volunteer at school

Signature: _____ Date: _____

As a student, I will:

- Set high expectations for myself
- Come to school prepared and ready to learn
- Attend school regularly and on time
- Do my best work
- Show respect for those in authority and for my peers
- Take care of school property
- Complete all homework assignments
- Follow school rules and be on my best behavior
- Read at least 30 minutes everyday

Signature: _____ Date: _____



General Information

Richard E. Cavazos Elementary School is a pre-kindergarten through fifth grade campus. Our campus offers a number of programs to meet the special and individual needs of each child at our school. These programs include English Language Learners (ELL), Life Skills Program (SKILLS), special education (resource, inclusion, and mainstreaming), speech therapy, and tutoring within the school day. By offering these programs, we hope each student will achieve his/her fullest potential.

Enrolling in Pre-kindergarten

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

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

Enrolling in Kindergarten

- To be eligible to enter kindergarten, a child must be five years old on or before September 1.

Enrolling in First Grade

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

There are two exceptions:

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

To register a child for school, parents **MUST** bring the child's birth certificate, immunization record, the child's social security card, and proof of residency. Provisional enrollment will be allowed with a 30 day grace period to submit these items to the school. Students must have current vaccinations within the first 30 days of enrollment. Failure to achieve and remain current will result in students being excluded from attending school. This is Texas law and all KISD schools comply with these requirements. Copies of any school records, report cards and testing information are helpful, but not required.

SCHOOL SCHEDULE

7:00 - 7:20.....Breakfast
7:25.....First Bell
7:30.....Tardy Bell

Dismissal

3:00Pre-K – 5

FIRST DAY OF SCHOOL

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

- Make plans to attend "**Meet the Teacher Night**" on August 23rd from 4:00 p.m. to 6:00 p.m. Your child's teacher and room assignment will be posted in the front school hallway and inside on the cafeteria windows. We will have staff members in the halls to help you. You will have time to tour the building, help your child locate his/her classroom, put away school supplies, and visit briefly with the teacher.
- On the first day of school students should report to their classrooms. After the first day of school students in grades pre-k to 1st will go to a predetermined classroom. Grades 2nd through 5th will wait outside their classroom.
- Be sure your child understands what to do AFTER SCHOOL. Is he/she to walk home? Is he/she sure of the way? Should he/she wait to be picked up by a parent or a babysitter? Does he/she ride a bus?
- Label all supplies and clothing with your child's name. This is also important later in the year when coats, hats, and gloves are brought to school. Every personal item that comes to school should be labeled.

Attendance/Absences

Regular attendance is extremely important to the academic achievement of your student. When your child is going to be absent, please call (254) 336-7000 as soon as possible. Leave your child's name, his/her teacher's name, and the reason for the absence on the answering machine or with a secretary. If you have not called by 8:15a.m, we will call you to verify the absence. State law TEA Code 25.092 requires an official record of each student's attendance.

When your child returns to school, please send a doctor's note or a written note including the following:

- Student's Full Name
- Date of Absence(s)
- Full Explanation of Absence
- Teacher's Name
- Parent/Guardian Signature

Arrival and Dismissal Procedures

Arrival Procedures

Bus riders and daycare buses begin their arrival at 7:00. Buses drop off students at the east side of the building. They may enter the building, eat breakfast or continue to the gym.

Students walking or riding bikes may enter through the front or the back of the building. Parents dropping off students should use the drop-off loop in the front of the building. The loop is a **no parking area**. Please remain in your car and keep the traffic moving. Parents will not be allowed to enter the building with students from the back cafeteria entrance. If you wish to enter the building please enter through the front door and sign-in at the office. For the safety of your child do not use any of the parking lots to drop off students. Please park your car and walk your child to the door of the school. The parking lots are very dangerous and caution should be used at all times. Please use the sidewalks and crosswalks at all times. Please follow directions from our staff on duty in the parking lots. The staff is there to protect you and your student.

Parents should not use the back parking lot or back bus loop. This area is for staff parking and buses only.

Before School

Breakfast will be served each morning from 7:00 to 7:20. After eating breakfast the students in Pre-K to 1st will go to a predetermined classroom for each grade level. Grades 2nd through 5th will proceed to the hallway outside of the classroom. A teacher from each grade will be on duty to supervise your child. They are to sit quietly and read.

****Because we are concerned about the safety of our students, they should not arrive before 7:00. No staff members are on duty before that time and students will not have supervision.****

During School

Once students arrive at school, they are not allowed to leave campus unless they have been properly signed out through the office by a parent or guardian. **Please note that only those people whose names are listed on the registration card will be allowed to sign a student out of school.** If someone else is to pick up a student, the parent should send a written note. If you need to pick up your child from school during the day, you must come to

the office to sign him/her out **(Must provide a photo ID)**. If you need to give your child a message or an item that was forgotten at home, please come to the office, and we will be glad to deliver it to your child.

After School

Staff will escort students to the bus. The main bus loop is located at the back side of the building by the cafeteria. Bus riders may not change the way they are going home unless the teacher has a written note from a parent or guardian. Students may only ride the bus they are assigned to ride. Cars are not permitted in the bus loop.

Students riding daycare buses must have the daycare listed on their emergency card in the office. Daycare students will be called to the cafeteria at 2:40. Daycare buses will pick students up from the cafeteria at the back side of the building. After attendance is taken, the daycare staff will escort students out.

Students riding home with parent/guardian may be picked up from the front of the building at 2:45. Staff will be present to assist with the orderly process of releasing the students. Students who have not been picked up by 3:00 will be returned to the front office where the parent/guardian will have to enter the building to sign their child out. Please make sure that the person picking up your child is on the registration card in the office. If the person is not on the registration card, the child will not be released **(Must provide a photo ID)**.

Students who will be walking or riding bikes home will exit through the back of the building. Staff will escort students to the crosswalk. Students in grades PK-1 must be accompanied by an older sibling (Grade 2 or above) or a parent/guardian.

Bicycles, Scooters, Skateboards

Students may ride bicycles to school only with parent permission. Bicycles are to be parked and locked in the racks provided and are not to be ridden during the school day or on school property. Bike riding students must **WALK** their bikes while on school property (parking areas, crosswalks, sidewalks, etc.). All bicycles should be marked, engraved, labeled or otherwise identified with the student's name, home address, or other identifying information. It is the responsibility of the student to maintain his/her lock. **SCOOTERS AND SKATEBOARDS MAY NOT BE RIDDEN TO SCHOOL.**

Bus Transportation and District Information

Riding the bus is a privilege that the Killeen Independent School District allows its students. Students are expected to abide by the transportation rules and behave properly and safely on the bus. Students who repeatedly abuse this privilege may be suspended from riding the bus. For a complete list of rules, see "Bus Rider Rules and Regulations" in the KISD Information Section of this handbook.

IMPORTANT CHILD INFORMATION-PLEASE READ AND RESPECT

If your child normally rides the bus and you wish him/her to be picked up by you or someone on the registration card, please write a note to the classroom teacher informing them of this change.

Please do not ask the office staff to make transportation changes with only a telephone call. We are not able to verify the identity of the person making the call, and thus cannot ensure that this is indeed someone with the authority to make transportation changes.

Please do not come late in the day with a request to “pull a student” off the bus at the last minute.

Unless a student has a note from the parent, he/she will ride the bus as usual.

*Only students living more than one mile from school are eligible for school bus transportation.

***KISD policy states that students may not:**

- ❖ Ride the bus to their sitter’s home
- ❖ Ride the bus to a child care provider
- ❖ Ride the bus to a relative’s home
- ❖ Ride the bus to a friend’s home

*Students are expected to follow the KISD Code of Conduct when riding on the bus. Failure to follow the bus conduct and safety rules will result in the loss of the privilege of riding the bus.

- ❖ 1st bus referral = Consequence deemed appropriate by the administrator
- ❖ 2nd bus referral = Consequence deemed appropriate by the administrator
- ❖ 3rd bus referral = Consequence deemed appropriate by the administrator
- ❖ 4th bus referral = Consequence deemed appropriate by the administrator
- ❖ 5th to 8th bus referral = Consequence deemed appropriate by the administrator (or bus suspension if appropriate)
- ❖ 9th bus referral= permanent bus suspension

TRANSFER STUDENTS DO NOT QUALIFY FOR BUS TRANSPORTATION

Cafeteria

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

1. Practice good table manners.
2. Follow directions given by adults.
3. Eat first then talk with quiet, table-conversation voices.
4. Sit correctly in your chair and do not leave without permission.
5. Raise your hand for help.
6. Eat only the food on YOUR tray or in YOUR lunchbox. Do not trade food with other students.
7. Keep your hands, feet, and other objects to yourself.
8. Walk! Save running or skipping for outside activities.

If a student chooses not to follow the lunchroom expectations, he/she may sit at the refocus table during lunch and during recess. Our lunchroom assistants do an excellent job of monitoring the safety and comfort of your child during lunch.

You may add money to your child’s account by placing money/check in an envelope and leaving it in the front office or giving the money/check in an envelope to your child and

have them give it to their teacher. Another option that is available for parents is to add money to your child's account online at www.paypams.com.

~~Applications for free meals are available in the office. A new application for the free meal program must be filled out EACH year (one per family).~~

Parents may want to eat school lunch with children on occasion. If you are eating a cafeteria lunch, you must contact the cafeteria prior to 9:00am on the day that you will be eating so that our cafeteria staff can prepare enough food for the day.

Campus Entrance

For the safety of our students and school, all exterior entrances, other than the main entrance, are locked during the day. **All parents and visitors must enter the school building through the main entrance, sign in at the office, and wear a visitor's badge.**

Cell Phones

Cell phones need to be turned off and out of sight while on school grounds.

Checking a Student Out Early

For the safety of our students: parents, guardians, baby-sitters, emergency contact persons, etc., **MUST** provide a photo ID and their name **MUST** appear on the student's enrollment card when checking a child out early for the day. This procedure will be used every time a child is picked up. Students will only be released to authorized persons. This includes releasing younger students at the end of the day. Please make sure that the person we are to release you child to at the end of the day is on their enrollment card. You may change the information on their card at any time, but it must be done in person. We cannot take this information over the phone. Please do not call the office and ask that a child be waiting for you. We cannot be sure how long it will take you to arrive at the school and every minute of instruction is too important to lose while waiting for you to arrive. **For the safety of the students, checking out students between 2:30 and 3:00 is not permitted** unless proof of an appointment is presented.

Child Abuse

The reporting of suspected child abuse is a state law that Teachers/Administrators must observe. Our school is most interested in the health and safety of your children and will abide by the state law.

Clinic

- **CHANGE IN ADDRESS AND PHONE NUMBER:** Please keep the office/clinic informed of any change in address or telephone numbers by coming in to change the registration card, or by sending written notice. It is important to keep emergency contact information current. It is also important that an emergency contact person/number be someone other than yourself. In the event of a serious emergency we will make every attempt to contact you at all of the numbers listed on the registration card. If the service of an ambulance is necessary, the parent/guardian will be responsible for the total cost as outlined in district policy.
- **ALLERGIES:** All allergies (not food preferences) should be noted on your child's health history sheet to be kept in the clinic. If your child has an allergy to insect stings/bites or food, please complete the information sheet available in the clinic to inform us of the type of reaction to expect in your child. On this form, you will also need to provide us with what kind of treatment your child is to receive: i.e. Calamine lotion, Epi-Pen or prescription antihistamine. A physician's order must be on file in the clinic in order to administer any prescription medication. If your child has a food allergy, the school district can substitute alternative foods or beverages on the purchased lunch tray in place of those foods to which your child has an allergy. In order for the substitutions to be made, you must have a letter from your child's physician. The letter must state the foods and/or beverages your child is unable to consume, and the foods acceptable for substitution. There is a form available in the clinic.
- **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. A child may not return to school the same day he/she is sent home with a temperature equal to or greater than 100° F unless accompanied by a note from the physician stating that the child is free of communicable disease and can return to school that day. Your child must be fever free for 24 hours before returning to school without the assistance of Tylenol, Motrin or any other fever reducing medication. The clinic cannot dispense any medication for fever (Tylenol, Motrin, Aspirin) without written physician's permission.
- **CLINIC VISITS:** The teacher/staff member will complete a clinic pass on all students sent to the clinic. The teacher/staff member will annotate the chief complaint/reason for sending the student to the clinic. The clinic will document all care your child receives. A yellow copy of the clinic pass will be sent home with every student and may be used as the only form of parent notification. Parents are encouraged to contact the clinic if there is a concern about the treatment received.
- **EMERGENCY CLOTHING:** The clinic has a limited supply of clothing available to lend to students when personal clothing has been soiled. A note will be sent home with students that have borrowed clothes from the clinic. Please wash and return the borrowed items to the clinic the following school day, as supplies are very limited. If this is an ongoing problem for your child, you may send an extra set of clothing with your child's name on the items to school to be kept in your child's classroom.
- **MEDICATION:** All medication must be given in the clinic. Students are not permitted to carry **ANY** medications, including cough medication, medicated creams, medicated eye drops, etc. Inhalers are an exception to the policy **ONLY** if a physician's permit is completed and on file with the clinic stating the child is able to carry and self-administer the inhaler. Medication may be administered at school if the parents bring in the medication with a physician's order form. For the complete KISD medication policy, please see the district section of this handbook.
- **LICE POLICY:** When head lice becomes known at school, the school must take action quickly. As you know, head lice are a troublesome and contagious problem. It

spreads through direct contact or through the sharing of personal items, such as hats or brushes. Head lice may be contracted any place where children interact. To assist all students and their families when there is an incident of head lice, our school has adopted a policy to manage this problem. Under this policy, a child who is found to have head lice will be sent home for treatment with a treatment information packet. Once the child has been treated, he/she can return to school, however, **before returning to class the student must be accompanied by a parent and cleared through the clinic. If the student has nits or continues to have nits the parent needs to bring the student to school; students may not ride the school bus to have the child cleared before entering the classroom each day.** The purpose of this policy is to prevent the spread of head lice. Even one live louse can transmit head lice from one child to another. Therefore, it is extremely important that parents are vigilant in treating their child's head lice, removing the eggs - called nits - and treating the household environment. We want to contain the problem before it becomes widespread. We realize that being sent home from school can be upsetting for your child and disrupts your normal routine. We want to reassure you and your child this policy is not a punishment; it is a precaution. Our goal is to get your child back to school and control the situation for the benefit of the entire school.

Parents - for the health and care of your student please pick up your child from the clinic within 30 minutes of the nurse contacting you.

Communication of Concerns

It is important for our students that good communication is maintained between school and home. The chain of concern in Killeen ISD is progressive just as it is in the military. Concerns must first be communicated to the teacher. Our teachers are extraordinary educators who always put children first. Most concerns can be resolved in this manner. However, if a concern remains after the teacher conference, please contact one of our school administrators.

Conferences

If you need to visit with a teacher during the teacher's conference time, please schedule an appointment in advance. Conferences may be scheduled after school or during the teacher's conference period, not during the instructional day. Please be mindful that 7:00-7:30 a.m. is teacher preparation or duty time, and teachers are not available at that time for impromptu conferences.

You are encouraged to contact your child's teacher any time you have a question about your child's progress.

Contacting Students

Your cooperation is needed to ensure that each school day, for all students, is focused on education. Instructional time will not be interrupted to deliver messages unless there is an emergency. If you need to leave a message or an item for your child, you may leave it in the front office. Our staff will communicate with the student at a time that minimizes classroom and instruction interruption.

Counseling Program

Cavazos has a full-time counselor on campus. The counselor provides a variety of services for both students and parents. If you need to contact the counselor, please call (254)336-7000.

Deliveries

District policy prohibits commercial deliveries of any kind to your child at school. This includes flowers, balloons, cakes, pizza, lunch, etc.

Discipline

- Students will walk quietly at all times while moving about the building.
- **The following items are not allowed at school:**
 - gum or candy
 - toys, or any hand held electronic games
 - trading cards
 - paging devices of any kind (or look-alikes)
 - weapons or imitations
 - laser pointers
 - tobacco, lighters, matches
 - skateboards, rollerblades or anything else with wheels
 - any item that could be harmful to self or others
- Respectful, polite, and courteous behavior will be expected of all students. No profane, vulgar, or obscene language, writing, drawings or gestures will be allowed. Verbal abuse, such as name-calling or ethnic/racial slurs will not be tolerated.
- Students will practice all reasonable safety procedures on all campus facilities at all times. Running in the hall, throwing objects, and pushing other students are considered misbehaviors.
- Fighting on school grounds, buses, and/or at bus stops will not be tolerated.
- Students will show respect for all property (KISD and personal).
- Students will abide by the rules established by the classroom teacher.

Dress Code

Cavazos Cheetah's deserve to look like the outstanding students that they are! Please help us by being sure that your child is always clean, neat, and appropriately dressed. We will enforce the KISD policy as outlined in the Student Code of Conduct, which is issued to each student at the beginning of the year. **REMINDERS:**

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:

- Pants, slacks, and jeans are acceptable attire. Bicycle (spandex) shorts, boxer shorts, "cut-offs", and shorts or pants with holes or patches are not permitted.
- Pants or shorts shall not be more than one size too large, 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.
- “Sagging” (wearing pants below the waistline or showing underwear) is not permitted.
 - 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.
 - Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable. ELEMENTARY ONLY: Tank tops and similar apparel may be worn by students in grades Pre K-2, especially in hot weather.
 - Apparel designed as underwear or night wear may not be visible or worn as outer garments.
 - Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent 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.
 - 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.
 - Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
 - Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
 - 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.

Emergency Contacts

Each student should have 2 emergency contact persons identified on his/her registration card. As the school year progresses, parents are encouraged to update these cards for accurate phone numbers. These changes must be made by the parent in the office to guarantee accuracy and safety. Only persons listed on the registration card and verified with an ID may pick up a student from school.

Emergency Drills

Periodically throughout the year we will have tornado, total lockdown/exterior lockdown, shelter-in-place, and fire drills. This is required by law and helps reduce fire insurance. Teachers will practice this with their students prior to an actual drill. Directions are provided to staff members in their handbook how these drills are executed. Visitors, if in the building, will follow the drill procedures. Students will not be allowed to be checked in or out during this time. The front door of the school may be locked during drills, and if so, we will help you as soon as the drill is finished. Thank you for your cooperation during these drills.

Field-Based Instruction

During the year, students take trips to experience the concepts that are taught in the classroom. In order for your child to participate, a district permission slip must be signed and returned prior to the day of the trip. Without a signed permission slip, students will be assigned an alternative classroom until his/her class has returned.

Foods Of Minimal Nutritional Value

Federal guidelines prohibit the consumption of foods of minimal nutritional value at school. These foods include candy and carbonated drinks. The cafeteria and the classroom teachers must follow these guidelines. When providing snacks for a classroom, parents must follow these same guidelines. **Nutritional snacks provided for the class must be store-bought and packaged.**

Grades

Grades are to reflect each student's mastery of the Texas Essential Knowledge and Skills (TEKS), the state mandated curriculum. Students will receive grades as indicated below:

Grades 1-5

E	Excellent	90-100	Excellent Progress
S+	Above Average	89-80	Above Average
S	Average Progress	79-75	Average Progress
S-	Below Average	74-70	Minimal Passing
N	Needs Improvement	0-69	Unsatisfactory
U	Unsatisfactory		

Homework

Homework is an independent practice activity completed by the student as an extension of classroom work. Work assigned to be completed in class, with ample time to finish, is not considered homework. It is expected that students make good use of classroom time to complete assignments. If not, this work must be completed at home. It is important that parents and teachers together teach and reinforce promptness and responsibility as qualities that are needed for success in life. Therefore, late work may be penalized.

Library

We have an open and inviting library available to everyone all day long! Kids in 1st through 5th grade may check out 2 books per week. Pre-K and kindergarten students may check out 1 book a week. We will recheck books for students who need more reading time. Our teachers enjoy a flexible library schedule, which includes library lessons, reading celebration activity weeks and other motivational reading programs. The library is available for independent, small group and large group learning for all. Our library also offers students of all ages many opportunities to participate in our exciting reading challenges. Parents are ultimately responsible for any damage or loss of a library book that may occur. Fines or replacement costs will be required if a book is damaged or lost.

Lost and Found

Please label all items with your child's first and last name. Lost clothing, lunch boxes, and other similar items are placed in the Lost and Found area for student retrieval. Please have your student check the Lost and Found frequently. Jewelry, watches, eyeglasses, etc. are kept in the office. All unclaimed clothing items are donated to a local charity at the end of each 9 weeks. Unclaimed eyeglasses will be donated to the Lion's Club.

Make Up Work

Students with **an excused absence** from school shall have the opportunity to make up all school work assigned during their absence. Work assigned prior to the student's absence shall be turned in or completed on the day the student returns to school. The student shall have 5 days after returning to school to complete make-up work assigned during the time of absence. Full credit will be awarded for excused absence make-up work.

Parent Classroom Visits – Policy in Office

You are also welcome to visit your child's class. We ask that you keep in mind that student learning time is precious and cannot be interrupted. Classroom visits will be limited to 30 minutes.

Classroom observations require the permission of the principal or designee and the teacher. Parents, who wish to observe their children in class, must call the school office in advance, make an appointment and must comply with the access rules. This does not apply to parents identified as registered sex offenders because they are denied campus access altogether. If it is determined that excessive visits are interrupting the learning environment, the principal has the discretion to limit visits on a case by case basis.

Parent and Family Engagement Policy

Cavazos Elementary School invites and encourages you to be an involved parents and family members. Active parent and family member participation has been shown to make a positive impact on student academic achievement, self-esteem, and behavior. According to Every Student Succeeds Act parent and family engagement involvement is defined to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the challenging State academic standards:

- That parents and family members play an integral role in assisting their child's learning;
- That parents and family members are encouraged to be actively involved in their child's education at school;
- That parents and family members are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- That parents, family members and the community will assist in school improvement.

To make parent and family engagement policy is a priority and success at Cavazos Elementary School we would like to suggest but not limit you to some of the following opportunities to participate in our school community-

- Have lunch with your student;
- Attend parent teacher conferences;
- Communicate with your student's teacher through scheduled conferences, e-mail, telephone, written notes, and the daily agenda;
- Schedule a time to observe or volunteer in your student's classroom;
- Volunteer at your convenience in Cavazos's parent work room or take projects home;
- Help with class field trips, programs, and parties;

- Attend or help with school wide events and activities (concerts, reading nights, grade level nights, field day, book fairs, science night and holiday programs);
- Become a member and/or participate in the Cavazos Parent Teacher Organization;
- Participate and encourage your student's involvement in all school activities.

Some administrative procedures necessary for volunteering in KISD schools include:

- *A volunteer information sheet;*
- *A KISD background check (requires 2 weeks processing);*
- *Attend a volunteer orientation.*

Parties – Pending USDA Guidelines

Pets

For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal.

Pictures

School pictures will be taken two times a year: fall and spring. Notices will be sent home 1-2 weeks in advance. Special events may also present the opportunity for additional pictures: musicals, kindergarten graduation, and 5th grade recognition.

Progress Reports/Report Cards

Cavazos Elementary School is on a nine-week grading system. Students will receive report cards at the end of each nine weeks. You should look for report cards approximately one week after the end of each of the nine weeks reporting period. Progress reports will be sent home, midway through each reporting period. Grades can always be checked using the Parent Connection through the KISD website: www.killeenisd.org under the Student-Parent Tab.

Promotion

Promotion status of our students at Cavazos is based upon state law and KISD Board Policy. A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Education Code 28.021(a)

KISD Board policy states: [GRADES 1-5] To promote a student from one grade level to the next in grades 1 and above, a student shall attain for the year an overall average of 70 or above. The overall average shall be derived by averaging the final numerical score for language arts, mathematics, science, and social studies. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.

P.T.O.

Cavazos will have an active and supportive P.T.O. All parents are encouraged to become members. Notifications are sent home before each meeting, and a P.T.O. Flyers will be sent out to inform parents of the latest information and coming events.

Recess

At recess students are expected to...

- refrain from horseplay and rough play,
- not kick or hit,
- not throw rocks, sand, gravel, or objects,
- stay in the teacher designated area,
- follow the directions of the teacher.

Recognition Programs

At Cavazos we are committed to the recognition of our students for the accomplishments they have achieved.

- **A- Honor Roll**: Students in grade 1-5 who earn 90's or higher in all subjects qualify.
- **A-B -Honor Roll**: Students in grades 1-5 who earn at least a 90% or higher in one subject and 80's or higher in all other core subjects qualify.
- **Perfect Attendance Award**: Students who are present at school on time and have not missed more than 1 hour of instruction due to tardies per semester are eligible for this honor. Students must be enrolled by September 2nd for the first semester and January 5th for the second semester.
- **S.T.A.R. Traits Assembly**: Each month, classroom teachers select two students who best exemplify the qualities of good character. Those students will be recognized for their character and their parents will be invited and encouraged to attend.

School Closings

Local radio and TV stations will announce school closings during inclement weather (i.e. snow, ice). In addition, the information is available on Channel 17 – the KISD TV Channel.

Spirit Day

Each Friday, students are encouraged to wear a school t-shirt to show school spirit.

Student Success Initiative – Grades 5

The Texas Student Success Initiative requires that all 5th grade students must pass both the reading and math STAAR tests in order to be considered for promotion to 6th grade.

Substitutes

On occasion it may be necessary for your child to have a substitute teacher. The same high expectations for classroom behavior will be enforced when a substitute teacher is present.

Tardies

Parents should make every effort to see that students are in class by 7:30 a.m. each day. Not only does your child miss instructional time when he/she is tardy, but also his/her day is started on a rushed and negative note. Consequences will be issued according to accumulated tardy minutes. (see separate tardy guidelines.)

- **Please remember your child is missing instructional time when he/she is tardy. Also, promptness is an important life skill that we want to teach, model, and reinforce for our children.**

Telephone Policy

- The teacher will issue a telephone pass to call for forgotten lunches **prior to 9:30 a.m.**
- Students will not be allowed to use the telephone to request that parents bring forgotten supplies or homework.
- Students will not be permitted to call parents about forgotten after-school activities. Arrangements need to be made prior to the school day.
- Students participating in after school activities such as tutoring or choir will be notified in advance so that transportation arrangements can be made.
- Please be sure your child has his/her lunch or lunch money, sweater, jacket, etc., before leaving home for school.

Textbooks

Students are provided textbooks free of charge. Textbooks should be covered at all times. Most types of covers are acceptable, but do not use any type of adhesive cover that will damage the book's cover. Covers are provided to all teachers and are also available from the office. Taping the book cover to the inside of the book is not permitted. This 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 that may occur. Fines or replacement costs will be required if a book is damaged or lost.

(ESSA) Notification

As a parent or guardian of a student at Cavazos, you have the right to know the professional qualifications of your child's teachers. Specifically, you have the right to ask for the following information about your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please feel free to contact Mr. Gullekson at (254) 336-7000.

Withdrawing Your Student From School

Please notify the school as soon as possible when you know that you will be withdrawing your student. If you wish to carry your records with you, a minimum of 3 days' notice is required in order to process records. Parents may begin this process by calling the office and providing the child's name, teacher, last day of attendance, and destination.

Options And Requirements For Providing Assistance To Students Who Have Learning Difficulties Or Who Need Special Education

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

**Contact:
254-336-7000**

