



Vision

Saegert Elementary will be a top-notch, world-class school.

We will purposely and proactively meet academic, social, moral and emotional needs to foster a culture of excellence. We commit to continuous innovation through a mindset of lifelong learning and nurture the unlimited potential of all members of our school community.

Mission

At Saegert Elementary, we will instill a culture of excellence by aligning passion, purpose and performance.

Motto

Work hard. Be nice.

Beliefs

In order to keep kids first, we will:

- Accept change
- Embrace a positive attitude
- Treat everyone with respect
- Plan for success
- Promote high expectations



SAEGERT

ELEMENTARY SCHOOL

5600 Schorn Drive Killeen, TX 76542

Attendance: (254)336-6734

Office: (254)336-6660

Fax: (254)336-6684



Principal:

Eli Lopez

Assistant Principals:

Mrs. Beckie Avery

Mrs. Loretta Walker

Mrs. Becky Whitelow

2019-2020 Student Handbook

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Principal's Welcome Letter

Dear Parents,

On behalf of the faculty and staff of Saegert Elementary School, welcome to the 2019-2020 school year. We hope that you and your family join us in our excitement for another wonderful year of learning and growing together. Our goal is to offer students a learning experience that extends beyond the classroom but truly prepares them to become lifelong learners. Please take a moment to read the contents of this handbook so that you are aware of our campus policies and procedures.

At Saegert, parents have proven to be our best advocates in a partnership focused on students. Your full support is needed to do what is best for our children. Saegert staff continues to work hard everyday to create a positive and welcoming learning school environment for our students. We have a very actively involved PTA and numerous opportunities for you to volunteer as your schedule allows. Our WATCH DOGS (Dads of Great Students) program is an excellent way for dads to get involved and be active in their children's academic life. If each of our dads sign-up for just one day, we will be able to have a WATCH DOG on campus every day for the entire school year.

We continue to look forward to working with you to accomplish our vision of being a top-notch, world-class school. As a team, we strive to challenge your children intellectually, grow them socially, and guide them toward becoming independent thinkers who are able to work cooperatively with others. Working together, we can achieve this goal. We know that "It takes a village to raise a child," and it is only with your support that your children will have the best possible chance for success. We hope that you are as proud as we are that your child will be attending our school, a place where we value parents as our partners in education and continuously strive to achieve academic excellence.

Sincerely,

Mrs. Eli Lopez
Principal

PTA Welcome Letter

Dear Saegert Elementary Families,

On behalf of the PTA at Saegert Elementary, I would like to say, Welcome! We are so delighted that you are a part of our Saegert Stallion family. The PTA at Saegert Elementary is one of the many core organizations that help to contribute to the success of our students and staff. It takes endless amounts of volunteer hours and hard work to ensure that our students and staff have a wonderful school year. Because of our volunteers we were honored to win the elementary campus with the most volunteer hours for the 18-19 school year in the district.

The Saegert PTA motto is "Back the Future". We believe that each person at Saegert Elementary can work together to help our students learn and grow. Our PTA Executive Board is committed to being available to you to assist in any way we can to ensure that your child has the best possible experience at Saegert Elementary.

Thank you for all that you do to make Saegert Elementary an exceptional school. Please be sure to follow us on Facebook for exciting news and events throughout the school year (www.facebook.com/saegertelementarypta). We also post needs for volunteers on PT-Avenue (<https://www.pt-avenue.com/login.asp>) School code SaegertElem. If you have any questions or are interested in becoming a member of PTA, a Watch D.O.G, or just volunteer please do not hesitate to contact us. We look forward to getting to know each of you and your stallion.

Saegert Elementary PTA President

PAST PTA PRESIDENTS

2006-2007 Shawnda Schell
2007-2008 Shawnda Schell
2008-2009 Patricia Davilla

2009-2010 Nicki Mc Craney
2010-2012 Valerie Payson
2012-2014 Maureen Montez

2014-2016 Christy Gutierrez
2016-2018 Danielle Wade
2018-2019 Lisa Evans

Saegert Stallions PTA Board 2019-2020

Principal	Eli Lopez	254-336-6660	eli.lopez@killeenisd.org
President	Lisa Evans	254-336-6660	saegertpta60@gmail.com
Vice President	Colsha Dawson	254-336-6660	saegertpta60@gmail.com
Secretary	Lara Sursa	254-336-6660	saegertpta60@gmail.com
Treasurer	Ivonne Garcia	254-336-6660	saegertpta60@gmail.com
Parliamentarian	Vacant	254-336-6660	saegertpta60@gmail.com
Parent Liaison	Veronica Allen	254-336-6679	veronica.allen@killeenisd.org

If you are interested in serving on the PTA Board or just becoming a member to get some awesome benefits, please feel free to contact our president Lisa Evans using the above information. Membership dues are an annual cost of \$6.50.

PTA always has spirit shirts available for purchase. Please stop by our mailbox in the front office to place an order (exact change only please).



GENERAL INFORMATION

Saegert Elementary School is a prekindergarten 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 Dyslexia, English Language Learner program (ELL), Functional Skills, Special Education (resource, inclusion, mainstream), speech therapy, and tutoring within the school day. By offering these programs, we hope each student will achieve his/her fullest potential.

Enrolling in Prekindergarten

To be eligible for enrollment in prekindergarten a child must be four years old on or before September 1 and;

- unable to speak and comprehend the English language (ELL), or
- from a family whose income, according to standards set **by the Federal Government**, is at or below subsistence level, or
- the child of an active duty military service member

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 first grade instruction in another public school.

Registration takes place Monday through Friday from 8-10 a.m. To register a child for school, parents **MUST** bring the **child's birth certificate, parent's ID, immunization record, proof of residence,** and the child's **social security card.** Provisional enrollment may be allowed with a 30 day grace period to submit these items to the school. Your student must have current vaccinations. This is a Texas law and all KISD schools comply with these requirements. Copies of any school records, report cards, and testing information are also helpful, but not required.

**** At any point during the year that there is a change of address, phone number, point of contact or mode of dismissal transportation (bus, car, daycare, walker) please stop by the front office and update the registration card/dismissal form ("How am I getting home?")**
Only the primary guardian who enrolls the student, and whose signature is on the registration card may withdraw that student, unless legal documentation is provided.

Bell Schedule



SCHOOL HOURS

Breakfast	7:55 - 8:15 a.m.
First Bell	8:20
Tardy Bell	8:25 a.m.

Dismissal

3:10 p.m. - Front doors close; No further student release
3:40 p.m. - Dismissal of PK and K car riders (with no siblings)
3:55 p.m. - Dismissal of all other students

Early Out Dismissal

1:10
1:40
1:55

FIRST DAY OF SCHOOL

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

- Make plans to attend “Meet the Teacher Night” on August 22nd from 4:00 – 6:00. Your child’s teacher and room assignments will be posted in the main hallway and also outside the building at the front and back of the school. Staff members will be in the hallway at 4:00 to help direct you. You will have time to tour the building, locate your child’s classroom, put away school supplies, and visit briefly with the teacher.
- On the first day of school, students should report to their classrooms.
- Be sure your child knows what to do for LUNCH and how he/she will get home on that day. He/She must have a sack lunch, lunch money, or money in their lunch account. You can put money in the account during “Meet the Teacher Night”.
- Be sure your child understands what he or she is 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 babysitter? Does he/she ride a bus? Please ensure that you communicate any dismissal changes in writing by filling out the, “How I get Home” form (forms can be found in the front office).
- Label all supplies and clothing with your child’s name. This is also important later in the year when coats, hats, and mittens are brought to school. All personal items brought to school should be marked.

On the morning of the first day of school, parents will be able to enter through any door and will be given a visitor’s pass.



ACADEMIC ACHIEVEMENT AWARDS

Saegert Elementary will hold two awards ceremonies per year for students in grades 1-5. The purpose of the program is to recognize and reward students who have demonstrated outstanding academic achievement. Students earning a semester, or yearly average of 80 or higher in each of the core subjects (language arts, mathematics, science, and social studies)

are eligible for academic awards. Students earning grades of 90's and above are eligible for "A" honor roll. Students earning grades of 80's and 90's are eligible for the "A and B" Honor Roll. Students earning all 80's are eligible for "B" Honor Roll. Students in all grades are eligible for awards for perfect attendance for the semester and for the year. Additionally, students may also be recognized for effort or improvement as determined by the teacher. One student per class may be selected to receive this improvement award.

ATTENDANCE

Regular, prompt attendance is critical for student success. If your child is going to be absent, please call **254-336-6734**, our attendance line, as soon as possible. Please state your child's name, teacher, and reason for absence. As a safety precaution, teachers will provide the office with a list of students who are absent at 9:00 a.m. If your child has been reported absent and a message was not left on the attendance hot line, we will attempt to contact you by phone regarding the absence starting at 9:35 a.m. If we are unable to speak with you, we will attempt to contact you at work or we will attempt to contact your emergency contact person. It is very important you provide accurate telephone numbers so we are able to reach you. An official record of each student's attendance is required by state law. The reason for an absence must be stated in writing and signed by the parent or guardian. In your note, please include the following: student's full name; date of absence; full explanation of absence; teacher's name; and parent's signature. Notes about absences must be received in the school office within five days of the student's return to school. **If a note is not received within five days, the absence becomes unexcused.** Medical verification may be required if attendance is irregular.

A final attendance count is taken each morning at 10:15 a.m. Students who are present at that time are counted present for the entire day. Any student who is absent at 10:15 will be counted as absent for the day. If a student returns to school following a visit to a doctor and brings a doctor's note, the student will be counted present for the day. All work missed during the time the student is away from the school must be completed. (The district's complete attendance policy can be found in the KISD Information Section of this handbook.)

Excessive unexcused absences can cause a child to be retained in their current grade level and/or require parents' appearance to the Bell County Truancy Court.

Although prekindergarten and kindergarten are not mandatory programs in our state, once you have enrolled your child, the state attendance policy will be enforced.

Students are not permitted to leave school grounds unless they have been properly signed out through the office. If you need to take your child out of school for medical purposes or a family emergency, please report to the office. Once identification has been provided, your child will be called from the class to report to the office. **We cannot call students to the office to wait for you, we will only call them down once you are present and ID has been checked.** Pre-K and kindergarten students will be escorted to the office for you. If you need to get a message to your child, you may leave it with the office, and it will be delivered rather than calling the child out of the class causing him or her to miss and disrupt instruction.

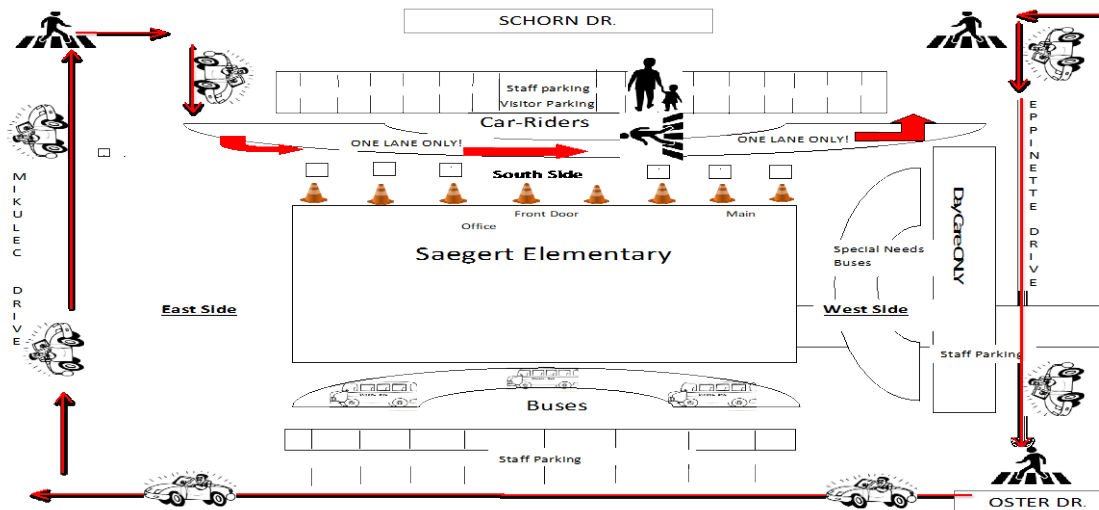


ANNOUNCEMENTS

Each morning we begin with our National Anthem, Pledge of Allegiance, Texas and a moment of silence. Saegert students follow this either on their own or with the principal broadcasting the daily announcements via television into each classroom. We will begin the year with the student council officers producing the broadcast, then have 3rd – 5th graders fill out permission slips to be a part of the SNN (Saegert News Network) news crew.

ARRIVAL PROCEDURES

During the first week of school, parents may walk students to class without signing in at the front office. After the first week of school, students must be dropped off at the front of the building at the “Hugs and Kisses” station in the front hallway. To maintain increased security expectations, students must be released at the “Hugs and Kisses” station, as parents are not permitted in to the building during morning drop off. Students will have proper supervision to class. Staff members are on duty for the protection of the students and to provide help when needed. We will ensure they get to their classroom safely.



Parent drop-off and pick-up are at the front of the building and begin at 7:55 a.m. each day. For safety purposes, we ask that you **DO NOT drop students off in the back, on the side of the school, or in the parking lot.** You may park in the front parking lot and walk your child in. Cars are busy pulling in and out of spaces at this South Side, and students are often oblivious to a car backing out. The sides and back of the school are reserved for buses and daycare drop off.

All students walking, or riding a bike, also need to enter through the front doors to the building. Please use the sidewalk and crosswalk at all times. Please follow directions from our staff on duty in the parking lots. The staff is there to protect you and our students. Parents should not use the back parking lot or back bus loop. This is for staff parking and buses only. Please note our arrival and departure times below:

7:55 - Children may enter the building for breakfast. Children in grades K -5 who arrive early and are not eating breakfast will report to the hall by their classroom to read. Children in Pre-K will report to a designated room for educational videos. It is best that children wait until as close to 8:20 as possible to report to school unless they are eating breakfast.

8:15 - Cafeteria door closes, no more breakfast meals are served.

8:20 - Bell rings. Teachers take children to their classrooms.

8:25 - Tardy bell rings. Students entering the building after 8:30 must enter through the office for a tardy pass. Students not in their seats at 8:30 will be marked as tardy. Students are permitted three tardy arrivals per marking period. **On the 4th tardy, a lunch detention will be assigned. Persistent tardiness may result in Saturday detention hall.**

Students will not be called from class for dismissal after 3:10 p.m. Additionally, our front doors will be closed at 3:10 p.m. for parent sign-outs. Students are already transitioning to dismissal spots and teachers need this time for dismissal routines and to assure that all children are prepared to leave and get to the appropriate locations safely. Parent Pickup (not Car Rider) is at 3 different door locations as shown on map on page 20. Once walkers are dismissed, they are to go directly home.

SAFETY BEFORE & AFTER SCHOOL

Your child's safety is top priority at Saegert. The following are things you may want to discuss with your child:

- Students should walk to/from school in groups or pairs.
- Students should not go with anyone they do not know regardless of what the person says.
- **Students should not arrive at school before 7:55**, unless directed to do so by a teacher (i.e. tutoring).
- Children are to leave the campus immediately after school dismissal unless they are in an after-school program.
- Students who ride the bus need to go directly home once they exit the bus and should not go to friends' homes.

Before School

Breakfast will be served each morning from 7:55 to 8:15. After eating breakfast, students will sit outside their classroom. During this time, they may read, draw, or complete homework. This serves as a time to reflect and begin preparation for the school day.

After School

Arrangements should be made in the morning with your child as to how they are to get home after school. If it is different from the established routine or from what you have told the teacher, please write a note to ensure that your child arrives safely at his/her destination. If a student is left after school for more than fifteen minutes, the teacher will attempt to contact the parents and/or the emergency person. Please make every effort to pick your child up from school at the scheduled time. School personnel will not transport students. If this becomes a persistent problem, other official agencies will be contacted.

AUDIENCE ETIQUETTE

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

- Talking, whistling and excessive noise are inconsiderate and inappropriate.
- The audience should hold their applause until the designated time
- Please enter and leave the assembly in a manner that does not distract from the program.

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



BICYCLES

Students may ride bicycles to school and should wear a bike helmet. For safety reasons, however, bikes may not be ridden on the school campus; once on campus bikes must be walked to one of the bike racks. Bikes must also be walked while crossing the street; all students must cross where the crossing guards are located. Students not following this directive will lose the privilege of riding their bicycles to school. Be sure your child has a bicycle chain and lock. The school will not take responsibility for lost or stolen bicycles.



BUSES

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

If your children would normally ride the bus and you wish to pick them up, please write a note to the classroom teacher informing them of the change. **Unless a student has a note from a parent, he or she will ride the bus or be dismissed as usual.** Bus transportation can only be provided from the student’s home to school and back to the student’s home/bus stop. Therefore, students cannot be bused to child care providers. Students are not allowed to ride the bus home with someone else for convenience (such as sleepovers or parties). Transfer students do not qualify for bus transportation.

CAFETERIA

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

- Be respectful
- Be responsible
- Use self-control
- Be an active listener
- Do your best

Parents are welcome to join their child for lunch after signing in at the office and obtaining a visitor's badge. Please be mindful of the conversations you hold with your child, as other children are present. Please feel free to eat lunch with your child. If you plan on purchasing a school lunch, please send a note in with your child so you may be included on the lunch count. This will ensure that enough food is prepared for everyone.

Students are not allowed to take any food from the café – i.e. if student just started eating and parent arrives to pick up, they cannot put the food in container and take out. This is against federal guidelines.

Students are not to share food with other students in the cafeteria. Food allergies are a very serious concern and we want to prevent any possibility of students having an allergic reaction to food.

Unless qualified for free lunch, students must have money with them or have money in their account in order to get a regular lunch. District policy prohibits charging meals for students who forget their lunch money. If a child has no money, they will be permitted to call home or they will be given a peanut butter and jelly sandwich and a carton of milk, funded by our PTA. A child with no money is not eligible for any type of breakfast replacement since schools are not obligated to provide breakfast. Again, all of this pertains only to students who do not qualify for free meals. **Prices for full-fare this year are \$1.50 for breakfast and \$2.50 for lunch. Reduced prices are .30¢ for breakfast and .40¢ for lunch. A la carte carton of milk will be .75¢.**

We encourage the practice of putting money in your child's account. This eliminates forgetting to send money in, lost or stolen money, and children handling money while in line. For more information contact our cafeteria workers at 336-6689 or 336-6673. You may also log in to www.paypams.com to check balance and add money to account.

Because we believe everything that happens at school should be an opportunity to learn, the cafeteria is also a learning place. It is a place where students can enjoy eating, but it is also structured so that student safety is continuously and closely monitored.



CAMPUS CULTURE

At Saegert, we care about our students and families. We pride ourselves in creating a campus culture that embraces mutual respect for all. This includes our parents. We ask that all parents refrain from raising voices and using profanity while on campus. We always want to model the behaviors we expect our children to display. Use of profanity with any staff member or making threats in any manner may result in an issue of a no trespass order. We want to ensure we protect all our students and staff members.

CELL PHONES/ SMART WATCHES

Many elementary students now carry cell phones/smart watches for purposes of safety. We respect the need to do so providing all students adhere to KISD policy regarding cell phones which states that, **the phone must be turned off and remain out of sight during the school day.** Students violating this policy will have their cell phone confiscated by the teacher or

other school official. It may be retrieved by a parent and if persistent, may receive a written referral. Smart watches will be treated as cell phones under this policy.

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 your child to at the end of the day is on their enrollment card. It is because we care about your child and their safety that we have this policy. You may change the information on their card at any time, but it must be done in person. We cannot take this information over the phone, as we cannot accurately verify your identity 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. **Students will not be called out of class after 3:10 p.m. (1:10 on early out days).** This is an important time of the instructional day and many important things are being taught. Persistent early sign out disrupts the instruction and creates an educational deficit over time. Please help us begin to teach students about the importance of honoring instructional time. If this becomes a persistent problem, the principal will discuss the matter with you and consequences similar to tardies will be assessed.

CHILD ABUSE

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



CHOIR

Students in the fourth and fifth grade 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 that with the office. Please note again that frequently signing your child out early disrupts the learning process for all students in the class.



CLINIC – Medical Issues

Change of Address/ Telephone Numbers: *Please keep the office, clinic, and teacher informed of any change in address or telephone numbers by coming in to change the registration card. It is also important to keep emergency contact information current. For true emergencies, an ambulance will be called if you cannot be reached and no emergency contacts are available.*

Allergies: All allergies should be noted on your child's health history sheet to be kept in the clinic. If your child has an allergy to insect sting/bites or food, please complete the information sheet available in the clinic to inform us of the type of reaction to expect and the 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 or over the counter medication. If your child has a food allergy (not food preference), substitutions can be made in the cafeteria with written permission and instructions from the 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 and no substitution will be made without a physician's order.

Fever: Fever is defined as a temperature equal to or greater than 100.0° F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100.0° F. A child may not return to school the same day he/she is sent home with a temperature equal to or greater than 100.0° F. 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. Any time that your child is sent home from the nurse with a fever, their absence will be excused for the next 24 hours.

Clinic Visits: Students needing to be seen in the clinic will require a clinic pass. If they come without one, they will be sent back to obtain one. A 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 that your child receives, and your child will bring a parent copy of the clinic pass home.

Emergency Clothing: The clinic does not stock extra clothing for students, and you will be called to provide a change of clothes if there is none in their backpacks. We recommend that all Pre-K and Kindergarten students have an extra pair of clothes in their backpacks at all times.
*** Please see the new policy for wet and soiled clothing in the district section of this handbook.**

Medication: All medications must be administered by a staff member and can only be given with a physician's order on file and a proper label on the medication. Students are not permitted to carry any prescription or over the counter medications on their person, including cough drops, throat lozenges, medicated creams, medicated eye drops, etc. **For the complete KISD medication policy, please see the district section of this handbook. A new physician order will be required every school year except for food allergies with no changes.**

Lice Policy: Head lice are a troublesome and contagious problem. It spreads through direct contact or through sharing personal items such as hats or brushes. Head lice may be contracted any place where children interact. To assist all student and their families when there is an incident of head lice, our school has adopted a policy to manage this problem. Any student with visible signs of live lice will be excluded from school until he/she is free of all live lice. Parents will be notified and instructed in prompt treatment of head lice and will be asked to pick up their child as soon as possible. Bus transportation will not be provided from school to home the day the live lice were discovered. Students will be cleared to go to class after being re-examined by the clinic staff and find them to be free of live lice. 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 the 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 that 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. **Students will be checked 7 days after treatment to assure all lice are dead.**

Vomiting: If your child vomits at school, they will be checked by clinic staff to determine if they need to go home. If vomiting continues, the child must remain home until the student is vomit free. Fever does not need to be present to send a student home.

Immunizations:

- Per Texas State guidelines, all immunizations must be up to date for your student to attend school.
- You may request a copy of your student's immunization history through the clinic.

Vision and Hearing:

- All Pre-Kindergarten, Kindergarten, 1st, 3rd, and 5th grade students will be screened for vision and hearing.
- You will only be notified if your student does not pass the screenings. A referral will be sent for you to follow up with your family doctor.

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 will be notified, and the item will be held in the office until the end of the school day.

COMMUNICATION

At Saegert Elementary we believe that communication between the home and school is crucial for the success of students. Teachers are committed to returning your phone calls, notes, and emails within three days of initiation, sooner if possible. The first thing in the morning is not a good time to try and speak with your child's teacher; he or she will be greeting children and trying to get the day off to a positive start and his or her full attention is required by the children at this time. In addition, teachers cannot stop instruction to speak with parents. Each

teacher has a 45-minute planning period every day and can meet with parents at this time. If you desire a meeting or conversation, simply write a note to the teacher, email him or her, or call the office and leave a message.



Connect Ed

Connect Ed is a mass communication system designed to allow users to quickly and easily record, send, and track targeted, time-sensitive voice and text notifications to entire communities in minutes. We will use this mode of communication in the event of emergencies and to keep you abreast of upcoming events and school functions. Please be sure you have updated numbers in the office to ensure you are kept informed of school events. The principal will also send out updates using the email addresses on file. Please provide an email address in the front office on your child's registration card so we can keep you updated with school events.

Email

Email is an easy way to communicate with your child's teacher. Staff email is as follows: teacherfirstname.teacherlastname@killeenisd.org



There is pertinent information occasionally sent that needs a valid email address for this communication.

Website: www.killeenisd.org, click students and parents tab, select Saegert Elementary.

Home Access

Teachers will report grades weekly via Home Access, an online grading program. Once parents have registered through the school and provide an email address, you will be sent an email to set up your access. All your children in KISD can be linked to the same account so you have one log in. You will be able to keep abreast of your child's grades and attendance. Teachers will update their grade books on a weekly basis. Through the program, you can send notes or emails to the classroom teacher.



Wednesday Folders

Each Wednesday you will receive a green folder that may contain school-wide correspondence and other information. Please read these items carefully as some may need to be filled out and returned to school.



COUNSELING PROGRAM

Saegert Elementary School counselors work closely together to ensure students' needs are met. The counselors provide a variety of services for both students and parents. Some of these services include:

- Planning and providing a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature
- Counseling individuals in crisis situations
- Assisting students in making the transition successfully from one school level to another
- Serving as consultant in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students

- Designing a guidance program based on campus needs assessments

If you need to contact the counselor, please call 336-6660 and you will be connected with one of our counselors.

Confidentiality

Information students share with the school counselor is confidential. The student's right to privacy is guarded as much as permitted by law, ethics, and school rules. The school counselor is obligated to break confidentiality when there is a potential harm to the student or others, concern of neglect or abuse, or a court of law that requires testimony or student records. The school counselor often consults with other school professionals, but only shares information necessary to achieving the goals of the consultation.

Students Receiving Outside Counseling Services

When a student is receiving services from another counselor or mental health professional, parental consent must be secured and clear agreements with other mental health professionals must be developed in order to avoid confusion and conflict for the student and parent/ guardian.

Suicide Prevention/ Homicide Prevention

Killeen ISD takes all threats of suicide seriously. If a student makes a threat of self-harm, KISD Administration Procedures will be followed, which include contacting the parent/guardian to come pick up the student. Parents/guardians must provide documentation from a doctor, licensed counselor, or other mental health professional indicating the student is able to safely attend school and/or school related events before the student is permitted to return to school. If the parent indicates no intent to act for the well-being of the child, CPS will immediately be notified. If the parent/guardian does not return the student to school with the above referenced documentation within 48 hours, CPS will be notified, unless there is written or verbal notification that the student is receiving other appropriate services through hospitalization or other means.

If you need to contact the counselor, please call 254-336-6660 and you will be connected with one of the counselors.



CROSSING GUARDS

For the safety of all students, we require them to walk on sidewalks only and cross only at the designated corner closest to their house. For students who walk home, a designated adult will walk them from the building to the assigned crosswalk. For the safety of all our students, parents are not permitted to take the student from the line. Parents can take their students once they are safely across the street. If riding a bike, students must walk the bike across the street at the crossing guard. Guards will be located at the corners of:

- Schorn and Eppinette
- Schorn and Mikulec

- Oster and Eppinette

Please do not allow your child to cross in the middle of the street and walk through the parking lots.

DISCIPLINE

The KISD Student Code of Conduct is available online via the internet. It may be found at the KISD website (<https://www.killeenisd.org>) From there Students and Parents, and then select Student CoC in the language you prefer (English, Spanish, German or Korean.) If you do not have internet access, or if you wish to have a hard copy of the Student Code of Conduct, you may request one directly from the front office. You will be asked to sign and return a card acknowledging your ability to review the SCOC by the internet or by requesting a hard copy of the document. It is important that you read through the plan and become familiar with it. We ask that you discuss it with your child, so that he/she will also become familiar with our district's rules and consequences.

In addition to the district plan, each campus has its own set of school rules. Here at Saegert Elementary we use a research-based incentive program called an Add-On System. You will receive a copy of your child's classroom discipline management plan shortly after the school year begins. We believe that our approach to discipline encourages good behavior and improves the learning environment for all students.

Our campus-wide behavior plan includes an incentive program (add on system) along with the current implementation of consequences for students not following our campus wide expectations.

Campus Wide Expectations:

- Be respectful to staff, classmates, school property, and yourself.
- Follow directions from any staff member working at Saegert.
- Keep your hands, feet, impolite words, and objects to yourself.

Incentive Program:

Students have the opportunity to earn between 1 to 5 points daily that will allow them to participate in their grade level's monthly block party. The number of points students must earn in order to attend the block party will be communicated to students at the beginning of the month.

- By following our campus wide expectations, students can earn up to 5 points a day. These points cannot be taken away. Each student will at least receive 1 point each day.
- Each classroom teacher has a visual tool that students use to track their points.
- Teachers log the points earned for students in the take-home folder/planner.

Consequences:

If a student chooses not to follow our campus wide expectations, then the following hierarchy of consequences is used. Parents are informed of any consequences students have received either in the take-home folder/planner or by phone.

- **Warning** –Students are told which expectation needs to be followed and given the opportunity to make better behavior choices.
 - If misbehavior continues, the hierarchy below is followed:
- **Refocus Area** – Students are redirected to a refocus area where they can still participate in learning and reflect on the choices they are making.
- **Buddy Room** – Students are sent to their buddy room teacher for a period of time to provide them with another opportunity to reflect on the choices they are making. Parents receive a phone call from the teacher explaining why the student was sent to the buddy room.
- **Office Referral** – Students are issued an office referral. In the case of the following severe misbehaviors, students do not follow this hierarchy but are sent immediately to the office:
 - Fighting, or threatening to fight.
 - Damaging or destroying student, teacher, or school property.
 - Engaging in behavior that creates an unsafe environment or shuts down an educator’s ability to continue to teach.

A student who receives a referral is sent to the office to speak with an administrator. After the issue is investigated and the student conferences with the administrator, parents are contacted about the student’s behavior and consequence issued. The student will not have the opportunity to earn Incentive points for either the block of time that the behavior occurred (for example, during the math lesson) or for the remainder of the day (for example, if the student receives ISS).

Bus Referrals – Bus drivers issue bus referrals. An administrator will conference with the student and investigate the issue, then issue a consequence. An administrator will also contact parents about the referral. Bus referrals can accumulate and warrant that a student is suspended from the bus for a period of time or the remainder of the school year.

Spirit Sticks:

In addition to our behavior plan we have also implemented spirit sticks. During the year, students have opportunities to earn additional Spirit Sticks for their ring in the following ways: making the honor roll, having perfect attendance, serving on Student Council, or earning the monthly Super Saegert Stallion award. We are in the process of implementing other positive ways students can earn more Spirit Sticks for their ring. We encourage students to wear their spirit sticks on their book bags to show their stallion pride. Unfortunately, we will not be able to replace lost spirit sticks. We can replace the original one and ring only.

Our goal at Saegert is to provide a positive and safe environment for each and every one of our students. In order to achieve that goal, we implement a campus-wide behavior plan. We are excited to share this information with you so that you have a clear understanding of the behavior plan and can provide support from home.

DISMISSAL

Car Riders

Our car rider system provides a safe and efficient way to deliver your child conveniently to your car. With your help and cooperation, this dismissal process can be done in 15 minutes. Of course, the first days of school are a little slower while everyone becomes familiar with our system. Please be patient and allow our process to work. You must have a car rider number to use this process. We will be issuing numbers during Meet the Teacher and also on Friday, August 23rd. Numbers may be obtained any time after that through the front office.

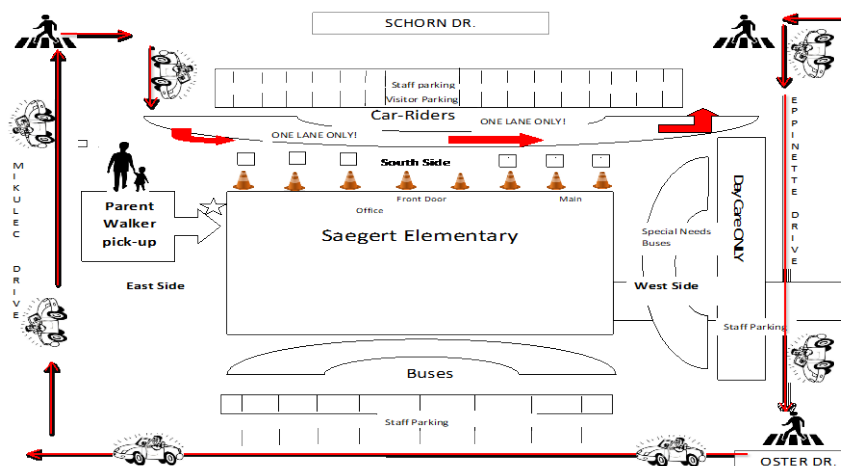
Parents who only have Pre-K and Kindergarten students (no older siblings) who pick up their children by car will be given a yellow card with their number printed on it. You will place this yellow cardstock on the dashboard of your vehicle where it is visible. In order to allow our younger students to be dismissed first, we ask that only parents **with yellow cards** arrive by 3:35 p.m.

- Parents are asked to form 1 line of cars on the east side (Mikulec Drive). If you enter Schorn from WS Young, please make a left on Epinette and circle around to Oster then Mikulec. (Refer to map attached)
- Parents of 1st – 5th graders or Pre-K or Kindergarten students with older siblings, will be given a white cardstock to place on their dashboards. Please begin arriving **after 3:35**. **Because this process takes a few minutes, arriving at 4:00, 4:05 and 4:10 is perfectly fine and will shorten your wait time for your child to be loaded into your car.**

You must have this white or yellow cardstock displayed on your dashboard for your child to be loaded into your car. **If you forget it at home, you will have to park and come in to the front office with your ID after 4:10 in order to pick up your child.**

Please see the map below for lining up procedures. For the safety and well-being of all students make sure you are driving cautiously and be courteous to all during dismissal.

If you are coming to the school from WS Young, please make a left on Epinette Drive and go around to the back of the school to join the car rider line. Please do not try to make a left into the school as this creates a traffic jam.



Daycare

Daycare students will be picked up from the west side of the building. The daycare provider will continue to sign the student(s) out in the manner they do now.

Parent Pick- walker

Parents who pick up students on foot will need to go through the gates on the large playground and wait for students to come out. Students will be dismissed at 3:55. ALL adults picking up students will need a form of identification and must be on the pickup list.

Walker - walking home with sibling or alone

Those students, who are walking with either parents, siblings or alone, will be picked up at the exit for walkers as indicated on the map. For safety purposes, parents are not allowed to come to the valet station to pick up children. Students who are walking home will be walked to the crosswalk by a staff member and then released. Students will not be released to adults until they are on the other side of the crosswalk.

Special Education Buses

Special education buses will pick students up, from the west side of the building. The special education buses will utilize the driveway to pick up students after school. Buses will drive in the lane closest to the sidewalk only and drive all the way to the far end or until the vehicle in front stops. Once vehicles are stopped students will be loaded on the bus.



DRESS CODE

At Saegert elementary, we dress for success. Students will follow the student dress code for KISD. Keep in mind that around age 10, some students start to mature physically. This can cause embarrassment to students; your help in assuring proper hygiene and attire will help ease this transition for your child.

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 as it is designed to be worn. **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. While awaiting 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.

Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or

appearance standards than for the general student body.

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, boxer shorts, "cut-offs", and shorts or pants with holes above the knees are not permitted.
2. Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Leggings, jeggings, and tights may be worn to school as pants with tops that go below the hips.
3. 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.
4. "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
5. Skirts or shorts 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. Skirts and shorts must follow the 4-inch rule, even when being worn over leggings or tights
6. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable.
7. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
8. 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. Tank tops and similar apparel may be worn by students in grades PreK-2, especially in hot weather.
9. 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.
10. Students must wear footwear, which is appropriate for school. All shoes worn to school must have at least a back strap to hold shoes securely on feet. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes or slides, sock shoes, and shoes with metal spikes. Heels must be no more than 2 inches in height.
11. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.

12. 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 DRILLS

Periodically throughout the year we will practice lockdown, tornado, shelter-in-place, and fire drills. This is required by law for the safety and protection of students and staff. Directions are provided to staff members in their handbook on how these drills are conducted, and teachers practice these drills with their students prior to an actual drill. If visitors are in the building during a drill, they are asked to follow the drill procedures. Students will not be allowed to check in or out at this time. The front door may be locked, and we will not be able to answer phones during the drills. We appreciate your cooperation during these safety drills.

ENTRANCES

With the exception of the main entrance to the school, all other entrances will be locked during the day for safety reasons. We ask that all parents and visitors use the front entrance when entering the building. Saegert, like all other KISD schools, enforces a strict 100% ID check at all times, so please have your ID out and ready.



FIELD-BASED INSTRUCTION

Field trips will be taken if funding can be secured. Students whose behavior at school indicates that they may not represent the school in an appropriate manner in public or may endanger themselves or others may be required to have a parent accompany him or her on the trip. Parent/ guardians wanting to chaperone, or volunteer must complete a background check and be cleared prior to the field trip. Only 2 parents per class will be allowed to ride the bus as volunteers. These parents will be required to have completed the background check and complete the district chaperone form. Once the two parents limit is reached, parents may be asked to follow in their cars. Siblings are not allowed to ride on the bus.

GUM

Students are not allowed to chew gum on campus.

ID BADGES

At Saegert, students are issued ID badges. This helps staff members greet students by name. We have found that this has helped build community within our school. These badges also help with student identification in the lunchroom, library and clinic. These badges are to be kept at school. If your child brings it home, please be sure to remind your child to bring it back

to school. In the event of the loss or destruction of the ID badge, students will be required to pay for a replacement.

INCLEMENT WEATHER

Should severe weather **develop during the day**, the office will monitor its status and take appropriate action. You will be notified immediately if school is to be dismissed early due to severe weather. Therefore, it is extremely important that we have the most current information for you and your emergency contacts on your child's enrollment card.

If inclement weather occurs during the night (ice or snow) and school is to be cancelled, parents should watch the television or listen to the radio for cancellation notices.

For purposes of recess, children will be kept inside when the wind chill is below 40°F as of 10:30 AM and when the heat index goes above 95°F at any time.



LIBRARY

We have a wonderful and exciting library and would like you to come and view and check out our vast collection of books. We have an open and inviting library available to everyone all day long. Students in 2nd through 5th grades may check out 2 books for 3 weeks. Our pre-k – 1st students may check out 1 book for 3 weeks. We will recheck books to students who need more reading time. Our teachers enjoy a flexible library schedule which includes library lessons, reading celebration activities, a Bluebonnet program and other activities. We encourage children to learn with a variety of hands on activities such as Legos, Magna-tiles, checkers, trains and Zoob to name a few.

Parents may check books out to read with their children.

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

Mission Statement of Saegert Elementary Library

The mission of Saegert Elementary Library is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

Objectives

1. To help students develop an appreciation for books, reading, and learning.
2. To teach students to access, evaluate, and use information.
3. To maintain a well-balanced collection of media appropriate to the needs of the school.
4. To help students become effective users and producers of information.

5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.

6. To manage a planned program and a welcoming environment.

Behavior Expectations

- Follow the directions the first time
- Use indoor voices
- Be respectful of both people and materials
- Use shelf markers to keep books in their space

Consequences

- Verbal warning
- Time out
- Behavior point not earned

Book Care Policy

We strive to teach our students to be responsible library patrons and demonstrate a respect for property. You can encourage your child to take care of his or her library books by:

- Keeping library books in a safe spot in your home - please help designate one
- Washing his or her hands before reading or handling books
- Keeping food and drinks away from library books
- Turn pages with care
- Keep pets away from books
- Keep books away from younger brothers and sisters who might scribble in, or tear books
- Carry your library books in your book bag. Keep your books dry.

Library Book Check-Out

PK – 1st graders may checkout 1 book for 3 weeks.

2nd - 5th graders may checkout 2 books for 3 weeks.

All students will begin to check out once they have a signed permission slip on file in the library.

Damaged or Lost Books

Fines are not charged for overdue books, but there is a charge for lost or damaged books. Students are expected to be responsible for and respectful of public property. Accidents happen. Puppies chew (usually new) books, juice containers leak in backpacks, younger siblings use them for creative art projects, and books get left on the playground the day it rains or fly off on vacation. Most children are responsible and if a book becomes accidentally damaged, we stress the responsibility to report the damage so that we can repair and, if necessary, to replace a book which gets heavily damaged. If a book page accidentally rips,

please do not attempt to repair it at home. We use special book tapes and glue. Return the book with a note and we will repair it.

If a book becomes damaged beyond use or a book is lost, your child's account will be restricted and you will be billed for the replacement. You may send cash or make out a check to Saegert Elementary. The librarian will have the flexibility to provide alternative ways for a financially burdened student to compensate the library for lost or damaged library materials. Once the bill is taken care of, then your child may continue borrowing books. If books are owed to other campuses, the book will need to be returned or paid for before checkout out at Saegert. If the lost book is found before the end of the school year and is in good condition, then the money for the lost book will be refunded.

LOST AND FOUND ARTICLES

Please mark all your child's personal items clearly. This will help us as we try to determine who things belong to.

If a student loses anything, he should immediately report it to his teacher and check in the lost and found barrel located in the cafeteria. Clothing, lunch boxes, and other similar items are placed in the lost and found. It is possible the item has already been turned into the lost and found. Valuable items such as watches, jewelry and eyeglasses are kept in the office. All unclaimed items are donated to a worthwhile agency in December and June.

MORNING DROP OFF

If you drop your child off in the morning, you may do so beginning at 8:00 AM. Please enter the front parking lot and drive around the curb to drop your child off curbside. You may also park and walk your child to the doors but cannot proceed into the building with your child.

PARENTAL REQUESTS – CLASS PLACEMENT

Class placement is determined by a professional collaborative process that takes into consideration student achievement, class size, students' needs, and demographic balance among the classes at each grade level. Requests for certain teachers will be considered, however, it is ultimately the principal's decision as to where students are placed.

All the teachers at Saegert are highly qualified and are all looking forward to an exceptional year with your child. Once a student is placed with a teacher, our policy limits changing classes during the school year except for the following reasons:

- Qualifying for placement in a GT class,
- Scheduling requirements for students who qualify for special classes,
- Changing classes as part of the behavior continuum prior to alternative placement.

PARENT TEACHER ASSOCIATION

PTA is an active part of Saegert Elementary. Parents, grandparents, friends, and relatives of Saegert students are invited to join. PTA organizes fund raisers, service projects, and family fun activities that provide an opportunity for families to enjoy being together. We encourage you to join and attend our monthly meetings/events.

PARKING LOT

Student safety is one of our top concerns. Because of this, neither the front parking lot nor the cafeteria parking lot is to be used for student drop off or pickup (except for YMCA). Parent drop off and pick up is at the front of the school.

Please drive your vehicle safely and slowly on and near school property and observe the speed limit in the school zones. Please do not drop students off in the parking lot and allow them to walk in. Students who are tardy must be escorted in by a parent. Cars should not enter the bus lanes at any time, go around the back of the school or stop/park in the fire lanes. Common courtesy and consideration can make a difficult situation work much more smoothly.

PARTIES

In accordance with Federal Law, the U.S. Department of Agriculture has developed a public school nutrition policy called Foods of Minimum Nutritional Value (FMNV). In order to be in compliance, parties must be held on the three approved days, which are **winter break, Valentine's Day, and field day**. Parents who do not wish for their child to participate in class parties may pick them up early on these days (last 45 minutes of the day), or let us know and we will provide an alternate activity for the student.

It is a policy of the Killeen schools not to have birthday parties or farewell parties for individual students at school. Cupcakes to be shared as an after-lunch snack are permitted at the teacher's discretion and should be arranged with the teacher ahead of time. All items provided for parties or snacks should be commercially prepared. Home-made items are not allowed. Balloons and other distractions are never allowed in classrooms.

This ensures that all food students receive at school meet certain **food preparation standards** and prevents possible illnesses that may result through improper or unsanitary preparation. Because of stricter food and nutrition guidelines developed by the Texas Department of Agriculture, we are very limited as to the kind of items are allowed for snacks. We will provide a list with examples upon request.

Birthday and farewell parties are not permitted. Birthday party invitations may be passed out at school by the teacher. He/She will place it in the child's take home folder.

Saegert Elementary does not hold Pre-K, kindergarten or fifth grade graduation programs since children are promoting, not graduating.

PETS

For the safety of our students, pets of any kind are not permitted on school grounds or in the school building without written permission from the principal. There may be some exceptions when a pet is brought to school because it relates to the curriculum being studied. The pet should be brought to school in a carrier, is up to date on its shots, and is then immediately returned home. In these cases, prior administrative approval is required. Parents will be notified via newsletters and given the option to exempt their child from viewing the pet.



PICTURES

School pictures will be taken two times during the year. Individual pictures are taken during the fall semester. These pictures should be paid for in advance. Should the pictures turn out poorly, retakes and holiday pictures will be scheduled and will be back prior to Winter break.



Spring pictures, which include group class pictures (paid for in advance) and individual pictures (family approval) will be taken in the spring. Packets will be sent home with the students. Parents select any, all or none of the pictures they would like. The rest of the packet is returned with the money.

Notices will be sent home prior to pictures being taken.



PROGRESS REPORTS/REPORT CARDS

Saegert Elementary School is on the nine-week grading system. Students will receive report cards at the end of each nine weeks. You should expect report cards approximately one week after the end of the nine weeks. Progress reports will be sent home mid-quarter, during each nine-week period for concerns related to academics, behavior or work habits.

PROMOTION

Promotion status of our students at Saegert is based upon state law and KISD Board policy.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency on 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 in each subject area.

SPECIAL INFORMATION REGARDING FIFTH GRADE STUDENTS:

Under the Student Success Initiative, Fifth grade students must pass the reading and math portions of the STAAR to be considered for promotion to sixth grade.

For full details regarding this policy, please visit the KISD website at: www.killeenisd.org, then click on KISD Policy Online. The policies regarding promotion and retention are EIE-Legal and EIE-Local,

PLAYGROUND RULES

It is very important that students practice safe behavior while on the playground. Preventing injuries and insuring safety are our primary reason for having playground rules. They include:

- ◆ Play in a safe area.
- ◆ Do not throw rocks, pebbles, sand, grass or wood chips.
- ◆ Bars are to be used for chin-ups and pull-ups only.
- ◆ Students should not climb and then stand on top of the bars.
- ◆ Hanging upside down and doing flips is not allowed.
- ◆ Keep hands to self while standing in line.
- ◆ Students should travel in one direction on the horizontal ladder.
- ◆ Sit on the swing, hold onto the swing with both hands and dismount only after you come to a complete stop
- ◆ Gum, candy, etc. should not be consumed during recess or on the playground due to the possibility of choking.
- ◆ Never chase a ball into a drive area.
- ◆ Tumbling is prohibited.
- ◆ No footballs, soccer balls, or basketballs from home are permitted.



SAFETY

Safety is a number one priority at Saegert Elementary. Every staff member is required to wear a district identification badge in a visible location at all times. All visitors to our school are required to sign in and obtain a visitor's badge. This visitor's badge must be worn prominently while in the building. Persons seen without either of these badges will be stopped and escorted to the office.

Once children are inside the building, all doors except the front doors are locked. All doors are equipped with 'crash bars' so we can still get out of any of the locked doors, others just can't get in. If you are expected by your child's teacher, please enter through the front doors into the office. There your ID will be checked and you will be required to sign in through our computerized sign-in system. An ID badge will be printed out for you. It must be visible at all times while in the building. Once confirming with the teacher that she/he is expecting you, you will be permitted to proceed to the classroom.

Fire drills and lockdowns are mandated each month. Severe weather drills will be held at least twice a year.

Science Fair

Each student in grades 1-5 will participate in the Saegert Annual Science Fair. Specific information and guidelines will be sent out in September. Please be sure to allow time for experiments so students can fully benefit from this experience.

TARDIES

The beginning of the day is an important part of school. It sets the tone for the remainder of the school day. Just like reporting to work on time is an important and valued skill in the adult world, arriving to school on time is equally as important. Parents should make every effort to see that their child arrives at school by 8:30 a.m. Students in grades PK-5 are tardy after the 8:30 a.m. bell. A student is considered tardy if they are not in their classroom by 8:30 a.m.

Tardy students must report to the office for a tardy slip. Generally, the only acceptable excuse for a tardy is a doctor's appointment. Disciplinary consequences will be assessed for students who are tardy as follows:

- 3rd tardy - Lunch detention
- 6th tardy – Lunch detention, 2 days
- 7th tardy- Warning letter about possible referral/SAC
- 9th tardy – Lunch detentions for K-2nd /**Saturday Detention (for 3rd – 5th graders)**

****Each nine weeks students will start fresh when counting tardies. We would encourage you to arrive at school on time to prevent the above consequences from occurring. Loss of instructional time for any reason can have very negative effects on a child's progress.**

Students attending Saegert on a transfer basis, may have it revoked for excessive tardies.

TELEPHONE USE

Students are strongly discouraged from making phone calls from school. Parents are asked not to call their children unless it is absolutely necessary. Students are permitted to call home only for cafeteria money or a packed lunch. They are not permitted to call for homework, permission slips, to make arrangements to go to a friend's, etc. Students are not permitted to use personal cell phones at all while on campus. Personal cell phones should be off while at school. (Please see cell phone policy)

Students participating in after school activities such as tutoring or detention hall should tell their parents in advance when it is necessary for them to stay and at what time they will be dismissed. Students will not be kept after school unless parents have received prior notification.

If a call to a parent is to be made due to health reasons, the call will be made from the nurse's office.

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. These fines also include the removal or damage of the district inventory barcode on textbooks. There will be a \$5 fine for barcode replacement.

TITLE I

Saegert Elementary School is a campus-wide Title I school. Under this program the school receives additional federal monies based on the percentage of students identified as economically disadvantaged. In the past, the money has been used to hire additional teachers to reduce class size, to purchase multiple copies of children's books, science equipment, math manipulatives, and a mobile lap top computer lab. We would encourage you to complete the free and/or reduced food program application. This determines how much money our campus receives. The more students/families eligible for this program, the more money our campus will receive to purchase instructional supplies and materials.

UNAUTHORIZED ITEMS

Items **not** allowed at school: weapons of any kind, toy knives & guns, ipod's, MP3 players, toys, radios, CD/cassette tape players, skateboards, skip-its, hard balls, water guns, yo-yos, trading cards or any other items that could be harmful to students and take away from learning. If brought to school, these items will be confiscated, and a parent will be required to pick them up. 'Heelies' (shoes with wheels) are not permitted per KISD policy.

VISITORS

Parents are always welcomed at Saegert. All visitors must report to the front office and sign in. While on campus, visitors must be sure that their visitor badge is clearly visible. If you need to speak with a teacher, please arrange for a conference. Please be cognizant that your presence can sometimes be a distraction to instruction. Parents are asked to make arrangements ahead of time if you wish to volunteer in the classroom.

The office will notify the teacher of the parent arrival. Please understand that the teacher may recommend a different time and day if he or she feels it necessary in order to ensure the visit isn't distracting to the academic needs of the students.

If a parent checks in the system to volunteer in a specific location it is mandatory that he or she check back into the office in order to change a location (to stay in compliance with our safety policy). **We also ask that parents do not volunteer or visit classrooms at times when substitutes are in the classrooms.**

Our job is to teach and interruptions, however brief, interfere with that process. It is district policy that "visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment." KISD Policy GKC (Local)

WITHDRAWING A STUDENT

When withdrawing a student, parents must notify the office and allow three days for the 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 proper notification. All fines, textbooks and library books must be cleared before records can 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 books.

YMCA

The YMCA Latchkey program is available for parents requiring before and after school care (634-5445 or 634-4020). This is a service offered through the YMCA and payment and enrollment occurs through the YMCA. Children enrolled in this paid program are the only children permitted to arrive at school prior to 8:00 a.m.

VOLUNTEERS/PARENTAL INVOLVEMENT

If you are interested in being a volunteer, please contact our Parent Liaison, Veronica Allen. She will coordinate the volunteer program and ensure all background checks are complete. Please be aware that all volunteers are required to undergo a criminal history check prior to working directly with students annually. This is a KISD policy. To help alleviate disruption, we ask that parents not volunteer in their own child's classroom.

Our 2019-2020 Parent and Family Engagement Policy and Home School Compact are outlined on the next 2 pages:



Saegert Elementary School Parent and Family Engagement Policy 2019 – 2020

At Saegert, our motto is Work Hard and Be Nice. The staff at Saegert Elementary strives to be a top-notch, world-class school. We purposely and proactively meet academic, social, moral and emotional needs to foster a culture of excellence. We commit to continuous innovation through a mindset of lifelong learning and nurture the unlimited potential of all members of our school community. All parents and family members are welcomed and valued. At Saegert Elementary, we will instill a culture of excellence by aligning passion, purpose and performance.

Saegert Elementary will host the following family and community activities:

- Open House
- Meet the Teacher Night
- Parent Paddock Sessions
- Fall Festival
- Volunteer opportunities
- Prekindergarten/ Kindergarten Orientation
- Awards Assemblies
- Book Fairs
- PTA Meetings
- Little Stallions Early Learning Academy
- Family Curriculum Nights
- Parenting Resource Library
- Watch DOGS
- Bring Your Dad to School Day

Communication We believe communication between home and school is a two-way street. We stay in touch with parents and family members in several ways: student planners, Parent/Teacher conferences, weekly take-home folders, fliers, KISD TV channel, campus marquee, newsletters, campus website, Connect-Ed automated phone calls, notes, social media, letters, emails and phone calls from staff.

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 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 State of Texas Assessment of Academics Readiness (STAAR) and Killeen Independent School District (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 Principal Lopez at 336-6660.

Little Stallions Early Learning Academy Siblings of Saegert students are invited to bring their parents to our Little Stallions Early Learning Academy. The purpose of the Early Learning Academy is to introduce books and the love of reading to children. We want to provide a literacy rich environment and introduce the alphabet, numbers, colors and shapes to preschool children not already enrolled in school.

Annual Title I Meeting Our annual Title I meeting is held in September of every school year. This meeting is offered at flexible times and dates that are convenient to parents. All parents and family members are invited to attend. We want everyone to know about Title I and how we use these funds to ensure that students are successful. We'll 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 (CIP) and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact Principal Lopez. 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 need your help! 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 Veronica Allen at 336-6685.

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.

KISD also has Special Education Parent Resource which offers workshops and resources for more information you can contact them at 336-6838.



HOME-SCHOOL COMPACT 2019-2020

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership that includes family, community, and school with a specific goal in mind: That each child reaches 100% of his learning goals. At Saegert, we believe that parent involvement and support increase outstanding academic achievement. We would like to provide you with an agreement with what our staff, parents, families and your child can do to make this a successful year!

The following indicates who will be responsible for each standard:

F=Family M=Community C=Child S=School

Standard I: Communication

- ⇒ Attend school events and parent/family/teacher conferences. **F**
- ⇒ Ask your teacher to help when you have problems with schoolwork. **C**
- ⇒ Communicate with families frequently. **S**
- ⇒ Give families timely reports on student progress via Home Access Center. **S**
- ⇒ Provide guidance to families on helping their children with homework and learning at home. **S**
- ⇒ Give staff and teachers the training to work effectively in partnership with families. **S**

Standard II: Parenting/Families

- ⇒ Discuss with your child the importance of working hard in school. **F**
- ⇒ Monitor your child's progress and supervise completion of homework. **F**
- ⇒ Read at home together or encourage your child to read every day. **F**
- ⇒ Talk to your child about the dangers of alcohol, drugs, and weapons. **F**
- ⇒ Attend school events and parent/family/teacher conferences. **F**
- ⇒ Attend meaningful parenting/family sessions. **F**

Standard III: Student Learning

- ⇒ Do the work it takes to be successful. **C, S**
- ⇒ Come to school every day, ready to learn with homework completed. **F, C**
- ⇒ Use your free time wisely by reading for pleasure. **C**
- ⇒ Talk to your family about what you are learning and doing in school. **F, C**
- ⇒ Ask your teacher to help when you have problems with schoolwork. **C**
- ⇒ Assign meaningful homework with clear directions. **S**
- ⇒ Offer special assistance to students who progress at different rates. **F, S**
- ⇒ Give families timely reports on student progress. **S**

Standard IV: Volunteering

- ⇒ Volunteer for at least one event each semester. **M, F**
- ⇒ Participate in school decisions by attending PTA meetings and serving on committees. **M, F**
- ⇒ Volunteer to share your talents. **M, F, C**
- ⇒ Get involved in service projects that benefit your school community. **M, F, C**
- ⇒ Encourage all families to volunteer in school. **S**

Standard V: School Decision Making and Advocacy

- ⇒ Be champions of the school, expressing public support. **M, F, C, S**
- ⇒ Participate in school decisions by attending PTA meetings and serving on advisory councils. **M, F, S**
- ⇒ Set firm and fair safety, discipline, and drug enforcement policies. **F, S**

Standard VI: Collaborating with the Community

- ⇒ Be champions of the school, expressing public support. **C, F, S, M**
- ⇒ Get involved in service projects that benefit your school and the community. **C, F, S, M**

The signatures below indicate that we have received the 2019-2020 Home School Compact and understand the expectations outlined therein.

Student Signature _____ (child #1)

Student Signature _____ (child #2)

Student Signature _____ (child #3)

Student Signature _____ (child #4)

Parent Signature _____ Date _____

Parent Signature _____ Date _____

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



PreK4

1 full-size backpack (no wheels)
1 large towel or Kinder mat 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 full-size backpack (no wheels)
2 boxes of tissue
2 boxes of crayons (24 count)
2 pocket folders with brads
1 bottle of white glue
8 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 full-size backpack (no wheels)
2 boxes of tissue
2 boxes of crayons (24 count)
2 pocket folders with brads
1 bottle of white glue
8 glue sticks
1 pkg of #2 pencils (24 count)
1 pair of scissors
4 composition books (wide rule)
2 pink erasers
1 supply box

2nd GRADE

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

3rd GRADE

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

4th GRADE

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

5th GRADE

2 boxes of tissue
2 pocket folders with brads
1 bottle of white glue
4 glue sticks
2 pkgs of #2 pencils (24 count)
1 pair of scissors
5 composition books (wide rule)
1 composition graph ruled book
2 pkgs of notebook paper (wide ruled)
1 pkg of colored pencils (12 count)
1 zippered pouch

**KILLEEN INDEPENDENT SCHOOL DISTRICT
PROCEDURE FOR STUDENTS WITH WET/SOILED CLOTHING**

General Information

- The district procedure for wet or soiled clothing should be included in the campus section of the student handbook.
- Parents of all PK and K students must provide an extra set of clothing (to include shirt, shorts, pants, underwear, socks and shoes) labeled with the child's name in a grocery sack or Ziploc bag. The clothing will be stored in the classroom. At the change of seasons, the clothing should be sent home to be replaced by season-appropriate clothing.
- If a child is unable to change his/her own clothing, the parent will be required to come to the school to change the student's clothing.
- Before assisting any child with zippers, buttons, clasps or belts, permission from the child will be obtained.
- The school will not provide clothing for any student. The parent must provide all changes of clothing.
- If a child appears ill (no energy, pale, stomach cramps) and has diarrhea (liquid stool), they will be sent to the clinic for evaluation.

Wet Clothing PK3 – 5th Grade

- The teacher will allow the student to change their wet clothes in the classroom restroom. The teacher will notify the parent. The teacher will send the wet clothes home in the bag that was provided by the parent for the dry clothes.
- If the classroom doesn't have a restroom, a staff member can accompany the student to the restroom where the student will change his/her clothes in the restroom.
- If the child has wet his/her clothes, he or she will clean themselves with wipes, change their clothes, place their clothes in a bag and wash their hands before returning to the learning environment.
- Most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons, belts or clasps, a staff person can assist with a minimal task, and then allow the child to remove the clothing by himself/herself.
- If clothing is not provided and/or the child is unable to change by themselves, the parent will bring a change of clothes and change their child.
- The child cannot be sent home on the bus or to after school day care with wet clothing.

Soiled Clothing PK3 – 5th Grade

- If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible. The child will await the parent in a campus designated area (not to include the clinic) and be given the option to stand until the parent arrives.
- The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.
- The child cannot be sent home on the bus or to after school day care with soiled clothing.

Students Who Are In Transition

- The student is to wear pull-ups instead of diapers.
- The parent is to send extra pull-ups, wipes, a change of clothes and grocery bags (to send wet clothes home in) labeled with the child's name.
- The procedures for wet/soiled pull-ups will be in accordance with the procedures for wet/soiled clothing listed above.

DATE: October 2009
December 8, 2014

CONTACT PERSON: Coordinator for Health Services