Mountain View Elementary School
500 Mountain Lion Road
Harker Heights, TX 76548

Student-Parent Handbook

2022-2023

Every student deserves a great teacher, not by chance, but by design.

LaBecca Thompson, Principal
Grace Ashworth, Assistant Principal
Tyly Bell, Assistant Principal

Reviewed and Adopted May 2022
Dear Parents/Guardians,

On behalf of the staff and faculty of Mountain View Elementary, we want to welcome you and your child/ren to our school community. The staff and I are excited to begin this year.

Our motto, “We believe all can achieve!” continues and is the mindset of our campus. Student growth is how we will judge our success. Our goal is for every child to depart from Mountain View with skills, knowledge, and self-confidence to be successful as they move forward.

We look forward to building positive relationships with our parents and guardians. We invite you to visit our school events, and volunteer as much as your schedule will allow. We have a district process in place to be a volunteer, participate, or chaperone, which requires a background check with the district. It is a simple process that can be completed online.

We look forward to working with you and your child to make Mountain View the best place to be in Killeen ISD.

We hope this handbook will provide the information you need to have a positive and productive school year. Please feel free to call (254) 336-1900 or email the principal of your child’s grade level any time that you have questions or comments.

Sincerely,
LaBecca Thompson, M.Ed.
Principal
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Grace Ashworth, M.Ed.
Assistant Principal (Grades: Pre-K, K, 2, 4)
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SCHOOL SCHEDULE

7:00 – 7:20  Breakfast
7:25       School Starts - First bell
7:30       Tardy bell
3:00       All classes dismissed
1:00       Early Release

FIRST DAY OF SCHOOL

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

- On the first day of school, students should report directly to their classroom.
- There will be school personnel in the hallways to direct you as needed.
- Be sure your child knows what to bring for LUNCH. He/she must have a sack lunch, lunch money, or money on account. You can put money in the account during “Meet the Teacher Night” Thursday, August 11 from 4-6 p.m.
- Be sure your child understands what to do AFTER SCHOOL. Does he/she walk home? Is he/she sure of the way? Should he/she be picked up by a parent or a babysitter, ride a bus, or go to YMCA? Be familiar with where on campus your child will be dismissed from school. When in doubt, instruct your child to go to the office.
- Label all supplies with your child’s full name. This is also important later in the year when coats, hats, and mittens are brought to school. Every personal item that comes to school should be labeled.

ACADEMIC LEARNING TIME

In order to protect academic learning time, students will not be called to the office for phone calls. All items, such as, lunches and backpacks should be dropped off to the office by 10:00 a.m. At this time, all items will be delivered by office staff.

ATTENDANCE

If your child is going to be absent, please call the school attendance line at 254-336-1913 as soon as you know. If you haven’t called by 8:30 a.m., the district’s automated system will call you to verify the absence. An official record of each student’s attendance is required by state law. If we have not had notice of the absence by 9:30, a school representative may call or make a home visit to ensure the safety of your child. 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
- Teacher’s name
- Date of absence
- Full explanation of absence
- 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. Attendance is taken each morning at 9:30. Students who are present at that time are counted present for the entire day. Students who are absent at that time are counted absent for the entire day.

EXCEPTION: 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).

Student Registration Cards: It is extremely important that your child’s registration/contact information is kept up to date. Please notify the office if you move or have a change of phone number or emergency contact information. Note: Phone number changes need to be made in person at the office. This change is not allowed over the telephone. Any address change can only be completed with a Proof of Residency (utility bill, lease, or mortgage.)

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BEFORE & AFTER SCHOOL SAFETY

Child safety is a top priority at Mountain View. Our school opens at 7:00 am. Please do not drop students off before this time because there is no one available to supervise them. All students should come into the building every morning and report directly to breakfast or class. The school bell rings at 7:25 a.m. Tardies will be counted when students are not in their classes by 7:30 am. Please see Tardy Policy later in this handbook.

Students may eat breakfast between 7:00-7:20 then report to their designated grade level areas. The following suggestions 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, no matter what the person says. Students should cross only at designated crosswalks with crossing guards. Children are to leave campus immediately after school is dismissed unless they are in the YMCA Program, participate in after school activities, or are accompanied by an adult. No students should be at school or on school grounds until after 4:15 p.m. YMCA child care is available before and after school in our cafeteria. For more information, contact the Armed Services YMCA, 110 Mountain Lion Rd, Harker Heights, 690-9622 ext 100/101.

BICYCLES

Bicycles are to be parked in the racks provided. All bikes should be locked when not in use. Bicycles are not to be ridden or touched except by owners. Bikes should be walked (not ridden) across school grounds. This includes parking areas, sidewalks, and crosswalks.

BUSES

Riding the bus is a privilege provided by the school district, whether to and from school each day or on school-sponsored trips. The school bus is an extension of the classroom, and therefore school rules must be followed at all times. Students must follow instructions from the drivers as they would a classroom teacher. Additional rules are also necessary for the safety and well-being of everyone on the bus. Failure to abide by these rules creates safety hazards for the student as well as all other students on the bus. Students riding district-operated buses are accountable for their behavior and are expected to conduct themselves in accordance with the rules and regulations of the KISD Student Code of Conduct, the KISD Transportation Student Rider’s Safety Handbook, and those posted in the bus. Student misconduct on the bus may result in suspension from riding the bus, in addition to any other appropriate disciplinary action. Our first concern is the safety of your child(ren).

If your child(ren) would normally ride the bus and you wish them to be picked up by you or someone else, please write a note to the classroom teacher (this person must be on the registration card). UNLESS A STUDENT HAS A NOTE FROM PARENTS, HE/SHE WILL RIDE THE BUS AS USUAL. Bus transportation can only be provided from the student’s home to school and back to the student’s home. Therefore, students cannot be bused to childcare providers. In addition, students are not allowed to ride the bus home with someone else in order to spend the night, etc. Transfer students do not qualify for bus transportation. An authorized person must meet all PK/K students at their bus stops in order for students to be released.

CAFETERIA EXPECTATIONS

Students are expected to follow the three school rules:

- Take Care of Yourself
- Take Care of Each Other
- Take Care of the School

| Be Respectful | ➢ Be friendly.  
|              | ➢ Be polite with words and actions.  
|              | ➢ Say “Please” and “Thank you” to staff. |
| Be Responsible | ➢ Stand quietly and patiently in line for your food.  
|               | ➢ Raise your hand for assistance.  
|               | ➢ Get items needed before you go to your table.  
|               | ➢ Sit at your assigned seat or table. |
| Use Self Control | ➢ Walk in the cafeteria at all times.  
|                | ➢ Stay in seat and sit on your bottom.  
|                | ➢ Clean up after yourself and throw all garbage away.  
|                | ➢ Keep your hands and feet to yourself.  
|                | ➢ Talk quietly to friends sitting near (elbow partner or across) |

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CELL PHONE/TABLETS/BYOD

As stated in the KISD Student Code of Conduct, students may not display, turn on, or use a cellular telephone or other digital devices (hand held video games, tablets, etc.) on school property during the school day, unless under direct supervision of school staff. Violators are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by an administrator and are subject to disciplinary action. The district has made available the BYOD (Bring Your Own Device) network access. This is an opportunity for students to use personal devices on the KISD network for instructional purposes only. All students must adhere to the Acceptable Use and Electronic Devices Policies while using their own devices at school. Therefore, when students use technology inappropriately, the board approved Student Code of Conduct consequences still apply, regardless of who owns the device. Neither the campus nor the district assumes responsibility or liability for the loss or damage to a device or the unauthorized use of the device. For privacy reasons, we ask that you refrain from taking student pictures or using a cell phone in the office area.

CLINIC – MEDICAL ISSUES

CHANGE OF ADDRESS/ TELEPHONE NUMBERS: Please keep the office/clinic 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. It is important that an emergency contact person/number be someone other than yourself in the local area. In the event of a serious emergency, we will make every attempt to contact you at all of the numbers listed on the registration card. If the service of an ambulance is necessary, the parent/guardian will be responsible for the total cost as outlined in district policy.

- CLINIC VISITS: The teacher/staff member will complete a clinic pass for all students sent to the clinic. The teacher/staff member will annotate the chief complaint/reason for sending the student to the clinic. The clinic will document all care your child receives. A yellow copy of the clinic pass will be sent home with every student seen in the clinic. Parents are encouraged to contact the clinic if there is a concern about the treatment received.

- EMERGENCY CLOTHING: All Pre-K and KG students should have several changes of clothes in their backpack due to cafeteria or classroom accidents.

- MEDICATION: All medication must be given in the clinic. Students are not permitted to carry ANY medications, including cough medication, cough drops, medicated creams, medicated eye drops, etc. Inhalers are an exception to the policy ONLY if a physician’s permit is completed and on file with the clinic stating the child is able to carry and self-administer the inhaler. For the complete KISD medication policy, please see the district section of this handbook.

- 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 stings/bites or food, please complete the information sheet available in the clinic to inform us of the type of reaction to expect in your child. On this form, you will also need to provide us with what kind of treatment your child is to receive: i.e. Calamine lotion, Epi-Pen or prescription antihistamine. A physician’s order must be on file in the clinic in order to administer any prescription medication. If your child has a food allergy, the school district can substitute alternative foods or beverages on the purchased lunch tray in place of those foods to which your child has an allergy. In order for the substitutions to be made you must have a letter from your child’s physician. The letter must state the foods and/or beverages your child is unable to consume, and the foods acceptable for substitution. There is a form available in the clinic.

- FEVER: Fever is defined as temperature equal to or greater than 100°F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. Students will now be excluded from school until fever free, without the use of fever-suppressing medications, for 24 hours if they have a temperature equal to or greater than 100 degrees. This policy has been changed because the Texas Department of State Health Services has updated TAC Title 25, Part 1, Chapter 97, Subchapter A, Rule 97.7 and Rule 97.1- Diseases Requiring Exclusion from Schools and Definitions Located at the following webpage. http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=A&r1=Y

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Killeen ISD follows Texas Administration Title 25 for Diseases requiring exclusion from school. The clinic cannot dispense any medication for fever (Tylenol, Motrin, or Aspirin) without physician’s order and this medication must be supplied.

- **LICE POLICY:** KISD Lice Procedure: Any student with visible signs of lice will be excluded from school until he/she is free of all live lice. Parents/Guardians will be notified, instructed in the treatment of head lice, and asked to pick up their child as soon as possible. Parents/Guardians will be instructed to promptly treat the child and return the student to school the next day. Upon return to school, students will be cleared to go to class after being re-examined by the clinic staff and found to be live lice free. School bus transportation will not be provided from school to home on the day the live lice were discovered. Screening of siblings and other students who were most likely to have head to head contact will be done by the clinic staff. To avoid disruption of student and teacher class time, no unwarranted mass classroom screenings will be done.

**CLUBS**
We have many opportunities for students to participate in after school clubs. Our staff works to meet the needs and interest of our students. Clubs are formed at the beginning of the school year and have application forms that state goals and expectations. Parents are responsible for providing transportation home. All students are excused to the valet line after clubs have been dismissed. Unfortunately, we cannot provide supervision of siblings of students participating in clubs. Please make sure siblings are picked up at dismissal time.

**COUNSELING PROGRAM**
Mountain View has 2 full-time counselors and 1 state-funded At-Risk Counselor. The counselors provide a variety of services for both students and parents. Some of these include:
- Plan and provide a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature
- Counsel individuals in crisis situations
- Assist students in making the transition successfully from one school level to another
- Serve as consultant in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students
- Design a guidance program based on campus needs assessments

**DELIVERIES**
District policy does not allow commercial deliveries of any kind to students at school. Deliveries include flowers, balloon bouquets, cakes, pizza, etc. When celebrating birthdays, please limit the celebration to store bought, individually wrapped treats only - no balloons, decorations, or party favors. Other parent provided snacks must meet the Smart Snack Guidelines.

**DISCIPLINE**
During the first week of school parents will receive information on accessing the Student Code of Conduct on the Killeen ISD website. In addition to the district plan, each campus has its own set of school rules and each teacher has a classroom discipline management plan. The student’s teacher will send home a copy of the classroom discipline plan. Students that are attending Mt. View on a transfer may have their transfer revoked for excessive discipline referrals or repeated absences and tardies. See Appendix section for School & Classroom Expectations.

Students are expected to follow the three school rules:
- Take Care of Yourself
- Take Care of Each Other
- Take Care of the School

**DRESS CODE**
Refer to KISD Student Code of Conduct.
EMERGENCY DRILLS

Periodically throughout the year, we will have tornado, shelter-in-place, and fire drills. Teachers will practice this with their students prior to an actual drill. Visitors in the building should follow drill procedures. Students will not be allowed to be checked in or out during this time. The front door of the school may be locked during drills. We will help you as soon as the drill is finished. Thank you for your cooperation during these drills.

GIFTED/TALENTED STUDENTS

Identified G/T students will be placed in classes together and served through a state adopted, enriched curriculum. The curriculum will work based on the Texas Performance Standards Project (TPSP). The TPSP provides a structure for students to perform on a challenging project in TEKS for English language arts, mathematics, social studies, and science. Student projects will be showcased through an exposition in the spring.

HOME ACCESS CENTER

You can access your child’s grades by going to the Home Access Center from our Mountain View webpage. We encourage you to check this site every 2-3 weeks to keep track of your child’s progress in school. Please keep in mind that teachers enter grades weekly, not daily, so we encourage you to check a few weeks at a time before being concerned about a specific assignment or grade. If after that time you have questions, please address them to your child’s teacher.

HUG ZONE

For the security of students, we do not allow parents/older siblings to walk students to class after the first week of school. We invite you to walk your child as far as one of two hug zones (at the security doors and the west parking lot doors) and then release your child from there. We have staff members and student chaperones all around the building to maintain security and provide assistance. We also have adults stationed near the security doors to help students in need. We appreciate your support in helping your child’s independence blossom.

LIBRARY PROGRAMS

Our library offers a variety of programs for both students and parents. Parent education materials, both books and videos, are available for check out. We have an active parent volunteer program in the library. These volunteers help with the clerical duties and book fairs. All students have access to the library. While grades PreK – 1 have a scheduled class time, grades 2 – 5 are on a flexible schedule. The older students may check out books daily, with class times for research, book talks, or check outs scheduled by the teacher.

LUNCH PAYMENTS

We currently offer three ways to add funds to your student’s cafeteria account: credit card payments may be made at www.schoolcafe.com/killeenisd and cash or check payments may be turned into the front office or your student’s teacher. Schoolcafe.com requires your student’s identification number to set up the account. If you do not have the identification number, please ask your child, or contact your student’s teacher. Breakfast and lunch menus are available at Schoolcafe.com/killeenisd. Federal funds to schools are currently based on a percentage of eligible free and reduced lunch applications. In offering free lunches, there is uncertainty of how funds will be distributed in future. To ensure continued federal monetary support of our campus, we encourage every family to complete a free & reduced lunch application at schoolcafe.com/killeenisd.

PARENT COMMUNICATION

At Mountain View, we believe that the partnership between our school and parents is an extremely important factor in the success of our students. Good communication between home and school is a vital part of that process. Communication with parents is made through a variety of methods to include emails, phone calls, parent conferences, newsletters, Blackboard Connect (mass parent phone calls or “Robo-Calls”), and our campus and teacher webpages. Please help us with this communication by keeping your contact information updated in the office. If you have specific questions or concerns, you are encouraged to contact your child’s homeroom teacher or specials teacher (music, PE, or special programs) first. If you have campus-based

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questions or do not receive a satisfactory resolution to your problem, please call the office to schedule an appointment with an assistant principal or the principal.

PARTIES & SNACKS

Traditional holiday parties are an acceptable part of our school curriculum. Winter Holiday, Valentine’s Day, and end of school provide the party themes. **Volunteer orientation and background checks are required to attend and/or volunteer at classroom parties.** Please make arrangements with the teacher prior to coming. Note: Class parties are for the celebration of our students only. Because we want the parents to be able to spend the time with their student in the class, **siblings and younger children are not allowed at the parties.** If you do not wish for your child to participate in any or all of these parties due to religious reasons, please let your child’s teacher know. We will make arrangements with you to handle the situation so that the best interests of your child are met.

Invitations to your child’s birthday can be sent home in Tuesday folders as long as every child in the class receives the same invitation to attend. We cannot release personal information of the students to parents to send them home via U.S. Mail. If you would like to bring a snack to celebrate birthdays, please make arrangements with your classroom teacher. These birthday treats must be delivered by 10:00 a.m. and will be served after 2:30 p.m. **When celebrating birthdays, please limit the celebration to store bought, individually wrapped treats only - no balloons, decorations, or party favors.** Other parent provided snacks must meet the Smart Snack Guidelines.

If snacks are a normal part of the classroom day, parents may provide store-bought snacks for the students. These snacks must conform to the USDA Smart Snack Guidelines. We are unable to serve snacks that do not meet the guidelines. See The Smart Snack Guidelines in the District section of the handbook. This policy is subject to change due to state and federal laws.


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**Elementary and Middle School**

All foods/beverages sold and/or given to students during the school day must meet USDA Smart Snack rules and the KISD Wellness policy.

**Beverages:**
- Juice and milk - Elementary may have up to 8 oz, Middle may have up to 12 oz
- Plain water
- 100% fruit or vegetable juice
- Milk (unflavored low fat, unflavored fat free, or flavored fat free)

**Whole grains:**
- Graham Crackers - Teddy Grahams or Scooby Doo Graham cracker sticks
- Goldfish - 100 calorie packs cheddar cheese
- Wheat Thins crackers
- Granola bars - Quaker Chewy, Nature Valley Crunchy, Oats ’N Honey, Nutri-grain cereal bars
- Rice Cakes - Quaker Carmel Corn and Quaker Apple Cinnamon
- Popcorn - Smartfood Delight White Cheddar
- Cereal - Cheerios, Honey Nut Cheerios, Kix, Rice Chex, Trix

**Fruits and Vegetables:**
- Fresh fruit - such as apples, oranges, bananas
- Dried fruit - such as raisins or dried cranberries
- Applesauce
- Canned fruit - packed in water, 100% juice, or light syrup
- Fresh vegetables - such as carrot sticks, celery sticks, broccoli

**Other snacks:**
- Reduced fat String Cheese
- Yogurt - Yoplait Kids, Yoplait Go Gurt
- Trail mix (made with unsalted nuts and dried fruit)
- Unsalted nuts

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PETS
For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal and/or arranged through the teacher. If you are picking up children, please stay on the public sidewalk at the perimeter of the school.

PICTURES
School pictures will be taken twice during the year. Individual pictures will be taken during the fall semester. Should the pictures turn out poorly, or if a student was absent, retakes will be scheduled. Group, individual, and Kindergarten graduation pictures will be taken during the spring. Group pictures and Kindergarten graduation pictures must be paid for online after the event. Individual pictures are sent home with students so that parents may select any, all or none of the pictures they would like. Money should be turned in for the pictures kept, any pictures that you do not wish to purchase must be returned. Mountain View Elementary receives a portion of proceeds from the sale of fall and spring pictures.

RECOGNITION PROGRAMS
At Mountain View, we believe that it is important to recognize student achievement in a variety of ways.

• Academic Awards: This program was established by KISD to recognize and award students who have demonstrated outstanding academic achievement. Awards are given during celebrations or ceremonies at the end of each semester. Mountain View Elementary guidelines for awards are as follows:
  o Honor Roll: The purpose of the Mountain View Honor Roll is to recognize students who have demonstrated outstanding academic achievements each nine weeks.
    o Selection Criteria:
      “A” Honor Roll: Students in grades 1-5 who make a 90 or higher in language arts, math, science, and social studies qualify. A grade of U in PE, or music makes the student ineligible for this honor.
      “A – B” Honor Roll: Students must have at least one A (above 90), and the rest B (above 80) average in the areas of language arts, math, science, and social studies.
      Lion Pride: Each teacher will select a student who has showed significant citizenship, character, achievement or academic improvement at the end of the year.

RESPONSE TO INTERVENTION (RtI)
At Mountain View Elementary School, we are committed to providing the best education possible to help your child to be successful. At our school, we utilize the Response to Intervention (RtI) process. It is a tiered process that enables our staff to identify struggling students early and provide appropriate instructional interventions. This means that we consistently use student data to make instructional decisions about our students. When teachers have concerns about a student’s progress, they may discuss their concerns with their grade levels and/or refer the student to the campus RtI committee. The campus RtI committee is made up of professional staff that work together to discuss interventions that may be provided to assist struggling students. Please speak to an administrator if you have any questions.

STUDENT DISMISSAL
Once students arrive at school, they are not allowed to leave campus unless they have been properly signed out through the office by a parent or guardian. Please note that only those people whose names are listed on the registration card will be allowed to sign a student out of the office. If you need to pick up your child from school during the day, you must come to the office to sign him/her out, no later than 2:30 p.m. or 12:30 p.m. on early dismissal days. A picture ID will be required and verified before you may sign out your child. Any changes in dismissal should be in writing and given to the student’s teacher. There will be no changes in dismissal by phone call, unless it is an emergency. Students are dismissed in designated areas as walkers, car riders, bus riders, daycare, or YMCA. For our car riders, we use a “valet pickup” system located in the back of the school. If your child is a car rider, please drive through the pick-up lane and do not exit your vehicle. Students will be called to your cars and loaded from the sidewalk. If you would like to park and pick up your child, they will be dismissed as walkers and released from the front of the building. Be aware that the bus lane in front of the school is not intended for personal vehicles. Please note signage. If you have a child involved in an after school activity (i.e. run club, tutoring, choir, etc.) their sibling(s) need to be picked up at regular times.

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dismissal time and are not allowed to wait in the office or with the other sibling(s). Please make arrangements for your child(ren) to be picked up on time.

**TARDY POLICY**

The morning bell rings at 7:25 a.m. and students are expected to be in their classrooms at this time. Tardies begin promptly at 7:30 a.m. Parents should make every effort to see that their child arrives to school by 7:25 a.m. Tardy students must report to the office for a pass to class.

**TEXTBOOKS**

Textbooks will be issued to individual students at the beginning of the year or after a new student enrolls during the year. These will be checked out to students through the library. If a textbook is lost or damaged, the student and parents are responsible for the replacement of the lost or damaged book.

**TUESDAY FOLDERS**

All school-wide notes will be posted on the Mountain View Elementary School website. Please also check the Tuesday Folder for important class information. Return the folder and any papers needing signatures to school on Wednesday.

**VISITORS**

Parents are always welcome at Mountain View; however, a government/state-issued ID will be required to verify your identity. All parents must report to the office and sign in. Visitors to Mountain View are required to swipe their identification and leave their drivers’ licenses in the office each time they visit. While on campus, visitors should be sure that their visitor badge is clearly visible. If you need to speak with a teacher, please contact the teacher for a conference by email, or leave a message in the office. All teachers are available through KISD website email. 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). We ask that you limit your classroom visits to 45 minutes, after making the appointment with the teacher, and having the visit approved by an administrator. Note: Killeen ISD employees visiting the school as a parent must be checked in as a visitor, not as a district employee.

**VOLUNTEERS/SECURITY BACKGROUND CHECKS**

There are many ways that you can help our school. Listening to children read, tutoring children, recording books, making manipulatives, helping with bulletin boards, classroom parties, field day, shelving books in the library, going on field trips, and taking pictures are just a few of the areas in which volunteer help is needed. Your interest and involvement are always appreciated. When volunteering on campus during the day, please leave younger siblings with someone off-campus. As a volunteer, it is important that you are here for our Mountain View students during the time you are on campus. For those who can’t make this arrangement, we have plenty of volunteering opportunities where work can be brought home to work on at your convenience. If you would like to serve as a volunteer, fill out the online volunteer application on the KISD or Mountain View website (https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do) Volunteers in any KISD school must complete the Criminal Background check and attend a volunteer orientation each year. This includes volunteering in classrooms and attending field trips.

**WITHDRAWING YOUR CHILD FROM SCHOOL**

Parents must notify the school as soon as possible when they know that their child will be withdrawing from Mountain View. A minimum of three days notice is needed prior to the withdrawal date of your student. If you wish to carry records with you, a minimum of five days notice is requested in order for us to process records. Parents may send a note or call the office and give the child’s name, teacher, last day of attendance, and destination.

**YMCA CHILD CARE**

YMCA child care is available before and after school in our cafeteria. For more information, contact the Armed Services YMCA, 110 Mountain Lion Rd, Harker Heights, 690-9622 ext 100/101.

Reviewed and Adopted May 2022
Mountain View Parent and Family Engagement Policy  
2022-23 School Year

The Mountain View Elementary staff takes value and pride in doing what is best for all students while promoting a love of learning and academic growth. All parents and family members are welcome and encouraged to participate in school wide events. Our vision at Mountain View is to create an inviting and diverse campus where teachers and parents work together to ensure our students take ownership of their learning and develop into future leaders.

Communication

We believe communication between home and school is vital to the success of our students. We use multiple avenues to promote communication with parents and families: The Mountain View Facebook page and Blackboard Connect allows announcements to be shared by phone, email, and text. The Home Access Center is also available to parents to monitor attendance and grades. Teachers communicate through notes shared in Tuesday folders, electronic communication sent via email and classroom communication apps such as Remind 101, Classroom Dojo, and phone calls.

Parents and family members may reach out to us with phone calls, notes, emails, weekly take-home folders, and student planners. We strongly encourage parents to contact their student’s teacher when there is a concern, so we are able to work together and do what is best for our students.

Parent and Family Member Learning

Mountain View holds multiple parent events with the intention of offering information about Texas academic standards along with state and district assessments. We offer information to help parents monitor their child’s progress and partner with teachers as a team to help their child. We also provide information regarding ways to help your child at home. Family events include Math Night, Reading Night, STEM Fair Night, Meet the Teacher Night, and parent conferences. We collaborate with PTA and our school counselors to offer families other opportunities to join our school for various activities. We understand many of our parents work, attend school, and/or have other responsibilities that limit their schedules. Therefore, to encourage parent involvement, we strive to schedule key meetings and classes at flexible times. We will input as much information as we can in our monthly newsletter and on our website for parents to view at their convenience. We invite parents’ input on the best times to offer meetings or desired topics for such meetings. If parents have suggestions, questions, or comments about their child’s education, please contact a principal.

LaBecca Thompson, Principal (labbecca.thompson@killeenisd.org)
Grace Ashworth, Assistant Principal Gr PK, K, 2, 4 (grace.ashworth@killeenisd.org)
Tyly Bell, Assistant Principal Gr PK, 1, 3, 5 (tyly.bell@killeenisd.org)

Annual Title I Meeting

Our annual Title I Meeting will be held in the fall. All parents are invited to attend. We want families to understand what Title I entails and how we are using Title I funds to ensure students will be positively impacted. We’ll discuss the Parent and Family Engagement Policy, Home-School Compact, "Parents Right to Know” and how to be involved in your child’s education. You’ll learn about the curriculum we use, academic assessments, and our latest STAAR results.

Title I Program Evaluation

Our instructional program, including Title I, is evaluated several times a year by our Site Based Decision Making (SBDM) committee, which includes at least one parent representative. SBDM provides input on our Campus Improvement Plan (CIP). The CIP outlines goals which will be prioritized for the year and strategies put in place to meet these goals. It also assists in making decisions about how Title I funds will be used.

Reviewed and Adopted May 2022
We value opinions and welcome input from all parents. For parents unable to participate in SBDM, an annual meeting is held for the purpose of evaluating the plan and gaining parental input on changes for the upcoming school year. We also have a Parent Advisory Team that meets throughout the year to share ideas and to learn about things happening at Mountain View.

Parent and Family Engagement Policy and Home-School Compact

The Parent and Family Engagement Policy and Home-School Compact are required to be evaluated every spring. Parents and family members are a critical part of this process. We meet to discuss and make changes to these documents for the next school year. Both of these documents are posted on our campus website [https://schools.killeenisd.org/Page/45] so parents, family members and the community have access to them. The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Parents have the right to participate in decisions relating to their child’s education and may request a meeting with their child’s teacher at any time during the school year.

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.

Volunteer Orientation

At the start of every new school year, and throughout the year, volunteer orientations are held to outline KISD policies. KISD requires parents to complete a volunteer application found at [https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do] and the volunteer orientation process before entering classrooms to volunteer, help with class parties, field trips, field day or any other school day events. Volunteer applications must be resubmitted each school year, and we recommend all parents go through the volunteer approval process at the start of every year. If you would like to volunteer, please call the office at 254-336-1900 or contact:

- Mrs. Beauchamp [claudia.beauchamp@killeenisd.org]
- Mrs. Newberry [june.newberry@killeenisd.org]

KISD Parent and Family Member Classes

KISD offers free parenting classes 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 KISD Special Programs Department for more information at 254-336-0240.
What is a Home-School Compact?
This Home-School Compact offers ways that we can work together to help our students achieve the State’s high standards. It provides strategies to help connect learning at school and at home. It is a commitment made amongst teachers, parents, and students to share the responsibility for improving student achievement.

Jointly Developed
This home-school compact is the result of continuous collaboration between our parents, families and staff. Our Site Based Decision Making Committee and our Parent Advisory Council meet several times a year to share ideas and work toward common goals. In the spring of each year, we hold a Title I meeting to review and revise this compact based on the school’s academic goals and students’ needs.

Building Partnerships
Mountain View Elementary is committed to providing families with resources and opportunities for learning to assist parents in working with their child. Please consider joining the staff and fellow parents through some of the following events and programs:
- Family Learning Nights Each Semester
- Parent Workshops - morning and evening sessions offered on a variety of topics such as understanding STAAR, helping with homework, grade level expectations, helping your child in math and reading, and more. Parents may request specific topics of interest as well.
- Parent Advisory Council
- Volunteering
  If you would like to volunteer or observe in your child’s classroom, please contact a campus principal at 254-336-1900.

Communication About Student Learning
Mountain View Elementary is committed to frequent two-way communication with families about their children’s learning. Some of the ways that parents and teachers communicate include:
- Weekly homework folders
- Parent-teacher conferences in the Fall and Spring
- Progress reports and report cards
- Current grade checks through Home Access Center
- Newsletters and updates on the school website and Facebook page

For questions about your child’s progress, please contact the teacher by email or call 254-336-1900. The teacher will return your call during a conference period or after school when he/she is not instructing students.

Our Responsibility to Our Students
To enable our students to meet the State of Texas academic achievement standards, our school provides high quality curriculum and instruction to our students in supportive and effective classroom environments. Our teachers regularly engage in a deep study of the standards and receive ongoing professional development to refine their instructional practices. We support our students and work hard to provide a welcoming, safe school environment.

Campus Goals
1. By June 2023, 90% of PK – 2nd grade students will be on or above grade level in reading and 90% on grade level in math as measured by CIRCLE and MAP.
2. By June 2023, 90% of 3rd - 5th grade students will achieve Approaches Grade Level or higher on STAAR Reading.
3. By June 2023, 90% of 3rd - 5th grade students will achieve Approaches Grade Level or higher on STAAR Math.

Reviewed and Adopted May 2022
Our Reading Focus
Beginning sounds and sight words
Reading fluency and comprehension
Vocabulary development
Making text connections

Our Math Focus
Number sense
Problem solving
Math computation

Reviewed and Adopted May 2022
TEACHER COMMITMENTS

To support student achievement goals, I will...
- Develop learning goals with students and send home materials to help parents support the learning goals at home.
- Involve students in daily reading activities and provide parents with resources to practice reading skills at home with their child.
- Share with parents the math problem solving strategies used in the classroom and send home at least one application problem a week.
- Provide a positive, safe, and effective learning environment for all students.
- Provide after-school opportunities that support student learning.

To support effective communication, I will...
- Review the Home School Compact with parents at the initial parent teacher conference.
- Assist parents in understanding opportunities to volunteer and participate in their child’s grade level.
- Initiate timely communication with parents when there is a concern regarding their child’s progress, behavior, etc.
- Respond to emails, phone calls, notes, etc.

PARENT COMMITMENTS

To support student achievement goals, I will...
- Provide a quiet time each day for completion of homework and/or reading.
- Talk with my child each day about school and homework; set high expectations for his/her academic achievement.
- Read daily with my child and talk about what was read.
- Practice math facts/concepts with my child.
- Include my child in opportunities for real world application of problem-solving skills such as cooking, paying bills, repair projects, grocery shopping, etc.
- Participate in school events, workshops, and meetings.

To support effective communication, I will...
- Initiate communication with school staff when there is a question or concern.
- Review the weekly folder, Home Access Center, and other communication flyers sent home.
- Respond to emails, phone calls, or notes, etc.
- Participate in parent-teacher conferences and other meetings about my child and his/her progress.

STUDENT COMMITMENTS

To support student achievement goals, I will...
- Follow school rules, participate in class activities, and take responsibility for my learning.
- Complete all assignments, including homework, to the best of my ability.
- Set high academic expectations for myself.
- Read every day for at least 20 minutes and talk with someone about what I have read.
- Practice math facts and concepts using flash cards, online tools, games, etc.
- Identify math in the world around me such as shapes, angles, money, etc.

To support effective communication, I will...
- Talk with my parents about school each day.
- Ask questions when I don’t understand something or need additional help.
- Seek help from my parents, teachers, and other school staff when there is a problem or concern.
- Speak positively with others and take turns both talking and listening.

“The Learning Place”