

VENABLE VILLAGE ELEMENTARY SCHOOL

Our History

Venable Village Elementary opened its doors in 1995 and was named after Command Sergeant Major Joseph A. Venable, a highly decorated veteran whose distinguished military career included a tour as Command Sergeant Major of the III Army Corps and Fort Hood.

Our Mission

Venable Village Elementary provides a positive school experience for all members of the school community. We model skills and behaviors necessary for growing, learning, and building relationships. We devote ourselves to the academic progress of each child. We celebrate the talents of our students.

School Mascot: Voyagers

School Motto: “Reach for the Stars”

School Colors: Purple and Teal



Jo Wasson, Principal
Traci Kotalik, Assistant Principal
Cathy Caldwell, Assistant Principal



Venable Village Elementary School

Student Handbook

Table of Contents

First Day of School	3	Grades	13
School Day Procedures	4	Library Procedures	14
Attendance	6	Lost & Found	14
Audience Expectations	8	Parent Concerns	14
Awards Ceremonies	8	Parties	14
Behavior Expectations	8	Pets	15
Birthday Celebrations	9	Pictures	15
Cafeteria	9	Recess	15
Cell Phones	10	SAC	15
Checking Out a Student	10	Safety	15
Child Abuse	10	School Closings	15
Class Changes	10	Snacks	15
Classroom Interruptions	11	Tardies	15
Clinic Procedures	11	Telephone Use	16
Conferences	12	Toys	16
Curriculum & Instruction	12	Visiting Campus	16
Deliveries	12	Volunteers	17
Dismissal	12	Website	17
Dress Code	12	Weekly Folders	17
Emergency Information	13	Withdrawals	17
Field-Based Instruction	13	Home School Compact/ Parent / Family Engagement	17

Appendix

Approved Snack List.....	18
--------------------------	----

First Day of School

The first day of school is an exciting experience for both students and teachers. It can also be very difficult for some students. Please consider some of the following suggestions to make the day go smoother:

- ❖ Attending ‘Meet the Teacher’ Night on Thursday, August 10th, from 4:00 – 6:00 PM provides you and your child the opportunity to become familiar with the school by locating his/her classroom, meeting the teacher, and placing his/her supplies in the classroom prior to the first day of class, Monday, August 14th.
- ❖ Your child’s room and teacher assignment will be posted at the end of each hallway. Teachers, assistants and support staff will be in the hallways to help you and your child.
- ❖ Please be sure your child knows what to do for lunch. He/she **MUST** have a sack lunch or will be directed to take a school lunch from the cafeteria.
- ❖ Please be sure your child and teacher understand how he/she will get home after school (pick up, bus, walker, daycare or SAC). Any changes in your child’s regular schedule must be **IN WRITING** through a note to the teacher.
- ❖ Although your child’s teacher would like to know as much about your child as possible, please understand that the first day of school is not a good time for conferences. Any important information should be communicated in writing, or you can make an appointment for a conference at a later time. Thank you for understanding so teachers can focus on ensuring all students get home safely.
- ❖ Parents may walk their children to class ***during the first week of school***. This applies to all grade levels. The second week of school, parents may walk them to their appropriate hallways and the third week of school, students will say their goodbyes at the “hugs & kisses” area located in the foyer of the building. These procedures will allow us the opportunity to help your child adjust to his/her new school experience.
- ❖ Unless your student rides a bus, P3 and PK 4 will enter through their respective doors. P3 will enter through door number 12 and PK 4 will enter through door number 3. All other students will enter the building through the front entrance of the school.

School Day Procedures

7:00 AM – earliest time students may arrive at school / breakfast begins

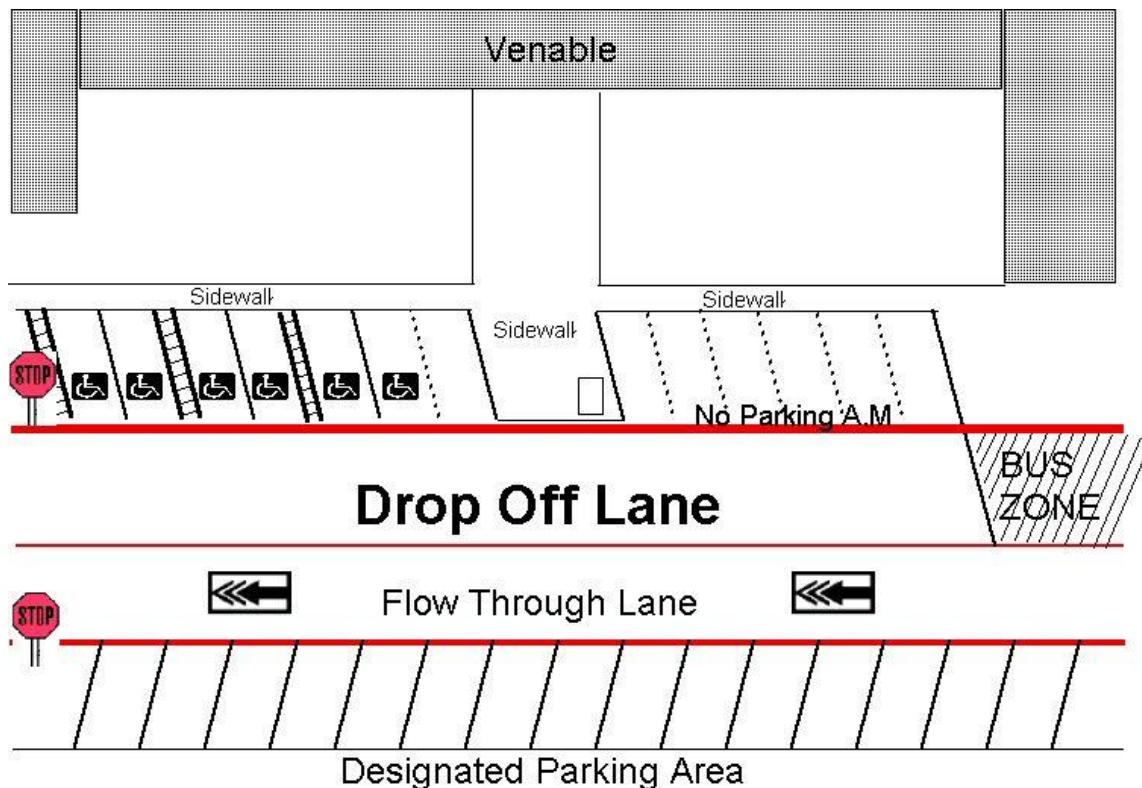
7:25 AM – warning bell

7:30 AM – tardy bell / start of the school day

Before School

Staff members are not on duty until 7:00 AM, so students may not arrive to school before that time. Please help ensure your child's safety by not leaving him/her unattended on the school campus before that time. *Official agencies will be contacted if students persistently arrive to school before 7:00 AM.* After entering the building, students who are eating breakfast should go directly to the cafeteria. **Breakfast will not be served after 7:20.** All other students should proceed directly to their classroom hallway.

Students should be dropped off only at the front of the campus. When dropping your child off, please use the drop off lane. Your child should be on the right side of the car and able to undo seat belts and open the car door in order to utilize the drop off lane safely. Please remember that our staff are not permitted to undo seat belts. If your child is not able to safely get out of the car on their own, please park and escort your child to the building.



If it is after 7:30 AM, parents must park their vehicle and walk their child to the front office to sign them in to school for the day.

After School

Our school supports 100% ID card check. There are no exceptions. Students may only be signed out to their parents/guardians or their designees. ***Designees must be authorized by the parent/guardian and listed on the student emergency card in the office.***

The parking lot is closed from 2:45 – 3:15PM with the exception of those vehicles displaying a valid, government-issued handicap-parking permit.

Students are allowed to walk home with the following guidelines if there is a note on file authorizing this method:

Fort Hood Regulation 210-48

Parents are accountable for the conduct of their minor children. Unsupervised children are subject to at-risk behavior to include: victimization, early sexual activity, substance abuse, vandalism/petty crimes. Parents are liable for damages caused by the negligent or unlawful conduct of their children. While walking to and from school, children in grades pre-kindergarten through 1st grade must have direct supervision (line of sight) by a(n):

Adult

Parent

Designated “responsible” teenager who is at least 13 years old

CYSS site staff or Family Child Care (FCC) Provider

Bicycles

Students are allowed to ride bicycles to and from school.

Students who ride bikes to school must get off upon entering school property and walk the bicycle to the bike rack. It must be locked securely to the rack to prevent theft. The school will not be responsible for lost or stolen bicycles. Sidewalks must be used. Students who do not follow bicycle rules will lose the privilege of riding their bikes to school. **According to the KISD Code of Conduct, skateboards, rollerblades, and scooters are prohibited from school property.** Parents and siblings are asked to abide by this policy as well.

Remember – Fort Hood regulations require all bicycle riders to wear a helmet.

Bus Students

The safety of each child depends on the child obeying the bus driver and all bus rules. Activities that create distractions for the bus driver will not be permitted. Bus rules are posted on each bus and printed in the KISD Code of Conduct. Please discuss these rules with your child. Any offense defined as “serious” in the Student Code of Conduct also applies to behavior on the school bus. Students committing such violations on the bus are subject to the same consequences as if the conduct occurred while at school and may also include temporary or permanent removal from the bus.

Crosswalk

The use of crosswalks is vital to the safety of your child. Students who walk to and from school need to cross the road using the crosswalk with the assistance of the crossing guard. Students must follow crossing guard’s directions. Please set the example by using the crosswalk at every opportunity.

Attendance

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

We will contact our school’s attendance officer regarding students with persistent absences. Regular school attendance is necessary to ensure your child receives the instructional opportunities required to help him/her acquire the skills and standards necessary to achieve academic growth and earn promotion to the next grade. Adequate academic achievement is directly linked to regular school attendance. Students are expected to be at school every day.

Please call the school office at **254-336-1980** in the event your child will be absent. The phone lines are open at 7:00 AM. Upon his/her return to school, your child will need a note from you or a medical note from a physician’s office in order to excuse the absence(s). All notes should contain the date(s) and an explanation for the absence(s).

The following is a detailed description of reasons for student absences and what you, as a parent, need to do if your child misses school.

EXCUSED ABSENCES (Documentation required)

In order for an absence to be **EXCUSED**, a parent or legal guardian must provide the school with a written, signed excuse for the absence that corresponds to one of the reasons listed below. All excuses must be submitted to the attendance secretary within **five** days of the student’s return to school or the absence will be UNEXCUSED.

After **ten** days of absences excused by parental notes, additional absences will be unexcused unless a written medical excuse from a physician is submitted. If medical verification is not received within **five** days of the student’s return to the campus, these absences will become unexcused.

Any student may be EXCUSED for the following reasons:

- ❖ Personal illness (parental notes required for up to 10 days)
- ❖ Personal illness exceeding the parental note requirement of (10 days) requires a physician note
- ❖ Sickness or death in the family (3 days maximum)*

- ❖ Quarantine
- ❖ Medical or dental appointments (verified by physician)
- ❖ Wedding - close family (maximum 3 days)*
- ❖ Counseling by certified or state approved counselor
- ❖ Emergency leave with verification (maximum 3 days)*
- ❖ Military promotion or awards ceremonies (maximum one day)*
- ❖ Other unusual causes (subpoena, passport, military I.D.)

***Exceptions to maximum days allowed approved by principal**

UNEXCUSED ABSENCES

Students who are absent with parental knowledge for reasons such as oversleeping, missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as **UNEXCUSED**.

Students who miss all or any portion of a school day without the parent's knowledge will be considered TRUANT and will be disciplined accordingly. Truancies will count toward unexcused absences.

When a student accumulates unexcused absences from school, attempts will be made to notify parents.

Additional information concerning absences can be found in the attached KISD Information Section.

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

Venable Village Elementary celebrates students who have perfect attendance for each 9-week period.

It is the practice in our school district to call the homes of students who are not in school by the time the early morning attendance is taken at 9:30 AM. This practice is a safety precaution that allows us to account for every student. Please make sure that you keep the office records updated with the most current contact information, so we can always reach you.

Please feel free to visit the Students and Parents section at www.killeenisd.org to view the online policy for more detailed information regarding attendance.

**PLEASE DO NOT TAKE VACATION DURING THE SCHOOL
YEAR. ATTENDANCE IS VERY IMPORTANT TO YOUR CHILD'S
ACADEMIC SUCCESS.**

Audience Expectations

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

- Talking, whistling and excessive noise are inconsiderate and inappropriate.
- Electronic devices, such as cell phones, should be silenced.
- The audience should hold their applause until the designated time.
- When taking pictures, please do not block the view of others.
- Please enter and leave the special event area in a manner that does not distract from the program.
- Students have worked hard and are thankful for your attendance and support. We also appreciate your careful observation of audience expectations.

Special Note: If children under your care are creating disturbances, we ask that you remove them to the foyer.

Awards Ceremonies

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

Behavior Expectations

All staff will be trained on Restorative Practices at Venable Village Elementary. This approach is based on the concept that teachers have the right to teach, and students have the right to learn. Classroom teachers establish expectations that align to the school-wide expectations. Parents will receive a letter from their child's teacher outlining classroom procedures, expectations, incentives, and consequences.

There are also established rules and expectations for behavior in common areas. These areas include halls, cafeteria, library, computer labs, restrooms, playground, the bus and bus lines.

School-Wide Rules:

1. MIND YOUR TEACHER

2. DO YOUR VERY BEST WORK
3. MAKE GOOD CHOICES

Consequences issued by administrators for office referrals may include a variety of outcomes. All outcomes will adhere to the Student Code of Conduct. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administrators have concluded their investigation.

Fighting on the way to and from school is NOT acceptable behavior. Killeen ISD has jurisdiction over its students during the regular school day and while going to and from school on District transportation. If incidents happen in the housing areas, please contact the Military Police.

Please reference the KISD Code of Conduct for further information online at www.killeenisd.org.

Our counselors work with our students throughout the year on special Character Traits that are important to everyone. We strive to help not only in the academic areas, but also in social, emotional, behavioral, and physical areas as well. IT TAKES A VILLAGE TO RAISE A CHILD.

Birthday Celebrations

In accordance with KISD policy, birthday parties are not permitted at school. However, parents are allowed to bring store-bought cupcakes to school in celebration of their student's birthday. These treats will be distributed and enjoyed at the conclusion of the instructional day. Deliveries (balloons, flowers, etc.) to children are not permitted during school hours.

Please remember that party invitations cannot be distributed on school grounds.

Cafeteria

Breakfast is served each morning from 7:00 AM to 7:20 AM. The bell rings at 7:30 AM, so students eating breakfast should have ample time to complete their meal before the bell rings. P3 and PK 4 students will eat breakfast with their classmates after the school day begins.

Students eat lunch at a scheduled time with their class. Due to limited space, parents must call the office at least 24 hours in advance if they wish to eat lunch with their child(ren).

Cafeteria Rules and Consequences

Rules:

- Respect others
- Obey the staff on duty
- Talk softly
- No books or toys allowed when you are eating
- Chewing gum is not allowed

Consequences:

- For repeated or serious misbehavior, the students may be sent to the back table and/or be referred to the office.

We recommend not sending sodas or glass containers with students for lunch. Junk food and candy are not healthy substitutes for a hot meal. Lunches from home cannot be refrigerated or heated.

In accordance with Texas Department of Agricultural guidelines, students may not share food from their trays/lunchboxes and adults are not allowed to eat from a student's tray. Leftover food may not be taken from cafeteria.

Lunch menus can be found on the KISD website.

Cell Phones

As stated in the KISD Student Code of Conduct, students may not display, turn on, or use a cellular telephone or other telecommunication devices on school property during the school day. Cell phones and other electronic devices, including Smart Watches, must remain in backpacks at all times. Violators are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by the principal and will be held until the parent can pick it up. Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or the unauthorized use of the device.

Parents/guardians – Please silence your phones when conducting business in the front office.

Checking out a Student

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

NOTE: Please refrain from checking your child out after 2:45 PM, as teachers are preparing students for dismissal and ensuring that students get to their correct dismissal areas safely. Please plan accordingly. Extenuating circumstances will be handled by the administration.

Students will not be called out of class until the parent/guardian has signed them out in the office.

Child Abuse

The reporting of suspected child abuse is a state law that mandates teachers and/or administrators to contact Child Protective Services. Our school is most interested in the health and safety of our children, and Venable Village Elementary will abide by the state law.

Class Changes

Please do not request a class change, as we do not typically move students unless required by enrollment numbers. All of our teachers are highly qualified and prepared to assist you in educating your child. Venable Village teachers plan collaboratively and have common assessments, so the level and pace of instruction is similar between classes. If you have specific concerns about your child, we ask that you please address them with the teacher first. The chain of command in Killeen ISD is progressive just as it is in the military.

Classroom Interruptions

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

Clinic Procedures

Parents are required to keep all phone numbers and any emergency contact information up to date. Unfortunately, students sometimes become ill or get hurt during the school day and it is necessary to contact you. Please provide us with both home and work numbers so we can reach you when necessary. Often times our phone number will come up as an **unknown caller** or a **blocked caller** on your phone. Please answer your phone if it is within school hours. It may be an emergency!

If an injury or illness appears serious, the clinic staff will call parents. When a child has a temperature over 100.0°F, the parent/guardian will be contacted, and the child must be sent home. If a student is being sent home, he/she will remain in the clinic until picked up by a parent/guardian. The student may NOT return to school that day and must be **fever free for 24 hours** before returning to school. Students who have vomited may also be sent home. Students with diarrhea need to be diarrhea free for 24 hours before returning to school as well.

Clinic staff cannot administer medications without a physician's order. Medication dispensed during school hours is administered by the school nurse or clinic aide and requires a form signed by a physician. Other school personnel (teachers, aides, etc.) are not authorized to give medication – including over-the-counter medication. Medication prescribed by a physician requires a medication form (with Rx Prescription label in the child's name). All medication must be given in the clinic. Students are not permitted to carry medications, including cough drops, cough medicine, Medicated creams, medicated eye drops, etc. For the complete KISD medication policy, please see the district section of this handbook.

Hearing, Vision, and Scoliosis (only on 5th grade girls) screenings are performed during the fall semester for 5th, 3rd, 1st, and Kindergarten and below every year. The clinic staff will send a referral home if your child needs further testing with a licensed practitioner.

For immunization / medication questions and concerns, please call the school clinic @ 254-336-1985.

Parents will be contacted by phone if a student has a fever of 100.0 or greater, head injury, diarrhea, vomiting, or any other health concerns that need immediate attention. Once notified, parents are expected to arrive to school within a reasonable amount of time, which is considered to be within 30 minutes.

Parents will no longer receive paper documentation of clinic visits. Instead, you will receive an email documenting the visit and any notes, such as head injury symptoms and what to look for once your student leaves campus to go home. Please make sure the school has your current email and contact information.

Students in P3, PK 4, and Kindergarten students should bring an extra set of clothing with socks and shoes in their backpacks every day for possible restroom accidents. Due to health and safety

concerns, if the student is unable to clean themselves properly, the parents are required to come and assist the student or take the student home for proper cleaning. If the pants are soiled, the student will be given the option to stand until the parent arrives. The child must be picked up and cannot be sent to SAC, daycare, or home on the bus if the clothes are soiled.

Conferences

Parent/Teacher conferences will be held as requested by either the teacher or the parent. If at any time you have questions or concerns about your child's progress, please contact the school to make an appointment for a conference. To request a conference, you may call the school office (254) 336-1980, send a note in the agenda, or indicate your desire on the report card.

Curriculum & Instruction

Instruction is based on the state standards or the Texas Essential Knowledge & Skills (TEKS) and the district curriculum. To view the curriculum for your child's grade level, you may visit the KISD website and click on the Students & Parents link at the top. Under the resource list on the left, you will find a link to the TEKS Resource System.

Deliveries

No deliveries of any nature will be made to any classroom. District policy does not allow commercial deliveries of any kind to be made to students at school. This includes flowers, balloon bouquets, pizza, cakes, etc. Please do not have deliveries made to your child, or bring in flowers, balloons, etc., during the school day.

Dismissal

*Students who ride the bus are escorted by teachers/aides to the west doors. Students are assigned to specific buses.

*P3 and PK 4 students who do not ride a bus will be picked up at their respective doors.

*Kinder – 5th grade students who walk or whose parents pick them up are released at 3:00 P.M. They are escorted to the east doors (playground side of the school) by their teachers. Students who walk home together are advised to meet one another at a prearranged outside location.

*NO visiting children or adults are allowed on the playground during school hours, including dismissal time.

*100% ID check will be enforced daily. **No exceptions!**

*Inclement weather procedure – On rainy days, parents will sign out students from their youngest child's classroom.

Dress Code

Students are expected to dress appropriately in clean, well-fitting clothing that is appropriate for the weather. Clothing and/or hair cannot be a distraction to the learning environment as per campus staff discretion. Students who are considered to be in violation of the dress code shall be advised by the campus staff and shall be given a chance to comply. Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action. For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at www.killeenisd.org.

Parents, please remember that elementary students are involved in many activities, ie., PE or playground time; therefore, it is recommended that girls wear shorts under their dresses.

Hair must be neat, clean, and well groomed. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building (District policy). CROCs will not be allowed.

Reminder – Tennis shoes must be worn during PE classes.

Emergency Information

It is vital to inform the school when emergency contact information needs to be updated. Often parents will update phone numbers or contact information with teachers; however, we still ask that you come to the office to officially update your child's record on the student registration card. Students will only be released to contacts whose names are on the registration card filed in the office. Parents/guardians must physically come into the office to change or update an emergency card. A telephone call to the office will not be accepted for another individual to pick up a child. It is a requirement to show a picture ID when picking your child up from school. We will not release your child to anyone whose name is not on the card. If there is a court order limiting who may pick up a child from school, the court order must be on file in the office. The Killeen ISD Police or the Military Police may be called for assistance when the school is unable to reach a parent or an emergency contact person for a medical emergency or for failure to pick up a student at dismissal.

Field-Based Instruction

During the school year, students take trips to experience the concepts that are taught in the classroom. In order for your child to participate, a district permission slip must be signed and returned prior to the trip. We ask that you do not use the loss of a field trip as a consequence for behavior. Field trips are an extension of your child's classroom instruction and teachers use these experiences for learning activities after the trip. When students are not able to attend a field trip, your child is sent to a classroom in another grade level.

Field Trip Policies for Parents:

- *Parents must complete the volunteer application on-line to secure a background check clearance in order to interact with the students during the field trip.
- *Parents are not allowed to ride the bus with the class, but may meet the class at the location.
- *Parents WITHOUT a background check completed MAY NOT accompany/interact with the class during the field trip, but may sign out his/her child for the duration of the field trip and sign the child back in upon departure.
- *Please let your child's teacher know of your plans to join the class so we can get an accurate count of all participants.

Grades

Parents are encouraged to utilize the KISD online computer program Home Access to view student grades and attendance on a daily basis. For more information about accessing Home Access, please see the office staff.

KISD now supports a phone app, which makes staying connected to your student's academic progress even easier. Information about the Mobile Family App can be found on the district's website under the Students & Parents link. Again, if you need any assistance please let us know.

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

Library Procedures

The library is open during regular school hours to Venable Village students and staff. Students with an overdue book will receive a notice requesting the book(s) be returned to the library. There are no late fees for overdue books as long as the books are turned in without damage. Students with an overdue book or books will not be permitted to check out additional books until the overdue items are returned to the library.

In the event a library book is lost or damaged, please notify the librarian. A fine for damage may be assessed based on the cost of materials it will require to repair it. If a book is lost or damaged beyond reasonable repair, a fine totaling the cost to replace the book will be assessed under the student's name. Any student who owes a library book fine will not be permitted to check out any books until the fine is paid.

Lost & Found

Please be sure to clearly mark all of your child's personal items. In the event of lost items such as clothing or lunch boxes, students should check the lost and found area in the cafeteria. Valuable items such as jewelry and eyeglasses are kept in the office. All unclaimed items are donated to charity in December and June.

Parent Concerns

In the event you have a concern, we value your input and request that you allow us the opportunity to investigate and respond. If the concern is about a classroom situation, we ask that you attempt to resolve the concern with your child's teacher as a first course of action. If you are not satisfied with the response, please contact an administrator. If an administrator is not immediately available, he/she will contact you as soon as possible to discuss your concern.

Parking

Visitor parking is located at the front (south side) of the building. It is unlawful to park in the bus loading zones or the emergency vehicle zones. If the parking lot is full, additional parking is located along Venable Road in front of the building. Please do not park in any of the driveway areas since this would block traffic. Please do not park in the fire lanes. Cars parked in areas other than those designated are subject to ticketing by the Military Police. The west parking lot is designated for staff members ONLY.

Parties

Classroom parties will be held as follows: Christmas Party, Valentine's Day Party, and the End of Year Party. *Parents who do not wish for their child to participate in class parties may pick him/her up during this scheduled time.*

All items provided for parties or for snacks must be commercially prepared. Homemade items are not allowed.

Birthday and farewell parties are NOT permitted.

Pets

For the safety of students and adults, no pets are allowed in the school building or on school grounds. The only exceptions are when it relates to the curriculum or if it is a service dog. All classroom pets will have a Ft. Hood Health Certificate and will require prior administrative approval.

Pictures

School pictures are taken in the fall and in the spring. Individual pictures are taken in the fall and class pictures are taken in the spring. A notice will be sent home prior to the photographer's visit.

Recess

All students will have either indoor or outdoor recess daily. Please note that if your child has a medical note that excuses your child from PE, your child will also be excused from recess. This policy is for the safety and health of your student, so he/she does not further injure themselves.

SAC

If your child needs to be at school before 7:00 AM or after 3:00 PM, School Age Care (SAC) has a morning session and an afternoon session. Please consider making arrangements with them for childcare services.

Safety

The safety of the students and staff at Venable Village Elementary is our top priority. All exterior doors to the school, except the front door, are locked every day. Parents and visitors must ALWAYS use the front entrance when entering and exiting the building.

School Closings

KISD may close schools because of bad weather or emergency conditions. This also includes a delayed start or an early closure. Parents should watch the television-KISD channel 17, listen to the radio, or go to www.killeenisd.org, for cancellation notices. We will also contact you using our mass communication alert system through a Connect-Ed telephone call or email.

Snacks

Because of the strict food and nutrition guidelines developed by the Texas Department of Agriculture, we are very limited as to what kinds of foods are allowed for snacks. A list of approved suggestions for nutritious snacks is located in the appendix. Please check with your child's teacher for the grade level snack policy.

Tardies

Parents are required to get their children to school by 7:30 A.M. Students who arrive late must be signed in by a parent/guardian at the office and receive a tardy slip. As tardies accumulate, letters will be sent home to inform parents of possible disciplinary action. When children are late to school, they will have a difficult time getting caught up for the day.

The KISD School Board gives each school the ability to build and enforce its own tardy policy within the limits set by board policy and state law. According to KISD board policy, disciplinary

action may include after school detention, lunch detention or Saturday detention. Transfer students are to maintain good attendance, including **no** tardiness, or the transfer request may be revoked.

We realize that students are not responsible for getting themselves to school on time. This is why it is of the utmost importance for us to partner together to ensure instructional time for your child is maximized.

We also enjoy having your Pre-kindergarten 3, Pre-Kindergarten 4, and Kindergarten child at Venable Village. Please remember that these programs are full day instructional programs. Attendance expectations are intended for ALL students to include Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten.

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

Therefore, if your child is enrolled in school, the attendance and tardy policies will apply.

Telephone Use

Students are discouraged from making phone calls during the school day. Arrangements should be made in advance for students participating in after-school activities (ie., student council, tutoring, Science Olympiad).

Toys

NO toys, games, or electronic devices should be brought to school. Parents, please check book bags to ensure these items stay at home.

Visiting Campus

Killeen ISD policy states visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher'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 GKC (LOCAL). Parents who wish to observe their children in class must call the school office in advance, make an appointment, and comply with access rules.

To minimize distractions, only parents/guardians will be allowed to visit the classrooms during instructional time (no siblings or younger children). These visits will be limited in length to 30 minutes. While we enjoy having parents involved in our school community, the staff at Venable Village is dedicated to maximizing instructional time in order to create a challenging, positive learning environment where every child grows every day.

All visitors must present a current driver's license or identification card to be scanned by the district's visitor identification system. Further access will be granted or denied based on the result of the scan. Venable Village will comply with Ft. Hood safety requirements to include keeping the ID card in the office until the visitor checks out through the office.

Volunteers

Volunteers play a significant role in the success of our school. Because of possible disruption to the learning environment, parents/guardians will not be assigned to volunteer in their child's classroom. If you are interested in being a volunteer, contact the office. Please be aware that all volunteers are required to undergo a background check. To submit a request, go to the KISD website and click the information link and select volunteer information.

If you cannot come to volunteer at the school, there are some projects that can be done at home. Our volunteers are very special to us.

Website

KISD maintains a website with a wealth of information about the district. Within the KISD website, each school also maintains a website. To find out more about our staff, school and upcoming events, please visit the campus website. To access the website, please go to <https://www.killeenisd.org>. Once there, click on the link for Schools and then on the Venable Village link.

Weekly Folders

Each student at Venable Village Elementary will have a weekly folder that will be sent home each Tuesday. Please look through the folder and return any material that requires your signature.

Withdrawals

Please notify the classroom teacher and the office at least five (5) days in advance of the planned withdrawal date. Return all textbooks and library books, and pay all fines owed to the school (library and textbook fines) prior to withdrawing.

The VVES Home/School Compact and the Written Parent and Family Engagement Policy are created in partnership with parents and families. These documents can be found on our campus website or requested from the school office. These documents are also shared during our annual Title 1 meeting.



Killeen ISD

Suggestions

for

Smart Snacks

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 8oz, 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 Thin 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

For more information on Smart Snacks you may contact the KISD Department of School Nutrition (254) 336-0775.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Los demás programas de asistencia nutricional del FNS, las agencias estatales y locales, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación: De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Rev. 8/22/16