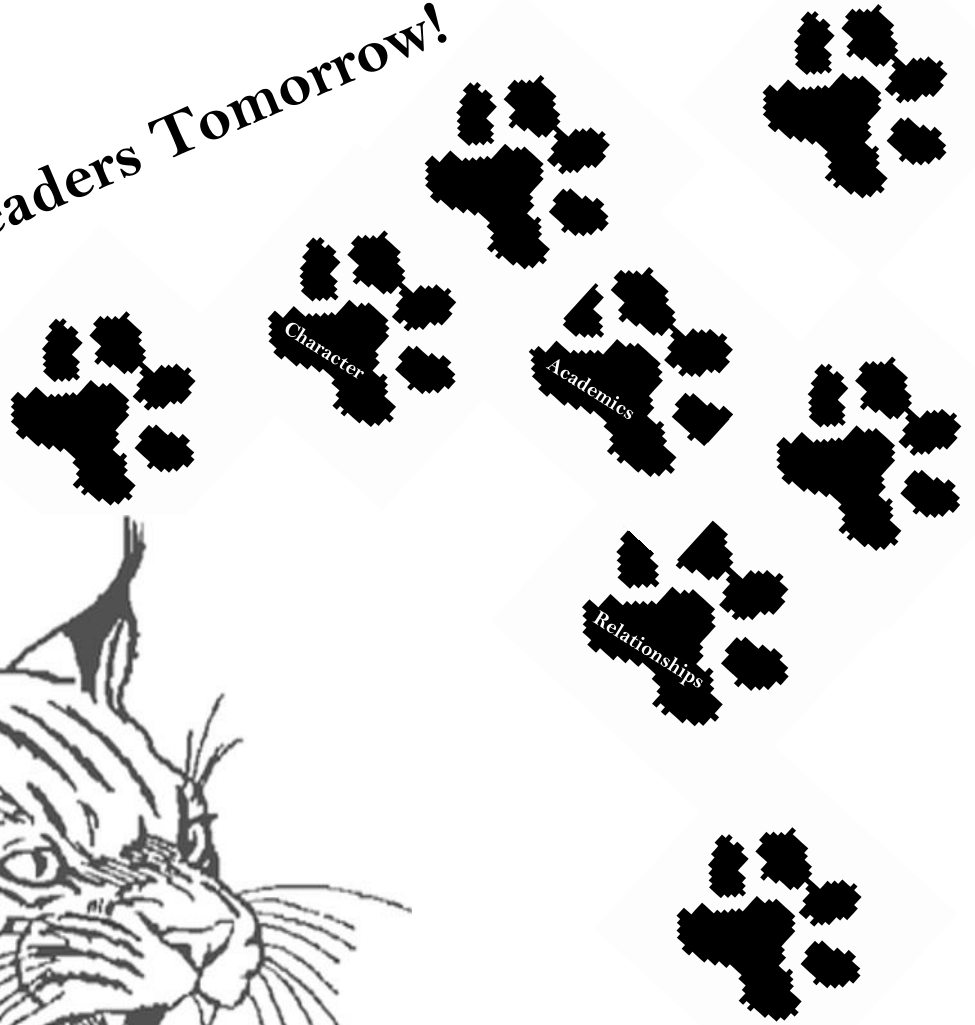


*Students Today, Leaders Tomorrow!*



**Harker Heights Elementary  
Student Handbook  
2022-2023**

**Harker Heights Elementary**  
726 S. Ann Blvd.  
Harker Heights, Texas 76548  
254-336-2050  
*Students Today, Leaders Tomorrow*

Dear Parents,

Welcome to Harker Heights Elementary School! Harker Heights has a long history of success. We have a long history of teaching children in our community. Our continued success depends on the efforts of teachers, parents, administrators, and students. We pledge to work hard to provide every child with the skills needed to explore new worlds and accomplish all their dreams by reaching for the very best in all they do! Together, we prepare their path for success by building a solid foundation!

The Harker Heights Elementary handbook is online on the Killeen ISD website on the Harker Heights Elementary homepage. Copies have been printed to assist you in becoming familiar with Harker Heights Elementary and its procedures. After reading it, please feel free to call the school or come by to seek clarification.

The staff at Harker Heights Elementary wants to extend an open invitation to visit our school and talk with us. If you would like a conference with a teacher, you may come by the office, call to leave a message, email through our website, or send a note to the teacher. Your child's teacher will then schedule a conference time with you. Open lines of communication are vital to the social and academic growth of our children.

We would like to encourage your support and participation in your child's activities. Please make us aware of any concerns you may have about your child. We will strive to provide the best social and academic environment for every child each day so that he/she feels important and successful. Our staff is dedicated to serving you and your children, always treating children in a dignified manner, and constantly striving for the excellence in education that your child deserves.

All of us at Harker Heights Elementary wish you and your child a great year. With all of us working together, we will enjoy the year and see great progress. For more information concerning our school, please visit us at [www.killeenisd.org](http://www.killeenisd.org).

Sincerely,

Natalie Kirshner  
Principal

Harker Heights Elementary Home School Compact

I, \_\_\_\_\_ will strive to:

(Parent)

- Get my child to and from school or the bus stop safely and **on time**.
- Attend parent conferences and communicate regularly with my child's teacher.
- Encourage my child to always do his/her best in all endeavors.

I, \_\_\_\_\_ will strive to:

(Student)

- Work hard to complete all assignments and do my best on each task.
- Respect my peers and teachers.
- Attend school and be on time each day.
- Be responsible for my own behavior.

I, \_\_\_\_\_ will strive to:

(Teacher)

- Provide meaningful and appropriate instruction for each student
- Align and assess my instruction based on district guidelines and student needs.
- Communicate regularly with my students' parents.
- Keep my expectations high but provide the help necessary for each student to succeed.

## Harker Heights Elementary

### Parent and Family Engagement Policy 2022-2023

*"We are Harker Heights"* is the common vision for the entire campus at Harker Heights Elementary. This vision statement builds upon three components which have been an integral part of decision making at Harker Heights throughout our history. The components are relationships, character, and academics. By using the foundation of academics, character, and relationships, we hope to prepare the path for solid lifelong learners who are well rounded contributors to society. This vision is the foundation for each decision. With a common vision, the faculty can work toward campus success for all students. We will build upon our past and reach toward our future as we work hard to obtain our goals.

**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, weekly take-home folders, fliers, campus marquee, newsletters, campus website, automated phone calls, notes, letters, emails, and phone calls. We have our staff walk the students outside each afternoon to build face-to-face ongoing positive communication.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders, and student planners. We strongly encourage parents to contact their student's teacher when there is a concern so that we can work together for the good of the student. Written materials will be sent home in both English and Spanish.

**Parent and Family Member Learning** We work as a team! The state standards are continually changing. Our Family Nights will target ways to help parents, teachers and children work together with the curriculum standards for each grade level. We'll help you understand the challenging Texas academic standards, give you information about STAAR and KISD assessments, explain how to monitor your child's progress, and how to work with teachers as a team to help your student. Our parent meetings will give other opportunities to ask questions and work together to learn. 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.

**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, and how you can be involved in your child's education. You'll learn about the curriculum we use, academic assessments, and what our latest STAAR scores look like.

**Title I Program Evaluation** Our Title I program is evaluated several times a year by our Site Based Decision Making committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact Natalie Kirshner, principal. We value your opinions and welcome all parents who would like to serve.

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 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 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 the school.

**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 254- 336-0240.

Revised May, 2022

## **FIRST DAY OF SCHOOL**

To make the first day of school more successful for your child, here are a few suggestions:

1. On Thursday, August 11<sup>th</sup>, we will have “**Meet the Teacher**” from 4:00 P.M. - 6:00 P.M., where your child can meet his/her teacher and leave school supplies in the classroom. The first day of school will be **Monday, August 15<sup>th</sup>**
2. School begins at 8:00 AM. Breakfast begins at 7:30 for Kinder-5<sup>th</sup> grade. PK children eat in their classrooms at 8:00. School will be dismissed at 3:30.
3. We will have staff members available in the halls to help the students during the first few days find their classrooms. Parents are invited to walk their children to class the first few days of school. *Following the first week, all students will walk independently to class. Parents must then drop off students at the front lobby.*
4. Harker Heights Elementary is limited in parking! In order to maximize safety and space for walkers, riders and bus students, we have designated drop-offs and pick-up locations. With your help, all transportation runs much smoother. The front parking lot on Ann Blvd. is reserved for parent-guest parking and for riding students’ drop-off. All driving parents are asked to use the front parking lot for child drop-off and pickup. The side parking lot on Bobwhite and the back parking lot on Harley is reserved for faculty parking. All daycare transporters are asked to pick up their students in the designated area on Bobwhite. Dove is reserved for bus transportation.
5. All children receive free lunch and breakfast at HHES. You may send a sack lunch should you prefer.
6. Be sure your child understands what to do **after** school. Your child’s teacher needs to know if your child is going to be riding a bus, be picked up by a daycare and which daycare, be picked up by an adult or older sibling, or walk home. 3<sup>rd</sup>-5<sup>th</sup> grade students may walk home and may pick up younger siblings. PK-2<sup>nd</sup> grade students must be picked up by an adult or older sibling. Any changes in the child’s regular schedule should be **IN WRITING** through a note to the teacher. Remember - school ends at 3:30 PM and your child should be picked up promptly.
7. Adults picking up students will be requested to present identification. This is each time in the office and each time there is a substitute at dismissal. At the beginning of the year, each teacher will check identification for each adult. Once the teachers know the persons picking up the child, they will not require identification. Still, adults are asked to bring identification each day for picking up students. This is for safe dismissal of each child.
8. PK children will be dismissed from the PK playground on good weather days. K-2<sup>nd</sup> grade children will be dismissed from the Ann playground. Each grade level has a separate area and each class has a separate line. 3<sup>rd</sup>-5<sup>th</sup> grade children will be dismissed from the Harley exits, if walking and the front exit if riding in cars. If you have a 3<sup>rd</sup>-5<sup>th</sup> grade student with a sibling that is in Kinder-2<sup>nd</sup> grade will be dismissed in the K-2 Ann Playground location.
9. Bus students will be escorted to the bus loop by staff personnel. The bus loop is on Dove.

10. Daycare students will be escorted to the Bobwhite parking lot by staff personnel.

As you can see, dismissal is very organized. This is for safety of all children. Please follow our dismissal procedures. Should there be inclement weather, all walking and car riding students will be kept in their classes until parents come to the rooms for individual pickup. We will safely transport bus students and day care riders to their locations prior to allowing parents down the halls.

11. You will also receive a letter from the teacher explaining classroom procedures and expectations. Each child at Harker Heights receives a take-home folder or agenda. This folder will contain daily homework assignments and communication from the classroom teacher. They also have space for parents to communicate with the classroom teacher. This is a valuable tool that will keep you informed of what your child is learning. **If you have any concerns or questions, please contact your child's teacher at 254-336-2050.**

### **ABSENCES**

Regular attendance is essential for academic growth.

All school absences will be considered either excused or unexcused. It is suggested that parents keep a record of absences accumulated by their children for personal documentation. After five unexcused absences, a letter will be sent home. Please call the school at 254-336-2050 if your child will be absent for ANY reason. Our phone lines are open at 7:30 A.M.

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)

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.

Any student may be EXCUSED for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Medical or dental appointments (verified by physician)
- Wedding - close family
- Counseling by certified or state approved counselor
- Emergency leave with verification
- Military promotion or awards ceremonies
- Other unusual causes (subpoena, passport, military I.D.)

## **UNEXCUSED ABSENCES**

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

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.

## **ADMISSION TO SCHOOL**

All students enrolling in KISD must have a birth certificate, current shot record, social security card and show proof of residency. To qualify for PK, the child must be 4 years of age by Sept. 1<sup>st</sup>, qualify as ELL, be a military dependent, or qualify based on income. To qualify for kindergarten, a child must be 5 years of age by Sept. 1<sup>st</sup>

## **BICYCLES ON CAMPUS**

Students may ride their bicycles to school, but **NO** bike riding is allowed on campus. All bike riders need to walk their bikes when on the school campus. Students who do not follow bicycle rules will lose the privilege of riding their bikes to school. Bicycles must be locked during the school day to the racks provided. The school will not be responsible for lost or stolen bicycles. Skateboards, scooters, and/or skates (including shoes with wheels) **are not allowed** on campus.

## **BREAKFAST AND LUNCH**

Breakfast will be served starting at 7:30 AM for K-5<sup>th</sup> grade students. Harker Heights Elementary participates in a special breakfast program where all students qualify for a free breakfast. Parents and grandparents may not eat breakfast with their children. We have a short time frame to feed all of the students. This does not allow for extra personnel for breakfast.

Parents and grandparents can eat lunch with their children. We ask that guest eat at the designated table for families. Guests cannot go with children to the playground for recess after lunch. Again, this is to provide a safe environment for all our children. There are a few days during the year when parents and grandparents cannot eat lunch with their children. These days are during STAAR testing week, district testing, and the district Thanksgiving meal.

All students at Harker Heights Elementary will receive free breakfast and free lunch. This is a special program provided by Killeen ISD through a federal grant. There will be a special application which is different than the traditional lunch application. **All children at HHES will need to complete this application and all children will receive free lunch and free breakfast. Applications must be made after July 1<sup>st</sup>.** A la carte items may still be purchased like chips, ice cream, extra milk, or bottled water.



## **CAFETERIA PROCEDURES AND CONSEQUENCES**

### **PROCEDURES**

- Show good table manners
- Respect others
- Obey the staff on duty
- Talk softly

### **SPECIAL CONSIDERATIONS**

Please do not send sodas, glass containers or candy with students for lunch. Junk food and candy are not healthy as supplements for a hot meal. Lunches from home cannot be refrigerated or heated.

### **RECESS**

After lunch 1<sup>st</sup> – 5<sup>th</sup> grade students will be allowed to go to an outside area for a short recess time. PK-K students have daily recess.

### **CELL PHONES**

Students may bring cell phones to communicate with parents but may not use cell phones during the instructional day without permission from the teacher. The instructional day is from 7:30-3:30. *If a child needs to call parents during the instructional day, they must do so from 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 must abide by these laws and report anything suspicious when it comes to the health and welfare of our students.

### **CONTACTING STUDENTS**

Messages or items for your child should be delivered to the front office. This will minimize classroom disruptions. If you wish to observe in a classroom, please make arrangements with the classroom teacher prior to arrival in the front office. We are required to limit classroom disruptions during the school day. Parents are asked to adhere to the visitor rules.

### **DELIVERIES TO SCHOOL**

It is against KISD policy to make any commercial deliveries to students at school at any time. Delivery of flowers, balloons and gifts by parents is not allowed during the instructional day. Please make arrangements for gift-giving to be done at home to prevent other children from having hurt feelings.

## **DISCIPLINE**

Under a separate section, you will receive a comprehensive description of the KISD approach to discipline. A copy of the KISD Student Code of Conduct can be found on the KISD website. If you have any questions about this plan, please feel free to contact your child's teacher or a campus administrator. The best way to understand student behavior standards is to communicate regularly with your child's classroom teacher.

Harker Heights Elementary utilizes a program called "Restorative Discipline" in all classrooms and programs. With this program, relationships are the key to strong moral character. You will learn more about this from your child's teacher. "Restorative Discipline" builds upon respect and students having a voice. Listening and speaking strategies are taught throughout the year. Students are held to a high standard of behavior with standard rewards and consequences. The success of a student's conduct depends on students, parents and teachers working together.

## **SCHOOL EXPECTATIONS**

- Be kind
- Be respectful of peers and adults
- Treat others as you would like to be treated
- Keep hands, feet, and objects to yourself
- Be prepared for class. Always do your best work.
- Follow directions when given

## **BEHAVIOR COLOR DEFINITIONS**

Definitions of color behavior charts used throughout the building, particularly in grades PK-2<sup>nd</sup> and cafeteria

- Green – Following all procedures appropriately
- Blue – Had some difficulty following procedures after warning
  - Change color on color chart
- Yellow- Difficulty following procedures during the day
  - Note to parent
  - Phone call to parent
  - Removal from activity – in the classroom
  - Short Form noting behavior maintained by teacher
  -
- Red – Serious challenges during the day, Repeated failure to follow directions throughout the day or Extreme aggression
  - Office referral
  - Phone call to parent

Fighting, bullying, horseplay, and any other acts that put children in harm's way **will not be tolerated.** These will result in designation of "Red."

## **EMERGENCY INFORMATION**

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. It is critical that we have up to date phone numbers and addresses. Student Registration Cards contain information regarding who can gain access to the child. Both biological parents have access to the child. Legal documentation is required to withhold a biological child from access at the school. The remaining emergency contacts are at the discretion of each parent. These need to be local contacts with accessible phone numbers. Should there be an emergency, these contacts are critical for your child's needs. Make certain these numbers are up to date.

## **GRADING PROCEDURES**

Grades are reflective of student performance based on classroom work. All teachers in KISD use the same computerized grading system. Parents can access grades through the KISD website following request to campus administration.

Students will receive grades as indicated below:

A/E	Excellent	90-100
B/S	Above Average	80-89
C/N	Average Progress	70-79
F/U	Unsatisfactory	69 and below

## **ITEMS NOT ALLOWED AT SCHOOL**

- Pets, by adults or children (including pets on a leash)
- Electronic Games or Trading Cards
- Items looking like weapons or defensive in nature
- Skateboards, Roller Blades, Roller Skates, Scooters
- Make-up or Play Tattoos
- Chewing Gum or Candy
- Carbonated Beverages

**\*\*Confiscated items will be returned to the parent upon conference with teacher or administrator.**

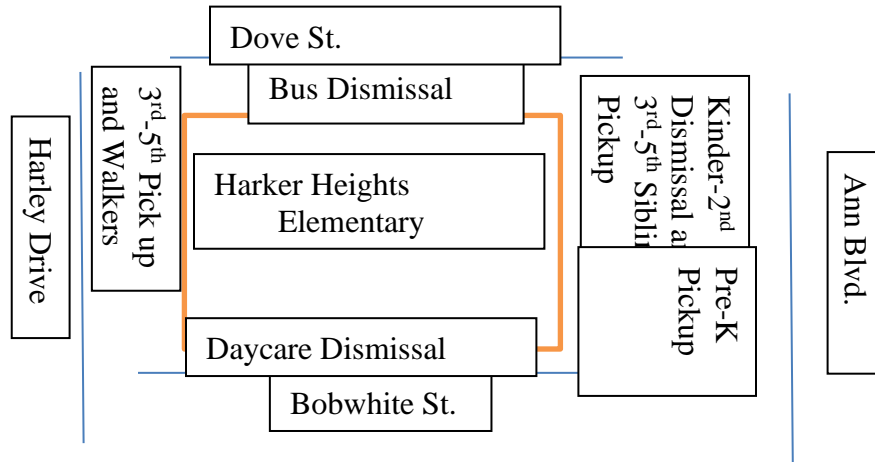
**LEAVING CAMPUS**

Once students arrive on campus, they may not leave before 3:30 PM unless they are picked up by their parent or guardian. Adults will be asked to show photo identification. **This procedure is for the protection of our students. If a relative or person other than parent is to pick up a child for an appointment, the parent must write a note or contact the school notifying us of this request.**

When school dismisses at 3:30 all students **must leave immediately and go directly home.**

**STUDENTS WILL NOT BE RELEASED FROM 3:00-3:30. This allows for the safe organization of students in preparing for bus, daycare and close of school.**

Third-fifth grade students may walk home. PK-second grade students must be picked up by an adult or older sibling unless they are riding a bus or are picked up by daycare.



## **MEDICATION POLICIES**

1. Written permission for administering medication must be provided by the parent, legal guardian, or other person having legal authority of the student. The parent will be responsible for obtaining written permission from the physician.
2. The medication must be in the original container with the prescription label containing the student's name, name of the medication, dosage, date, and time(s) for the medication to be administered.
3. It is **against** the policy of the Board of Education for school personnel in K.I.S.D. to store, provide, or administer over-the-counter medications, such as aspirin and cough drops or throat lozenges, to the students.
4. A student will be sent home if he/she has a temperature. The student may **NOT** return to school that day and must be fever free for 24 hours before returning to school.

**We will contact the parents for all emergencies and concerns. For further information, see the KISD Information Section of this handbook.**

**IT IS OUR WISH TO KEEP THE CHILDREN SAFE AT ALL TIMES.**

## **PARKING**

Visitor parking is located in the Ann Parking Lot. It is unlawful to park in the bus loading zones, the day care loading zones, faculty parking lot or the emergency vehicle zones.

Please do not park in the daycare or businesses on the streets surrounding the school. The businesses around the school have requested that we do not use their parking areas for school pickup. Cathedral of Deliverance and Praise on Harley is a close area that provides us with additional spaces for parking. If there is a church function at this location, please be mindful of not parking in this area during that time. They allow us this parking as a favor. Please respect their property and space.

Please do not park on Dove as this is for bus transportation. The area on Bobwhite is for day care vehicles. The businesses on Bobwhite and Ann are not appropriate places for parking for school activities.

We know parking is very limited at HHES. Please be patient at arrival and dismissal times. It takes 15 minutes max for us to completely evacuate all students safely to parents in the afternoon. We will keep your child safe with us until you can maneuver through the traffic and parking lot.

When dropping off children please either allow students to exit car in the lane closest to the building on the passenger side or walk the student across the parking lot. Please do not allow children to walk without your supervision through the parking lot.

After 3:45, leftover students will be brought into the building. At this time, parents will have to come to the office and retrieve their children.

## **PARTIES AT SCHOOL**

Classroom parties will be held during the school year for Christmas and Valentine's Day. If you would like to help your child's teacher with the parties, please let the teacher know.

**KISD restricts the distribution of home-baked goods to children at school.** Therefore, please be sure all food items for parties are store-bought and packaged.

Birthday parties are not allowed at school; however, you may send in a store-bought class treat on the day of your child's birthday. Parents may send treats to be distributed to the whole class at the end of the instructional day. Please limit this to store-bought cupcakes or cookies and drinks.

Party invitations may be distributed at school only after 3:15, so it will not interrupt the instructional day. Please make sure all children in the classroom receive an invitation.

## **PE and RECESS**

If you have a medical note that excuses your child from P.E., your child will also be excused from recess. This is for the safety and health of your student, so he/she does not further hurt or injure themselves. Students need tennis shoes for P.E. and recess.

## **PETS**

Please **do not** bring your pets on campus. This is for the safety of both the children and your pets.

## **PICTURES**

School pictures are normally taken twice a year. Individual pictures are taken each semester. Class group pictures are taken during the spring semester. Notices will be sent home the week prior to picture being taken.

## **SCHOOL HOURS**

8:00 AM – 3:30 PM

**K-5<sup>th</sup> grade children are served breakfast in the cafeteria between 7:30 and 7:50. PK children are served breakfast in their classrooms at 8:00.**

**PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL BEFORE 7:30 EACH MORNING. BEFORE THIS TIME THERE WILL BE NO STAFF MEMBERS ON DUTY.**

If your child needs to be at school before 7:30. YMCA has a morning session that opens at 6:00 A.M. and closes at 6:00 P.M. Please make arrangements with them for childcare service. Students arriving after 8:00 are tardy. Parents must walk students inside the building after 8:00 and register them with attendance personnel.

School is dismissed at 3:30. No students will be released between 3:00 and 3:30 as this is the time for organizing for homework and transportation of bus/day care students to their appropriate location.

After 3:45, leftover students will be brought into the building. At this time, parents will have to come to the office and retrieve their children.

**SPECIAL EDUCATION**

**Options and Requirements  
For Providing Assistance to Students Who Have Learning Difficulties or Who Need  
or May Need Special Education**

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: \_\_\_\_\_ School Administrator or Diagnostician \_\_\_\_\_

Phone Number: \_\_\_\_\_ 254-336-2056 \_\_\_\_\_



## **STUDENT DRESS**

According to KISD'S district policy, 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.**

The school administrator determines acceptable characteristics of neatness, cleanliness, grooming, and safety, which are consistent with the dress code standards. Students who are considered to be in violation of the dress code will be advised by the school administrators and will be given a chance to comply.

Parents, please remember that elementary students are involved in many activities, i.e. P.E. or playground time; therefore, it is recommended that girls wear shorts under their dresses. It is also recommended that students wear tennis shoes so they can participate appropriately in physical education and recess activities.

At Harker Heights Elementary, we follow the KISD Student Dress Code. Please refer to the KISD website for guidelines for student dress. You can find the guidance at <https://www.killeenisd.org/WebData/DocumentViewer/studentcoc-english.pdf>

## **STUDENT DROP-OFF AND PICK-UP PROCEDURES**

### **Morning Procedures**

1. Students who ride the bus enter the building from Dove and they are directed to the cafeteria or to their classrooms. **The cafeteria closes at 7:50.**
2. Students who walk or whose parents bring them to school enter the building through the front doors. If parents need to come inside, they must use the Ann Parking Lot.
3. The cafeteria opens for breakfast at 7:30 and closes 7:50. Students should arrive in time to adequately complete breakfast.

### **Afternoon Procedures**

1. Students who ride the bus are escorted by teachers/instructional aides to the bus loop on Dove. Students are assigned to specific buses.
2. Students who walk or whose parents pick them up are released at 3:30. PK-2<sup>nd</sup> grade students are escorted to their lines on the Ann playgrounds by their teachers. 3<sup>rd</sup>-5<sup>th</sup> grade students who walk are either dismissed out the Harley exit or are walked to the Ann playground to pick up siblings. 3<sup>rd</sup>-5<sup>th</sup> grade students whose parents pick them up are walked to the Ann parking lot.
3. Parents or adults designated for pickup must bring identification each day. Teachers will not release children to adults without identification until a relationship has been established where the teacher knows the adult. Substitutes are directed to check identification before releasing students. For this reason, bring identification each day when picking up children.

**VERY IMPORTANT: FOR YOUR CHILD'S SAFETY It is important to write the teacher a note when you make different arrangements for your child to get home.**

## **TARDIES**

The school day begins promptly at **8:00**. Students arriving later than **8:00** will be considered TARDY. You must walk your child into school and sign them in.

## **VISITOR CHECK-IN**

It is the Killeen Independent School District policy to check visitors at the front office of the school they are visiting. A valid photo ID is required to receive a HHES visitor's badge. This badge must be worn and be visible while conducting business in the building. Please be understanding when you are asked to sign in and get a visitor's badge. **This is done for the safety and protection of the children**

## **VOLUNTEERS**

Volunteers are a vital part of the success of any school. If any parent, guardian, grandparent, or citizen is interested in this program, we welcome you and ask that you please contact our Volunteer Coordinator. Any amount of time is appreciated, and we encourage your participation.