

Dear Students and Parents,

Welcome to Maxdale Elementary! We are delighted to have you in our Maxdale Family. Maxdale Elementary is committed to maintaining high standards for academics and behavior. The staff is dedicated to continuing these standards of excellence by partnering with parents & families, community members, and other stakeholders to provide a learning environment that is safe, nurturing, and full of innovative and engaging learning experiences.

At Maxdale, we understand the importance of parental and family engagement and the impact it has on a student's educational experience. Therefore, we invite you to take an active role in your child's education by working closely with his/her teacher to ensure he/she has a positive learning experience. We look forward to developing a strong home-school partnership with you.

This handbook has been designed to provide you with information regarding our school practices. We hope you find it to be useful. Feel free to contact us with questions or concerns you have not addressed in this handbook. We will be glad to provide clarity and/or further explanation as needed.

We consider it a privilege and honor to serve your child's educational needs, and we look forward to a successful school year.

Warmest regards,

Bobbie Evans

# Maxdale Elementary School:

## *A Professional Learning Community*

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### **Mission Statement**

*We will teach expertly to ensure all students learn at high levels.*

### **Vision Statement**

*As a high-functioning professional learning community,  
Maxdale Elementary will lead the way in preparing our students to be  
**FUTURE-READY.***

### **Big Hairy Audacious Goal**

*We make **NO EXCUSES**. We are committed to creating a school that knows  
**NO LIMITS** to the overall success of every student. Every student without exception  
will be proficient or advanced in all subjects.*

### **Core Values Statement**

*We will create a community where every member demonstrates respect,  
responsibility, integrity, perseverance, teamwork, safety, and kindness.*

### **Life Ready Skills**

*We will empower our students with life-ready skills for success both now and in the  
future: communication, creativity, critical thinking, collaboration,  
goal-setting, and growth mindset.*

## **IMPORTANT INFORMATION**

Please read over the following policies and procedures very carefully. Your support and cooperation will have a positive impact on your child's safety, well-being, and school success.



### **SCHOOL HOURS**

**7:30 am – 3:00 pm**

### **Arrival and Dismissal Procedures**

Killeen ISD has made the safety of your child its highest priority. We have installed a security vestibule for just this purpose. When entering the building for **ANY** reason, please be prepared to present a picture ID to the office staff. We will exchange your ID for a visitor's sticker.

1. The following procedures help us monitor our hallways more effectively and safely:
  - a. After the first week of school, please say good-byes outside or in the security vestibule area and then allow your child to walk independently to breakfast or to his/her designated hallway. Duty personnel will be there to assist and welcome your student. Students will proceed directly to classrooms for breakfast.
  - b. Parents are prohibited from driving around the back of the school for morning drop-off. Parents who drop their students off for school must use the front drop-off lanes/front of the school. Dropping off students from other campus locations is prohibited.
  - c. With the exception of rainy-day dismissal, only the front doors are to be used to enter and exit the building. At dismissal time, please wait either in your vehicle or outside. Teachers are instructed to walk their classes to a designated area outside.
  - d. Please do not take your student from the class dismissal line until the teacher has reached the designated pick-up area, and you have properly signed your child out with the teacher, which includes presenting a picture ID and signing out on the pick-up sheet.
2. Vehicles parked in fire lanes are subject to "fire lane" citations.

IMPORTANT: For their safety, students must not arrive on campus before 7:00 a.m. as there will not be staff on duty until 7:00 am.

3. Students are to enter the building as soon as they reach the school property in the morning. Students will report directly to the classroom for breakfast. Students are to abide by the following:
  - a) walk directly to the classroom,
  - b) refrain from stopping at restrooms before reporting to class
  - c) walk on the right side of the hallway
  - d) refrain from visiting other areas of building
  - e) refrain from stopping to talk or play in the hallways
4. Should students choose to eat breakfast, it will be provided daily in the classroom. All unopened nonperishable food items can be saved for a later snack.

### **Morning Student Drop-Off Procedures**

1. The front two traffic lanes are for student drop-off ONLY. Do not leave your vehicle unattended in either of these lanes. The police department will issue citations.
2. Please pull as far up to the end of the drop-off lanes as possible before stopping to unload. Please unload your students quickly so that traffic back-up is avoided.
3. Parents who wish to walk their student(s) into the lobby must park in the designated area north of the drop-off lanes. No parking is allowed in either drop-off lane.
4. **Students must not be dropped off in the staff parking lot, on the east side of the building.** ATTEMPTING TO DROP-OFF STUDENTS IN THIS PARKING LOT CREATES AN UNSAFE SITUATION FOR YOUR CHILD AND OTHERS.

## **Dismissal Procedures**

1. Please wait outside the building until 3:00 p.m. Please do not call ahead and request that your child be waiting in the office to be picked up. **The latest you may check out your student early from the office is 2:45 p.m.**
2. At 3:00 p.m., teachers will escort all remaining children to a designated area outside of the building for parent pick-up or release the students to walk home if he/she is a designated walker.
3. Parents using the front two drop-off/pick-up lanes must not leave their vehicles as there is no parking permitted in either of these lanes. The police department will issue citations. Please **designate your child as a walker**, because teachers will not be able to escort students to waiting cars.
4. **If you are waiting on your child and blocking traffic behind you from flowing, please exit the lane to permit the flow of traffic.**
5. **At the beginning of the day, please inform the main office in writing of any changes in the routine pick-up procedures for your child. Only people listed on your child's registration card are authorized to pick up your child. Changes cannot be made by phone or last-minute without principal approval.**
6. School personnel will be stationed in strategic areas to supervise students or to assist with departure procedures and the smooth flow of traffic. **Please allow staff members to focus on duty responsibilities by scheduling a conference time to discuss any questions or concerns you may have.**
7. Students who pick up younger siblings will be dismissed from the building with their class. They will then walk around to their siblings' pick-up area(s).
8. **EARLY DEPARTURE (parent sign-out)** Students are actively engaged in learning from 7:30 a.m.-3:00 p.m. each day. Tardiness and early departure interrupts this learning process. Parents are strongly encouraged to follow these time frames. **Please prioritize students being present for the entire school day and minimize the need for early check-out. There will not be any early check-out after 2:45pm.**

**INCLEMENT WEATHER:** If we are experiencing inclement weather during dismissal such as heavy rain or lightning, the campus will use an inclement weather dismissal plan. Parents will be permitted into the school to walk to their child's classroom. Students will be dismissed from their classrooms and released to parents there. **We are a 100% ID Check campus;** therefore, ensure you have your ID in hand when you get to the classroom. Students that are designated as

walkers will be held by their teachers until 3:10 p.m. since many times parents decide they do not want them to walk in the rain. At 3:10 p.m. all remaining students will be dismissed as usual.

## The First Day of School

It is natural for children to experience both excitement and a little anxiety on the first day of school. Here are a few ways to make the first few days easier for you and your child.

- Attend the "Meet the Teacher Night." Your child's classroom assignment will be placed on the windows at the front entry that afternoon.
- Be sure your child knows what to do **AFTER SCHOOL**. Is he/she supposed to walk home? Does he/she ride the bus? Will your child be picked up by a parent, a babysitter, or a day care provider? At "Meet the Teacher Night," you will provide this information to the teacher.
- **For the first week of school**, you may walk your student to class. You will need to say good-byes quickly so that the teacher can begin his/her daily procedures and routines. After the first week, please say good-byes outside or in the lobby area and then allow your child to walk independently to his/her classroom. Staff will be on duty to assist students with getting to class.

## School Lunches

Under the Healthy Hunger-Free Kids Act of 2010 and the Community Eligibility Provision (CEP) all students enrolled at Maxdale during the 2024-2025 school year will receive free breakfast and lunch. Meal prices for adults are as follows:

<u>Breakfast</u>	
Adult price	\$2.50

<u>Lunch</u>	
Adult price	\$3.75

Milk price	\$0.75
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## **ATTENDANCE and ABSENCES**

Regular attendance is important to your child's academic achievement. When your child will be absent, please call 336-2485 or 336-2460 as soon as you know. Leave your child's name, teacher's name, and the reason for the absence with a secretary. If you have not called by 8:15 a.m., a call will be made to you to verify the absence. An official record of each student's attendance is required by state law.

When your child returns to school, please send a **written note** to include the following:

- Child's full name
- Date of absence(s)
- Full explanation of absence
- Teacher's name
- Parent/guardian signature

Ten (10) absences may be excused with a parent note. All additional absences will require a physician's note to be excused. Explain to your child the importance of giving notes from home to his/her teacher.

**If a note is not received within 5 school days, the absence becomes UNEXCUSED.** Five (5) unexcused absences generate a letter outlining the consequences of unexcused absences. Ten (10) unexcused absences result in a final warning letter from the KISD Attendance Office. Excessive unexcused absences could result in retention.

**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 any absence must be completed. **If you have attendance questions, please contact our attendance secretary at 254-336-2460.**

## **BEFORE SCHOOL**

**For safety reasons, students should not arrive at school before 7:00 a.m. as no adult supervision is provided before that time.** The front doors are opened at 7:00 a.m., and student supervision begins at that time. Breakfast is served each morning in the classroom starting at 7:00 a.m.

To ensure the safety of your child(ren), it is important that morning hallway procedures are followed:

- After the first week of school, say good-byes outside or in the security vestibule area and then allow your child to walk independently to his/her classroom.
- ❖ Items that parents want delivered to the classroom may be left at the office. The office staff will deliver the items to the classroom.
- ❖ Teachers are generally not available for unscheduled visits before or after school. Please call or email the teacher to schedule a conference. You can find our staff e-mails at [Killeenisd.org](http://Killeenisd.org) under our campus name.

## **BICYCLES, SCOOTERS, SKATEBOARDS**

Bicycles are to be parked and locked in the racks provided and are not to be ridden during the school day or on school property. Bike riding students must WALK their bikes while on school property (parking areas, crosswalks, sidewalks). ALL bicycles should be marked, engraved, labeled, or otherwise identified with the student's name, home address, or other identifying information. The student is responsible for maintaining his/her lock. The school is not responsible if a bike is stolen during school hours. **Scooters and skateboards may not be ridden to school.**



## **BUSES**

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

If your child normally rides the bus and you wish for him/her to be picked up by you or someone on the registration card, please write a note to the front office informing us of this change in the morning. **PLEASE DO NOT ASK THE OFFICE**



**STAFF TO MAKE TRANSPORTATION CHANGES WITH ONLY A TELEPHONE CALL. IT IS DIFFICULT TO VERIFY THE IDENTITY OF THE PERSON MAKING THE CALL AND, THEREFORE, THEIR AUTHORITY TO MAKE TRANSPORTATION CHANGES.**

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 the location of a childcare provider. In addition, students are not allowed to ride the bus home with someone else or get off at someone else's bus stop (spend the night, etc.).

**STUDENTS ON A TRANSFER DO NOT QUALIFY FOR BUS TRANSPORTATION.**

### **CAFETERIA**

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



- Demonstrate Meerkat Pride with or without adult supervision
- Follow directions first time
- Sit in your seat facing the table
- Eat your food only
- Sit at the next available seat at the table
- Follow hallway expectations while waiting for teacher
- Maintain silence in service line
- Partner voice at the table

### **CAMPUS ENTRANCES**

For the safety of our students and our school, all exterior entrances, other than the main entrance, are locked during the day. All parents and visitors must enter and exit the school building through the main entrance and **provide the office staff a photo ID in exchange for a visitor's badge**. Photo ID will be given back

when leaving the building. This measure is for the security and safety of our students and staff. Your cooperation is appreciated.

### **CELL PHONES**

According to the Student Code of Conduct students may not display, turn on, or use a cellular telephone or other telecommunication device on school property during the school day. Phones must be turned off and kept out of sight. Violators are subject to disciplinary consequences to include having the device confiscated. Confiscated items may be held by the campus until picked up by the parent/guardian.

### **CHECKING STUDENTS OUT EARLY**

For the safety of our students, parents, guardians, baby-sitters, emergency contact persons, etc. **MUST** provide a photo ID and their name **MUST** appear on the student's registration card when checking a child out early for the day. This procedure will be used every time a child is picked up. Students will only be released to authorized persons.

Please make sure the registration card includes all authorized emergency contacts. You may change the information or add information at any time, but this **must be done in person** in the office. We cannot take this information over the phone.

Please do not call the office to request that a child be waiting for you in the office. Students will be called to the office when you arrive and provide proper identification.

**We ask that parents minimize the need for early sign-out. Signing students out early from school causes them to miss valuable instructional time and causes undue disruption during dismissal time. Therefore, after 2:45 p.m. parents will be asked to wait outside the school for regular dismissal.**

### **CHILD ABUSE**

Our school is vitally interested in the health and safety of your children and will abide by this state law. The reporting of suspected child abuse or neglect is a state law for teachers and administrat

## CLINIC

It is very important for parents to ensure that home, cell, and other contact numbers are provided and kept up to date. The office/clinic must be able to reach someone if a child is injured or becomes ill. It is important that the emergency contact person/number be a person other than you who lives in the local area. In the event of an emergency, we will make every attempt to contact you at all the numbers listed. If the service of an ambulance is necessary, the parent/guardian will be responsible for the total cost as outlined in district policy.

**ALLERGIES:** Allergies must be noted on your child's health history sheet 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. On this form, you will also need to provide us with the treatment your child is to receive (Calamine, Epi-Pen, or prescription antihistamine, etc.). **If your child has a food allergy, a physician's verification of the specific food allergy is required. A physician's order must be on file in the clinic to administer any medication.** 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. **For the substitutions to be made, a letter from the child's physician is required.** The letter must state the foods and/or beverages your child is unable to consume, and the foods acceptable for substitution. There is a medical statement form available in the clinic.

**FEVER/ILLNESS:** Fever is defined as a temperature equal to or greater than 100 degrees. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100 degrees. If a student exhibits a symptom such as vomiting/diarrhea it is recommended that the student be kept home. The clinic cannot dispense any medication for fever (Tylenol, Motrin, aspirin) without written physician's permission. **Students will be excluded from school until fever-free without fever-suppressing medication for 24 hours if they have a temperature equal to or greater than 100 degrees.**

**CLINIC VISITS:** The teacher/staff member will complete a clinic pass on all students sent to the clinic. The teacher/staff member will note the chief complaint/reason for sending the student to the clinic. The clinic will document all care your child receives. An e-mail documenting the student's visit to the clinic will be sent to the parent/guardian. As needed or as requested by the parent, the

clinic staff will call parents to inform them of the clinic visit. Parents are encouraged to contact the clinic if there is a concern about the treatment received or to request parent contact for any visits their child makes to the clinic.

**EMERGENCY CLOTHING:** The clinic has a limited supply of clothing available to lend to students when personal clothing has been soiled. A note will be sent home to students who have borrowed clothes from the clinic. Please wash and return the borrowed items to the clinic the following school day. If this is an ongoing problem for your child, we request that you send an extra set of clothing labeled with your child's name. The clothing will be kept in the clinic or in your child's classroom. **The wet/soiled clothing policy is included in the campus information section of the Student Handbook.**

**FIRST AID:** Students who become ill or injured on campus will be sent to the clinic for an assessment of the illness/injury by the nurse and/or clinic assistant. Clinic staff will contact parents of students who receive a head injury. All other parent notifications will be based on the results of the assessment.

**LICE POLICY:** When the school is made aware of live head lice, we must act quickly. As you know, head lice are a troublesome, contagious problem and are spread through direct contact or through the sharing of personal items, such as hats or hairbrushes. Parents of students found to have live head lice will be notified and instructed in the treatment of head lice using the CDC recommendations. Parents will be asked to pick up and treat their child immediately. Students in the same classroom will receive a letter letting parents know live lice have been discovered in their classroom. A child who is found to have live head lice will be sent home. **Once the child has been treated, he/she can return to school after being checked by the clinic.** We want to reassure you and your child that this policy is not a punishment; it is a precaution. Our goal is to get your child back to school and to control the situation in a way that benefits the entire school.

**MEDICATION:** Medication dispensed during school hours is administered by the school nurse or clinic aide and requires a form signed by a DOCTOR. Other school personnel (teachers, assistants, etc.) are not authorized to give medication - including over-the-counter medication. Medication prescribed by a physician requires a medication form (available from the clinic). Medication will be kept in the clinic and must be in the original container (with Rx 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.

## **CONFERENCES**

Communication between teachers and home is vital to a student's success; therefore, we highly encourage you to attend all scheduled conferences. Parents are asked to participate in the two official Parent-Teacher conferences held in the fall and spring. Additional Parent-Teacher conferences are also held as requested by the teacher, parent, or administration. You will be contacted regarding the date and time when a conference is requested by the teacher.

If you need to talk with your child's teacher, please schedule an appointment in advance. Conferences may be scheduled before/after school or during the teacher's conference period but not during the teacher's instructional hours. Please report to the office for all scheduled conferences.

You are encouraged to contact your child's teacher any time you have a question about your child's progress. The **Home Access Center (HAC)** is available for parents/guardians to monitor key student information such as grades and attendance. Contact the front office for assistance accessing the HAC. You may leave a message in the office at (254) 336-2460 or e-mail the teacher. E-mail addresses can be found on the KISD website under Maxdale Elementary.

## **CONTACTING STUDENTS**

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

## **COUNSELORS**

Maxdale has full-time school counselors on campus. A counselor will regularly visit classrooms to provide developmental guidance. Small group and individual school counseling is also provided as an intervention measure as appropriate to address

student needs. To learn more about counselor support or for any counseling-related questions, contact the counselor 336-2460.

### **DELIVERIES**

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

### **DRESS CODE**

Maxdale will enforce the dress code as outlined in the District Student Code of Conduct. Please take time to review the dress code policy. A copy of the policy can be found at the end of the Campus Information section of this Student Handbook and in the Student Code of Conduct. *All dress code issues and violations are subject to the campus administrator's judgment.* All decisions regarding dress code will be made based upon the impact upon the safety and order of the educational environment.

### **EMERGENCY CONTACTS**

Each student should have at least two emergency contacts identified on their registration card. As the school year progresses, **parents are encouraged to update these cards for accurate phone numbers.** These **changes must be made by the parent or guardian in the office** to guarantee accuracy and safety. **Only persons listed on the registration card and verified with a picture ID may pick up a student from school.**

### **EMERGENCY DRILLS**

To comply with district safety guidelines, we will conduct fire drills monthly. Communication will be sent out regarding other required drills for the year, which include evacuation, shelter-in-place, secure, and lockdown. Teachers will practice with their students prior to an actual drill. Visitors on campus are expected to follow the drill instructions. Students may not be checked out during this time. Parents/visitors will not be permitted to enter the building during drills.

## **FIELD-BASED INSTRUCTION**

Students may take trips to experience the concepts taught in the classroom. **For your child to participate, an official school permission slip must be signed and returned in a timely manner.** Without a signed official permission slip, students will not be permitted to attend and will be assigned to an alternative classroom until his/her class has returned. This alternative classroom will not be a form of punishment.

## **FOODS OF MINIMAL NUTRITIONAL VALUE**

Federal guidelines prohibit the consumption of foods of minimal nutritional value at school. These foods include, but are not limited to, candy and carbonated drinks. The cafeteria and classroom teachers must follow these guidelines. When providing snacks for a classroom, parents must follow these same guidelines. **Nutritional snacks provided for the class must be store-bought and packaged.**

There will be designated **EXCEPTION** days including party days when foods of minimal nutritional value may be consumed during the school day:

Winter Break - Dec. 20  
Valentine's Day - Feb. 14  
End of the year - May 22

## **GRADES**

Grades for are to reflect each student's mastery of the Texas Essential Knowledge and Skills (TEKS), the state mandated curriculum, or the PreKindergarten Guidelines. Students in grades 1-5 will receive grades as indicated below.

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

## **GUARDIANSHIP**

Texas law requires that students live with their parent, guardian, or managing conservator. Proof of legal guardianship must be provided at the time of enrollment. Proper paperwork can be secured in the school office. Questions may be directed to the KISD Central Office at 336-0000.



## **HOMEWORK**

Homework is an independent practice activity completed by the student as an extension of classroom work. Work assigned to be completed in class, with ample time to finish, is not considered homework. It is expected that students will make good use of classroom time to complete assignments.

If not, this work may be assigned to be completed at home. It is important that parents and teachers work together to teach and reinforce promptness and responsibility, as these are qualities needed for success in life. Therefore, late work can be penalized.

## **HOME ACCESS CENTER (HAC)**

As a parent, you can access information related to your child such as grades and attendance by signing up for the Home Access Center. Please contact the school at 254-336-2460 for additional information.

## **MAKE UP WORK**

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



## **OBSERVING CLASSROOMS**

You are also welcome to observe your child's class. We ask you to keep in mind, however, that student learning time is precious and cannot be interrupted. If you wish to observe your child, please plan with the classroom teacher in advance to establish the goals of the visit and to allow the teacher to prepare a place where you can observe your child without causing any disruption. Observations may last up to 30 minutes. This is not a conference or adult conversation time. If a parent's presence is disrupting the learning or teaching environment, please understand you will be asked to leave. Also, siblings may not accompany parents to the observation as it may cause a disruption in the learning environment.

## **LOST AND FOUND**

Please label all items with your child's first and last name. Lost clothing, lunch boxes, and other similar items are placed in the Lost and Found; please have your student check the Lost and Found frequently for missing items. Jewelry, watches, eyeglasses, etc. are kept in the office. All unclaimed clothing items are donated to a local charity at the end of each semester

## **PARENT VOLUNTEER PROGRAM**

Parents are encouraged to support our campus mission through participation in the parent volunteer program. If any parent/guardian, family, or community member is interested in the volunteer program, please contact our SEL Counselor at 336-2460. **You must apply online prior to volunteering or chaperoning field trips and complete the volunteer class.** The volunteer program focuses on involving our parents in growing successful, capable, high achievers in our school. The time and talents you donate to our school make a difference in our students' education.

## **PARTIES**

The federal nutrition guidelines allow for 3 classroom parties during the school year. Maxdale party days include:

Winter Break - Dec. 20  
Valentine's Day - Feb. 14  
End of the year - May 22

Refreshments for parties must be store-bought. If you would like to help your child's teacher with the parties, please notify him/her. It is the policy of the school not to have birthday parties or farewell parties at school; however, the tradition of a small birthday treat (store-bought cookies or cupcakes) on the day of the child's birthday is permitted. The treats must be brought to the front office. The office staff will deliver treats to the classroom, and the teacher will distribute them after 2:15 p.m.

Birthday party invitations can be distributed at the end of the day only if there is an invitation for every child in the classroom; otherwise please make other plans for the distribution of personal party invitations.

### **PETS**

For safety reasons, **no pets are allowed in the school building or on the school grounds**, even if on a leash or being carried. There may be some exceptions when a pet is brought to school because it relates to the curriculum being studied and by individuals who require the use of a service dog. The pet must be brought to school in a carrier and have current shots. In these cases, prior administrative approval is required.

### **PICTURES**

School pictures will be taken two times a year: fall and spring. Notices will be sent home in advance. Special events such as kindergarten graduation or the 5<sup>th</sup> grade celebration may also present the opportunity for additional pictures.

### **PROHIBITED ITEMS**

Please see the KISD Student Code of Conduct for a list of prohibited items. **In addition to the items listed, any other item deemed detrimental to the safety and order of the educational environment will be prohibited.** Violators are subject to having the items confiscated and to receiving disciplinary consequences. Confiscated items may be held by the campus until picked up by the parent/guardian.

## RECOGNITION AND AWARDS PROGRAMS

Our Maxdale faculty and staff believe it is important to recognize and celebrate student achievement and success. Each semester, awards assemblies will be held in our cafetorium. Students will be recognized for achievements such as honor roll, perfect attendance, and citizenship:

- ❖ A Honor Roll: Honors all students having a semester average of 90 or higher in language arts, math, science, and social studies AND no U's. PreK-K students earning 3+'s will be honored.
- ❖ A-B Honor Roll: Honors all students having a semester average of 90 or higher in at least one core subject and no other averages below an average of 80 for language arts, math, science, and social studies AND no "U's" will be recognized. PreK-K students earning 3's will be honored.

## SCHOOL CLOSINGS

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

## SUBSTITUTES

On occasion it may be necessary for your child to have a substitute teacher. Substitutes follow classroom lesson plans left by the classroom teacher. The same high expectations for classroom behavior will be enforced when a substitute teacher is present.

## TARDIES

The start of school is 7:30 a.m. Students must be in their classrooms by 7:35 a.m., or they will be counted tardy. Parents should make every effort to see that their students are at school by 7:30 a.m. each day. Not only does your child miss instructional time when he/she is tardy, but his/her day starts on a rushed note. **Please sign your students in to school at the front office if they are tardy.** Refer to the KISD Student Code of Conduct for information regarding the district tardy policy. A copy of the campus tardy policy can be found at the end of the Campus Information section of this Student Handbook.



## **TELEPHONE POLICY**

- ❖ According to the Student Code of Conduct students may not display, turn on, or use a cell phone or other telecommunication device on school property during the school day. Phones must be turned off and kept out of sight.
- ❖ Students will not be allowed to use the telephone to request that parents bring forgotten items such as school supplies, homework, or permission slips.
- ❖ In most instances, Students will not be permitted to call parents about forgotten after-school activities. Arrangements need to be made prior to the school day.
- ❖ Students participating in after-school activities such as tutoring, clubs, or choir will be notified in advance so that transportation arrangements can be made.
- ❖ Ensure your child understands what to do after school on sunny and rainy days. If the weather is bad, or forecasted to be bad, please plan in advance.
- ❖ Please check with office staff occasionally to see that contact information is updated and accurate.

## **TEXTBOOKS**

Students are issued state-owned textbooks for their use during the school year. If a textbook is lost or damaged, the student's parents are responsible for paying for it. A second textbook cannot be issued until payment is made. Please make payment to the office in the form of cash, check, or money order. Please have the exact amount as the office cannot make change.

## **WITHDRAWING STUDENTS FROM SCHOOL**

Parents, please come to the office to complete withdrawal paperwork as soon as you know you will be withdrawing your child from school. If you wish to carry records with you, a minimum of 3 days' notice is requested in order to process records. Parents may begin this process by coming into the office and providing the child's name, teacher, last day of attendance, and destination.

# **Maxdale Elementary School**

## **Title I Campus Parent and Family Engagement Policy**

### **2024-2025**

#### **Statement of Purpose**

*Three decades of research provide convincing evidence that parents are an important influence in helping their children achieve high academic standards. When schools collaborate with parents to help their children learn and when parents participate in school activities and decision-making about their children's education, children achieve at higher levels. In short, when parents are involved in education, children do better in school and schools improve.<sup>1</sup>*

Maxdale Elementary School is committed to providing a quality education for every child. It is our mission to teach so that all students learn at higher levels. Our aim is to establish a partnership with parents and the community to promote high achievement for our students. We believe that the parent's role in education is critical to a child's success.

#### **Title I Schoolwide Program**

The purpose of a schoolwide program is to improve academic achievement throughout schools having at-risk populations so that all students, but particularly the lowest-achieving students, can meet the state's academic standards. Title I provisions stress: shared accountability between schools and parents; ensuring parents have information needed to make well-informed choices for children; informing parents about their child's academic strengths and how to help children; sharing input into academic programs.

#### **Title I Annual Meeting**

Each fall our annual Title I meeting is held. This meeting is held at flexible times and dates that are convenient to parents. All parents and families are invited to attend. We want everyone to know about Title I and how we use these funds to ensure that students are successful. Parents will be invited to participate in this annual meeting to learn about Title I requirements, "Parents Right to Know" and the rights of parents to be involved in Title I programs, the Parent and Family Engagement Policy, expenditure of Title I funds, information about the school's curriculum, information on academic assessment used to measure student progress, the Home-School Partnership Compact, STAAR performance, and information on expected proficiency levels.

#### **Parent and Family Engagement Policy and Home-School Partnership Compact – Shared Responsibility for High Student Academic Achievement**

A review of our current Parent and Family Engagement Policy and Home-School Partnership Compact is conducted every spring. Parents and family members are a crucial, required part of this process as we meet to discuss and make any changes to these documents for the next school year. The Home-School Partnership Compact is a written agreement between the school and the parents of children participating in Title I programs that identifies the activities the parents, the school staff, and the students will undertake to share the responsibility for improved student academic achievement.

Each document is 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. Teachers will contact parents to arrange a conference to share the Home-School Partnership 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.

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<sup>1</sup> Lewis, Anne C.; Henderson, Anne T., Urgent Message: Families Crucial to School Reform, 1998

## **Types of Parent Engagement**

Parents may become involved in their children's education as:

- Teachers (helping the child at home)
- Supporters (contributing their skills to the school)
- Advocates (helping the child to receive fair treatment)
- Decision-Makers (participating in joint problem-solving with school at every level)

Within our professional learning community there are a variety of capacities through which you might be involved:

- Assisting with classroom activities
- Contributing to school-wide activities such as
  - Family nights, picture day, field day, book fairs, field-based instruction, career fair, fundraisers, campus committee-sponsored events, talent show
- Serving as a reading buddy
- Serving on the Site-Based Decision-Making Committee
- Volunteering in classrooms
- Attending school functions
- Tiny Tots Early Literacy Program

## **Parent and Family Learning**

During the school year the campus hosts a variety of meetings where parents can learn about the challenging Texas academic standards students will learn and assessments they will take. At the beginning of the year each grade level hosts a parent night where information is shared regarding topics students will learn during the year, how parents can monitor students' progress during the year, ways to support students' learning, and how to partner with teachers to support student learning. Parent conferences are held each semester and throughout the year to foster two-way communication between teachers and parents. We will offer Parent University sessions to inform parents about how to further support their children's learning. Sessions will include topics such as encouraging growth mindset, supporting reading development, using technology to support student learning, math problem solving strategies, and more. We will also work to provide access to resources families can use at home to support student learning. You may send in suggested topics for our Parent University or related questions to our parent liaison at 254-336-2460.

## **Staff-Parent Communication**

Maxdale Elementary School will take an active role in establishing effective communication between staff and parents. Some of the methods used may include:

Conferences	Home visits	Parent meetings	Daily communication folders
Newsletters	Phone calls	E-mails	School web site
Flyers	On-line grade-books	Teacher web sites	Student Planners

Written materials will be sent home in English. Should you need any communications translated into another language, please contact the school office. We will do our best to accommodate your needs.

Parents are encouraged to contact their child's teacher whenever there is a concern. Contacts can be made through phone calls, notes, letters, e-mails, take-home folders, and student planners. Our parent liaison, counselors, and administration are also available to assist whenever there is a need.

### **Title I Program Evaluation**

An annual evaluation of our Title I program is conducted during the year by our Site-Based Decision-Making (SBDM) committee, which includes at least one parent representative. The SBDM Committee provides input on our Campus Improvement Plan (CIP) and assists in making decisions about how Title I funds are spent. If you would like to serve on the SBDM committee, please contact the principal, Ms. Evans. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in the SBDM meetings, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. If for some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to KISD.

### **Early Literacy Program**

Families of our Maxdale students are invited to bring their children ages 0 to 4 years to our weekly Tiny Tots early literacy program. During Tiny Tots, our parent liaison provides activities that make learning a fun experience and gives parents tips on fostering literacy development at home.

### **Volunteer Orientation**

At the start of every new school year, and throughout the year, our volunteer coordinator conducts a volunteer orientation to outline processes for volunteering on campus and related KISD policies. If you would like to volunteer, please contact our parent liaison at 254-336-2460.

### **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.

**Maxdale Elementary School  
Home-School Partnership Compact  
School Year 2024-2025**

**Teacher Pledge**

**I believe all students can learn. I am committed to creating a classroom that knows NO LIMITS to the overall success of every student. I will teach so that every student learns at higher levels so that they are prepared for success in the future.**

**As a teacher, I will do my personal best to**

- Respect and value the uniqueness of each child and his/her family.
- Provide a safe, caring, and engaging learning environment where each child will be an active participant in his/her own learning.
- Have high expectations for myself as a teacher and for my students as learners.
- Develop learning goals with students and send home materials to help parents support goals at home.
- Conduct ongoing assessments of each child's academic progress to inform teacher practice and student's learning needs.
- Involve students in daily reading activities and provide parents with resources to practice reading skills at home with their child.
- Share with parents math problem-solving strategies used in the classroom and send home examples of the math concepts students are learning.
- Encourage the completion of school assignments and appropriate behavior.
- Ensure students are proficient in all subjects.

***To support effective communication, I will...***

- Review the home-school partnership compact with parents at the initial parent teacher conference.
- Maintain timely, open lines of communication with students and parents regarding progress and areas of need.
- Assist parents in understanding opportunities to actively engage in their child's education.
- Update parents about student progress and share ways to support their child's learning.

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Pledge**

**I understand that my education is very important to my future. Getting an education will help me develop the skills I need to become a successful and productive person. I know that my education now will prepare me for success in the future. Because of this I am committed to following the expectations of my school and classroom each day.**

**As a student, I will do my personal best to**

- Keep a growth mindset by believing I can and will learn.
- Always give my best effort in my work and my behavior.
- Follow classroom and schoolwide expectations and demonstrate good character.
- Come to school on time and prepared with my assignments and supplies.
- Work cooperatively with other students and staff.
- Work to resolve conflicts in positive, respectful ways.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Maxdale Elementary School  
Home-School Partnership Compact  
School Year 2024-2025**

**Parent/Guardian Pledge**

**I understand that my child's education today is essential for his/her success in life. My child's school experience will lay the foundation to becoming a successful and productive person. It will also prepare him/her for a successful future, including college if he/she so chooses to attend.**

**As a parent/guardian, I will do my personal best to**

- Set high expectations for my child in their learning and behavior and provide a place for my child to study.
- Have my child arrive on time and prepared for school.
- Participate in school events, workshops, and meetings in support of my child's learning.
- Ensure my child reads at home for a minimum of 20 minutes daily.
- Practice math facts/concepts with my child.
- "Take-Five": Each afternoon take five minutes after school to talk with my child about school/learning.
- Include my child in opportunities for real world application of problem-solving skills such as cooking, paying bills, repair projects, etc.

***To support effective communication, I will...***

- Initiate communication with school staff when there is a question or concern.
- Review the weekly take-home folder and other communications sent home.
- Respond to emails, phone calls, notes in the agenda, etc.
- Participate in parent-teacher conferences and other meetings about my child and his/her progress.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# MAXDALE ELEMENTARY SCHOOL

2600 Westwood Drive Killeen, Texas 76549

Phone (254) 336-2460

Fax (254) 634-6135

The Killeen ISD has made campus safety a priority. All campuses will be utilizing a computerized visitor control system. Smart Check 3 is a Visitor Management and Predator Alert System.

This system reads all personal identification cards with machine readable data. It will automatically compare the person's data with the U.S. Department of Justice National Sex Offender Public Website, which records information from all states.

Visitors identified as recorded Sex Offenders will be denied entrance and will be personally managed in reference to student needs. The following guidelines/procedures have been established.

- No registered sex offender who is not a parent is allowed on campus. This includes contractors or vendors.
- A registered sex offender who is a parent must go directly to the administration office when on campus.
- The parent(s) can exercise their parental rights but in a monitored environment.
- The principal, assistant principal, security personnel or designee will stay with the parent while he/she is on campus. A registered sex offender must be always supervised by appropriate district personnel.
- At no time is a registered sex offender permitted to mingle with the student population or walk through the school unescorted.
- Registered sex offenders are not permitted access to common areas of the campus, including student centers, cafeterias, gymnasiums, auditoriums, athletic fields and any other designated common area.

Visitors who do not alert the system will be issued a printed visitor badge and allowed to proceed. Visitor Badges will need to be always worn while on campus.

We appreciate your cooperation in creating a safe/secure campus.

Sincerely,

Ms. Evans

## STUDENT DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the campus administrator's judgment.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action.

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

The district prohibits pictures, emblems, or writings on clothing that:

- ☐ Are lewd, offensive, vulgar, or obscene.
- ☐ Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
- ☐ Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, "cut-offs", and shorts or pants with holes any higher than 4" above the knee are not permitted. Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
2. "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 4 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable.  
ELEMENTARY ONLY: Tank tops and similar apparel may be worn by students in grades Pre K-2, especially in hot weather.
5. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
6. Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.

7. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.

8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.

9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or ant any school-related activity, regardless of time or location.

10. Photo ID cards will be issued to all secondary (grades 6-12) students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation. 11. Photo ID cards will be issued to all secondary (grades 6-12) students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

Students who attend schools where a **standard dress policy** has been approved may have additional dress code provisions. The additional dress code requirements will be disseminated to students by the campus personnel.

## MAXDALE TARDY POLICY

At Maxdale Elementary we are committed to student excellence. In an effort to maximize learning time, we will begin tracking student tardies after the first two weeks of school.

- ❖ **The start of school bell will ring at 7:30 a.m.**
- ❖ **The tardy bell will ring at 7:35 a.m.**
- ❖ Tardy students will need to be signed into the office by their parents.
- ❖ Positive incentives will be offered for classes with no tardy students for the week.
- ❖ Tardies will accumulate for the entire semester.
- ❖ Consequences will be implemented for students according to the chart below:

Number of Tardies	Consequence
<b>4</b>	Parent Notification Letter
<b>6</b>	Parent Conference with administrator to create a Plan of Action
<b>8</b>	1 day of lunch detention
<b>10</b>	1 day of lunch detention
<b>12</b>	1 day of lunch detention
<b>14</b>	1 day of lunch detention
<b>16</b>	1 day of lunch detention
<b>20</b>	2 days of lunch detention

Having students at school on time is key to their success. When students are tardy, they miss valuable learning time. Over time, this adds up to many minutes. Please continue to support your child's learning by having them at school on time each day. **Should you bring your child to school after the tardy bell, our policy requires you to sign your child into school in the front office.** If you have any questions, please contact the office.

Thank you for helping us to prepare our students for success.

Maxdale Staff

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

**General Information**

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

**Wet Clothing PK3 – 5<sup>th</sup> Grade**

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

**Soiled Clothing PK3 – 5<sup>th</sup> Grade**

- If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible. The child will await the parent in

a campus designated area (not to include the clinic) and be given the option to stand until the parent arrives.

- The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.
- The child cannot be sent home on the bus or to after school day care with soiled clothing.

#### **Students Who Are In Transition**

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

DATE: October 2009    CONTACT PERSON: Coordinator for Health Services  
December 8, 2014