

NOLANVILLE ELEMENTARY
901 OLD NOLANVILLE ROAD - NOLANVILLE, TX 76559
OFFICE: 254/336-2180



Imagine, Believe, Achieve, Excellence

2019-2020
Parent and Student Handbook

Principal: Dr. Wendy Haider
Assistant Principal: Teresa Kurz
Assistant Principal: Sonya Walker

Mascot: Soaring Eagle
Colors: Blue and Yellow

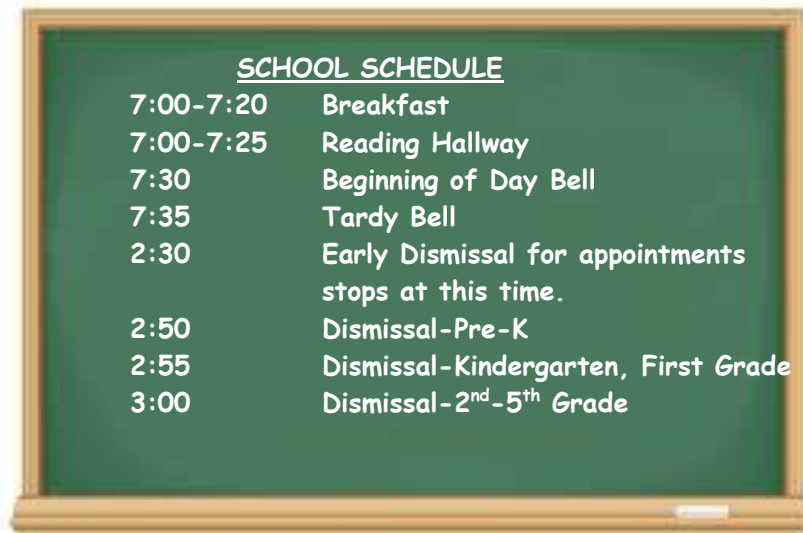
CAMPUS STAFF DIRECTORY

Wendy Haider, Principal	336-2180
Teresa Kurz, Assistant Principal	336-2180
Sonya Walker, Assistant Principal	336-2180
Donna Collazo, Records Secretary	336-2180
Elizabeth Eberly, Attendance Secretary	336-2180
Linda Preston, Principal's Secretary	336-2180
Carol Sewell, Counselor	336-2206
Amber Peterson, Counselor	336-6806
Nita Garcia, Campus Facilitator	336-2203
Lori Curtis, Campus Instructional Specialist	336-2215
Donald Merriman, Campus Technologist	336-2180
Cafeteria	336-2194
Clinic	336-2214
Library	336-2193

At Nolanville Elementary, we are passionate about building positive relationships and challenging students to become successful, life-long learners.

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.



<u>SCHOOL SCHEDULE</u>	
7:00-7:20	Breakfast
7:00-7:25	Reading Hallway
7:30	Beginning of Day Bell
7:35	Tardy Bell
2:30	Early Dismissal for appointments stops at this time.
2:50	Dismissal-Pre-K
2:55	Dismissal-Kindergarten, First Grade
3:00	Dismissal-2 nd -5 th Grade

Arrival and Dismissal Procedures

1. The two most challenging times of the day in terms of student supervision and hallway monitoring are 7:00-7:30 a.m. and 2:15-3:00 p.m. During these times we have adults entering the building, in the hallways, in the cafeteria, and going to the classrooms. We also have children entering or exiting the building, and going to their assigned areas.
2. Despite duty personnel throughout the building and adults signing in and wearing a visitor's badge, it is difficult to monitor adequately hallway movement when there are so many non-faculty/staff adults in the building.
3. **The following procedures help us monitor our hallways more effectively and safely:**
 - **After the first week of school, please say good-byes outside or at the "Hugs and Kisses" station in the lobby 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.
 - Only the front doors are to be used to enter the building.
 - At dismissal time, please wait either **in your vehicle** or **wait outside** rather than coming into the lobby, hallways, and classrooms. Teachers are instructed to walk their classes to a designated area. Parents in the lobby obstruct an orderly exit and hinder the monitoring that teachers must do in order to ensure that each student leaves with an authorized person.
 - **Please do not pull your student from the class dismissal line until the teacher has reached the designated pick-up area.**
4. **Unattended vehicles parked in the front lanes are subject to "fire lane" citations.**

Arrival Procedures: For their safety, students must not arrive on campus before 7:00 a.m. The front doors are opened at 7:00 a.m., breakfast serving starts at 7:00 a.m., and student supervision begins at 7:00 a.m.

1. Students are to enter the building as soon as they reach the school property in the morning. Starting at 7:00 a.m. hallway behavior expectations are in effect: walk quickly and quietly to the designated reading hallway, walk on the right side of the hallway, do not run, and do not loiter in the hallways.

2. Students will sit in their designated hallways and read quietly. Once seated, students may not move to a different place. ***Eagle Readers will read to small groups of kindergarten students.***
3. Students may not enter classrooms in the morning until the 7:25 a.m. bell. Teachers utilize this time before school for instructional preparations, tutoring, or duty assignments. **Parents may not enter classrooms in the morning unless a conference has been previously scheduled with the teacher.**

Car Riders

Parents are requested to obey all traffic laws when on school grounds. **The speed limit on campus grounds is 10 mph.** There is no parking in drop off lane that is designated as a fire lane. You can be cited by the Nolanville police if you are in a designated fire lane or improperly parked in a handicap parking spot.

When dropping your child off, please use the drop off lanes. Please do not stop your car in the crosswalk. Students should remain in the car until you drive up to a staff member who will open the car door and assist children. Children may not be dropped off in the parking lots as this raises serious safety concerns. Additionally, students may not walk to meet you in the parking lot. Park and escort your children across the crosswalk if not using the drop off lane.

If it is **after 7:35 am**, and **no staff is outside**, parents must park their vehicle and walk their student to the front office. Students who walk in alone will have to wait in the office until parents are reached and return to sign in their child.

Morning Student Drop-Off Procedures:

- The front two traffic lanes are for student drop-off ONLY. **Do not leave your vehicle unattended in either of these lanes.** Please pull as far to the east end of the drop-off lanes as possible before stopping to unload. ***Staff will be available to unload your students quickly so that traffic back-up is avoided.***
- Parents who wish to walk their student(s) into the lobby **must** park in the **lower parking lot**. Parking is not permitted in either drop-off lane. **Students must not be dropped off in the lower parking lot.** Dropping off students in the parking lot creates an unsafe situation for your child and others.

Dismissal Procedures: Please see Appendix A "Nolanville Dismissal Procedures 2019-2020"

- **All teachers will dismiss students** by dropping students off to buses, YMCA, daycare, and escorting students to the front of the building for parent pick-up.
- **All teachers will check parent I.D. 100% of the time daily to ensure student safety.**

Changes in afternoon pick-up arrangements must be made in writing and sent to the teacher at the beginning of the day. **This is a security measure: Changes by telephone do not allow for proper identification and place the safety of your child at-risk.** Changes during the day create classroom interruptions.

Only people listed on your child's registration card are authorized to pick-up your child.

Rainy Day Dismissal Procedures:

- Students will be held inside the building on rainy days.
- All parents will need to wait outside the building under the awning and present an I.D. to the staff member.
- The staff member will retrieve your child from the teacher as quickly as possible.
- Staff members will also service cars in the "Curb-side Pick Up" lane by getting students from inside of the building and bringing them to the car.

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.

After School

All students should leave the campus no later than 3:15 p.m. unless participating in an approved after school activity. When school is dismissed, children are expected to leave the campus immediately. They may not wait in the classrooms, inside, or outside the building for siblings who are attending after school activities. Parents are requested to support teachers and staff by picking students up at the proper dismissal time. **If students are not picked up in the afternoon by 4:00 p.m. on regular dismissal days, the Nolanville police will be called.**

EARLY DEPARTURE (parent sign-out) and LATE PICK-UP

- Students are actively engaged in learning from 7:30 a.m.-3:00 p.m. each day. Tardiness and early departure interrupt this learning process. Parents are strongly encouraged to ensure student success by following these timeframes.
- Tutoring groups, homework assignments, parent communication take place at the end of the day. Students miss vital information when they leave early.
- **Please do not check students out early unless you have a doctor or dentist appointment. All other early sign-outs are unexcused.** Early sign-outs must be documented in the office.
- **From 2:30 - 3:00 p.m. students will remain in the classroom until regular dismissal time. Parents will wait outside until regular dismissal time.**
- Late pick-ups (at 3:15 or after) must also be documented in the office with a parent signature. Continuous late pick-up and bus return students will be addressed by the principal.



Thank you for helping us keep your child safe, happy, and learning.

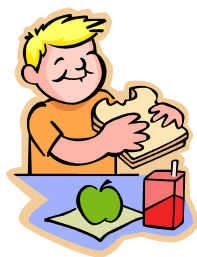


The First Day of School

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

- **Attend the "Meet the Teacher Night" on August 22nd from 4:00 to 6:00 p.m.** Your child's classroom assignment will be placed at the front entry at that time. Staff members will be in the hallways to assist you. You will have time to tour the building, help your child locate his/her classroom, put away school supplies, and visit briefly with the teacher.
- On the first day of school, be sure that your child knows what to do for LUNCH. He/she must have lunch money, a sack lunch, or money in his/her account. KISD uses www.PayPAMS.com to manage student meal money. Parents may deposit money into their student's account at PayPAMS (for a fee) using the student's code number provided during school registration. The student uses the same code number to pay for his/her breakfast and/or lunch.
- Be sure that your child knows what to do AFTER SCHOOL. Is he/she to walk home? Does he/she ride the bus? Will your child be picked up by a parent, a babysitter, or a day care? At "Meet the Teacher Night," you will provide this information to the teacher on a standard form from the office.
- For the first week, you may walk your student to class; however, you need to say good-byes quickly so that the teacher can begin her daily procedures and routines. **After the first week, parents must say good-bye outside or at the Hugs and Kisses Station.**

School Nutrition



Prices

Breakfast:

Regular price	\$1.50
Reduced price	\$0.30
Adult price	\$2.50

Lunch:

Regular price	\$2.50
Reduced price	\$0.40
Adult price	\$3.75

ATTENDANCE and ABSENCES

Regular attendance is extremely important to the academic achievement of your student. When your child is going to be absent, please call **336-2212** as soon as you know. Leave your student's name, teachers' name, and the reason for the absence on the answering machine or with a secretary. If you have not called by 8:00 a.m., we will call you to verify the absence. **An official record of each student's attendance is required by state law.**

We enjoy having your PK 4 and kindergarten child at Nolanville. Please remember this is a *full day* instructional program. Attendance expectations are intended for ALL students to include those enrolled in PK4 and kindergarten. The law, as it is written in the Texas Education Code, states: **Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE - A child who is required to attend school under this section shall**

attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school. In other words, if you enroll your child in school regardless of the age, you understand that the attendance and tardy policy will apply to all students.

Each day that your child is absent, you will receive an automated call from Killeen ISD. We ask that you still call the school attendance line before 8:00 a.m.

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



- ❖ student's full name;
- ❖ date of absence(s);
- ❖ full explanation of absence;
- ❖ teacher's name; and
- ❖ parent/guardian signature.

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

If a note is not received within 5 school days, the absence becomes UNEXCUSED. Four (4) 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 Officer. Excessive unexcused absences will result in retention.

EXCEPTION: If a student has a doctor's appointment, returns to school, AND brings a doctor's note, the student will be counted present for the day. All work missed during any absence must be completed.

Each semester, perfect attendance will be celebrated with special activities. PERFECT ATTENDANCE means no absences, no tardies, and no early sign-outs except with a doctor/dentist documentation.

If you have attendance questions, please contact our attendance secretary, Ms. Becky Kipp (336-2180).

BEFORE SCHOOL

For safety reasons, students should not arrive before 7:00 a.m. The front doors are opened at 7:00 a.m., and student supervision begins at that time. The school cannot be responsible for the behavior and safety of students who are waiting unsupervised in front of the school prior to 7:00 a.m. YMCA before-school care is available beginning at 6:00 a.m. each day.

Breakfast is served each morning from 7:00-7:20 a.m. Students are supervised in morning reading hallways until the 7:25 a.m. bell.

In order to ensure the safety of your children, it is important that morning hallway procedures are respected:

- ❖ Parents say good-bye to their students in the front of the building or at the Hugs and Kisses Station (after the first week of school). This keeps our hallways clear, and our staff is better able to supervise and ensure the safety of our students when we know that the only adults in the hallways are faculty and staff.
- ❖ Items that parents want delivered to the teacher may be left at the Hugs and Kisses Station.
- ❖ Teachers are not available for unscheduled conferences before school. This is teacher preparation time.

BICYCLES, SCOOTERS, SKATEBOARDS

Students may ride bicycles to school only with parent permission. 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. It is the responsibility of the student to maintain his/her lock.

Scooters, roller blades, and skate boards may not be ridden to school.



BUS TRANSPORTATION

Riding the bus is a privilege that the Killeen Independent School District allows 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.

IMPORTANT CHILD SAFETY INFORMATION - PLEASE READ AND RESPECT

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 classroom teacher informing them of this change.

PLEASE DO NOT ASK THE OFFICE STAFF TO MAKE TRANSPORTATION CHANGES WITH ONLY A TELEPHONE CALL. WE ARE NOT ABLE TO VERIFY THE IDENTITY OF THE PERSON MAKING THE CALL, AND THUS CANNOT ENSURE THAT THIS IS INDEED SOMEONE WITH THE AUTHORITY TO MAKE TRANSPORTATION CHANGES.

PLEASE DO NOT COME LATE IN THE DAY WITH A REQUEST TO "PULL A STUDENT" OFF THE BUS AT THE LAST MINUTE.

UNLESS A STUDENT HAS A NOTE FROM THE PARENT, HE/SHE WILL RIDE THE BUS AS USUAL.

*Only students living more than one mile from school are eligible for school bus transportation.

***KISD policy states that students may not:**

- ride the bus to a child care provider
- ride the bus to a relative's home
- ride the bus to a friend's home.

*Students are expected to follow the KISD Code of Conduct when riding on the bus. Failure to follow the bus conduct and safety rules will result in the loss of the privilege of riding the bus. Failure to abide by bus rules creates safety hazards for the student as well as all other students on the bus. Student behavior while on the bus is governed by School Board policies and the ***Student Code of Conduct***. The school bus is an extension of the classroom, and as such, all rules that apply in the classroom carry over to the bus. (KISD, Student Code of Conduct, p.11).

If a pre-kindergarten student is **repetitively returned** to school due to parents not being at the bus stop to pick up students, a bus referral may occur with possible suspension of bus privileges.

TRANSFER STUDENTS DO NOT QUALIFY FOR BUS TRANSPORTATION.

CAFETERIA

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

- ❖ **Practice good table manners.**
- ❖ Follow directions given by adults.
- ❖ Eat **first** and **then** talk with quiet, table-conversation voices.
- ❖ Raise your hand for help.
- ❖ Eat only the food on **YOUR** tray or in **YOUR** lunchbox. Do not trade food with other students.



If a student chooses not to follow the lunchroom expectations, he/she will sit at the silent table during lunch. Our lunchroom assistants do an excellent job of monitoring the safety and comfort of your child during lunch. They may turn the lights off to indicate "voices off" if the cafeteria becomes too loud.

Notes will be sent to remind parents when their child's lunch account is low. Parents are asked not to hold up the breakfast/lunch line in order to add money to their child's account. You may add money to your child's account by placing money/check in an envelope and leave it at the "Hugs and Kisses" station, office, or you may add to your child's account online at www.paypams.com.

Applications for free/reduced lunches are available in the office or can be accessed online at the Killeen ISD website. A new application for the free and reduced meal program must be filled out **EACH** school year (one per family).

Parents may want to eat lunch with their children on occasion. If you are eating a cafeteria lunch, you must contact the cafeteria prior to 9:00 a.m. on the day that you will be eating so that our cafeteria staff can prepare enough food for the day.

CAFETERIA CHARGES

All students will be allowed to charge one meal at their reduced or full/priced eligibility rate. If a student does not have enough money to cover their next meal, he or she will be served a cheese sandwich rather than going without food. Parents should be sure that students have whatever they need for lunch each day. **If a child should forget or lose meal money, he/she may call home prior to 9:30 a.m.**

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 the school building through the main entrance, **sign in at the office, and wear a visitor's badge.**

CARING KIDS

Each month our counselor leads the entire school in focusing on a certain character quality, such as responsibility. Throughout the month, faculty and staff "watch for" student actions that display the quality of the month. Students earn "Caring Kids" tickets that are spent in the school store. At the end of the month, the "Caring Kids" are recognized on NES TV, and their pictures are displayed on the "Caring Kids" bulletin board. This is just one way we teach our students that "character counts!"

CELL PHONES

Students may not display, turn on, or use a cellular telephone or other telecommunication device on school property during the school day. **Students are permitted to carry cell phones in their backpacks but they must be turned off during the school day.** Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or for the unauthorized use of the device.

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 that the registration card includes all authorized emergency contact people. You may change the information or add information at any time, **but it must be done in person.** We cannot take this information over the phone.

Please do not call the office and ask that a child be waiting for you. This causes the loss of valuable instruction time.

PLEASE ONLY SIGN STUDENTS OUT EARLY FOR DOCUMENTED DOCTOR OR DENTAL APPOINTMENTS. ALL OTHER EARLY SIGN-OUTS ARE UNEXCUSED. The end of the day is busy time and early dismissal causes confusion. After 2:30 p.m. parents will be asked to wait in the outer lobby for regular dismissal.

CLASS PLACEMENT

Class placement is determined by a professional collaborative process that takes into consideration student achievement, class size, students' needs, and demographic balance among the classes at each grade level.

Therefore, requests for certain teachers are not considered.

Our policy limits changing classes during the school year except for the following reasons:

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

CLASSROOM DISRUPTIONS

In order to comply with Texas State Education Law and KISD Policy EMH, we are required to limit classroom disruptions during the school day. Therefore, we routinely only make announcements once each day. We ask parents to adhere to visitor rules in order not to disrupt classroom instruction. Our office staff will not call into the classroom unless it is an emergency. Phone calls **cannot be transferred** to the classroom.

CLASSROOM OBSERVATIONS OR VISITS

We welcome your participation as a classroom volunteer. **Each KISD volunteer must submit a background check that is approved prior to any classroom volunteering.** In keeping with this policy, classroom observations or visits must be scheduled with the teacher in advance. If there is no volunteer approval in place, observations are limited to 15 minutes ***and accompanied by an administrator.*** Please be respectful of instructional time and do not engage the teacher in conversation. If a parent's presence or the length of his//her visit is disrupting the learning or teaching, please understand that you will be asked to leave. Small children are not permitted for classroom observations to ensure instruction is not disrupted. If it is determined that excessive visits are interrupting the

learning environment, the principal has the discretion to limit visits on a case by case basis. (KISD Administrative procedure, X-A).

CLINIC

It is very important for parents to ensure that home, cell, duty 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 has become ill. It is important that an emergency contact person/number be someone other than yourself. In the event of a serious emergency, we will make every attempt to contact you at all of the numbers listed on the registration card. If the service of an ambulance is necessary, the parent/guardian will be responsible for the total cost as outlined in district policy.

ALLERGIES: Allergies must be noted on your child's health history sheet to be kept in the clinic. If your child has an allergy to insect stings/bites or food, please complete the information sheet available in the clinic to inform us of the type of reaction to expect. On this form, you will also need to provide us with what treatment your child is to receive (Calamine, Epi-Pen, or prescription antihistamine, etc.). A physician's order must be on file in the clinic in order to administer any prescription medication. If your child has a food allergy, the school district can substitute alternative foods or beverages on the purchased lunch tray in place of those foods to which your child has an allergy. In order for the substitutions to be made, 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 form available in the clinic.

FEVER: Fever is defined as a temperature equal to or greater than 100.4° F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100.4 ° F. **Students should be free of fever for at least 24 hours before returning to school.** A child may only return if he/she is accompanied by a note from the physician stating that the child is free of communicable disease and can return to school that day. Students should be free of fever for at least 24 hours before returning to school. The clinic cannot dispense any medication for fever (Tylenol, Motrin, aspirin) without written physician's permission.

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

EMERGENCY CLOTHING: The clinic does not keep a supply of clothing available to lend to students when personal clothing has been soiled. 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 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. Administrative policy VII-V will be followed in regards to students with wet or soiled clothing.

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 nurse's aide. Clinic staff will contact parents of students who receive a head injury. All other parent notification will be based on the results of the assessment.

LICE POLICY: When the school is aware of head lice, we must take action quickly. As you know, head lice are a troublesome, contagious problem and spread through direct contact or by sharing of personal items, such as hats or brushes. Head lice may be contracted any place where children interact. To assist all students and their families when there is an incident of head lice, our school has adopted a policy to manage this problem. Under this policy, a child who has head lice will go home for treatment with a head lice-killing product. Once the child has been treated, he/she can return to school **after being checked by the clinic.** The purpose of this policy is to prevent

the spread of head lice. Even one live louse can transmit head lice from one child to another. Therefore, it is extremely important that parents are vigilant in treating their child's head lice, removing the eggs and treating the household environment. We want to contain the problem before it becomes widespread. We realize that being sent home from school can be upsetting for your child and disrupts your normal routine. 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, aides, etc.) are not authorized to give medication - including over-the-counter medication. Medication prescribed by a physician requires a medication form (available in the clinic). Medication will be kept in the clinic and must be in the original container (with Rx label in 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.

COMMUNICATION

It is important for our students that good communication is maintained between school and home. Research has shown that a strong parent and school relationship positively impacts students' success in school. Communication with families occurs a variety of ways such as newsletters, school-wide phone calls, email, and planners, and parent conferences. Please help us to communicate with you by updating your contact information in the office as needed. If you have a **concern, please communicate with the teacher first**. Our teachers are extraordinary educators who always put children first. Most concerns can be resolved in this manner. If a concern remains after the teacher conference, please contact one of our assistant principals or the principal who will then facilitate a teacher/parent conference.

CONFERENCES

If you need to visit with a teacher during the teacher's conference time, please schedule an appointment in advance. Conferences may be scheduled after school or during the teacher's conference period, not during the instructional day. Please be mindful that 7:00-7:30 a.m. is teacher preparation or duty time, and teachers are not available at that time for impromptu conferences.

You are encouraged to contact your child's teacher any time you have a question about your child's progress. Teachers can be reached by email or you can contact them at 254-336-2180.

CONTACTING STUDENTS

Your cooperation is needed to ensure that each school day for all students is focused on education. 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 front office. Our staff will communicate with the student at a time that minimizes classroom and instruction interruption.

CROSSING GUARDS

A KISD Crossing Guard is on duty at Warriors Path and Old Nolanville Road each day from 7:00 -7:45 a.m. and from 2:45 - 3:30 p.m. Use of this crosswalk is vital to the safety of your child before and after school. In addition, students must cross the front traffic loop at the crosswalk.

COUNSELING PROGRAM

Nolanville has 1 full time counselor and a half-time counselor on campus. The counselor provides a variety of services for both students and parents. If you need to contact the counselor, please call 336-2180.



DELIVERIES

District policy prohibits commercial deliveries of any kind to your child at school. This includes flowers, balloons, cakes, pizza, lunch, etc. **Delivery of flowers, balloons, and gifts by parents is not allowed during the instructional day.**

DISCIPLINE

Vision Management is a comprehensive, research-based behavior management/discipline system. It is implemented throughout the building, on the school grounds, and in all classrooms.

❖ Students are expected to walk quietly and orderly at all times while moving about in the building.

The following items are not allowed at school (*Confiscated items will be returned to the parent upon conference with teacher or administrator*):

- gum or candy;
 - toys, electronic games, radios, cassette players, ipods, etc.;
 - trading cards;
 - paging devices of any kinds (look alikes);
 - knives, guns (or look alikes);
 - laser pointers;
 - tobacco, lighters, matches;
 - skateboards, rollerblades, shoes with wheels;
 - any item that could be harmful to self or others.
- ❖ Respectful, polite, and courteous behavior is expected of all students. No profane, vulgar, or obscene language or gestures will be tolerated. Verbal abuse (name calling, ethnic or racial slurs) will not be tolerated.
- ❖ Students will practice all reasonable safety procedures on all campus facilities at all times. Running in the hall, throwing objects, and pushing other students are considered misbehavior.

The classroom behavior expectations are:

1. Be in your assigned seat/area, ready to work when the bell rings.
2. Have paper, pencils, books and all needed supplies every day.
3. Keep hands, feet, books, and objects to yourself.
4. Treat others as you want to be treated - - no bullying, cursing, rude gestures, teasing, or put downs.
5. Follow directions of school personnel.

The following critical misbehaviors will generate an immediate office referral:

1. Fighting or threatening to fight.
2. Damaging or destroying student, teacher, or school property.
3. Overtly refusing to do school work by throwing materials, tipping over furniture, or yelling.
4. Engaging in behavior that creates an unsafe situation, is sexually provocative, or shuts down the teacher's ability to teach.

Under a separate cover, you will receive a copy of the KISD Student Code of Conduct. Please take time to read and discuss it with your child. **You will be asked to sign a receipt and return it to your child's teacher.**

DRESS CODE

Nolanville Eagles deserve to look like the outstanding students that they are!! Please help us by being sure that your child is always clean, neat, and appropriately dressed. We will enforce the KISD policy as outlined in the Student Code of Conduct which is issued to each student at the beginning of the year.

REMINDERS:

- ❖ Hair color and hair styles must not be a disruption, a distraction, or an instructional interruption. Keep in mind that distracting styles and colors may cause your child to be distracted and to receive negative peer attention.
- ❖ Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, "cut-offs", and shorts or pants with holes any higher than 6" 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.
- ❖ "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
- ❖ The length of skirts and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty. Wearing leggings under shorts or skirts does not negate the 6 inch rule for length.
- ❖ Apparel designed for recreation (tank tops, halter tops, fishnet shirts, etc.) is unacceptable. **ELEMENTARY ONLY:** Tank tops and similar apparel may be worn by students in grades PreK-2, especially in hot weather.
- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ If a student is wearing flip-flops, he/she is not permitted to participate in PE or in recess. Open-toed leather sandals are acceptable.
- ❖ Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
- ❖ Shirts with inappropriate language or language that refers to tobacco, alcohol, drugs, sex, or violence are unacceptable.
- ❖ Body piercings are not allowed except for the lower ear lobes.

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. 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. Students who repeatedly violate the dress code will be subject to disciplinary action.

EMERGENCY CONTACTS

Each student should have 2 emergency contact persons identified on his/her 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 in the office to guarantee accuracy and safety.** Only persons listed on the registration card and verified with an ID may pick up a student from school.

EMERGENCY RESPONSE DRILLS

In order to comply with district safety guidelines, NES will conduct one fire drill per month, one shelter-in-place drill per month, one lockdown drill per month, and one severe weather drill each semester. 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.

Emergency response instructions and maps are readily accessible in each classroom. All students are taught the emergency response plans and know the appropriate actions to take anywhere in the building at any time.

FIELD-BASED INSTRUCTION / FIELD TRIPS

During the year, students take trips to experience the concepts that are taught in the classroom. In order for your child to participate, a district permission slip must be signed and returned prior to the day of the trip. Without a signed permission slip, students will be assigned an alternative classroom until his/her class has returned. **Parents must have volunteer clearance prior to attending the field trip.**

Parents may not ride the school bus because there is only enough room for students. Students may not be released to a parent from the teacher while on a fieldtrip. Teachers are accountable for all students' safety and checking out students while on a fieldtrip can cause confusion.



FOODS OF MINIMAL NUTRITIONAL VALUE

Federal guidelines prohibit the consumption of foods of minimal nutritional value at school. These foods include candy and carbonated drinks. The cafeteria and the 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.**

GRADES

Grades are to reflect each student's mastery of the Texas Essential Knowledge and Skills (TEKS), the state mandated curriculum. Students will receive grades as indicated below:

Grades 1-5

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	Unsatisfactory
U	Unsatisfactory		

Parents may monitor their students' grades through the KISD web site (www.killeenisd.org) Home Access Center.

GUARDIANSHIP

Texas law requires that students live with their parent, guardian, or managing conservator. Proof of legal guardianship must be provided within 60 days of enrollment by persons other than parents. Proper paperwork can be secured in the school office. Questions may be directed to the KISD Central Office at 336-0000.

HOME ACCESS CENTER

You can access your child's grades by going to the Home Access Center on the Killeen ISD webpage under the "Students and Parents" link. We encourage you to check your child's grades every 2-3 weeks to track their progress. Please keep in mind that teachers do not update the gradebook daily but rather weekly. We encourage you to check your child's grades a few weeks at a time before being concerned with your child's grades. If after that time you still have questions, please address your child's teacher via email or a phone call.

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 make good use of classroom time to complete assignments. It is important that parents and teachers together teach and reinforce promptness and responsibility as qualities that are needed for success in life. Therefore, late work may be penalized

LOST AND FOUND ARTICLES

Please label all items with your child's first and last name. Lost clothing, lunch boxes, and other similar items are placed in the cafeteria for student retrieval. Please have your student check the Lost and Found frequently. 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. Unclaimed eyeglasses will be donated to the Lion's Club.

MAKE-UP WORK

Students absent from school shall have the opportunity to make up all school work assigned during their absence.

1. Work assigned prior to the student's absence shall be turned in or completed on the day the student returns to school.
2. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
3. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
4. Students shall receive credit for satisfactory make-up work after an unexcused absence. The highest grade, however, for satisfactory make-up work after an unexcused absence shall be a grade of 50 percent.
5. Students with an excused absence from school shall have the opportunity to make up all school work assigned during their absence. The student shall have 5 days after returning to complete make-up work assigned during the time of absence. Full credit will be awarded for excused absence make-up work that is turned in within the 5 days.

Nolanville Eagle News Flash

On the first Wednesday of each month, our school sends home a parent newsletter, "Nolanville Eagle News Flash." The News Flash highlights upcoming school wide events and features ways that parents can support our students and teachers.

Parent /Guardian Conduct

Students in KISD are taught standard audience manners for use at performances. We ask that you set a good example for our students by turning technology devices off during assemblies or awards. We are thankful for your attendance and support. We appreciate your observation of audience etiquette.

Adults serve as positive role models for our students. Sometimes miscommunication or poor judgment will cause a reaction that creates safety concerns for our students or displays conduct that is inappropriate for a school setting. The principal may exercise the right to limit visitors to the campus who present safety issues. A "No Trespassing" or "Warning" letter may be issued in the unlikely event that such a situation occurs. The Nolanville police also respond quickly and decisively to any safety or conduct related concerns.

PARTIES

Traditional holiday parties are an acceptable part of our school curriculum. Winter Holiday, Valentine's Day, and end of school provide the party themes. We encourage parents to participate in the school parties. Please make arrangements with the teacher prior to coming. **Note: Class parties are for the celebration of our students only.** Because we want the parents to be able to spend the time with their student in the class, **siblings and younger children are not allowed at the parties.**

If you do not wish for your child to participate in any or all of these parties due to religious reasons, please let your child's teacher know. We will make arrangements with you to handle the situation so that the best interests of your child are met.

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

It is the policy of the school that BIRTHDAY PARTIES FOR INDIVIDUAL STUDENTS ARE NOT ALLOWED AT SCHOOL. Personal invitations to your child's birthday can be sent home in Wednesday folders as long as every child in the class receives the same invitation to attend. We cannot release personal information of the students to parents to send them home via US Mail. If you would like to bring a snack to celebrate birthdays, please make arrangements with your classroom teacher. These birthday treats will be served after 2:30 p.m.. When celebrating birthdays, please limit the celebration to store bought cupcakes only (no balloons, decorations, or party favors). Other parent provided snacks must meet the Smart Snack Guidelines.

PICTURES

School pictures will be taken two times a year: fall and spring. Notices will be sent home 1-2 weeks in advance. Special events may also present the opportunity for additional pictures: musicals, kindergarten graduation and 5th grade recognition.



P.T.A.

Nolanville has a very active and supportive P.T.A. All parents are encouraged to become members. Notifications are sent home before each meeting, and a PTA Newsletter keeps parents informed of the latest information and coming events.

RECESS

The classroom teacher will be responsible for taking his/her class to an outside area for a short recess time daily (weather permitting). This recess time will be between 10 and 20 minutes daily. The recess area at Nolanville is the blacktop or playground areas on the south side of the building. Recess expectations are designed to provide all students a safe place in which to play.

At recess students are expected to...

- ...refrain from horseplay and rough play,
- ...not kick or hit,
- ...not throw rocks, sand, gravel, or objects,
- ...stay in the teacher designated area,
- ...follow the directions of the lunch/recess teacher.



RECOGNITION PROGRAMS

At Nolanville, we believe that it is important to recognize student achievement in a variety of ways.

• **Academic Awards:** This program was established by KISD to recognize and award students who have demonstrated outstanding academic achievement. Awards are given during celebrations or ceremonies at the end of each semester. Nolanville Elementary guidelines for awards are as follows:

Honor Roll: The purpose of the Nolanville Honor Roll is to recognize students who have demonstrated outstanding academic achievements each nine weeks.

- **"A" Honor Roll:** Students in grades 1-5 who make a 90 or higher in language arts, math, science, and social studies qualify. A grade of **U** in conduct, PE, or music makes the student ineligible for this honor.
- **"A - B" Honor Roll:** Students must have at least one A (above 90), and the rest B (above 80) average in the areas of language arts, math, science, and social studies. A grade of **U** in conduct, PE, or music makes the student ineligible for this honor.
- **Eagle Pride:** Each teacher will select a student who has showed significant citizenship, character, achievement or academic improvement at the end of the year.
- **Perfect Attendance:** Students who have no absences and 3 or fewer tardies during each semester will receive a certificate.

Re-Do Policy for Failing Grades:

"A student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. **Campuses may determine additional and more specific criteria.**"-Killeen ISD Elementary Grading Handbook, p. 3

Students who fail an assignment or assessment will have the opportunity to redo missed questions for an average of the first and second attempt. Students will receive the average of the two grades, up to a 70%. For example, if a student makes a 40% on the first attempt and a 60% on the second attempt, the student will receive a 50%. If a student makes a 60% on the first attempt, and a 90% on the second attempt, the student will receive a 70%, not a 75%.

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.



SPIRIT DAY

Each Friday, students are encouraged to wear school t-shirts to show school spirit. These may be the official spirit shirt, AR shirts, or musical shirts.

TARDIES

*Parents should make every effort to see that students are in class by 7:30 a.m. each day. Not only does your child miss instructional time when he/she is tardy, but also his/her day is started on a rushed and negative note.

*If a student arrives after 7:35 a.m., he or she will be counted tardy.

*If your child is tardy, you are required to sign him/her in at the front office.

*Students coming late due to a doctor or dentist appointment must have a doctor's note in order for the tardy to be excused.

*Please remember your child is missing instructional time when he/she is tardy. When students arrive late, teachers often stop instruction to ensure your students can be successful. Also, promptness is an important life skill that we want to teach, model, and reinforce for our children.

TARDY POLICY

The morning bell rings at 7:30 AM and students are expected to be in their classrooms at this time. Tardies begin promptly at 7:35 AM. Parents should make every effort to see that their child arrives to school by 7:30 AM. Tardy students must report to the office for a pass to class. Listed below is the sequence of consequences for unexcused tardies.

- **4th Office letter sent home**
- **8th Parent phone call or conference with administrator**
- **12th Lunch Detention (1 day) and a Referral to KISD Truancy Officer**

TELEPHONE POLICY

*The teacher will issue a pass to call for forgotten lunches **prior to 9:30 a.m.**

*Students will not be allowed to use the telephone to request that parents bring forgotten supplies or homework.

*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 or choir will be notified in advance so that transportation arrangements can be made.

*Please be sure your child has his/her lunch or lunch money, sweater, jacket, etc., before leaving home for school.

*Ensure that your child has a clear understanding of what to do after school on both sunny and rainy days. If the weather is bad, or predicted to be bad, please make arrangements ahead of time so that it will not be necessary for your child to use the phone.

TEXTBOOKS

Students are issued state owned textbooks for their use during the school year. If a textbook is lost, the student's parents are responsible for paying for it. A second textbook cannot be issued until payment is made. There are also fines for damaged textbooks.

TRANSFERS

Students who attend Nolanville on a transfer must meet the following conditions in order to remain a transfer student.

1. Maintain good attendance - no unexcused absences.
2. Arrive at school on time - no unexcused tardies
3. Remain at school for the entire day - no unexcused early sign-outs
4. Be picked up at dismissal time - no later than 3:15 p.m.
5. Maintain good conduct - no office referrals

A transfer student who does not meet the above expectations will be withdrawn to attend his/her home campus.

Wednesday FOLDERS/AGENDAS

- Each day your child will bring home a communicator, daily behavior sheet, or agenda. Please read, **sign**, and return every day. This is our way of keeping in close communication with our parents.
- Each Wednesday, your child will bring home a Wednesday folder. The folder may contain academic and/or behavior information about your child.
- Once a month the Wednesday folder will have a letter from the principal.
- Quite often the folder will include KISD announcements, school announcements, picture day information, field trip information, or PTA/community information.
- Please return the folder/agenda with your child on Thursday.

VOLUNTEERS/SECURITY BACKGROUND CHECKS

There are many ways that you can help our school. Listening to children read, tutoring children, recording books, making manipulative, helping with bulletin boards, shelving books in the library, going on field trips and taking pictures are just a few of the areas in which volunteer help is needed. Your interest and involvement are always appreciated.

When volunteering on campus during the day, please leave younger siblings with someone off-campus. As a volunteer, it is important that you are here for our Nolanville students during the time you are on campus. For those who can't make this arrangement, we have plenty of volunteering opportunities where work can be brought home to work on at your convenience.

If you would like to serve as a volunteer, fill out the online volunteer application on the KISD website. Volunteering any KISD school requires a Criminal Background check done through the volunteer application. This includes volunteering in classrooms and attending field trips. To visit a classroom, or to observe events like Field Day, Kite Day, awards assemblies, parents will be required to provide a Driver's License and check in the office. We reserve the right to limit spectators due to space and safety considerations. Volunteers are a vital part of the success of our school. If any parent, guardian, grandparent, or community member is interested in serving as a volunteer, we welcome you and ask that you please contact our counselor.

WITHDRAWING YOUR STUDENT FROM SCHOOL

Please notify the school as soon as possible when you know that you will be withdrawing your student. If you wish to carry your records with you, a minimum of 3 days notice is required in order to process records. Parents may begin this process by calling the office and providing the child's name, teacher, last day of attendance, and destination. Parents must sign the withdrawal sheet for the withdrawal to become official.

**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 may 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 that 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 parents how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person(s) to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education are:

**Assistant Principals
Sonya Walker
Teresa Kurz
336-2180**

Appendix A

Dismissal Procedures

Nolanville Elementary Dismissal Procedures 2019-2020



Ariel view of the front of Nolanville Elementary School

Park and Pick-up

- **The curb furthest from the school is designated “Park and Pick-up.”**
 - Parents will use crosswalks to pick up students.
 - Please note staff will not walk students to vehicles that are parked in “Park and Pick-up.”

Curbside Service

- **The curb closest to the school is designated “Curbside Service.” Students will be delivered to your car.**
 - **Only parents who are driving through will utilize curbside dismissal.**
 - Procedures for Curbside:
 - Each family will receive a pocket envelope to keep in your vehicle for pickup.
 - When you pull up in “Curbside Service,” give your pocket envelope with your ID inside it to the runner.
 - The runner will verify your ID card with the emergency contact information
 - The runner delivers your child, places them in the car, and returns the pocket envelope and ID.
 - Thank you for bringing the pocket ID to dismissal daily.
- **To ensure safe and efficient dismissal, **cars without the pocket envelope will need to park and provide ID to the teacher before picking up your child.****

With any new procedure, we ask for your patience as we work out any kinks. After the first week or so, the procedure will become more and more efficient. With this procedure in place, there will be no reason to arrive early for the ultimate parking spot on the curb. Each car will be loaded from the curb where parking will not be permitted.

Nolanville Elementary School

Home-School Compact

2019-2020

The *mission of Nolanville Elementary School* is we build positive relationships and challenge students to become successful, life-long learners.

As a teacher, I acknowledge the importance of my role in the learning success of my students. Therefore, I WILL:

- Provide a safe, caring and positive learning environment for my students.
- Provide a rigorous and challenging academic program so that my students are well prepared to meet the district and state standards.
- Design high quality, engaging lessons so that my students are excited about school and about learning.
- Routinely update each student's learning progress via Home Access Center/Mobile App on the KISD website.
- Act on the beliefs that all students are of infinite worth, deserve my very best, and can learn more and at higher levels.
- Communicate with parents and families on a regular basis regarding my students' academic progress.
- Support my students and my school by attending school activities and PTA activities.
- Serve as a role model for my students by demonstrating professional behavior, good citizenship, integrity, and respect for individual differences.
- Promote leadership in students through participation in various extra-curricular clubs on campus.

Teacher Signature _____ Date _____

As a student, I know my education is important for my future success. Therefore, I WILL:

- Have a 'can do' attitude and believe that I can learn more and at higher levels.
- Be responsible for my own behavior and follow the school and classroom rules.
- Respect others and their individual differences.
- Focus on my schoolwork, pay attention, follow directions, and ask for help when needed.
- Share my schoolwork and all school communications with my parents/guardians and family.
- Have good attendance and be on time.

Student Signature _____ Date _____

As a parent/guardian and family, I understand that my involvement in my child's education is a key factor in his/her learning success. Therefore, I WILL:

- Create a daily routine for checking my child's backpack and/or agendas or folders for notes, assignments, and home-school communication.
- Provide a quiet, encouraging environment where my child can study and complete his/her homework each day.
- Review my child's classwork and/or homework, and check for understanding
- Routinely review my child's learning progress via Home Access Center/Mobile App on the KISD website.
- Make sure my child eats a good breakfast, gets enough sleep each night, arrives at school on time, and maintains good attendance.
- Communicate regularly with teachers and attend conferences.
- Support my child by attending school functions.
- Be familiar with and follow all school policies and procedures as stated in the Parent/Student Handbook.
- Be familiar with and follow all school policies and procedures as stated in the Parent/Student Handbook.

Parent Signature _____ Date _____

VISION Educate, Empower, and Excel Every Day!

Revised 4/23/19 for the 2019-2020 School Year



Nolanville Elementary School

Parent and Family Engagement Policy

2019-2020

The staff at Nolanville Elementary is honored to work alongside families to ensure all students reach their maximum potential and inspire a love for learning. At Nolanville Elementary, we are passionate about building positive relationships and challenging students to become successful, life-long learners. Nolanville Elementary has a highly engaged PTA (Facebook-@NESEAGLESPTA). Participating with the Nolanville PTA is a great way to get involved with volunteering, family events, and collaborating with others to improve the school.

Communication We believe communication between home and school builds a partnership imperative to student success. We communicate with parents and family members in several ways: student planners, weekly Wednesday take-home folders, fliers, KISD TV channel, campus marquee, newsletters, campus website, Nolanville Facebook page (@nolanvilleEAGLES), Connect-Ed automated phone calls, notes, letters, emails and phone calls from teachers and administrators.

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 to support the student. Written materials are sent home in both English and Spanish. If we need to translate things into another language, please contact the school office. We will do our best to accommodate you.

Parent and Family Member Learning Opportunities 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 during Parent Orientation in September and Open House in October. Other classes will offer ways to help your child at home, including current new technology and strategies to help students with literacy and math skills. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. Please send suggestions for learning topics to our Parent Program point of contact, Lynn Verrego (lynn.verrego@killeenisd.org) or provide feedback on our yearly parent survey. If parents would like to have regular meetings to make suggestions about their child's education, please contact Dr. Haider, principal, at 336-2180.

Family Academic Nights Engaging academic nights such as Reading Night, Math Night, and Science Night, occur every year. During these events, our teachers provide activities that make learning a fun experience and gives parents tips on ways to practice academic tasks at home to support student success with academic goals. It is a great way to spend time with your child and learn as a family.

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 funds are used to ensure students are successful. We will discuss the Parent and Family Engagement Policy, the Home-School Compact, "Parents Right to Know" and how you can be involved in your child's education. You will learn about the curriculum we use, academic assessments, and what our latest STAAR scores look like. We will even feed you a snack!

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 Dr. Haider, principal. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to KISD.

Parent and Family Engagement Policy and Home-School Compact We need your help! We must review our current Parent and Family Engagement Policy and Home-School Compact every spring. Parents and family members are a crucial, required part of this process. We meet together to discuss and make any changes to these documents for the next school year. We must have your input. Publicity about this meeting will be available in January. Both of these documents are posted on our campus website so that parents, family members and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Your child's teacher will contact you soon to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education.

Volunteer Orientation At the start of every new school year during a Parent Orientation meeting in September our volunteer coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, first complete a quick on-line application at <https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do> Please contact Lynn Verrego or Carol Sewell at 336-2180 for any assistance. Monthly volunteer orientations happen throughout the year. Dates of the volunteer orientation will be published in our monthly newsletter. Volunteer opportunities will be shared with parents via email and on-line sign up will be available through SignUpGenius.com.

Staff Awareness Our campus staff receives training each school year about the value of parent and family member contributions at school. We stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up to date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.

KISD Parent and Family Member Classes KISD offers classes free of charge for English as a Second Language, computers, and GED preparation. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at 336-0240.