

Katy Independent School District

**PARENT / STUDENT
HANDBOOK**

Addendum to the KISD Discipline Management Plan
and Student Code of Conduct



Robert E. King Elementary School

1901 Charlton House Lane

Katy, Texas 77493

Telephone: 281-237-6850

FAX Number: 281-644-1595

Katy ISD Web Page: www.katyisd.org

INDEX

General Information -----	3
Absences -----	4
Arrival and Dismissal -----	5
Attendance -----	7
Book Orders -----	7
Bus Procedures -----	7
Campus Advisory Team -----	8
Changes in Information -----	9
Clinic -----	9
Communication Folders -----	10
Computer Use -----	10
Conferences -----	10
Counselor -----	10
Discipline -----	11
Dress Code -----	11
Early Dismissal -----	12
Emergencies -----	12
Food Service -----	12
Friday Fliers -----	13
Guidelines from the TX Dept. of Agriculture -----	13
Homework -----	14
Identification Badges-----	14
Library Media Center -----	14
Parent Center -----	14
Parent-Teacher Association -----	15
Parent Workroom -----	15
Parking -----	15
Pledges -----	15
Principal & Assistant Principals -----	15
Progress Reports -----	16
Safety & Security -----	16
School Hours -----	16
School Pictures -----	16
Selling Goods at RKE -----	17
Special Occasions -----	17
Special Programs -----	18
Specialty Classes -----	18
Spirit Day -----	18
Student Organizations -----	18
Student Planners -----	19
Supplies -----	19
Tardy Arrivals -----	19
Teachers' Hours -----	19
Textbooks -----	20
Toys -----	20
Video/Audio Recordings -----	20
Visitors -----	20
Volunteers -----	21
Withdrawals -----	21

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school. Further, the contents of this handbook apply to all students of this school, as the contents now appear in the handbook, but may be amended in the future.

Robert E. King Elementary

1901 Charlton House Lane

Katy, Texas 77493

(281) 237-6850

FAX (281) 644-1595

GENERAL INFORMATION

School Mascot: Robert the Lion

School Colors: Navy and Gold

School Spirit Day: Friday

Principal: Melvin Nash

Assistant Principals: Connie Batey

Jessie Miller

Counselor: Debby Grayson

Nurse: Bernadette Kingsley

Secretary: Michelle Castañeda

Textbooks: Susan Dean

Attendance: Sandra Ceballos

Financial: Cindy Hogan

Receptionist: Barbara Tagle

KATY INDEPENDENT SCHOOL DISTRICT

Mission Statement

In partnership with parents and community, the Katy Independent School District, as a premier district in the state of Texas, seeks academic excellence for each student to pursue a productive and fulfilling life through a balanced curriculum aligned with quality instruction and assessment of achievement.

ROBERT E. KING ELEMENTARY

Mission Statement

Recognizing that education is a lifelong pursuit, the mission of Robert E. King Elementary is to inspire individual learning that will prepare students to become responsible, self-reliant, caring citizens. Understanding the importance of educating the whole child, the teachers, staff, parents, and community of RKE are committed to providing a dynamic curriculum, quality instruction, appropriate assessment, and an appreciation of the arts within a nurturing learning environment. Believing that all students in our diverse population can achieve success, King Elementary lions are...

Roaring with Pride!!!

ABOUT ROBERT E. KING

Graduated: Bogata High School, 1942
Earned: Bachelor of Science from East Texas State Teachers College, 1948
Master of Education from East Texas State, 1951
Received: Certification for elementary, high school, principal, and superintendent, 1955
Administrator Certificate, 1965

Robert E. King was employed by the Katy Independent School District from 1955-1982. Mr. King taught math at Katy Junior High from 1955-1963. He opened Katy Elementary as principal from 1963-1978. He opened Hutsell Elementary as principal in 1978 and served in that capacity until his retirement in 1982. Prior to coming to Katy, Mr. King taught in Crandall, Deport and Sonora School Districts. Mr. King lived in Bogata, Texas until his death on Dec. 14, 2001. We proudly bear the name Robert E. King Elementary.

ABSENCES

ATTENDANCE FOR CREDIT

The 71st Legislature passed a law stating that students must be in **attendance 90% of each school year** to be considered for promotion to the next grade level. Students who have exceeded the maximum allowable absences in a school year (no more than 18 excused or unexcused) **may** be ineligible for promotion to the next grade. An attendance committee will review the records of children with excessive absences, and may assign additional schoolwork, or refer the case to the appropriate authorities for investigation.

COMPULSORY ATTENDANCE

Texas Education Code mandates that students between the ages of 6 and 18 (as of September 1, 2008) are required to be in attendance in school. School districts must warn parents in writing that they are in danger of violating compulsory attendance laws under the following circumstances:

- If a student has **unexcused** absences totaling 3 or more days (*or parts of days, including tardy arrivals and early releases*) within a 4-week period.
- If a student has 6 **unexcused** absences within a 6-month period.
- If a student has 5 consecutive absences or a total of 8 days of absences **with or without an excuse**.

Further absences after warning letters are issued will result in a referral to the appropriate authorities. Students outside the ages of 6-18 are required to comply with the compulsory attendance laws if they enroll in a school district program such as kindergarten, pre-kindergarten, etc.

Parents/guardians are expected to report their child's absence to the school by telephone before 9:00 a.m. An automated phone system will call parents who have not called the school regarding their child's absence. The school **must** receive a note from the absent student's parents/guardians within **three (3)** days of the student's return or the student's absence will be considered unexcused. The note must include:

1. the date(s) of the absence
2. the reason for the absence
3. the signature of the parent/guardian

A student who is absent for 5 consecutive days **must** provide a doctor's note unless approval was obtained from the principal prior to the absence.

EXCUSED ABSENCES include the following:

1. personal illness
2. medical or counseling appointment (**with doctor's note**)
3. family emergency (as approved by the principal)
4. death in the immediate family of the student
5. lice (1 day excused)

A note from a health care professional must be provided when a student is absent for health care appointments in order for the absence to be excused.

There may be other reasons for excused absences. Parents/guardians should consult the teacher to determine the ill effects of absences on the child's progress/grades. If the reason is other than those listed above, the parent/guardian **must submit a written request to the principal before the absence.**

Students **will be allowed to make up all of the work that they missed**, regardless of whether the absence is excused or unexcused. An additional day for each day of absence will be given to allow the student to complete the missed assignments. Homework may be requested **after** a child has been absent for **3 consecutive days**. Please call the office by 10:00 a.m. to request homework. Homework will be ready for you to pick up in the office after 3:45. **Work may NOT be requested prior to the absence.**

PARTIAL DAY ABSENCE

If a student needs to leave school during the day, a note should be presented to the teacher in the morning stating the reason and the time the student will be picked up. The note **must be signed** by the parent/guardian. Students **will not** be dismissed from the classroom. Parents/guardians **ARE REQUIRED TO COME TO THE FRONT OFFICE** to get their child. Students will be called to the front office when the parent/guardian arrives and signs for the student on the Enrollment Card and Sign-Out Sheet. To ensure all students' safety, please be ready to present a **photo ID** in order to receive your child. If the nurse called you (parent/guardian) to pick up your child due to an illness, you must still come to the front office and sign for the student. Students are not allowed to go home for lunch. **A student who leaves school during the school day for a doctor's appointment must bring a note from the doctor in order to be counted present for that day.**

ARRIVAL AND DISMISSAL

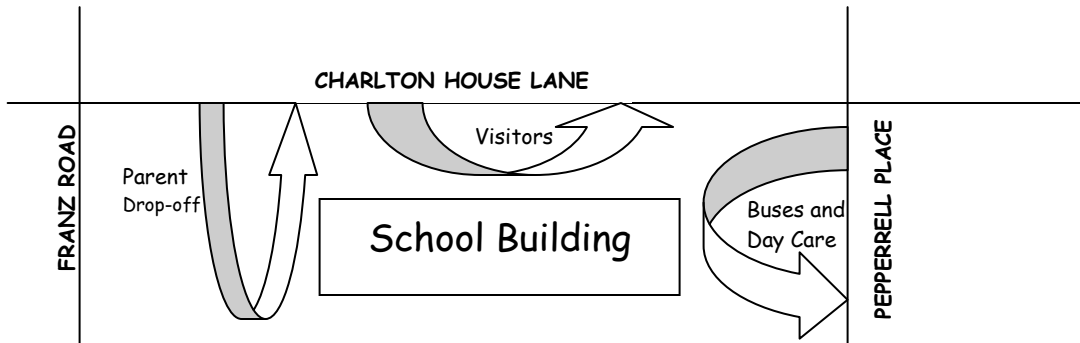
ARRIVAL

Students arriving by **daycare, bus, or walking/bicycling** from the south side of the building will gather in the gymnasium until time to proceed to class. Students walking from the subdivision off Yelverton must stay on the sidewalk around the parent drive to the kindergarten hallway where they will gather until time to proceed to class. If your child walks or rides a bicycle to school, PLEASE WALK THE ROUTE WITH HIM/HER SEVERAL TIMES BEFORE PERMITTING HIM/HER TO WALK/RIDE ALONE. If your child must cross Charlton House or Pepperell, remind him/her to cross **ONLY** at the 4-way stop sign.

Students arriving by **private automobile MUST** be dropped off at **Parent Drive** on the north side of the building. (The south side is reserved for buses, while the marked parking spaces in front of the building are reserved for parents/visitors wishing to come inside.) These students will gather in the kindergarten hallway until time to proceed to class. Parents/guardians are asked to remain in their cars and stay in line so their child can be dropped off at the curb. This is to ensure the safety of all students as well as the smooth flow of traffic. **Parents are encouraged to drop off their children between 7:55 and 8:10.**

The 8:10 a.m. bell allows students to proceed to their classrooms. Only staff members may be in the hallways before 8:10 a.m. unless an appointment has been scheduled in advance. If a conference has been scheduled, please check in at the front office. The office staff will confirm that the teacher is ready to receive you before allowing you to proceed to the classroom or conference area.

TRAFFIC PATTERN FOR ARRIVAL



DISMISSAL

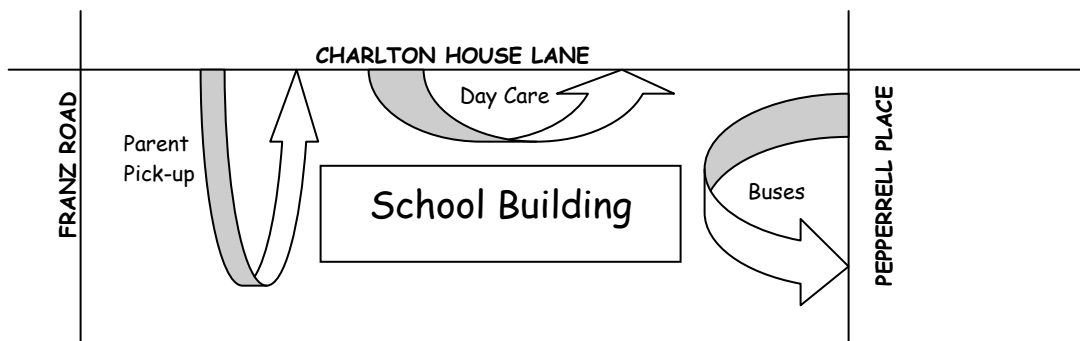
East & West Walkers and bicycle riders will be dismissed from the south side of the building. These students will stay on the sidewalk until they reach Pepperrell. Students who cross the street must do so **ONLY** at the four-way stop sign at the corner of Charlton House and Pepperrell. Students who walk to the neighborhood off Yelverton will be dismissed from the north side of the building and escorted around the parent drive on the sidewalk before they are released. **Only students who live in one of the neighborhoods near the school may be dismissed as walkers.**

Bus riders are dismissed through the gymnasium to load the buses on the south side of the building.

Daycare buses will load in the front of the building in the afternoon, due to their tight schedule. Most area day cares are conscientious about dropping off between 8:00 a.m. - 8:15 a.m., and picking up promptly at dismissal. If we begin to have problems, we will ask your assistance to remind your day care about school hours. PLEASE be sure your child's teacher knows which daycare bus your child will be riding (if applicable).

All students being picked up by **private automobile MUST** be picked up at the Parent Drive on the north side of the building. Anyone attempting to pick up a child by private automobile from another location will be re-routed to the Parent Drive. Parents/guardians are asked to stay in their vehicles to pick up their children at the Parent Drive, as it is extremely unsafe to walk between cars that may be moving. Staff and Royal Guard members on duty will help students into the parent/guardian vehicles.

TRAFFIC PATTERN FOR DISMISSAL



CHANGE OF DISMISSAL/TRANSPORTATION PROCEDURE

Parents/guardians must send a written note to their child's teacher to inform him/her of any change in the student's normal dismissal plan. **IN AN EMERGENCY**, a parent/guardian may **FAX** the school a written, signed note **before 3:15 P.M.** to make a change of transportation (**281-644-1595**). Notes must be sent to the office for the stamp of authorization and copying. The original note or FAX will be returned to the teacher to confirm the approval of the change. Copies will be kept in the office in case there is any question of the child's method of transportation home. **The office staff cannot accept phone calls regarding changes in transportation, as we are unable to confirm the identity of the caller.**

Parents who need to pick up their child due to an **emergency** or **unforeseen** problem **must come to the front office and sign for the child.** We appreciate your cooperation in making these requests **before 3:15**, and limiting these occasions to **actual emergencies.** The office becomes very busy during dismissal, and we do not want to be confused on a student's method home from school. For safety and security reasons, please do not block the bus drive or attempt to pick up your child from bus dismissal. **NO STUDENT WILL BE RELEASED TO A PARENT AT THE BUS LOADING AREA.** It is **EXTREMELY DANGEROUS** for children and/or parents to maneuver around buses. Also for safety and security reasons, please stay in your vehicle when picking up students at the Parent Drive. Students will not be released to parents who walk to the Parent Drive to get their child.

ATTENDANCE

Daily attendance is very important for students to be successful in school. Whenever possible, doctor/dentist appointments should be made after school hours. Attendance is taken at 10:00 a.m. each day. A student is officially absent if he/she is not in class at this time.

Exemplary Attendance Certificates are awarded at the end of the year to students meeting the following criteria:

- Students may have **no** absences for the year.
- Students may have no more than 5 tardy arrivals to school and/or early checkouts in the afternoon. Students are counted tardy if they are not **in their classroom** when the 8:20 a.m. bell rings.
- Students who transfer into King Elementary from another school must furnish proof of exemplary attendance from the preceding school in order to qualify for this award.
- Absences resulting from a natural disaster or other uncontrollable factors will not be counted if the Superintendent of Katy ISD officially designates the disaster.

BOOK ORDERS

If you and your child decide to order books from a book club order form that is sent home, please send a check made out to the book club. Teachers do not keep money in the classroom.

BUS PROCEDURES

BUS ROUTES

Katy ISD provides bus transportation to and from school for students in Kindergarten through Fifth grade. There is no charge for bus service. Before you allow your child to ride a school bus, the district encourages you to **be sure your child is ready by insuring that he/she knows the following:**

(Bus Routes - continued)

- First and last name
- Home address
- Emergency telephone number
- Parent(s) first and last name
- The rule: "If you do not remember your bus stop, tell the bus driver and **stay on the bus.**"

Your help is needed in determining which bus your child will ride. Bus routes and pick-up times are available on-line at busroutes.katyisd.org. You can type in your address and the website will identify the bus number and bus stop your child should use. **The best way to determine the actual time the bus will pick up and deliver to your bus stop is to watch for it the first few days of school.** All children are eligible to ride the bus and are encouraged to do so. If they do, they will arrive safely at school at the proper time.

NO STUDENT WILL BE RELEASED TO A PARENT AT THE BUS LOADING AREA. Students will only be released to their parent/guardian through the front office. We request that you make any necessary alternate arrangements before 3:15.

BUS CONDUCT

Appropriate bus behavior is discussed in the KISD Discipline Management Plan and Student Code of Conduct, which is provided to every child during the first few days of his/her enrollment. Please refer to this section in order to support your child in maintaining acceptable behavior.

CONSEQUENCES FOR BUS BEHAVIOR VIOLATIONS MAY INCLUDE:

- Verbal Reprimand
- Parent contact by the bus driver
- Change of seat assignment
- Referral to campus administration
- Loss of bus riding privileges

Students **must** ride their designated bus and get off at their regular stop **unless:** they have a note or a FAX signed by their parent/guardian, which has been initialed by their homeroom teacher, stamped by the front office, and presented to the bus driver.

CAMPUS ADVISORY TEAM

King Elementary Campus Advisory Team consists of parents, teachers, and community/business members who are committed to the educational goals and objectives of our instructional program. We meet 4 to 6 times a year to assist the principal in writing the Campus Improvement Plan and reviewing progress towards our CIP goals. Details will be included in monthly calendars, and meetings are open to all interested parties. Please consider this opportunity to serve in a unique way. Parent CAT members are chosen by lottery. Please contact the principal's secretary if you would like your name included in the lottery.

CHANGES IN INFORMATION

Please let us know as soon as possible, if there are any changes in **phone numbers**, addresses or family status. **It is crucial that we have a way to contact you if your child gets sick or hurt.** Also, please notify us if there is a change in your family status such as severe illness of a family member, a death in the family, or a divorce; these events tend to affect a student's work habits and we want to be understanding and supportive of your child's needs.

CLINIC

The nursing objective at King Elementary is three fold:

1. To deliver health care to students who become ill or injured,
2. To promote personal health care, through classroom presentations on dental care, communicable diseases, drugs, safety, community and environmental health, etc.
3. To ensure that all children are up to date on required immunizations.

When a child becomes ill or is injured at school, the teacher will refer him/her to the clinic. The nurse will make an assessment and either treat the child in the clinic or notify the parent/guardian of the need for a referral. Your child must be fever free (less than 100.2 **without fever-reducing medication**) for 24 hours prior to returning to school. Also, children must be able to tolerate food and fluids without vomiting and/or diarrhea for 24 hours before returning to school.

MEDICATIONS may only be dispensed from the clinic. All medicines, prescription and non-prescription (including cough drops), must be in the original container and properly labeled (dosage, times of administration, and student's name). **Written instructions to administer the medication must be submitted and signed by the parent/guardian.** Additionally, a physician's signature is required for medications to be administered at school for more than 15 days. Forms for this purpose can be obtained in the clinic. Medication given less than **FOUR** times a day should be given at home unless otherwise directed by the physician. Medication to be given 3 times a day may be given before and after school and at bedtime. If medication is to be given with food, a snack may be sent.

If a child has a **contagious disease** such as chicken pox, strep throat, pink eye, measles, scabies, or head lice, the child must be kept at home and the school nurse must be notified. With the exception of head lice, a note from a physician is required for a child to be re-admitted to school.

Students are checked for **head lice** at least once each semester. We encourage parents/guardians to also do checks at home to ensure prevention of infestation. If live lice are found at school, your child will be sent home to be treated. If you find nits or live lice at home, notify the nurse and be sure the child is treated before sending him/her to school. Once the child receives treatment, he/she may return to class. A second treatment will need to be done 7 days after the first treatment. **After the second treatment, the parent/guardian will need to bring the child to the clinic to be sure the child is free of live lice before returning to class.**

Vision, Hearing, and Type 2 Diabetes screenings are provided for all students except 2nd and 4th graders. Screenings may be provided for any student at the request of the parent or the teacher. Any student who fails either of the screenings will bring home a referral for further testing. For more information on screenings or contagious illnesses, please feel free to contact the nurse.

Student insurance is available for those who opt to participate in the program and pay the premiums. The insurance pamphlet goes home with students during the first week of school. If parents decide to take the insurance, **please follow the instructions of the form and return it to the company making the offer.**

COMMUNICATION FOLDERS

Student communication folders go home every Tuesday. Please review and remove papers to keep, sign papers that need to be returned, and send them back to school. This will be one of the most regular means of communication between you and the teacher. Your comments will be helpful. Even if you do not comment, please sign and return the folder each Wednesday. School notices, calendars and newsletters usually are sent home in the communication folders. Kindergarten sends their folders home daily.

COMPUTER USE

King Elementary School has PC computers (Dells with the IBM platform) in each classroom, 2 computer labs, and a laptop station. Teachers use computers to reinforce academic learning and to teach technology skills outlined by the state Texas Essential Knowledge and Skills (TEKS). In addition, Internet access is available to students who have written permission slips to use the Internet. **If a permission slip is not on file, the child may not use the Internet.** Access to the Internet is limited, as KISD employs a "firewall" to screen out material that is inappropriate for our students. Teachers monitor the students' use of the Internet at all times. You are invited to visit the website for King Elementary, which can be accessed by clicking on the CAMPUSES link at www.katyisd.org.

CONFERENCES

Parent-teacher conferences are a part of the process of reporting student progress (academic or behavioral) to parents/guardians. At least **one conference per student** is required each year. Additional conferences may be scheduled whenever needed. Teachers are not able to meet on a drop-in basis as they must maintain the class schedule and often have other responsibilities during their planning times. **Appointments must be made.** School staff members are not available before or after school unless prior arrangements have been made. **Your cooperation in setting appointments is greatly appreciated.**

COUNSELOR

King Elementary is fortunate to have Debby Grayson as our full-time counselor. She has a variety of responsibilities relating directly to the parent/guardian and child.

Some of the counselor's major responsibilities include:

1. Developing and implementing a comprehensive guidance program
2. Providing short term individual and group counseling for issues that impact education
3. Consulting with teachers, staff, parents, and other personnel concerning academic, behavioral, and emotional issues that impact student learning
4. Coordinating assessment administration
5. Providing referrals for students and families for help with issues outside the scope of an educational setting

The counselor is available to talk with students, parents, teachers, staff and other professionals about individual/family issues, programs, and available resources. You are asked to schedule an appointment to speak with the counselor if you have a need to do so.

DISCIPLINE

A positive learning environment is of primary importance in helping students benefit from their school experience. Our goal is to help students live in such a way that they do not cause problems for themselves or others. Acceptable and appropriate behavior is expected from all King students. Discipline policies are discussed during the first week of school, at orientation, and whenever a staff member feels it is necessary. Teachers will use the student planner as their means of daily communication for most discipline concerns, as well as homework information. (See the section on **student planners** for further information.) Students exhibiting unacceptable behavior will be disciplined according to KISD school board policy (as outlined in the Katy ISD Discipline Management and Student Code of Conduct) and the King discipline plan.

LEARNING EXPECTATIONS

1. I will listen and follow directions the first time given.
2. I will come to school on time, prepared, and ready to learn.
3. I will wait for permission to speak.
4. I will show respect for myself, others, and property.
5. I will be responsible.

Students may be excluded from special programs, special reward activities, and/or class activities as additional consequences if they choose not to meet behavioral expectations.

AFTER SCHOOL DETENTION

When assigned, after school detention will last from **3:45 p.m.** to **4:30 p.m.** Students will be brought to the front doors and released at 4:30 p.m. Parents will be notified in advance by the staff member assigning the detention, and are responsible for prompt student pick up.

Please read the Katy ISD Discipline Management and Student Code of Conduct booklet and the King Discipline Plan carefully, and return the signature page of both the district and campus booklets.

DRESS CODE

The development of acceptable standards of personal appearance is a goal of the Katy ISD. Appropriate dress and grooming in the school atmosphere are demonstrated by neatness, cleanliness, safety, appropriate selection of attire, and absence of distraction to other students or to the learning process.

In establishing appropriate standards of school dress, it is not the intention of our school to attempt to regulate fashion or determine what is or is not in style, but to encourage grooming standards that are compatible with community expectations.

In order to maintain an orderly environment conducive to the attainment of the educational mission and the purpose of the District, all students shall be required to conform to a reasonable dress and grooming code. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply.

If the principal/assistant principal determines that a student's grooming is not in compliance with the dress code, appropriate disciplinary action will be taken. Please review the dress code, found in the "**Katy ISD Discipline Management and Student Code of Conduct Handbook.**"

EARLY DISMISSAL TIMES

Early dismissal time for all elementary schools is 12:40 p.m.

Pre-kindergarten and PPCD early dismissal schedule is:

Morning - 8:20 a.m. to 10:20 a.m.

Afternoon - 10:40 a.m. to 12:40 p.m.

Please check the calendar for early dismissal dates

EMERGENCIES

Occasionally we have emergencies, such as extreme weather. As always, our first concern is the welfare of the children. Please be assured that all efforts will be made to keep the students safe, sound, and reassured. Remember that schools are often the safest place during an emergency. If you choose to, you may pick up your child/children. However, if SEVERE weather is IN PROGRESS, you will be asked to remain in the school building until the severe weather subsides.

King Elementary School will be notified by Katy ISD officials should there be a change from normal dismissal procedures. **Please advise your child's teacher IN WRITING of alternate arrangements on "severe weather" or rainy days if your student(s) are walkers or bicycle riders.** Changes in transportation must be received before 3:15. You are encouraged to use the school bus as bad weather transportation to minimize the traffic at the school. Please be sure your children know the procedure you have specified for them.

KISD provides school closing and bad weather dismissal changes on the local radio stations, television stations, and on the district Internet website at www.katyisd.org. Any decisions to close school due to weather will be made prior to 6:00 a.m.

FOOD SERVICE

BREAKFAST

Breakfast is served in the cafeteria beginning at 7:55 a.m. each morning for those who wish to participate. The cost is **\$1.00** for an adult, **\$0.75** for a student, and **\$0.30** for a student qualifying for reduced price. **Students wishing to eat breakfast should arrive between 7:55 and 8:05 in order to finish eating and get to class by 8:20 a.m.**

LUNCH

Our automated cafeteria system allows students to use a prepaid account for food purchases. Students are encouraged to pre-pay for their lunches by the week or the month. Pre-payment may be made by cash or check on the first day of the week or month. **Please write your child's name on your check if you pay by check.** Pre-payment can also be made on-line using a credit card. To do this, log into the Parent Information Center at www.katyisd.org, and select MealPay. Please call our office to get a print-out of the student information you need to sign-up. Regular student lunch is **\$1.50**. Applications for the free or reduced lunch program are available in the school office, or online. Reduced lunch price is **\$0.40**.

Students may buy ice cream or other extras **only** as they go through the lunch line the first time and must pay for it at that time. Students are not permitted to buy snacks **instead** of a regular lunch. *A la carte drink items include bottled water (\$1.00), 100% juice (\$.75) or 1% milk items (\$.75).* Ice-cream and healthy snacks are priced at \$.75 each. **If your child has any food allergy, please notify our school nurse and we will insure that your child's lunch account is marked accordingly.** Food Services is no longer able to mark accounts with limits regarding snacks and double trays. Please encourage your child to develop healthy eating habits. More information on healthy eating can be found at www.squaremeals.org.

All cafeteria accounts must stay current and paid in full. Students who forget their lunch or lunch money are allowed to charge on their account up to \$5.00. After this limit is reached, the student may choose a peanut butter and jelly or a cheese sandwich and white milk from the cafeteria at no cost. Calling home for lunch money is discouraged, as it takes away from learning time. Parents will be notified by a new phone system called **School Messenger** if your child's lunch account is running low. It can be upsetting for a child when he/she does not have lunch money, so please help by staying current with your cafeteria account.

ADULT CAFETERIA VISITORS

Salads and other adult items are available on a regular basis in our cafeteria. Lunch for adults is \$2.25. To comply with federal privacy laws, we have a separate **visitor table** in the cafeteria for parents who wish to eat lunch or breakfast with their child. We ask that parents limit their cafeteria visits to once a week to limit overcrowding at the visitor table. **Remember to sign in at the front office and obtain a printed visitor's badge to allow you access to the cafeteria.**

Students are expected to exhibit manners and courtesy dictated by home and society. This will be expected in the classroom, cafeteria, and all areas of the school. Your support in helping us maintain a safe, pleasant lunchroom environment is appreciated.

FRIDAY FLIERS

King Elementary will sometimes receive fliers and brochures from outside businesses, promoting community opportunities for our students. These fliers are screened through a careful approval process at the district level before they can be delivered to our campus. To avoid confusion between this information and important **school news**, these fliers will be collected during the week and sent home on Fridays. While we are happy to send this information to you for your consideration, the organizations and activities are not related to or sponsored by KISD or King Elementary in any way.

GUIDELINES FROM THE TEXAS DEPARTMENT OF AGRICULTURE

A release from the Texas Department of Agriculture reported that obesity in children had doubled in the past 20 years. To assist in addressing this growing problem, the department adopted nutrition guidelines for public schools participating in the federally funded Child Nutrition Program, which includes Katy ISD. In elementary schools, Foods of Minimal Nutritional Value may **not** be provided to students during the school day. This means that parents may not bring food, snacks, candy or drinks to school for anyone other than their own child. The only exception to this rule is that we allow birthday treats (cupcakes or cookies only) to be served **after 2 p.m. when prior arrangements have been made with the classroom teacher.**

HOMWORK

Homework addresses two main goals. It helps students to become more responsible and independent, and it allows parents to become more involved in their child's learning. To support parents/guardians in this process, each grade level has a homework policy that is shared during Parent Orientation. If you set aside a certain time and place for homework, the routine becomes easier. Please review your child's homework on a nightly basis. In addition to homework, please read to your child and encourage him/her to read. The following guidelines will be followed concerning homework:

1. Homework does not have to be an extremely long or difficult task. It can simply be taking papers home to be signed or correcting papers with the child.
2. Work that has been introduced and studied in class is appropriate homework.
3. Drill and written work with math facts or spelling words is beneficial to the child at home.
4. Homework for students who are absent three (3) days or more may be requested before 10:00 a.m. through the school office. Work may then be picked up at 3:45 p.m. at the front office. If the student is absent one or two days, the work should be made up when the student returns to school. **Work may not be requested before an anticipated absence.**
5. *Students will not be allowed back in the classroom after school to retrieve homework.*

IDENTIFICATION BADGES

All KISD students and staff members are issued Identification Badges in our ongoing effort to insure student security. The students' ID badges will display their picture as well as their student number, and may be used to access the cafeteria sales, library book checkout, and computer usage.

LIBRARY MEDIA CENTER

The library is an important part of each child's learning experience. Many instructional and educational materials are available there. Children come to the library once every 8 school days, as part of our specialty rotation schedule. Mrs. Jones, our librarian, works closely with classroom teachers to design lessons that are presented during this library time. Students may check out books at this time, or any time they need to do so during school day between the hours of 8:45 a.m. and 3:10 p.m. Students are expected to care for their books. **Parents are responsible for any damaged or lost books.**

We hold Book Fairs during the year to provide opportunities for students to purchase age-appropriate reading material. Please watch your monthly calendars for these dates.

Parent volunteers are always appreciated in the library. Shelving books, reading to classes and working with students are just a few of the ways you can help.

PARENT CENTER

The King Parent Center offers a wide variety of opportunities to learn new skills and meet with other parents to discuss important topics of mutual interest. Examples of adult classes include technology skills, English Speakers of Other Languages, work and career enhancement skills, how to effectively mentor a student, and United States citizenship. This unique facility also has a variety of resources available for parental use. Calendars and registration forms for Parent Center activities are sent home with all students on a regular basis. Please check your child's Communication Folder for information.

PARENT-TEACHER ASSOCIATION

King Elementary is fortunate to have a dynamic PTA. A membership drive is held at the beginning of each year. Dues for membership are **\$6.00**. Parents are encouraged to become active in the PTA and will be notified of PTA functions and meetings on monthly calendars. The PTA sponsors fund-raising activities to support the school. Purchases for the school include teaching materials, playground equipment, funding for field trips, professional development scholarships, teacher appreciation gifts and food, guest speakers, technology, student parties, etc. An appropriations committee makes recommendations regarding the expenditures of dollars generated by the PTA. Research indicates that active, positive parent involvement supports student achievement, so your participation is encouraged.

PARENT WORKROOM

King Elementary is fortunate to have a workroom exclusively for the use of parent volunteers and PTA members who assist our school numerous ways. The Parent Workroom is located next to the Teacher Workroom, outside the office area. Supplies for PTA projects and teacher-requested materials, as well as the laminating machine, are stored in this room. We look forward to welcoming you as you come to support our school through our Parent Workroom.

PARKING

King Elementary employees park in the large parking lot on the south side of the building during school hours. The lot in the front of the building is reserved for parent/volunteer/visitor parking. There is **NO PARKING** on the north side of the building in the Parent Drive, or on the bus ramp. **Please be sure to park only in clearly marked parking spaces to avoid blocking special buses or daycare vehicles.**

PLEDGES

Each morning our students begin the school day with the pledges of allegiance to the U.S. and Texas flags. If you wish your child to be exempt from participation in the pledges, please send a written request to the teacher. Your child will be permitted to stand in silence during the pledges, or sit in silence if you indicate that would be your preference. The pledges are followed by a minute of silence, during which students are permitted to "reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student." Your cooperation in observing this minute of silence is appreciated.

PRINCIPAL & ASSISTANT PRINCIPALS

The Principal, Melvin Nash, and Assistant Principals, Connie Batey and Jessie Miller, are involved in all aspects of the educational processes that create an effective school. Open communication between administrators, teachers, parents, and community members is essential for a successful school. Parents should always discuss academic or behavioral concerns with their child's teacher **before** contacting the Principal/Assistant Principals. In most instances, a conference with the classroom teacher will provide answers to parental concerns.

GRADE LEVEL RESPONSIBILITIES:

Connie Batey, Assistant Principal	Jessie Miller, Assistant Principal
Pre-Kindergarten and PPCD Kindergarten First Grade Second Grade	Third Grade Fourth Grade Fifth Grade

PROGRESS REPORTS

District policy requires that progress reports be sent home at the middle of each 6-weeks grading period, for all 1st-5th grade students. This will let you know if your child is experiencing any academic or behavioral concerns. Remember that effort at home and communication with the teacher are vital to your child's achievement. When you receive a progress report, please sign and return it so the teacher knows you have seen it and are aware of the student's academic and behavioral progress.

SAFETY AND SECURITY

The safety and security of all children, staff members, and parents is of utmost importance. Teachers and students practice emergency procedure drills, which include fire, bad weather, secure the perimeter, and lockdown. Our school nurse keeps us informed of ozone conditions and alerts. Specific procedures will be maintained to ensure student and staff safety. The security plan for King Elementary includes:

- All doors other than the front doors will be locked during school hours.
- **All visitors must enter, be scanned into the visitor system, and exit through the front office.**
- Students will be supervised at all times.
- **Students will only be released to parents/guardians through the front office.** Students must be signed out at front office for their safety and security.
- Parents/Guardians must be prepared to show the proper photo ID before a student is released.

SCHOOL HOURS

8:20 a.m. - 11:20 a.m. Morning Pre-kindergarten and PPCD
8:20 a.m. - 3:40 p.m. Kindergarten through Fifth Grade
12:40 p.m. - 3:40 p.m. Afternoon Pre-kindergarten and PPCD

The first bell rings at 8:10, allowing students to proceed to their classrooms. Classes begin at 8:20 a.m. If students arrive after that time, they must be brought into the front office before proceeding to class, while the parent completes the sign-in procedures. It is important to have your child in school on time.

SCHOOL PICTURES

Individual and class pictures will be taken during the school year. Individual picture retakes are taken for new students, students who were absent, or students whose original pictures were unsatisfactory. Classroom pictures are taken in the spring with students whose Enrollment Card is either marked "A" or "O" in the Student Directory section. Checks for pictures should be made directly to the photography studio. Yearbooks may also be ordered and purchased during the school year. Parents are notified in advance of the date, price, and to whom to make the check to order yearbooks.

SELLING GOODS AT RKE

Students, parents, and vendors are **prohibited** from selling goods on our King Elementary School campus. Approved fundraisers, according to the Katy ISD guidelines, are acceptable.

SPECIAL OCCASIONS

GENERAL GUIDELINES

So that all students are provided the greatest opportunity for academic success, we strive to maintain a focus on instructional activities during the school day. This does not permit us to recognize most holidays listed on a typical calendar. Only those that are mentioned in our instructional objectives and presented under the guidance of classroom teachers are studied. **For this reason, we do not allow students to wear costumes or theatrical make-up, unless they are directly related to a unit of study in the KISD curriculum.** We also ask that you refrain from bringing flowers, balloons or other treats to school for special events. Our campus takes pride in its quality instruction and commitment to all students achieving their best academically and behaviorally. We know that there are many significant and important occasions in the life of a child, but ask that you assist us in keeping our campus environment free of distractions by celebrating these events outside of the school day. This also ensures that we comply with the regulations of the Texas Department of Agriculture regarding 'foods of minimal nutritional value'. **These guidelines prohibit parents from bringing food, snacks, candy or drinks to school for anyone other than their own child.** (See KATY ISD website link: www.katyisd.org/food_services Texas Department for Agricultural Nutritional Guidelines / Parent Section)

PARTIES

KISD policy allows for two classroom parties per year. Guidelines from the Texas Department of Agriculture allow students to be given Foods of Minimal Nutritional Value, such as candy and other treats **only** during these two parties. The parties are planned and orchestrated by the PTA homeroom parents who work cooperatively with grade level teachers. The parties are scheduled to be one hour in length. Parties must comply with KISD Board policy and established procedures; homeroom teachers have complete authority to verify which types of activities and treats are acceptable and which are not.

It is the practice of the PTA to insure that party favors and refreshments are coordinated so that all children on a grade level are treated equitably. Drinks containing red dye may NOT be served. **Please notify your child's teacher if he/she has any food allergies.** Other parties and celebrations for rewarding academic achievement or good citizenship must be approved by the Principal.

BIRTHDAY RECOGNITIONS

Per the KISD Discipline Management Plan, **birthday invitations may not be passed out during the instructional day.** State regulations allow an exception to the 'no treat' rule only on the occasion of a child's birthday. Birthday treats may be cupcakes or cookies, and must be served only after 2:00 pm. Please make arrangements with your child's teacher in advance in order to coordinate with classroom activities and avoid duplicate treats on the same day.

King Library sponsors a Birthday Club, where parents can honor their child's birthday by donating a book to the library. Students are featured on the announcements on Friday mornings, along with the book that they have selected to donate. This is a wonderful way to honor your child and to support reading for all students.

SPECIAL PROGRAMS

We have many special programs at RKE to assist students. Should your child experience difficulty in any area of curriculum, the teacher will meet with a committee to review student progress, receive recommendations, and, if necessary, move forward with additional programs or testing. The parent/guardian will be notified if additional programming or testing has been recommended. REACH, Dyslexia Intervention, Title I, English Speakers of Other Languages, Bilingual classes, Challenge, Speech and Resource classes are some of these programs.

SPECIALTY CLASSES

Music classes are scheduled twice, while Art and Library meet once every 8 days in our specialty rotation schedule. P.E. classes meet every other day. Students attend the Computer Lab on a flexible schedule.

SPIRIT DAY

Students are encouraged to wear the school colors **NAVY BLUE** and **GOLD**, or their school spirit shirt, on Fridays. School spirit shirts may be purchased from the PTA during the year.

STUDENT ORGANIZATIONS

RKE has several special opportunities for students to participate in extra-curricular type activities. Students who are chosen for these organizations must display the following characteristics to be selected, and must maintain those characteristics to continue to participate:

- Honesty and trustworthiness
- Dependability and reliability
- Obedience of district, school and classroom rules
- Ability to work independently
- Respect of teachers, adults and other students
- Acceptable academic performance

COLOR GUARD (FLAG PATROL)

The Color Guard is composed of 4th grade students trained in the proper procedures for raising the flags in the morning and lowering the flags in the afternoon. These students are chosen through teacher recommendation. These students are to be recognized as models of good citizenship at King Elementary.

PEER MEDIATION

The Peer Mediation Team is comprised of a group of 3rd, 4th and 5th grade students who have received training in Conflict Resolution methods. These students are chosen through an extensive application process involving peer nomination, teacher recommendation, parent permission, and a personal interview with a member of the administration. These students work closely with Peer Mediation Sponsors to assist their classmates in resolving conflicts that arise in school. They are to be recognized as models of good citizenship and leadership at King Elementary.

ROYAL GUARD (SAFETY PATROL)

The Royal Guard is comprised of a trained group of 5th grade students organized to promote safety in and around the school. These students are chosen through teacher recommendations and by submitting an

application to the assistant principal explaining why they would like to be a Royal Guard member. Royal Guard members will serve for one 6-week period. Students must arrive by 7:45 a.m. to participate. Afternoon duty is from 3:25 p.m. to 3:55 p.m. These students are to be recognized as models of good citizenship at King Elementary. All students should be instructed to respect and obey the members of the Royal Guard in matters of school safety.

STRINGS

King Elementary is proud to house a tuition-free Strings Program designed for all skill levels of elementary age children. Students are responsible for providing their own instruments, which may be rented from any of our area music dealers. The Strings program, available for students in first through fifth grade, meets twice a week from 3:00 p.m. until 3:30 p.m.

STUDENT COUNCIL

King Elementary has a Student Council whose representatives are chosen from 3rd, 4th and 5th grades. Student Council provides a way for administrators, teachers, and students to stay informed of each other's ideas, needs and opinions. Each 3rd, 4th, and 5th grade homeroom will elect two representatives. Student Council officers (President, Vice-President, Secretary and Treasurer) are fifth graders, elected at large by 3rd - 5th grade students. The Student Council sponsors various service projects throughout the year.

STUDENT PLANNERS

This year we have provided a Student Planner for every student at King Elementary. The Student Planners are very useful tools for helping students stay organized on homework assignments. Teachers use the Student Planner as one method of communicating with parents on any behavioral or academic concerns. Please check and initial your child's Student Planner daily to let us know you are aware of your child's progress. Each grade level shares specific information about the use of the Student Planners in their Parent Orientation meeting. Replacement cost for lost Student Planners is \$3.00.

SUPPLIES

Supply lists for each grade level are available in the office. Supply lists are sent home in the last report card of the year, and may also be found on the Katy ISD website at www.katyisd.org. It may be necessary to replace supplies during the year. Parents will be notified of any additional needed items.

TARDY ARRIVALS

Students are counted **TARDY** if they are not in the classroom by 8:20. Students arriving late must be escorted into the front office and proceed to class while the parent completes the sign-in procedures. Children may be embarrassed to arrive at school late. Arriving on time helps your child develop responsible habits and - more importantly - avoid missing valuable learning. We appreciate your help in this area.

TEACHERS' HOURS

Teachers are on duty from 7:55 a.m. to 3:55 p.m. We request that you call to make an appointment if you need to schedule a meeting with a teacher, administrator, or staff member.

TEXTBOOKS

Textbooks are resources that support curriculum. Teachers will select materials from many sources; however a standard set of textbooks is issued to each child upon enrollment.

Parents are financially responsible for damaged and/or lost textbooks issued to their child. Textbooks must be covered at all times, per state law. Please do NOT use tape or glue to attach book covers to textbooks. **Only paper covers may be used to cover books.** Please do NOT use book socks or self-adhesive book covers, as they result in damage to the textbooks. A student will have up to 2 weeks to find a missing book. After that time, he/she will have to pay the full price of the missing book. Any student paying the entire cost of a damaged book will be allowed to keep the book.

TOYS

Personal toys should not be brought to school without prior approval of the teacher. Toys include electronic devices, skateboards or skates, yo-yos, game cards, board games, or any other **entertainment** item that may interrupt the teaching or learning process.

VIDEO/AUDIO RECORDINGS

Texas Education Code (26.009) requires that an employee of a school district obtain written permission of a parent before making or allowing someone else to make a video or audio recording of a child. For this reason, we must prohibit the use of video or audio recording devices and/or photography equipment during the school day. This prohibition does **not** apply to activities that are open to the general public, such as PTA programs, field day events, and kindergarten parades.

VISITORS

Visitors are always welcome at King. **For security reasons, all Visitors must register at the front office, present a photo I.D. to be scanned into the visitor tracking system, and put on the visitor badge before proceeding to the specified area of the building.** Visitors must wear their badge the entire time they are on campus, and must check out through the front office when they leave the campus. Parent volunteers, PTA officers, mentors, etc. must also sign in and check out through the office and wear an identification badge before proceeding to their assigned areas. Teachers are expected to direct anyone not wearing a volunteer or visitor badge, or anyone in an unauthorized area, to go directly to the office.

All school doors are locked during the school hours except for the front entrance door. Throughout the school day, visitors must enter and exit only through the front door. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; campus and district rules must be followed, and disruptive behavior will not be permitted.

Lunch visitors at RKE may be parents or, *with written permission from a parent*, may be immediate family members, grandparents, or campus mentors. Visits are limited to the 30-minute lunch period and may be held only in the cafeteria at the visitor table. To avoid overcrowding, we ask parents to limit cafeteria visits to once per week.

Parents are also permitted to visit in their children's classroom. Per board policy, parents must make arrangements with the teacher, the principal, or the principal's designee **at least one day in advance**, and classroom visits are limited to a maximum of 50 minutes. If a classroom has a substitute, is involved in

testing, or is being observed by an administrator, you will be asked to select another day to visit. Please do not bring other children with you when you plan to visit in the classroom, and remember to turn off all cell phones, pagers, or other electronic devices that could disrupt the instructional setting.

It is most vital that regular classroom activities continue at all times. Visitors to the classroom should observe from the rear of the room and avoid entering discussions or classroom activities unless invited to do so by the teacher. If you need to speak with the teacher or administrator, *please make an appointment* for a time and day when he/she does not have students. Administrators may restrict classroom visits if requests become excessive in terms of frequency, length of visit, or disruption to the learning environment. **Visitors may be asked to leave if their presence disrupts school activities in any way.**

VOLUNTEERS

Effective volunteers are great assets to any school. They are always needed, and always welcome at King Elementary. A volunteer orientation meeting is held each year to describe the many ways that volunteers can be of assistance in areas such as tutoring or mentoring students, reading to a class, preparing materials for students or putting up bulletin boards. Feel free to call the school office anytime during the year if you would be interested in serving as a school volunteer. We need you!

Parent volunteers are fortunate to have a workroom, located next to the teacher workroom, where materials and workspace are reserved exclusively for parents.

Remember that when you volunteer to work in King Elementary, you are an extension of our school. As such, the children will perceive you as a role model. Therefore, it is important to be careful that your manner of dress and communication present a professional image, much like what is expected of our teachers. Also, it is crucial that any information that is shared with you in the scope of your volunteer duties remains confidential. The safety, security, and privacy of our students are of paramount importance to us.

WITHDRAWALS

If your child must be withdrawn from school during the year, please give advance notice of at least two (2) days to allow time to prepare the necessary documentation. All records must be cleared and all charges (if any) must be paid. When the student is enrolled in the other school, our office will forward the health and scholastic records as request from the receiving school. In order to send any documentation, we must have a Release of Confidential Information form signed by the parent/guardian.