

# **K. E. Little ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**

**2017- 2018**



Principal ..... Brooke Newell  
Assistant Principal ..... Martha White

622 Oklahoma Ave.  
Bacliff, TX 77518

Phone: (281) 229-7000  
Fax: (281) 229-7001

### **KELES Motto**

"Where children think, dream, believe, AND achieve."

### **KELES School Pledge**

As a Little Gator:

I will be on time to school every day.

I will work hard today.

I will be aware of my actions, be thoughtful and act responsibly  
at school, home, and in my community.

I am a Little Gator and

I have pride in myself and my school.

# SCHOOL DAY

8:20-3:35

Upon arrival at school, students are to go directly to the cafeteria where they are to quietly eat then at 8:10 they will be dismissed to the classrooms. The tardy bell rings at 8:20 a.m. **Students should not be brought to school before 7:50 a.m. Monitors are not on duty before 7:50 a.m. DO NOT drop your child off and leave them unattended.**

## Absences & Tardies

The only excusable reasons for a child to miss school are personal illness of the student, communicable disease control, and death in the immediate family. A student is also excused for a temporary absence resulting from a visitation to a health care professional if the student commences classes or returns to school on the day of the appointment. A note from the health care professional verifying the appointment **must be returned to the school within 3 days** of the absence in order for the student to be counted present. Any other absences are unexcused. Excessive unexcused absences constitute a violation of the law for which the parent or guardian may be held responsible. Parents will be warned in writing for children who are failing to comply with compulsory school attendance laws. Students are required to be in attendance for at least 90% of the total days school is in session in order to pass the current grade level. In the event of illness of a student, a written excuse from the parent is required upon the child's return to school. The note should be given to the teacher upon the child's arrival at school following the absence. Please call the school if your child will be tardy or absent. The main phone number is 281-229-7000. Students who arrive tardy for school will be issued a tardy slip. Excessive tardies are reported to the DISD Attendance Office. Parents are responsible for making sure their child arrives to school on time. The doors open at 7:50 A.M. and all students are admitted to class at 8:00 AM. Any student not in class by 8:20 AM is considered tardy.

## Perfect Attendance Award

This award is given to each student who has not been absent during the school year. The student must have entered school here at the beginning of the year or have his report card from the previous school attended to prove his/her eligibility. He or she may not have more than seven (7) tardies within the school year.

## Allergies

If your child exhibits symptoms of or has any known serious allergies, please contact the school nurse so that we can ensure your child's safety while at school.

## Arrival and Dismissal

Supervision for students begins at 7:50 AM daily. Students are allowed to enter the school at 7:50 AM and wait in the supervised area with other students from their grade level. Students are encouraged to bring along a book in their backpack to read while they wait. Breakfast is served at 7:50 and students are dismissed to class at 8:10 AM.

After the first three days of school, students in PreK-4<sup>th</sup> will walk to class by themselves. This will encourage your child's independence. If you have a meeting with a teacher please check into the office and obtain a visitor badge. The teacher will come down to the office to escort you to the classroom. If you need to leave a note for your child's teacher, you may do that in the front office. No unscheduled meetings with teachers will take place first thing in the morning as the teachers are preparing for the day and supervising students.

In the event that your child has to leave school prior to the regular departure, please make sure to bring your driver's license into the office and to allow for extra time. **No students will be released from class after 2:45 PM.**

## ARRIVAL

- Students with parents that are eating breakfast with them will enter in through the cafeteria. Parents will sign in on the clipboard.
- Our buses will drop off at the back of the school.
- Car riders, day cares, bikers, and walkers will be dropped off at the front of the school. The bike rack is located outside Pod B.

Students will remain in a supervised area with other students from their grade level until 8:00 am. Breakfast will be served from 7:50 am – 8:10 am. After 8:10 am, students will be offered a "grab and go" breakfast in the office.

## DISMISSAL

- Student dismissal will begin at 3:35 pm.
- Car riders will be dismissed from the front of the building at 3:40 PM. You will form one single line of cars and pull forward to a number.
- Buses and day cares will dismiss from the back or side of the school at 3:35 pending the departure time of the bus.

- Walkers and bikers will dismiss from the door to B Pod at 3:35 pm. If you are going to park and walk-up to the school to get your child, your child will be considered a walker. You should park in the parking spots outside of B Pod and K Annex and bring your pass that indicates that you are an authorized person to pick up your child. You will stand in a single file line and we will call your child out of the building in the order that you arrive. Students that remain will be sent to the car rider line by 3:40. You **MUST** remain in your car after this time and pick your child up in the car rider line.

Please observe these pick up and drop off instructions.

1. Cell Phones are not permitted during arrival and dismissal.
2. Please drive slowly for everyone's safety.
3. Maintain a single line, pulling forward as much as possible. Please do not arrive before 3:00 in the afternoon for pick up. This is a fire lane and must remain clear.
4. Do not leave car unattended in the line.
5. Car riders will remain under the front walkway with the teacher until the parent's/guardian's car pulls up.
6. Parking in the fire lane is never permitted.
7. Please do not block the handicap ramp.

### Bicycles

Students are allowed to ride bicycles to school. All children should wear a bike helmet (State law). Please be sure to provide a lock for your child to lock up the bike during the school day.

Here are a few safety guidelines:

1. One rider per bike.
2. Bikes have the right of way on the bike paths. If passing a walker or jogger, please say "Excuse me" to let them know that you are there.
3. Always use hand signals for stopping and turning.
4. Park your bike in the bike rack, lock it, leave the area, and immediately enter the school.
5. When leaving the school at the end of the day, walk your bicycle on campus.
7. Remember to go directly home after school.
8. Immediately report any issues to School Staff.

### Breakfast and Lunch

Breakfast is available each morning from 7:50 – 8:10 AM. Lunch is served from 10:45 – 12:45. Each homeroom is assigned a lunch period for 30 minutes. Students may either bring a lunch or buy one from school. If your child will be buying breakfast or lunch from school, it is best to deposit money weekly or monthly into your child's meal account through the cafeteria School Café or online at <https://www.lunchmoneynow.com/lmndks/splash.php>

The visitor table is available for you to eat lunch with your child. Students are not permitted to eat lunch friends at the visitor tables

The prices for meals for 2017-2018 are as follows:

### Meal Prices

	PK-4 Full Price	5-6 Full Price	7-12 Full Price	Reduced-Price	DISD Staff	Guest/Parent
Breakfast	\$1.00	\$1.25	\$1.25	\$0.30	\$2.00	\$2.00
Lunch	\$1.40	\$2.00	\$2.25	\$0.40	\$3.50	\$3.75

**Parents wishing to eat breakfast with their child may do so, however, you will not be allowed to walk your child to class each day.**

### Snacks, Treats, and Birthdays

With teacher permission, students may bring a healthy snack to school. "Snack" time will be during an instructional activity so please send something that is easy for your child to eat and work.

On a student's birthday, they will come to the office to help with announcements, so be sure to get to school early! Weekend birthdays are announced on Fridays. Students are given a birthday pencil in the office following announcements. Birthday invitations may not be given out in class unless every child in class receives one.

Birthday treats are not allowed in the cafeteria during lunch due to FDA regulations. Parents will be encouraged to send the birthday treat before school and to purchase store bought items or other birthday treats, pencils, stickers, etc. to minimize distractions and to ensure the health of every child. Birthday treats will be given to the class in the last 30 minutes of the day.

### **Block Classes**

Students attend Art, Music, Computer, or Physical Education class daily for 60 minutes. These classes are taught by certified staff members. On PE days, students should wear sneakers to school for class. At the end of each 9 weeks grading period, students receive a progress measure along with a Core Value rating of E, S, N, or U. Communication will go home by your child's teacher.

### **Communication**

We utilize a variety of communication tools to keep our parents informed. You may receive a flyer in your child's backpack, a telephone call, an email, Remind 101 text or an electronic newsletter. Teacher websites are available through the school website on the DISD website. These websites will maintain the weekly events and academic information.

### **Counselor**

KELES has a counselor on staff that would be glad to talk to you about counseling services for your child.

### **Drug Free School**

We have an ongoing program in our school which endorses the Texas Education Agency's declaration that

*"The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful."*

We ask that you please assist us when material is sent home to be shared between parent and child.

### **Emergency First Aid Care**

Any treatment given at school is limited to first aid. When a student becomes ill or is injured at school, parents are notified. If they cannot be reached and the situation requires medical attention beyond our resources, the family physician is contacted for instruction. If no physician has been named by the parents, it may be necessary to send the child to a hospital emergency service for needed care until the parents can be reached. Parents should supply the school with information concerning special health problems, as well as how they may be reached and the family physician's name and phone number. The name of a friend or relative who might be contacted when we are not able to reach parents has proven very helpful. Parents are responsible for emergency care costs.

**Please inform the school of work or home phone number changes.**

### **Gang Free Zone**

KELES is a gang free zone. This includes all school buses and any location in, on, or within 1,000 feet of district property or playground.

### **Make Up Work**

If a student has an excused absence, the teacher will determine the need for make-up work. If a student is absent for more than three days, the school will provide make-up work to be done at home upon parent request. Parents may request make-up work by calling the school office before 9:00 a.m. to pick up the work after 3:00 p.m.

### **Medication Disbursement**

If possible all medication should be given by the parents at home. However, if the student needs to take medication during school hours, medication should be dispensed according to the following guidelines:

1. Written permission and specific directions must be signed by a parent or guardian. Directions must include student's name, dates, time to be given, and name of medication.
2. Prescription and non-prescription medication must be in the original container.
3. If prescription and/or non-prescription drugs are to be administered or kept at school for longer than ten (10) days, a written request must be received from a physician.
4. The student should not carry the medication with him/her or administer it to himself. The nurse will supervise the storing and dispensing of medicine.

### **Parent-Teacher Conferences**

Should you have the need for a conference with your child's teacher, please call the office at (281) 229-7000.

**Please do not go to classrooms for conferences without an appointment.**

### **Parking**

Visitor parking is available in the front parking lot and along the perimeter of the property. All visitors must enter through the front of the school. Parking is not permitted in the reserved spots as these are for DISD employees. If you are joining your child for breakfast, you will enter the cafeteria and sign in there. DO NOT enter the front of the building to go to the cafeteria.

## Parent and Family Engagement

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this relationship may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting the teachers as needed.
- Attending scheduled conference and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher, counselor, or principal will return your call within 24 hours. The teacher will call to meet with you during his or her conference period or after school.
- Becoming a school volunteer
- Participating in campus parent organizations. Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement.
- Being aware of the school's on-going bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending school board meetings to learn more about district operations.

## Progress Reports/ Report Cards

Parents are encouraged to access their child's grades online through the Family Skyward Access Account. Progress reports and report cards are sent home according to the DISD calendar.

## PTA

All KELES Staff are urged to join PTA and we hope you will join us. A Membership Drive will be held in the fall and the spring. You can learn more about the PTA at Orientation.

## School-wide Expectations

We have a unified set of school expectations. You will see these expectations posted throughout the school and your child will be learning them throughout the year. Below is our KELES Matrix with expectations for students.

Expectations are reinforced with students daily throughout our building. Each day, students participate in Class Meetings that build community in classrooms. Our teachers enforce the Core Values and KELES Expectations throughout each day.

## Conduct Grading

PK-4<sup>th</sup>: For each day a student earns a mark, they will have a 2-point deduction from their grade. All students start out with 100% for the nine weeks.

100-90 (0-5 days with a mark)	E
89-80 (6-10 days with a mark)	S
79-70 (11-15 days with a mark)	N
69-0 (16 or more days with a mark)	U

## Specials Grading Scale 2017-2018

### Art & Music Grading Scale

E	0 – 2
S	3 – 5
N	6 – 7
U	8 +

### PE Grading Scale

E	0-3
S	4-7
N	8-10
U	11+

\*office referral automatic U

## School Safety

To ensure that all of our students are safe at school, all exterior doors except the front door are locked throughout the school day. During breakfast, visitors may enter the cafeteria with their student. Since a badge is not given, breakfast visitors will exit through the cafeteria as well. All visitors that come between the hours of 8:30-3:00 must enter through the office and register through our Raptor system. No visitor will be admitted from 7:50-8:30 AM to ensure all students and staff remain safe. A visitor tag will be printed and must be worn while in the school and returned to the front office when exiting the school. Emergency drills throughout the school year ensure that our students and staff are prepared in case of severe weather, fire, lockdown, or a Shelter in Place.

### Tobacco and E-Cigarette Free District

Dickinson ISD declared our schools "Tobacco Free." No employee or visitor may use tobacco on our campus. We hope this will help set an example for our students not to begin a practice, which could be detrimental to their health in the future.

### Textbooks/Library/Leveled Reading Materials

Students may be issued textbooks for some subjects at the beginning of each school year.

If the textbook leaves the school, it must have a cover per state law. Students are responsible for caring for their textbooks.

Students are responsible for paying for a replacement textbook, library book, or Leveled Reading book if the book is lost

	CLASSROOM Location Code: CL or WH	CAFETERIA Location Code: CA	BATHROOM Location Code: B	HALLWAYS Location Code: H	SPECIALS: ART, MUSIC, LIBRARY, PE, COMPUTER Location Code: A, M, L, PE, C	PLAYGROUND Location Code: P	
Respect	1. Follow directions & procedures 2. Use appropriate language and/ or tone	Respect	1. Follow directions & procedures 2. Listen to teachers 3. Exhibit good manners 4. Keep food on your plate or in your mouth	1. Follow directions & procedures 2. Respect the privacy of others 3. Keep the facilities clean	1. Follow directions & procedures 2. Observe personal space 3. Listen to adults 4. Silent hallways	1. Follow directions & procedures 2. Use appropriate language and/ or tone 3. Raise your hand to be recognized	1. Follow directions & procedures 2. Use appropriate language and/ or tone
Responsibility & Work Habits	3. Be an active listener 4. Give your best effort 5. Come prepared: bring homework, supplies, and signed paperwork	Responsibility	5. Stay seated, facing the table 6. Clean up your eating area 7. Wait in line for your turn	3. Take care of your business, flush and leave 4. Wash your hands 5. Place trash in appropriate trash cans	5. Go straight to your destination	4. Everyone must participate 5. Use equipment/ materials correctly * O= overdue book	4. Collect all personal items before entering the building
Safety	6. Keep your hands, feet, and objects to yourself 7. Stay in assigned location 8. Obey all drill procedures	Safety	8. Keep hands, feet, & food to yourself & stay away from other students' food/ tray 9. Talk using a conversation voice	6. Report problems to a teacher	6. Keep hands, feet, and objects to yourself 7. Walk at all times on the right hand side with your eyes forward	6. Keep hands, feet, and objects to yourself 7. Enter and exit in orderly fashion 8. Stay in your assigned location 9. Report any incidents to a teacher 10. Wear appropriate shoes	5. Keep hands, feet, and objects to yourself 6. Use equipment correctly 7. Stay in assigned location 8. Report any incidents to a teacher
Consequences May include the following, but not limited to:		To Be Determined by each grade level					

or damaged anytime throughout the school year. If a student is withdrawn from our campus, the textbooks and other books assigned to that student must be turned in to the office at that time.

### Transportation Changes

If you need to change the regular departure method for your child, please put it in writing and send it to your child's teacher at the beginning of the school day. All requests must be in writing. **For the safety of our children, changes in transportation via email are no longer accepted.** Teachers may not read the email in time for dismissal changes or may be at a training or out sick. If you have an emergency arise that requires a change, please call our office and follow up with a faxed/scanned request and a copy of your driver's license (or the authorized pick-up person). **All changes to transportation must be made by 2:30 PM for your child's safety.**

## Tutorials

Teachers will notify their parents and students of tutoring dates and times. Tutoring is an opportunity for students to have a lesson or skill retaught for mastery. Students will be admitted early with a pass from their teacher.

## Valuables and Personal Items

Students should not bring large amounts of money or valuables to school. Students are encouraged to leave their personal toys and playthings at home. When children bring toys from home, it creates a safety problem, and there is always the risk of them being lost or broken. Items such as bats, hard balls, and guns of any type, knives and other toys that might inflict pain or injury to another student will be confiscated if they appear on campus. During the school year students misplace many personal items. When found, these items are placed in the **lost and found on the stage**. Valuable items such as watches will be turned in to the office and kept until claimed. Students are not allowed to possess laser or paging devices on school property. A student in violation of this law is subject to discipline and the device will be confiscated. Please refer to the Dickinson ISD Student Code of Conduct Handbook for more details.

## Visitors to our School

You are most welcome in the school. All visitors and volunteers are required to check-in at the office and present their driver's license. The Raptor system will issue a Visitor Label for you to wear. There is a secure entrance in which all visitors must wait for admittance to the school by the Office Staff. While in the office, visitors are to refrain from talking on cell phones. Classroom visits must be scheduled through the Principal. Classroom visitations will last no longer than 15 minutes and with the principal or assistant principal in attendance. **Texas Education Code Section 37.105. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. They permit any administrator, SRO or school peace officer to refuse to allow a person to enter, or to eject any person from property under the district's control. This can be done if the person refuses to leave peaceably and either 1) poses a substantial risk of harm to any person; or 2) behaves in a manner that is inappropriate for a school setting. We must first issue a verbal warning that the person's behavior is inappropriate and may result in refusal of entry, or ejection. If the person persists after the warning, the person may be refused or ejected.**

## Volunteering Opportunities

Volunteers are the heart of our school. We encourage and support volunteering around our school. All Volunteers are required to register online at [www.dickinsonisd.org](http://www.dickinsonisd.org) so that proper background checks can be conducted for the safety of our students. Volunteers who will be returning to KELES also need to re-enroll.

## Weather Information

If threatening weather causes school to start late or to be canceled, announcements will be made over local radio and television stations. If school must close while classes are in session, the school district will monitor the situation, and students will stay at school until it is safe to transport them home. Before sending your child to school, make sure he/she knows the transportation plans when it is drizzling, raining heavily, or extremely cold. Students should have on record in the office the name, address, and phone number of at least one neighbor or friend to whom they could go home with if parents have an unexpected emergency and not able to pick up their child.

## Where can you turn for help?

The entire staff of K. E. Little Elementary wants your child to love his/her school experience. If you have questions or concerns, please contact us at the earliest convenience so we can work with you and your child to resolve any issues that may be interfering with school. Your teacher will provide his/her contact numbers at the beginning of the school year.

**School Office – 281-229-7000**

**ARD Facilitator-** Kerri Cimarosti  
**Assistant Principal-** Martha White  
**Counselor-** Shannon Clark  
**Nurse-** Elizabeth Solo  
**Principal-** Brooke Newell  
**Receptionist-** Melina Vega  
**Registrar-** Emily Hernandez  
**School Secretary-** Sara Mullins