

# K. E. LITTLE ELEMENTARY SCHOOL

## HANDBOOK

2019- 2020



Principal ..... Brooke Newell  
Assistant Principal ..... Hayde Lopez

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** **8:35am - 3:55pm**

Upon arrival at school, students are to go directly to the cafeteria where they are to quietly eat then, they will be dismissed to the classrooms. The tardy bell rings at 8:35 a.m. **Students should not be brought to school before 8:00 a.m. Monitors are not on duty before 8:00 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 8:00 A.M. and all students are admitted to class at that time. Any student not in class by 8:35 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 AND school counselor so that we can ensure your child's safety while at school.

### **Arrival and Dismissal**

Supervision for students begins at 8:00 AM daily. Students are allowed to enter the school at 8:00 AM to either go to breakfast or to class if they have already eaten. Breakfast is served at 8:00 and students are dismissed to class when they are done eating and no later than 8:30 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 Raptor 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 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 student will be released from class after 3:30 PM.**

## ARRIVAL

- 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.

Breakfast will be served from 8:00 am – 8:30 am. After 8:30 am, students will be offered a “grab and go” breakfast in the office.

## DISMISSAL

- Student dismissal will begin at 3:55 pm.
- Car riders will be dismissed from the front of the building at 3:55 PM.
- Buses will be dismissed from the back or side of the school at 3:55 pending the departure time of the bus.
- Walkers and bikers will be dismissed from the door to B Pod at 3:55 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 by the old building and walk to the door located outside the visitor parking. Bring your pass that indicates that you are an authorized person to pick up your child. At 4:05, if students have not been picked up, they will be escorted to the car rider line. You **MUST** remain in your car and pick your child up in the car rider line if you do not arrive in time to get your child from the walker door.

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 inside with the teachers 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.
8. Enter the car rider line from Roberts Ln. Do not enter from Oklahoma Ave.

## **Awards**

Students may earn the following awards: All As, All As and Bs, Citizenship (All Es), Perfect attendance (no missed days, less than 7 tardies), and Principal award (all As and all Es). Awards and Honors A student must have an average of 90 or more in all subjects graded numerically and no grade below S in any content area graded E, S, N, and U to be placed on the all-A Honor Roll. AB Honor Roll requires students to earn no more than 2 B’s in any academic subject, with no content grade below S. Conduct grades do not affect a student’s placement on the honor roll.

## **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 8:00 – 8:30 AM. Lunch is served from 10:35 – 12:10. 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 2018-2019 are as follows:

### Meal Prices

|           | PK-4 Full Price | 5-6 Full Price | 7-8 Full Price | 9-12 Full Price | Reduced-Price | DISD Staff | Guest/Parent |
|-----------|-----------------|----------------|----------------|-----------------|---------------|------------|--------------|
| Breakfast | FREE            | FREE           | FREE           | FREE            | FREE          | \$2.25     | \$2.25       |
| Lunch     | \$1.50          | \$2.00         | \$2.25         | \$2.50          | \$0.40        | \$4.00     | \$4.50       |

### 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 and Mondays. Students are given a birthday treat from PTA 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. **No balloons or decorations will be permitted. Parents are not allowed to go to the classroom to deliver the treats.**

### Block Classes

Students attend Art, Music, Computer, or Physical Education class daily for 55 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.

### Bus Riders

DISD provides free bus service to all children. PreK and Kindergarten students MUST have a parent/ guardian or another designee at the bus stop to retrieve the student. All receiving adults MUST have proper identification. If there is no adult or adult with proper ID, the PreK or Kindergarten student will be returned to the DISD bus depot at 4005 Video St. Dickinson, TX 77539. Parents/ guardians may pick up bus riders with proper ID.

### 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. Do not park in the fire lanes.

### **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.

### **Response to Intervention (RtI)**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **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. Please see the behavior matrix in your child's daily folder. Expectations are reinforced with students daily throughout our building. Each day, students participate in Class Meetings that build community in classrooms. Our Core Values and KELES Expectations are reinforced throughout each day.

### **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. All visitors that come between the hours of 8:35-3:55 must enter through the office and register through our

Raptor system. No visitor will be admitted from 8:00- 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.

### **Tardy Students**

A student is tardy if they arrive after 8:35 AM. At 8:35, a parent **MUST** come inside to sign in their student. After seven (7), a student is no longer eligible for perfect attendance. Excessive tardies will result in a referral to the justice of the peace and the student attendance officer.

### **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**

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day. Books deemed as unusable must be replaced at the expense of the student/parent. 68 Charges for Damage to Books • Pages Missing (Minor) \$5.00 (Unusable) Full cost of book • Textbook unusable (due to damage) Full cost of book • Lost Book Full cost of book/set • Damaged caused by adhesive covering \$15.00 • Total removal of barcode label Full cost of book/set • Damage to barcode label \$15.00. 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 on a full sheet of paper and send it to your child's teacher at the beginning of the school day. **All requests must be in writing** and include the following: student's name, teacher name, date, how they normally go home, and the change for the day. **For the safety of our children, changes in transportation via email or phone calls are no longer accepted.** Teachers may not read the email in time for dismissal changes or may be at a training or out sick. **All changes to transportation must be made by 3:15 PM for your child's safety.**

### **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 table in the entrance to the cafeteria**. 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. 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. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. ***While in the office, visitors are to refrain from talking on cell phones and no talking during announcements.***

### **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 be closed 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

**Receptionist**- TBA

**Registrar**- Ruben Gomez

**School Secretary**- Melina Vega

**Principal**- Brooke Newell

**Assistant Principal**- Hayde Lopez

**Counselor**- Shannon Clark

**Nurse**- Casey Gillikin

**ARD Facilitator**- Jennifer Jones