

KISD Elementary Student Handbook

for

Chandler Elementary

2022-2023

The School Day

Instructional time begins at 8:00 a.m. daily. After 8:00 a.m. students are required to sign in at the front office. **The tardy bell rings at 8:05 a.m. After 8:05 students are required to sign in at the front office.** The main entrance to the school is unlocked at 7:15 a.m. Students arriving between 7:15 and 7:30 should wait in the cafeteria until the duty teacher takes them to their classrooms. **All teachers and aides are to be in their classroom no later than 7:30. NO EXCUSES.** Teachers will open their classroom doors no later than 7:30 a.m.

Building Security

In the interest of your children's safety, the doors will remain locked during school hours. Access is permitted through the front only. All volunteers and visitors must sign in and wear a badge during school hours. Please have your driver's license available when signing in. After the first day of school, parents will not be allowed to walk their students to their class. Staff will be available to monitor and assist students.

Morning Drop-off

All students should be dropped off in the mornings in the **circle drive**. Staff will be on duty and doors opened at 7:15 a.m. **Students should not be dropped off in front of the school.** Please be advised that City Ordinance 1420, Sec. 2, states:

Sec. 12.07.011 Standing or parking in front of Chandler Elementary School

- (a) It is a violation of this code for anyone to park in the parking spaces in the 2500 block of Chandler Street in front of Chandler School if the parking space is labeled for a member of the school staff and the person parking there is not a member of the school staff.
- (b) The loading or unloading of students or passengers in the 2500 block of Chandler Street in front of Chandler Elementary School is hereby prohibited.
- (c) The standing and parking of a vehicle, whether occupied or not, in the northbound lane of the 2500 block of Chandler Street in front of Chandler Elementary School is hereby prohibited.
- (d) All U-turns in the 2500 block of Chandler Street in front of Chandler Elementary School are hereby prohibited.
- (e) All left turns into parking spaces in front of Chandler Elementary School from the

southbound lane in the 2500 block of Chandler Street are hereby prohibited.

(f) This section shall apply during school hours from 7:30 a.m. to 4:00 p.m., Mondays through Fridays of any day while school is in session. (Ordinance 1420, sec. 2, adopted 3/10/09)

Afternoon Transportation and Dismissal

All pick-up students will be dismissed at 3:30 p.m. to the circle drive. Chandler Elementary uses a number system to help with dismissal procedures. A number will be assigned to each student and their car. Students will wear their number to circle drive pick-up, and their car number card will be placed in the front window for the staff to see. You will be provided with two hangers. Please assist us with this system by keeping your number card in your window visible to us.

Students riding KISD transportation must have a bus card on file with the transportation office. Bus cards will be provided at registration or from the school office. **Students are allowed to ride only one afternoon bus. If your child is not able to ride their assigned afternoon bus, they will need to be picked up.**

******Transportation changes (FROM BUS TO PICK-UP) will not be taken over the phone.** These transportation changes must be in written form. **You may bring a note, email or fax the office before 2:45 p.m.** Students **cannot** be changed from a bus to a pick up over the phone. The request must be e-mailed to mgarvin@kisd.org or faxed to (903)986-8026.

Check In/Out Procedures

If a student needs to leave school before regular dismissal time, the parent or guardian must check the child out from the office.

1. Parent must sign students out at the office.
2. **Office personnel will call the student once the student has been signed out. No sign-outs after 2:45 p.m.**
3. Students returning to school must be checked in by the parent/guardian at the office before returning to class.
4. **AUTHORIZATION FOR ANY PERSON OR RELATIVE OTHER THAN THE PARENT OR LEGAL GUARDIAN TO CHECK STUDENT OUT DURING THE SCHOOL DAY MUST BE MADE IN WRITING BY THE PARENT OR GUARDIAN PRIOR TO THE CHECK OUT.** Authorization may also be made on Skyward Parent Access.

Attendance

The school day begins at 8:00 a.m. **Students arriving after the 8:05 bell rings will be counted tardy.** Chandler Elementary School's official attendance time is 9:30 a.m. on a regular school day. Students arriving after 9:30 will be counted absent for the day unless a doctor's note is provided. **Early pickups will count as a partial day unless the student is sent home by the school or a doctor's note is provided to verify the student was at an appointment.**

All notes regarding your child's absences from school are required to be turned in to the

Chandler office within **2 days** of the last day he/she was absent. **It is the responsibility of the parent/guardian to ensure excuse notes are turned in to the office.** All notes must include the following:

- The date of the note
- Child's name
- Date of the absence or tardy
- An explanation of the absence or tardy

Excuse notes from parents/guardians will be accepted until 10 absences are reached. Once a student reaches 10 excused or unexcused absences, a doctor's note will be required to excuse any absences after that.

Chandler School Wide Discipline Plan and Bullying Policy

School Goals/Expectations

1. Children are in school to learn and to allow others to learn.
2. Children are expected to be respectful, courteous, and helpful to others.
3. Children are responsible for their own behavior.
4. Children will respect our school and its property.

A copy of the School Wide Discipline Plan and Chandler Bullying Policy can be provided to all students upon request and are also available on the website at www.kisd.org.

Forgotten Items

Please bring work, supplies, lunch kits or other items your child forgot to the school office. We will make every effort to get the items to your child at an appropriate break in instruction. Please help us protect instructional time by refraining from interrupting classes.

Conferences

Conferences with teachers are encouraged. Teachers may be contacted by leaving a message in the school office, email, or by sending a note directly to the teacher. The teacher will then contact the parents to schedule the conference. Conferences should be scheduled during the teacher's conference period or at other prearranged times.

Breakfast/Lunch

Parents are not permitted to eat breakfast with their child. Breakfast eaters should be on campus by 7:30 a.m. Parents may eat lunch with their child during their designated lunch times. Parents must check in at the office and receive a visitor badge. Parents may bring food for their student only. **Other students will not be allowed to eat with you and your child without written permission from the other student's parent/guardian in advance.** Parents are allowed in the cafeteria during lunch times only. Please check out in the office once your child's lunch is

over. No fast food lunches will be accepted in the office for students. You must give it to your child at their lunch time.

School Parties/Birthdays/Invitations

We celebrate two parties: Christmas and Valentine's. Please see your child's teacher if you are interested in being a room mom or would like to volunteer to help set up or bring items for parties.

For individual birthdays, invitations may be distributed if the whole class is invited. Chandler Elementary cannot give student's addresses to parents of other students. Parents may wish to send a special treat for the class. However, all outside food brought on the campus must have a retail ingredient label. Please refrain from sending candles, flowers, or balloons. The treat can be left in the office and the teacher will pass it out at her discretion. Please make the necessary arrangements with the teacher before bringing the treat.

Students are not allowed to receive deliveries of flowers, balloons, etc. for special occasions (ex. birthdays, homecoming).

School Counselor

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or any type of abuse. The counselor may also make available information about community resources to address these concerns. A student or parent who wishes to meet with the counselor should contact the school at (903) 988-3904.

Pets at School

When you come to visit at Chandler, please leave your pets at home. Dogs and cats are not allowed in the building. Additionally, please refrain from bringing pets on campus during arrival and dismissal times, as well as campus-wide events that draw large crowds of people, such as Field Day, Open House, etc.

KISD Check Policy

KISD has established the following policy for accepting checks and collecting bad checks:

- For a check to be an acceptable form of payment, it must include your current full and accurate name, address, telephone number, driver's license number and state.
- In the event your check is returned for non-payment, the face value may be recovered electronically along with a state-allowed recovery fee. Also, if you have a check returned for nonpayment, checks will no longer be an acceptable form of payment for the remainder of the school year.