

### School Day Schedule

Students will be allowed to enter campus at **8:30 A.M.** Staff members are not on duty prior to 8:30 A.M. to supervise children. Morning tutorials and enrichment programs will begin in October. Additional information will be forthcoming. Afternoon PreK students should arrive no earlier than 12:45 P.M.

8:45 A.M. – 11:45 A.M.	PreK A.M.
1:00 P.M. – 4:00 P.M.	PreK P.M.
10:45 A.M. – 11:15 A.M.	2 <sup>nd</sup> Grade Lunch
11:15 A.M. – 11:45 A.M.	Kindergarten Lunch
11:45 A.M. – 12:15 P.M.	5 <sup>th</sup> Grade Lunch
12:15 P.M. – 12:45 P.M.	4 <sup>th</sup> Grade Lunch
12:45 P.M. – 1:15 P.M.	1 <sup>st</sup> Grade Lunch
1:15 P.M. – 1:45 P.M.	3 <sup>rd</sup> Grade Lunch
4:00 P.M.	Dismissal

Reminder: Lunch visitors will be permitted beginning on September 12<sup>th</sup>.

### Absence and Tardy Policy

Students arriving after 8:45 A.M. are tardy and **must** be signed in by an adult in the front office. A written excuse is required from all students following an absence. Please use the *Note to School* forms to submit absence notes. Make-up work must be completed when students return to school. Parents may request assignments after three consecutive days of absences. Please refer to the Student Handbook and Code of Conduct for additional information regarding absences.

### Emergency Card Contacts

It is important to keep the contact names and numbers current throughout the year. To add someone to the emergency card, send a note with your child. Please note that the emergency contacts specified on your child's emergency card are allowed to pick your child up **only** in the event of an emergency.

### Visitors

Parents are always welcome at Kirk. Every visitor must show photo identification and sign in at the front office. Visitors must wear a nametag at all times while in the building. To observe in the classroom, please call at least a day in advance to schedule an appointment with the teacher. Both educators and parents want to protect the instructional time of our students. Safeguarding against interruptions, as well as keeping Kirk safe at all times, will ensure the highest quality of education for our students. Nametags must be returned to the front office prior to exiting the building.

### Lunch Accounts

Please keep your child's lunch account current. Free and reduced lunch forms must be completed annually. You may set up a lunch account for your child online at [www.cfisd.net](http://www.cfisd.net) (Parent Online).

### Lunch Visitors, Birthdays & Food from Home

Parents are welcome to join their child for lunch. Cafeteria seating is very limited, so visitors are asked to sit at the designated *Visitors' Table* with **their child only**; no more than two visitors per student. Due to food allergies and health regulations, parents will not be allowed to bring cakes, cupcakes, favors, etc. for birthdays or other special occasions to share with other students. Birthday invitations may not be passed out at school. The delivery of gifts such as flowers, balloons, etc. at school is not permitted. Parents or guardians must give **written permission** for a visitor (including grandparents, aunts, uncles, family friends, etc.) to have lunch with their child.

### Temporary Transportation Changes

Temporary changes in transportation must be kept to a minimum. To make a temporary change, please use the *Note to School* forms to send a note to your child's homeroom teacher. It is a good idea to call the front office to make sure that the school received the transportation change. **Note: All transportation changes must be received in writing by 2:30 P.M. Students leaving for appointments must be picked up by 3:00 P.M.**

### ZPass – Student ID Cards

ZPass badges will be issued by the district to each student. For more information about ZPass badges, please refer to the ZPass – Comfort in Knowing information letter included in your child's first day packet.

### Weekly Communication Folder

Completed work samples and all school notices will be sent home on Tuesdays. Please sign and return required documents the following day.

### Report cards

Report cards are issued every **nine weeks**. Students' grades are derived from daily work and assessments. 2<sup>nd</sup> through 5<sup>th</sup> grade parents/guardians must sign and return the bottom portion promptly. Parents of students in 2<sup>nd</sup> through 5<sup>th</sup> grades may view their child's grades throughout the grading period via the Home Access Center (Grades Online).

### Conferences

Conferences are scheduled on October 10<sup>th</sup> for every student, and at other times when requested by either the teacher or the parent. Appointments can be made by phone, an email request, or by sending a note to the teacher. Conferences are scheduled during the teacher's daily planning time. In some cases they may be scheduled before or after school.

### Homework

Homework reinforces instruction and is important in developing responsibility and good study habits. Homework is considered a conduct (prepared for class) grade, but will also be reviewed in class for accuracy. Parents/guardians are encouraged to review the completion of homework every night. Parents, teachers, and students are all partners in a successful homework plan.

### Dress Code

Kirk students are expected to follow the district's guidelines on student dress code. For additional information, please refer to Student Code of Conduct. In some instances, students will be sent to the nurse to borrow school-appropriate clothing. These items must be washed and returned the next day. For your child's safety, please ensure that appropriate clothing and shoes (open-toe and flip flops are discouraged) for PE and recess are worn daily. Failure to do so could impact their conduct grade (prepared for class).

### Toys and Electronic Devices

Students may not bring toys or electronic devices unless requested for a specific project/assignment. Any of these found on students will be confiscated and kept in the front office. Electronic items will only be released to a parent/guardian after payment of a \$15.00 administrative fee. Please refer to the Student Code of Conduct for further details regarding cell phone use and fees for misuse.

### Communication

Our goal at Kirk is to keep you informed of all the great events happening throughout the year. There may also be times when we need to contact families in the event of an emergency. It is important that you keep your phone/email contact information updated at all times. Each Sunday, you will receive a weekly call from the school informing you of upcoming events for the week. If you do not receive the weekly call, please contact our front office to provide your current phone number.

### Who to Call?

Counselor – 713.849.8260 Front Office – 713.849.8250  
Nurse – 713.849.8270 Registrar – 713.849.8268

Always contact the teacher first when you have a question regarding any classroom-related event or procedure.

**Principal** – Onica L. Mayers

**Assistant Principal** – Susan Blowey Grades 1, 3, 4 & PPCD

**Assistant Principal** – Debbie Parker Grades PK, K, 2, 5 & LIFE Skills

School Colors – Red, White & Blue

School Mascot – Mighty Tigers



**Teamwork Makes the Dream Work**

