

**2018-2019**

**STUDENT**

**HANDBOOK**

**AND**

**DISTRICT**

**INFORMATION**

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## **Texas Education Code 25.082- Mandatory Moment of Silence and Pledges to U.S. and Texas Flags**

Section 25.082 of the Texas Education Code mandates that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remains silent and does not act in “a manner that is likely to interfere with or distract another student.” A student may be excused from the pledge of allegiance (**but not from observing the moment of silence**) if the student’s parent or guardian provides a written request.

## **Discipline, Attendance and Transportation**

### **Discipline**

Each family may request a copy of the Killeen Independent School District’s Student Code of Conduct from the campus. Each campus adopts a school wide plan which is derived from the district Student Code of Conduct. Parents should check with the school office if a copy of the district plan is needed. The KISD Student Code of Conduct may be found on line at [www.killeenisd.org](http://www.killeenisd.org) under Students and Parents Link.

### **Search and Seizure**

The district has the right to conduct administrative searches of personal property such as backpacks, clothing items, purses, and automobiles driven to school by a student and parked on school property when there is reasonable cause to believe they contain articles or materials prohibited by the district and to protect the safety and order of the learning environment. The district may also conduct administrative searches in accordance with board policy. Such searches may include parking lots, classrooms, lockers, and common areas of the school and may include the use of metal detectors and/or trained detection dogs.

### **Student Dress Code**

Students shall be dressed or groomed in a manner that is clean and neat and that will not pose a health or safety hazard to themselves or others. The approved KISD Dress Code is printed in the Student Code of Conduct booklet. Campuses are given the option of adopting a standard dress policy for students. For campuses with Standardize Dress, please contact the campus office for policies and procedures.

### **Attendance**

All grades—Texas law requires children age six through nineteen to attend school. (TEC, 25.085b). A child who is required to attend school under the law (TEC,25.85a) shall attend school each school day for the entire period the program of instruction is provided.

On enrollment in Pre-kindergarten or Kindergarten, a child must attend school (TEC,25.085c). However, if a child has not reached mandatory compulsory attendance age (6 years old as of September 1 of the current school year) the child’s parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance rules.

- Pre-Kindergarten Eligibility – Students must be 4 years old on or before September 1 of the current school year and meet one of the following conditions:
  1. Student is LEP (Limited English Proficiency) – unable to speak and comprehend the English language, based on responses to Home Language Survey and a qualifying score on Oral Language Proficiency Test (OLPT).
  2. Student is Economically Disadvantaged (eligible for free/reduced lunch); or
  3. Student is Homeless as defined by Federal Law; or
  4. Student is a dependent of active duty military member (to include activated National Guard or Reserves) or a dependent of a person injured/killed/MIA during active military duty; or
  5. Student has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing
- Kindergarten Eligibility—Students must be 5 years old on or before September 1 of the current school year. Kindergarten students may be older than 5 years of age but not younger than 5 year of age, except for 4 year old students who meet requirements of the Interstate Compact for Military Families. No other exceptions will be made due to enrollment in another state, district or educational setting.  
State Law Requirements—Students enrolled in Kindergarten during the 2000-2002 school year, and after, will be required to meet the new testing requirements of Texas Education Code 28.0211. This requires students to take reading tests in the third grade, reading and math in the fifth grade, and reading and math in the eighth grade.
- First Grade—Students must be 6 years old on or before September 1 of the current year.  
EXCEPTIONS:
  1. If a student is 5 on or before September 1 of the current school year, and has COMPLETED PUBLIC SCHOOL KINDERGARTEN in another state; OR
  2. If a student is 5 on or before September 1 of the current school year, and has been enrolled in and receiving instruction in the public school 1<sup>st</sup> grade of another state.
  3. If a student is 5 on or before September 1 of the current school year and meets the requirements of the district’s First Grade Acceleration Procedure.
  4. If a student is 5 on or before September 1 of the current school year and meets the requirements of the Interstate Compact for Military Families.

**Procedures**

- Students who miss school are REQUIRED, upon their return to school, to turn in a note from their parent or guardian explaining the absence. When a student’s absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student’s extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances. It is up to the discretion of the administrator to declare the absences as “extenuating circumstances.” After a student has accumulated ten (10) absences at the elementary or middle school level, or three (3) absences per nine-week grading period at the high school level which have been excused by parent note(s), documentation from a health care professional will be required for any additional absences. Only in extenuating circumstances may the school nurse serve as the health care professional.

- It is expected that all notes be turned in to the attendance secretary or other appropriate person at the child's school within five (5) days of the student's return to school. Absences will remain UNEXCUSED until appropriate documentation is provided.

### **Unexcused Absences**

Absences with parental knowledge for reasons such as missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as UNEXCUSED. Students who miss all or any portion of a school day without the parent's knowledge will be considered TRUANT and will be disciplined accordingly. Truancies will count toward unexcused absences. Disciplinary action may include mandatory attendance at Saturday detention. When students accumulate unexcused absences from school, attempts will be made to notify parents as a courtesy.

The person discharging the duties of attendance officer of the school may investigate any case in which an excused absence is requested.

### **Accounting of Absences**

- All campuses designate their official attendance time at the beginning of each school year, which cannot be modified and falls within the 2<sup>nd</sup> instructional hour of the day.
- Students NOT in the classroom at this time will be counted absent for the entire day.
- Time out of class due to tardies or leaving school early will be accumulated by semester. If time exceeds 3 hours, the time will count as a day's absence for the purpose of awards for perfect attendance only.
- Absences due to documented appointments with a health care professional (note from health care professional required) will not be counted as a day's absence provided the student attends class for some part of the school day and completes all work missed during absence. Also included in this provision are absences due to court appearances, Religious Holy Days, and for the purpose of sounding TAPS for a military funeral in the state of Texas (grades 6-12 only).
- Perfect attendance awards will be given at the end of each semester to a student who has no absences.

### **Extracurricular Activity Absences**

Extracurricular activities are school sponsored activities that are approved by the local board of trustees. Participation in extracurricular activities may not result in more than ten days absence. No more than seven of these absences may occur in one semester. Absences under this category are defined as exempt absences.

It is important to note that student eligibility is based on grades not attendance. As long as the student is passing his/her classes with no grade lower than 70, the student is eligible to participate in extracurricular activities.

### **Attendance Hearings**

Parents will be notified by letter when their child has accumulated more than the allowable unexcused absences and has been denied promotion. If parents think any of the absences were due to extenuating circumstances, they should file an appeal petition and documentation with the attendance committee requesting reinstatement of promotion. Students denied promotion by the attendance committee may appeal the decision to the Board of Trustees.

## **Tardies**

Any student not in his/her assigned classroom when the tardy bell sounds will be counted tardy. If the student is in the classroom but not in his/her seat, the teacher will handle the incident as a discipline problem, not an attendance problem. Disciplinary action may include after school detention, lunch detention or Saturday detention. Transfer students are to maintain good attendance, including no tardiness, or the transfer request may be revoked.

## **Students Leaving During the Day**

Students may not leave the school grounds once they have arrived on the campus except with a parent, guardian, or authorized person. Parents are required to sign their child out through the office. This is for the protection of all students. Parent and/or any other adult picking up a child will be required to show identification before a student will be released.

## **Bus Rider Rules and Regulations**

The KISD Transportation Department is dedicated to safely transporting students to and from school, and to and from various school-related events. To accomplish this task, the help and cooperation of students, parents, and drivers is essential. Students and parents should read the KISD Transportation Student Rider's Safety Handbook.

## **Rider Eligibility**

Bus transportation provided by the district is a privilege and not a right, whether to and from school each day or on school-sponsored trips, and should be treated as such.

The Killeen Independent School District provides transportation services for elementary students who reside one or more miles from the home school, for high school and middle school students who reside two or more miles from the home school, or in a hazardous area as determined by the district. Special education students requiring transportation are transported in accordance with their Individualized Education Program (IEP).

## **Special Provisions**

Students riding the bus to and from school are under the direct supervision and control of the bus driver. Riding the bus is a privilege provided by the district and the privilege will be withdrawn if students fail to cooperate in following the bus rules or authority of the bus driver. Special rules are necessary for the safety and well-being of everyone on the bus. Failure to abide by these rules creates safety hazards for the student as well as all other individuals on the bus.

Parents will plan to have children at the bus stop five minutes prior to the scheduled pick-up time. Driver will not wait or honk and will not pick up a student unless he or she is at the designated stop. The Transportation Services Department uses an atomic clock web site ([www.time.gov](http://www.time.gov)) to maintain bus route time schedules. Parents should instruct their children on procedures to follow if the bus is missed. It is the responsibility of the parent to provide transportation to school if a child misses the bus. Students will actively participate in scheduled School Bus Emergency Evacuation Drills. Drivers and school officials are not responsible for stolen articles or items left on the bus.

The district may use the necessary equipment, resources, and personnel (including a Video/Audio Monitoring System) to monitor student behavior while providing safe transportation. Only district employees involved with the specific incident may view the recordings. Parents, guardians, or other non-district personnel may not view the videos.

### **Pre-K and K Student Accountability**

KISD Transportation Services Department has a unique method to identify and account for Pre-Kindergarten and Kindergarten students who ride school buses. Each student is provided a brightly colored pouch that is worn around the neck and it contains bus stop information. This pouch allows bus drivers to readily identify these students and deliver them at the correct bus stop and to a properly designated individual. Positive identification is required from any individual picking up a Pre-K or K student at the bus stop. As a safety measure, this positive identification is required daily from any individual (to include parents) picking up a Pre-K or K student at the bus stop. This ID must exactly match the pouch information. Please do not treat this request to present identification as harassment—we are just trying to keep children safe!

### **Parents should discuss the following basic rules with their child:**

- Students will abide by the district's rules and regulations concerning bus students, including conduct and dress code pertaining to respective campuses and grade levels.
- While on the bus, students are under the authority of the Killeen ISD. Students must follow the instructions from the drivers as they would a classroom teacher. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
- Students will identify themselves when asked to do so by the driver or other school official.
- In order for bus drivers to verify identity, student ID cards will be visibly worn above the waist at all times while on the bus (grades 6-12). For proper identification hoods will be removed while boarding the bus. Provisions of the *Student Code of Conduct* apply.
- Students must board and leave the bus only at the student's designated stop. In an emergency, approval for students to embark or disembark at a bus stop other than his or her own will be provided in writing on campus stationary, signed by the campus principal or assistant principal, and given to the bus driver when the student boards the bus. Drivers are not permitted to act on notes or letters from students or parents regarding a stop change.
- Only students who are eligible to ride may be transported and they must ride their assigned bus.
- The principal's jurisdiction extends to the bus stop. Inappropriate student behavior at bus stops will not be tolerated.
- The bus driver is required to assign seats. The student will remain in their assigned seat until instructed otherwise by the driver.
- A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
- Students will face forward for the duration of the trip and will keep their feet out of the bus aisle and on the floor in front of them.
- Remain seated while the bus is moving. Each student is expected to remain seated for the duration of the trip and until the bus door opens for departure.



- Normal conversation is permitted (no louder than classroom level); any loud noises may distract the driver and create an unsafe condition.
- In accordance with the *Student Code of Conduct* handbook, harassment in any form is strictly prohibited.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may bring about immediate bus suspension.  
Note: The appropriate law enforcement agency may be called in regards to any fight on the bus.
- Students will not extend any part of their body or any article out the window whether the bus is in motion or not.
- Do not spit or throw any object inside or outside of the bus.
- Safety hazards created when using a cell phone may result in a discipline referral.
- Photography is prohibited by everyone on the school bus unless the student has prior, written permission from the campus principal.
- Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid for by the person responsible.
- Students shall never attempt to operate the passenger door or other driver controls except in the case of extreme emergency.
- The emergency door and exit controls will be used by students only during supervised drills or actual emergencies. Unauthorized use of emergency equipment is prohibited.

### **Consequences for Bus Rules Violations**

Failure to abide by these bus rules creates safety hazards for the student as well as all other students on the bus. Student behavior while on the bus is governed by School Board policies and the *Student Code of Conduct*. The school bus is an extension of the classroom, and as such, all rules that apply in the classroom carry over to the bus.

If any of the above student behavior rules are broken, the bus driver will take appropriate action such as conferring with the student, recording the student's name and grade, assigning the student a different seat on the bus, and/or reporting the student to the appropriate school official.

After the bus driver makes a written report of the violation(s) to the campus administrator, appropriate action in accordance with the *Student Code of Conduct* will be taken.

Consequences for violation of bus rules will be determined by the campus administrator, and may include bus probation or bus suspension for a specified period of time.

Campus administrators may also suspend bus riding privileges for Pre-K and K grade students when the student has been returned to campus three times due to parental failure to be present (or have an authorized representative present) at the designated bus stop for afternoon delivery.

When a student is suspended from riding the bus, parents are responsible for providing transportation for the student to attend school. This is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and further disciplinary action may result.

## **Prohibited on School Buses**

- Weapons, explosives (such as fireworks), knives, taser or stun guns, chains, water guns, unsheathed pointed articles, laser light devices, or any other objects that could be considered dangerous or detrimental to safety, order, and discipline on the bus.
- Alcoholic beverages.
- Cigarettes, cigars, and any other tobacco products.
- Matches or cigarette lighters.
- Live animals or insects. Plants in dirt or other growing medium not in an enclosed or sealed container or bag.
- Skateboards, rollerblades, Heelys shoes with wheels extended, or other items that may roll around on the bus.
- Walkie-Talkies, push-to-talk devices, or paging devices of any kind.
- Radios, tape or MP3 players, IPODs, or any recording or replay device (with or without headphones) may not be used if a distraction or safety hazard is created.
- Students will keep aisles and areas beneath seats clear of loose items and obstructions. Articles such as projects, large band instruments (i.e. tuba, baritone horn or saxophone, other large instruments, etc.) which are too large to be held in the student's lap or which may impose on other riders will not be allowed on the bus. Students are not permitted to wear book bags and backpacks while seated on the bus. These items will be transported on the floor between the student's feet, on the student's lap, or on the seat next to the student (only if this does not restrict another student's ability to ride). Musical instruments will not be played on the bus. Students with crutches will rest them on the floor and hold them vertically between the legs.
- Students will not eat, drink, or chew gum on any route school bus. Bottles or cans, whether full or empty, open or closed, are not allowed on any route school bus. As an exception, water in plastic, re-sealable containers is allowed on the bus.
- Glass containers.
- Sporting equipment (balls, bats, rackets, etc.) must be in backpacks, cased, or left in the front of the bus. Multiple or bagged golf clubs are prohibited. Cleats of any type will not be worn on the bus.
- ROTC weapons are not permitted beyond the driver's compartment area.
- Students are not permitted to conduct personal grooming (brush/comb hair, apply make-up, use perfume/cologne, etc.) while on the bus. Hair brushing/combing can contribute to spreading of lice and some individuals are allergic to grooming products.

## **Accidents or Emergencies**

- Follow the bus driver's instructions.
- If you are told to leave the bus, stay in a group, otherwise stay on the bus.
- The following procedures will be used for evacuation in emergencies:
  - The two students nearest the door will open the door and hold it open.
  - Leave the bus in a single file as quickly and as quietly as possible.
  - Evacuation will start with the seat closest to the door and alternate from side to side.
  - When exiting through rear or side doors the "sit and scoot" method will be used; jumping from the bus is not permitted.
  - Once outside the bus, follow the driver's instructions completely.
- In the event of an accident, students are not permitted to leave the area unless cleared to do so by an appropriate KISD official.

## **Extracurricular Trips**

- Bus rider rules apply on all school-sponsored events.
- Discipline will be the responsibility of the building principal and the trip sponsor.
- Eating and drinking on buses used specifically for activity trips may be approved if requested by the trip sponsor in advance.
- The bus must be cleaned inside when returning from a trip. Students will assist the sponsors of trips by picking up trash on the bus and disposing of it properly.

## **Disruption of Transportation**

Detaining a school bus is a crime. Please be aware of the below provision from the Texas Education Code:

A person (non-student) who intentionally disrupts, prevents, or interferes with the lawful transportation of students to or from school or an activity sponsored by a school on a vehicle owned or operated by the school district has committed an offense under Section 37.126 of the State Education Code. This is a Class C Misdemeanor and subject to a fine of \$500.

A student who commits this offense will be dealt with by the campus administration as an administrative issue under the Student Code of Conduct.

## **Curriculum**

**Killeen ISD implements the TEKS Resource System Curriculum K-12 in the four core content areas, Language Arts, Mathematics, Science and Social Studies. TEKS Resource System** is a guaranteed and viable curriculum that clarifies and specifies the Texas Essential Knowledge and Skills (TEKS) in a vertical alignment format.

## **Promotion Policy**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. [Texas Education Code 28.021a]

- In grades 1-5, promotion to the next grade level shall be based on the following:
  1. an overall yearly average of 70 or above in language arts, mathematics, science, and social studies;
  2. a yearly average of 70 or above in language arts;
  3. a yearly average of 70 or above in mathematics. [KISD School Board Policy EIE Local]
- In grades 6-8, promotion to the next grade level shall be based on the following:
  1. an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas;
  2. a grade of 70 or above in each of the four core academic areas: language arts, including reading improvement if required; mathematics, including mathematics improvement if required; social studies; and science.
- In grades 9-12, grade-level advancement shall be earned by course credits. [See EIE]
- A retained student is provided the opportunity to earn promotion by attending the district-provided extend year program (summer school)
- A student may be retained in the current grade level, but the negative consequences of retention should be considered.
- Students receiving Special Education support may be considered for promotion by an Admission, Review and Dismissal (ARD) Committee if the student does not earn promotion based on the criteria above.

## **Student Success Initiative**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

- In addition to the above local standards for promotion, students in grades 5 and 8 must meet the passing standard on the state assessments in math and reading in order to be promoted to the next grade.
- Fifth and eighth grade students have three opportunities to meet the passing standard on both the reading and math STAAR tests. If a student in grades 5 and 8 fails to demonstrate proficiency on a state-mandated assessment, the student is provided accelerated instruction in accordance with state law.
- If a fifth and eighth grade student does not meet the passing standard after the 2<sup>nd</sup> administration, a grade placement committee, comprised of the principal, teacher, and parent or guardian, meets to create an accelerated instruction plan for the student to complete prior to the 3<sup>rd</sup> testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained. If the parent appeals the retention and the grade placement committee is in unanimous agreement, the student may be placed in the next grade level after additional accelerated instruction.
- Students receiving Special Education support who do not meet the passing standard after the 1<sup>st</sup> administration will have their state assessment results reviewed by an ARD Committee. Determinations regarding participation in subsequent assessment administrations, as well as the development of an acceleration instruction plan, will be conducted by the ARD Committee. Retention and promotion decisions will be made by the ARD Committee.
- Also, refer to **KISD School Board Policy EIE Local-X**.

## **Progress Reports**

A notice of progress must be provided to the parent or guardian of all students. Elementary progress reports are provided during the fourth week of each nine-week grading period and secondary campus progress reports are provided during the third and sixth week of each nine-week grading period. Parents are encouraged to schedule a conference with teachers so that both parent and teachers might work together to improve the student's achievement.

Progress reports regarding goals contained in Individualized Education Plans for students receiving Special Education support will be sent home every 9 weeks in conjunction with report cards.

## **Report Cards**

In accordance with Board Policy EIA (Local) report cards will be issued every 9 weeks. The report card should be checked carefully, signed, and returned as soon as possible.

## **Homework Procedure**

### **Philosophy**

The Killeen Independent School District endorses the use of homework as a researched-based instructional strategy that can increase student achievement, foster independence and responsibility, and serve as a vital link between school and home.

## Definition

Homework is defined as any learning activity completed by the student as an extension of classroom instruction, not including the self-assigned activities voluntarily undertaken by the student. The additional practice and application of knowledge and skills deepens understanding and proficiency; thereby, increasing student achievement.

*NOTE: Class work that could have been completed during the class time allowed is not considered homework even if the student is given the opportunity to complete the assignment at home.*

## Homework Guidelines

Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete them independently and successfully.

- Homework or the threat of additional homework will not be used to enforce discipline in the classroom.
- Homework will not be assigned during the following time with an exception made for study/review guides.
  1. Group standardized testing, district-approved criterion-referenced tests, and state assessments.
  2. Semester exams (grades 8-12)
  3. Official school holidays (does not include teacher workday)

*NOTE: Items 1, 2, and 3 apply only to those students who are involved in the testing.*

*NOTE: If long-term assignments are made, it is the responsibility of the teacher to plan those assignments and periodic progress checks for times that do not compel students to work during holidays(e.g., assignments should not be made shortly before holidays and be due shortly after holidays).*

- The recommended amount of time that students spend on homework varies by grade level:

K-2	Total not to exceed 30 minutes per day (includes long-term projects)
3	Total not to exceed 45 minutes per day (includes long-term projects)
4-5	Total not to exceed 60 minutes per day (includes long-term projects)
6-8	Total not to exceed 90 minutes per day
9-12	Total not to exceed 120 minutes per day
- Teachers will consider the cumulative effect of homework assignments (i.e., math +language arts + social studies, etc.; one-day assignments + prorated time for long-term assignments + study or reading time)
- It is anticipated that students will not have homework assignments in every class every day.
- Time recommendations are for diligent students taking regular-level classes. Students who work more slowly, who work with distractions (*television, iPods, text messaging, radio, and cell phone interruptions*) or who take honors-level classes (TAG, Pre-AP and AP) may exceed these estimates.
- It is the student's responsibility to prorate the time needed for long-term assignments.
- Each campus shall define late homework. Teachers shall have a flexible and consistent procedure to address late homework that is distributed to students and parents in written form. **Some possible options are:**
  1. Homework turned in within 5 days shall be accepted for full credit.
  2. Homework turned in within 5 days may be accepted for partial credit: 50%-70%.

3. Teachers choose not to accept late homework; however, lowest homework grade(s) will be dropped.
4. Make-up work will not count as homework unless the original assignment was homework.

### **Make – Up Work**

Student absent from school shall have the opportunity to make up all schoolwork assigned during their absence.

- Work assigned prior to the student’s absence shall be turned in or completed on the day the student returns to school.
- For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
  
- A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
- Students shall receive credit for satisfactory make-up work after an unexcused absence. The highest grade, however, for satisfactory make-up work after and unexcused absence shall be a grade of 50 percent. [KISD School Board Policy EIA Local]

### **Physical Education**

**The law requires elementary students to participate in physical education classes. Parents who have a child who is ill or has physical problems should send a note to the P.E. teacher. The teacher will adjust the class requirements accordingly. If the child’s condition lasts more than three consecutive days, the principal or administrative designee may request a doctor’s statement.**

### **Special Programs**

In order to meet the needs of all students, the Killeen Independent School District provides a variety of special programs.

#### **Bilingual/English as a Second Language/Migrant Program**

- The Spanish Bilingual Program helps students with Limited English Proficiency (LEP) to master the state curriculum and teaches English to all participating students. The Bilingual Program provides access to the state curriculum, builds knowledge and learning of academic subjects in the student’s first language and English, and instills self-assurance, confidence and cultural pride in the participating student.
- The ESL Program provides instruction using second language methods in English. Identified ESL students receive support in academic content areas that is structured to ensure that the students master the required essential knowledge and skills.
- The Migrant Program provides high-quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves. The program ensures that migratory children who move among the states are not penalized in any manner by disparities among the states in curriculum, graduation requirements, state academic content and student academic achievement standards.

## **Dyslexia**

Students who are identified through an evaluation process as exhibiting characteristics of dyslexia may be served in the dyslexia reading program. The program provides multi-sensory reading instruction specifically designed to meet the needs of students with dyslexia characteristics.

## **Section 504**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. Under Section 504, a student is considered “disabled” if he or she suffers from a physical or mental impairment that substantially limits one or more major life activity. For additional information or answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the campus 504 coordinator.

## **Special Education Program**

The Killeen Independent School District provides special education services to students with disabilities as provided in the Individuals with Disabilities Education Act, 2004. A child with a disability means a child who was evaluated according to the evaluation frameworks and determined by an Admission, Review and Dismissal Committee to have an intellectual disability, a hearing impairment, a speech or language impairment, a visual impairment, a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness or multiple disabilities and who, by reason thereof, needs special education and related services.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) 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 if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time. For those students who are having difficulty in the regular classroom, KISD schools will 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 the campus to meet needs of all struggling students.

### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30<sup>th</sup> due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education/504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: **Campus ARD Administrator**

Phone Number: **Contact Campus**

Section 504 Referrals: **Campus 504 Administrator**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.



### **Gifted and Talented Program (GT)**

The District's program for gifted and talented students is designed to serve those who perform or show potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment. The identification process begins with a nomination and parent permission to test. Parents may contact the campus GT contact for information and GT identification forms. Testing for students in grades 1-12 occurs throughout the school year. The KISD GT program follows the guidelines of the Texas State Plan for the Education of Gifted and Talented Students.

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

If a parent is concerned about his/her child's performance in school, he/she should contact the campus Response to Intervention Coordinator. The RtI Coordinator will refer the student to the RtI Committee. The RtI Committee is made up of teachers, administrators, specialists, counselors and other staff who will gather information regarding your child. This committee can make recommendations for immediate interventions and additional evaluation if necessary.

### **Parent's Right to Know**

As a parent or guardian of a student in Killeen ISD, you have the right to know the professional qualifications of your child's teachers. Specifically, you have the right to ask for the following information about your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please feel free to contact the campus principal.

### **Homeless Students/Homeless Awareness Response Program (HARP)**

Killeen ISD is committed to ensuring that all KISD children in homeless situations have the opportunity to enroll, attend, and succeed in school. For more information on services for homeless students, contact the KISD Liaison for Homeless Children and Youth, Phyllis Rosen at 336-0372 or via email at [Phyllis.Rosen@killeenisd.org](mailto:Phyllis.Rosen@killeenisd.org). Caa-si-eki Justice, HARP counselor, can also provide information. She may be reached at 336-0266 or via email at [Caasieki.Justice@killeenisd.org](mailto:Caasieki.Justice@killeenisd.org).

### **Students in Protective Custody of the State/Foster Care**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. Please contact Phyllis Rosen, the KISD Foster Care Liaison, at 336-0372 or via email at [Phyllis.Rosen@killeenisd.org](mailto:Phyllis.Rosen@killeenisd.org) with any questions.

IF A CHILD HAS PARTICIPATED IN ANY SPECIAL PROGRAM AT A PREVIOUS SCHOOL, PARENTS SHOULD NOTIFY THE CAMPUS SO THAT RECORDS MAY BE REQUESTED FOR REVIEW. SPECIAL SERVICES WILL NOT BE PROVIDED UNTIL ELIGIBILITY FOR SUCH SUPPORT HAS BEEN VERIFIED OR DETERMINED.

MORE INFORMATION ABOUT ANY OF THESE PROGRAMS MAY BE OBTAINED AT THE CAMPUS OR BY CALLING THE DEPARTMENT OF CURRICULUM AND INSTRUCTION AT 336-0250.

## **Student Records**

### **Falsifying Official Documents**

It is against the law to falsify any official document, including school registration forms or birth certificates "...a person who knowingly falsifies information on a form required for enrollment of a student in a school district is (financially) liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of: (1) The maximum tuition fee the district may charge..." or (2) The amount the district has budgeted for each student..." 25.001 (h) TEC

### **Directory Information**

It is important to know that:

- Directory information is open to the public and will be released to all who file a written request with the Superintendent or designee. It includes the following: the student's name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams dates of attendance, awards received, the most recent previous school attended by the student, and other similar information. KISD School Board Policy FL (Local)
- A parent may file a written request with the principal stating that he/she does not want directory information released. This objection must be made in writing to the campus principal within ten days of the issuance of this notice. Family Education Rights and Privacy Act, 20 U.S. C. SEC 12342G.
- A request to deny the release of information must be submitted within ten (10) days of the student's enrollment in school; however, principals may accept a written request at any time special circumstances arise.
- The restriction cannot be selective as to which requesters to honor.
- The restriction must be requested prior to the school delivering directory information to a requester.
- The school takes no responsibility to notify a parent of the request for directory information.

### **Emergency Telephone Numbers**

It is very important for the school to have current home, work, and emergency telephone numbers. These numbers are necessary in case a child becomes ill, is injured, or any other emergency occurs during the day. If these phone numbers change during the year, parents should contact the school immediately so that their child's emergency information may be updated. **Students may not be released to those not listed on the registration card (natural parent may be an exception).**

## **Student Educational Records**

A parent has the right to

- Inspect and review the education records of the student unless his/her rights have been removed by a court order. The parent may request that the information in the records be corrected if he/she believes it is inaccurate, misleading, or violates the privacy or other rights of the student.
- A hearing, and to place a statement commenting on the information in the student's record if the District refuses to amend the records.
- File a complaint with the U.S. Office of Education if he/she believes that the District is not in compliance with the law regarding student records.
- Request a copy of the student's academic records

Access to student education records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by KISD Board Policy FL. Copies of these documents are located in the Central Administrative Office of the District and in the office of the principal of each school.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated.

**The address of the Superintendent's office is:**

**200 North W.S. Young Drive  
Killeen, Texas 76541**

## **Transfer of Student Records**

- Students moving to another school or school district should notify the school office by sending a note or telephoning. The office needs at least two days' notice in order to prepare the records.
- Records for in-district transfers will be sent through school mail. Records for out-of-district transfers will be sent upon request from the new school district or may be picked up in the school office to be hand carried.
- The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

## **Withdrawal Procedures for Students**

To ensure a smooth withdrawal for students from KISD, parents should begin the withdrawal procedure several days prior to the student's last day of attendance. A general withdrawal form will be given to students and parents at the time of withdrawal; this document is usually sufficient for enrollment in another school. Copies of additional documents such as special education or gifted education records will be provided with 48 hours' notice. The withdrawal process will take place at individual campuses through third week of June; between fourth week of June and third week of July the withdrawal process for elementary and middle school students will take place at the Student Services, Killeen Learning Support Services, 902 North 10<sup>th</sup> Street, Killeen.

KILLEEN INDEPENDENT SCHOOL DISTRICT  
**MEDICATION PROCEDURES FOR THE ELEMENTARY STUDENT**

At times a student may have an illness/condition which does not prevent the student from attending school but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**
4. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:
  - The student's name
  - The name of the medication
  - The prescribed dosage
  - The condition or disease necessitating the medication administration
  - The time(s) or circumstances under which the medication is to be administered
  - The student is capable of self-administering the medication
  - The period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

**Parents shall be solely responsible for the actions of their students with regard to self-administered medications.**

5. Over-the-counter medication will not be administered to students without written permission from the parent/legal guardian **AND** the physician that specifies:

- The student's name
- The name of the medication
- The dosage
- The condition or disease necessitating the medication administration
- The time(s) or circumstances the medication is to be administered

The medication must be in the original bottle. It can have a prescription label, but it is not required.

**Elementary students are not allowed to self-administer nonprescription medication except for applying personal use items which requires a parent signing a personal use consent form. Personal use items include sunscreen, lip balm, and lotion.**

**Please ask your clinic staff for the parent consent for applying these items. Parents shall be solely responsible for the actions of their students with regards to self-applying personal use items.**

6. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.
7. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]
8. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
9. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. Elementary Students **should not** be transporting medication to or from school. School personnel **may not** send home any medication of any type at any time with a student unless the requirements have been met for the student to self-administer the medication. The parent must pick up the medication or give written authorization for another responsible adult such as a daycare provider or friend to pick up the medicine. **The school district is not responsible for any medication sent to the school with a student.**
10. Any unused medication left in the school clinic at the end of the school year or when a student withdraws must be picked up by the parent/guardian or responsible person designated in writing by the parent/guardian. Any medication that is not picked up on the last day of classes will be destroyed at the end of that day by school officials.
11. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
12. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
13. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
14. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
15. Now FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by

school personnel. The parent/guardian may administer the products so long as the use does not interfere with the health or well-being of other students.

16. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
17. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
18. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.

## KILLEEN INDEPENDENT SCHOOL DISTRICT MEDICATION PROCEDURES FOR THE MIDDLE SCHOOL STUDENT

At times a student may have an illness/condition which does not prevent the student from attending school but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school or on the KISD website.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. Written permission from the parent/guardian and physician must accompany the medication container. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**
4. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. The school district is not responsible for any medication sent to the school with a student until the medication is received by the nurse or clinic aide.
5. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:
  - The student's name
  - The name of the medication
  - The prescribed dosage

- The condition or disease necessitating the medication administration
- The time(s) or circumstances under which the medication is to be administered
- The student is capable of self-administering the medication
- The period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

6. Middle school students may **self-administer** over-the-counter medications, if they possess a note from a parent/guardian that gives them permission to self-administer a specific over the counter medication.

**The note must specify:**

- A. The reason the medication is to be taken
- B. The dose
- C. The time(s) the medication is to be taken
- D. The student's name
- E. Name of medication
- F. Date(s) to be taken and date that the note was written

The medication must be:

- A. In the original container
- B. The student's name must be on the container.

**Parents shall be solely responsible for the actions of their students with regard to self-administered medications.**

7. **Nonprescription** medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**.
8. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]
9. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
10. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**
11. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.
12. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
13. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
14. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
15. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.

16. Now FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. Middle School students may self-administer with parent note so long as the use does not interfere with the health or well-being of other students.
17. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
18. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
19. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.
20. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs.

**KILLEEN INDEPENDENT SCHOOL DISTRICT**  
**MEDICATION PROCEDURES FOR THE HIGH SCHOOL STUDENT**

If a parent and/or physician deem it essential for a student to take medication during school hours, the following procedures will be followed:

1. Secondary students are assumed to be mature enough to dispense whatever medication might be approved by their parents. Therefore, the school will not become involved in monitoring, administering, or storing medication for secondary students unless specifically requested by the parents in accordance with the procedures outlined below for the administration of medication by school employees.

If the parent believes it to be essential for a student to self-administer nonprescription (over-the-counter) or prescription medication other than an asthma inhaler or anaphylaxis medication at school, **the student must have a note in his/her possession** stating that the parent has given permission for the student to self-administer a specific nonprescription (over-the-counter) or prescription drug.

**The note must specify:**

- A. The reason the medication is to be taken.
- B. The dose.
- C. The time(s) the medication is to be taken.
- D. The student's name.
- E. Name of medication.
- F. Date(s) to be taken and date that the note was written

**The medication must be:**

- A. In the original container.
- B. If the medication is non-prescriptive (over-the-counter), the student's name must be on the container.
- C. If the medication is prescriptive, the student's name must be on the prescription label.



**Parents shall be solely responsible for the actions of their students with regard to self-administered medications.**

2. If a student needs to carry an asthma inhaler or anaphylaxis medication, the parent must provide written permission from the parent/legal guardian **and** the physician. The written permission must specify:
  - A. The student's name
  - B. The name and purpose of the medication
  - C. The dosage
  - D. The condition or disease necessitating the medication administration
  - E. The time(s) or circumstances the medication is to be administered
  - F. The student is capable of self-administering the medication**

The physician's written permission and a copy of the parent's permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

**Parents shall be solely responsible for the actions of their students with regard to self-administered medications.**

3. Prescription and Nonprescription medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**. A prescription label is not required on the Nonprescription medication.
4. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [See policy online FFAF (Legal)]
5. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
6. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**
7. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
8. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
9. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
10. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
11. Now FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. High school students may self-administer with parent note so long as the use does not interfere with the health or well-being of other students.

12. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.

13. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.

14. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.

15. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs.

### **Reasons for Exclusion**

- **Live Head Lice** - may return to class after treatment and re-examined by the clinic
- **Contagious Diseases** - students are to be excluded from school and school activities when the possibility of spreading a disease from person-to-person is high. Some contagious diseases from the State of Texas found in the TAC Title 25 Part 1 Chapter 97 "Control of Communicable Diseases" are listed below with their re-admission criteria.
  - Amebiasis – exclude until treatment is initiated
  - Camphylobacteriosis – exclude until after diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications.
  - Chickenpox—exclude until the lesions become dry or if lesions are not vesicular, until 24 hours has passed with no new lesions occurring.
  - Common Cold—exclude until fever free for 24 hours without the use of fever suppressing medications.
  - Conjunctivitis (Pink Eye), bacterial and /or viral-exclude until permission and/or paperwork is issued by a physician or local health authority or until symptom free.
  - Fever—a temperature of 100 degrees Fahrenheit or higher, exclude until fever free for 24 hours without the use of fever suppressing medications.
  - Fifth disease—exclude until fever free for 24 hours without the use of fever suppressing medications.
  - Gastroenteritis-exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications.
  - Giardiasis-exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications.
  - Hepatitis A-exclude until one week after onset of illness.

- Infections (wounds, skin and soft tissue) – exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised.
- Infectious mononucleosis – exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications.
- Influenza—exclude until fever free for 24 hours without the use of fever suppressing medications.
- Measles (Rubeola)—exclude until four days after rash onset or in the case of an outbreak, unimmunized children should also be excluded until at least 21 days after the onset of the last rash.
- Meningitis, Bacterial-exclude until 24 hours after start of effective treatment and approval by health care provider.
- Meningitis, Viral—exclude until fever free for 24 hours without the use of fever suppressing medications.
- Meningococcal infections (invasive disease) – exclude until 24 hours after start of effective treatment and approval by health care provider.
- Mumps—exclude until 5 days after onset of swelling.
- Pertussis (whooping cough)—exclude until completion of five days of antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier.
- Ringworm – none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.
- Rubella (German Measles) – exclude until 7 days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least 3 weeks after the onset of the last rash.
- Salmonellosis— exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications.
- Scabies—exclude until treatment has begun.
- Shigellosis—exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications.
- Streptococcal sore throat and scarlet fever —exclude until 24 hours from time antibiotic treatment has begun and fever free for 24 hours without the use of fever suppressing medications.
- Tuberculosis, pulmonary –exclude until antibiotic treatment has begun AND a physician’s certificate or health permit obtained.
- Typhoid fever – exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications and 3 consecutive stool specimens have tested negative for Salmonella Typhi.

**Bacterial Meningitis** - is an inflammation of the covering of the brain and spinal cord and can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and least serious form, but bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pain, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

There are ways to prevent you from contracting the disease. Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7-10 days for up to 5 years. **If you think you or a friend might have bacterial meningitis, seek prompt medical attention.** It should be understood that these communicable disease policies may be altered by the student's physician to fit special cases. However, a statement from the physician must be presented to the school authorities. It should be noted that this is not an all-inclusive list. If you have a question concerning your child's illness, please confer with the school nurse.

### **What Is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

### **What are the Symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How serious is Bacterial Meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

### **How is Bacterial Meningitis Spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing a drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

### **How Can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are only used in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups of college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years. **What Should You Do If You Think You or a Friend Might Have Bacterial Meningitis?** Seek medical advice immediately.

### **Injury or Illness at School**

The school will care for minor injuries which occur at school, but are not responsible for the treatment of injuries that occurred at home. In case of serious injury, the parent/guardian will be called immediately. If parent/guardian cannot be contacted in the event of a serious injury, the school will get immediate medical attention for the child. If the service of an ambulance is necessary, THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST.

## General Information/Expectations

**Interstate Compact** on Educational Opportunity for Military Children Enacted by S.B. 90  
State of Texas

The purpose of the Compact is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. Some of the areas in which the Compact may apply are as follows:

- Enrollment
- Class/grade placement
- Extracurricular activities
- Special programs
- Attendance/absences
- Power of Attorney/guardianship

Senate Bill 90 may be found on the KISD website at [www.killeenisd.org](http://www.killeenisd.org) under the Superintendent link.

### **Use of Computers**

KISD incorporates many forms of technology into our daily instructional lessons and activities. Students engaged in KISD classrooms will from time to time have access to numerous forms of technology resources such as online content offerings and media sites via the internet. With this student access comes student responsibility. We encourage students and parents to familiarize themselves with district policies and procedures addressing this access. A copy of the Student Acceptable Use Policy may be found in the Student Code of Conduct. A parent/student permission form is included. Violation of the KISD Student Acceptable Use Policy could result in termination of network access and disciplinary action.

### **Textbooks**

Student textbooks are the property of the State of Texas. Textbooks must be covered at all times. Book covers are furnished and are free to the student. Students losing or destroying a textbook will be charged the purchase price for replacement. Fines may be assessed for minor damage. This policy applies to library books also. By state law, schools have the right to deny the assignment of textbooks to students until all previous textbook records have been cleared. Consequently, a text for classroom use only may be issued until resolved.

- **Textbook Returns:** Students must return textbooks to their campus on the last day of school, or no later than the 3<sup>rd</sup> Friday in June. Property Management will not accept textbooks from students after this date.
- **Textbook Refunds:** Students may receive a refund of lost textbook **at their campus** up to the 3<sup>rd</sup> Friday in June.
- **Textbook Refunds:** Students may receive a refund of lost textbook **at Property Management** up to the 3<sup>rd</sup> Friday in July.
- **Textbook refunds** after this date will not be processed.

## **Killeen ISD Parent, Family and Community Engagement Programs**

### **Campus Visitors:**

All visitors, including parents/guardians, family members, staff, state/county/local personnel not on official duty must report to the office and register with our computerized Visitor Management and Alert System using a personal driver's license, military or state issued ID card. While visiting in the school, **as a visitor you must** wear a visitor's badge. This is done as a protective measure for your child and campus personnel. Parents are welcome to visit the classroom with principal's approval; however, keep in mind that uninterrupted instruction is vital to student learning. Thank you.

### **Parent-Teacher Conferences**

KISD believes that strong Parent/Teacher relationships are important to support student learning. All teachers have a scheduled conference period. Parents who desire a conference should feel free to set up an appointment with the teacher. This may be done by sending a note to the child's teacher, logging onto the school's staff website or calling the school office. Conference days are decided at the campus level. **Check with your child's school for specific dates and to determine your child's teacher/s daily conference period/s.**

### **Volunteers:**

Volunteerism is one of the greatest gifts that parents, family, students and community members can give to support our schools and give back to communities. Parents, family, students, community members and our military heroes, have given thousands of hours of volunteer service. We encourage you to continue this amazing effort. You give time and touch hearts in our community daily. Your service of over 80,000 hours contributed by 9,000 plus volunteers as of March 31, 2018 reminds us of just how selfless of a community we reside in and one that believes in caring for one another. If you were not involved as a volunteer during the 2017-2018SY, and are interested in volunteering your time, expertise, or talent during the 2018-2019 school year, contact your campus volunteer coordinator, parent liaison, child's teacher or the District Parent, Family & Community Engagement Specialist at (254)336-0211/0208. Thank you for all that you have done and all that you will do. Let us chart our course to make 2018-2019 an even greater year of volunteer service affecting student achievement!

### **Parent, Family and Community Engagement:**

Parent, family and community engagement in KISD effects the lives of families daily. We believe that relationships between parents/guardians, family, students, schools and community are essential to a comprehensive well-rounded education for all children. Harvard University and other research studies, support the benefits of engagement of parents, family members and other significant adults in a child's life. The engagement/involvement is a significant impacting factor on the learning and future productivity of students. Activities and opportunities that have evolved because of these relationships; we believe, have allowed KISD transform into a district that not only exhibits the rewards of parent, family and community engagement, but truly *values* this component. Our campuses continue to offer multiple ways in which parents, family and community members may become partners working together to improve academic achievement and student success, as well as meet social, athletic, emotional and vocational needs of all students. **KISD supports families and schools!** The district's Parent, Family & Community Engagement Office (*Special Program's Department*) and the *Student, District and Community Relations Department* work to ensure that all needs or concerns are addressed.

The district had 18 parent liaisons, 4 that are bilingual and all are housed on Title I and Bilingual campuses to support their schools, parents and family members. At schools without a parent liaison, Assistant Principals, Counselors, Campus Instructional Specialists and others take on the role of Parent Program Contacts, ensuring that parenting partnerships thrive. The following activities offered at the campus and/or \*district-wide levels.

- **\*Empowered Parents Workshops:** 2 hour workshop sessions on current topics of interest offered on the fourth Wednesday morning of each month, unless there is a conflict. These sessions focus on school information, family dynamics and learning related topics of interest to parents, family and community that will have an immediate impact for participants. Most of the topics are identified by parents/guardians, family and community members. During these sessions, we address a broad range of topics that link to challenges, questions and needs of families. A schedule for the 2018-2019 school year will be available on the Parent, Family & Community Engagement website and the Student, District, and Community Relations website. (*July 30, 2018*)
- **Computer Skills for Parents & Others:** This initiative's purpose is to assist parents/guardians, family & community members and others in becoming more computer literate and proficient. Participants are enabled to more effectively support student learning, increase their own skill level and discover a new sense of accomplishment, while remaining technologically in sync to what students are learning in school and experiencing on a daily basis. We invite you to take the challenge and become a **KISD PIP – (Plugged in Parent)**. Check on the parenting website for the 2018-2019 schedule of sessions. (*Advertising to begin July 2018 for the 2018-2019SY*)
- **Early Literacy Clubs:** (*Names vary by campus—"The ELF Club, etc.:*) This activity is offered by campus-based parent liaisons/program contacts through-out the school year. Early Literacy Clubs offer pre-skill learning opportunities for young ones and parents. The activities focus on fostering a love of learning, reading, oral language development, movement & socialization skills and fine & gross motor skill development while incorporating music to help lay the basic foundation learning skills necessary for student success. A healthy snack is provided. For the 2018-2019 school year, early literacy sessions are offered on various days and times at specific campuses. Children targeted are 0-4 years of age, not yet enrolled in school. Age ranges served may vary slightly by campus. Check with your campus parent liaison or the district office for Parent, Family & Community Engagement, Special Programs at (254)336-0211/0208 for more information. You may request a brochure that lists ages, campus, days & times.
- **Summer Early Learners Club:** Early literacy club initiative (formerly Summer Hot Tots) offered at the district-level each summer at a specified location. Open to children 0-4 years of age not enrolled in school. This is a summer enrichment and extension of the early literacy club provided at campuses during the regular school year. (Look for flyers and advertising about the program) or call (254)336-0211/0208. Early Learners 2018: June 18-21 & 25-28 at Ira Cross ES – 1910 Herndon Dr., Killeen, TX 76543. 9:30am-11:30am or 1:00pm-3:00pm, Monday-Thursday
- **ELL & TxCHSE-(GED) Learning Opportunities:** Those wishing to improve or master the English language can begin to do so by attending our **English Language Learners** three-hour classes. ELL classes offered during the regular school year on Thursday and Friday mornings and afternoons, 9:00am - 12:00pm and 1:00pm-4:00pm JPLC, 902 Rev. R.A. Abercrombie Dr., Killeen, TX 76543.



**GED Learning Sessions:** offered at the Jackson Professional Learning Center, Monday and Wednesday evenings 5:00pm–8:00pm. ELL & TxCHSE offered thanks to the partnership between CTC & KISD. Call 254-336-0208/0211 or CTC Adult Ed. at 254-526-1120 for more information.

- ***\*For Kids' Sake Seminars:*** Court mandated and/or attorney recommended four-hour seminar provided as a service for divorcing parents. They are designed to support families through the difficult challenge and transition of divorce. Seminar instructional focus is on the child, what parents can do to support child/ren at each developmental age and stage, as they face the stressors and strains of divorce. Adult actions that have a significant negative impact on children are identified. Tools to design an effective co-parenting plan are provided.  
Seminar sessions held once per month, the fourth Saturday pending schedule conflicts. Seminar cost is \$40.00 per person. Session time is 8:30am-12:30pm. **You may register by calling (254)336-0208/0211.** Call our Parent and Community Engagement office for specific dates, additional information, or to request a schedule for the 2018-2019SY. Schedule posted on the parenting website. (July 30, 2018)
- ***Parent Academy:*** Offered twice annually, once in the fall and spring. An early evening collection of multiple workshop topics designed to meet student and family needs at all levels. Advertising and flyers distributed to announce event dates. Check the parent, family and community engagement website or call (254)336-0211/0208. Join PAC and help design the event and select topics.
- ***Rising to the Top Workshops:*** Workshop sessions that explore and present many different topics of interest that support parents as we learn the latest research-based information to enhance skills for one of the most difficult jobs in existence: **parenting**. Our parenting program curriculum, **PPE-Practical Parent Education** is used at the campus and district levels. Varied topics of interest are covered such as “The Bully and How to Handle it”; “When It Happens To Your Child”; “Helping Your Child With Homework”; “Keeping My Child Safe-Sexting/Texting”; “Preparing For College”; and many other topic of interest for today’s busy parents. Check with your **campus parent liaison, parenting program contact, or district Parent, Family & Community Engagement Specialist** for more information. Suggestions for topics you would like to study contact our office at (254)336-0211 or email [Brenda.Smith@killeenisd.org](mailto:Brenda.Smith@killeenisd.org).

It is our goal to support **you**, the parent, and all of our families, however possible. If you have a concern or question, want to give feedback or just say “hello”, then give us a call. Let us know your views on how we are doing at meeting **your** needs. We are here to help you navigate the system, focusing on resources to assist with your child’s education and success. We are here to help you find answers and utilize the most current research-based strategies that will support you and your family, as the partners that we are in the education of your child/ren. You can reach us at (254)336-0211/0208. Visit the **Parent, Family & Community Engagement website** on our KISD web page: [www.killeenisd.org](http://www.killeenisd.org). Click on “Departments”, select “Special Programs” then click the link for “Parent, Family & Community Engagement”. **Thank you for the opportunity to support you and your family. KISD Parent, Family & Community Engagement. See our District Level Written Parent and Family Engagement Policy 2018-2019 on the next page.**

## **Killeen ISD Written Parent & Family Engagement Policy 2018-2019**

**Vision:** KISD focuses on cohesive partnerships between parents, family members, guardians, students, campuses, district & community members. We do this to ensure that a well-rounded comprehensive educational program is in place that honors diversity in culture and learning styles while enhancing the students' academic abilities. Students will engage in superior, meaningful, relevant learning opportunities, which prepare them for future success.

**Purpose:** To build and nurture strong relationships between schools, parents, family members, guardians & community to enhance the capacity for strong, **meaningful** parent and family engagement and increased student achievement.

### **KISD PARENT & FAMILY ENGAGEMENT PROGRAM EXPECTATIONS ARE:**

- To increase the effectiveness of our parent and family member engagement program by conducting winter & spring evaluations, utilizing data & technology to identify barriers and develop new strategies that will guide the revision of our policy annually.
- To ensure coordination and integration of parent and family engagement strategies and activities with other programs at the district and campus levels targeted at increasing student achievement.
- To provide schools coordination, technical assistance, and planning support in program implementation, resulting in diverse parent and family member engagement activities that aid program implementation, resulting in effective parent and family engagement strategies that support increased academic student achievement in *all* core subject areas and promotes healthy eating and life-style choices.

### **The Written Parent and Family Engagement Policy is designed around our district's vision, mission, objectives and values. As a result of these shared ideas:**

- KISD, parents & family members, community and schools will work together as a team to develop training opportunities for staff, intended to ensure superior academic achievement for all students.
- Schools will provide a friendly, responsive environment in which parents & family members feel welcome as partners. Opportunities to engage in parent & family organizations (*please visit your campus website for campus specific information*) in the comprehensive, rigorous, educational process built upon integrity, respect, and a caring attitude. KISD provides technology innovation for classroom support, leadership development, parent & family and community engagement; so that diverse learning styles are honored and students achieve to their maximum potential.
- District financial accountability that allows transparency and input from all concerned parties as a key component to providing maximum efforts focused on educating all students to their full potential for future success in the endeavors of their choice.

### **As a result of our stated vision, purpose, expectations, mission, objectives and values, we pledge to:**

- Improve home-school communication via: websites, newsletters, phone calls, home and campus visits, voicemail, Home Access Center, on-going conferences, Special Programs, Parent & Family events, parent resources and forms of written communications to the extent feasible, in the language parents & family members can understand.
- Maintain our Volunteer Program, Special Education Parent Resource Center, knowledge and skills in school, support for daily at home, Head-Start and other public pre-school learning and support sites, in order to increase student achievement, parent and family attendance at district and campus level parent &

family empowering learning opportunities. These are a few examples of the types of activities offered. (*Visit KISD webpage, select Special Programs Department, select Parent, Family & Community Engagement, click the + to see flyers*)

**Thank you District PAC** (*Parent Advisory Council*) for being the parent, family and community voice in this process! Do **you** want to participate as a PAC member? Here is how! Call 336-0211/0280 or Email: [Brenda.Smith@killeenisd.org](mailto:Brenda.Smith@killeenisd.org). Comments and questions welcomed. Lend your voice and be heard! Serve on the 2018-2019 PAC (Parent Advisory Council).

### **Classroom Teacher Qualifications**

As a parent or guardian of a student in Killeen ISD, you have the right to know the professional qualifications of your child's teachers. Specifically, you have the right to ask for the following information about your child's classroom teachers:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
4. Whether paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive specific information about your child's teacher or paraprofessional, please feel free to contact the campus principal.

**Statement of Nondiscrimination**

The Killeen Independent School District does not discriminate on the basis of race, color, creed, national origin, religion, age, gender, or disabilities in the benefits, programs, activities, or services offered by the district.

**Title II, Title IX and Section 504 are specific laws that protect you against discrimination.**  
Should you have any concerns of violation of these rights please contact

Professional Standards Administrator  
Courtney Dickey  
200 North W.S. Young Drive  
Killeen, Texas 76541  
(254)336-0041

Should you have any concerns about Section 504 Student Rights, contact

Content Development  
Michelle Oswalt - Elementary  
Chiquata Wright- Secondary  
902 North 10<sup>th</sup> Street  
Killeen, Texas 76541  
(254)336-0374  
(254)336-0207

Should you have any concerns about Title II Rights, contact

Student/District/Community Relations  
Angenet Wilkerson  
902 North 10<sup>th</sup> Street  
Killeen, TX 76541  
(254)336-1707

## **Harassment**

Anyone who has a complaint alleging harassment by other student(s) or harassment or abuse by an employee should request a conference with the principal, the principal's designee, or the District's Title IX coordinator. A conference will be scheduled within five (5) days after receiving the complaint. An investigation will be coordinated by the principal or Title IX coordinator and should be completed within ten (10) school days. Parents will be informed of any delays due to extenuating circumstances. Any complaints should be made in writing.

### **The Student Title IX Coordinator**

Jennifer Washington  
4100 Zephyr Road  
Killeen, Texas 76543  
(254) 336-2827

### **The Adult Title IX Coordinator**

Courtney Dickey  
200 North W. S. Young Drive  
Killeen, Texas 76540  
(254) 336-0041

**Notification of Rights under FERPA for Elementary and Secondary Schools the Family Educational Rights and Privacy Act (FERPA)** affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Killeen Independent School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);

or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. *A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Killeen Independent School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)** PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- **Receive** notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

**Killeen Independent School District will develop and adopt policies**, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes,

**Killeen Independent School District will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. **Killeen Independent School District** will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Smoke-Free Policy**

Under no condition will smoking be allowed inside school facilities regardless of the time or the event. The use of any other tobacco/E-cigarette product is also covered in this policy. The basis for the policy is an underlying conviction by the administration and the school board that the use of tobacco products and tobacco smoke creates substantial health risks to students, employees, and the general public.

### **Pesticides**

As part of our commitment to provide your child with a safe, pest-free learning environment, the Killeen Independent School District (KISD) may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on KISD property are made only by trained and/or licensed applicators. Should you have questions about this districts' pest management program or wish to be notified in advance of pesticide applications, please submit your request(s) by e-mail or in writing to the district's IPM Coordinator, Paul Duerre. His contact information is listed below.

Paul Duerre  
Environmental Specialist/IPM Coordinator  
110 North W. S. Young Drive  
(254) 336-0071  
[Paul.Duerre@killeenisd.org](mailto:Paul.Duerre@killeenisd.org)

## Annual Notification for Asbestos

Memo To: Parents, Staff, Contractual Workers

From: Paul W. Duerre, CIE  
KISD Environmental Specialist

Reason: AHERA Notification

As required by the Environmental Protection Agency regulation 40 CFR Part 763.93 and the Texas Asbestos Health Protection Rules (TAHPR) §295.31- §295.73, hereby notifies staff, contractual workers, and parents, guardians, managing conservators of students that Killeen ISD has inspected all facilities for the presence of asbestos-containing building material (ACBM). If an asbestos management plan is warranted (required) due its presence in a facility, it is available for review in the administrative office of that school. Original documentation may be viewed at Killeen ISD Administration, Facilities Services, Environmental Division, 110 North W.S. Young Drive, Killeen, Texas 76543-4025. Periodic surveillance is performed by staff personnel, while a 3-year re-inspections of the asbestos-containing material within a particular school is performed by a state licensed asbestos inspector.

Please note that during the course of the year maintenance work or abatement may be needed to repair or remove damaged ACBM. This work will be done by trained asbestos (TDH licensed) personnel. ACBM removal activities or projects will be performed when students, staff and other workers are not on-site, whenever possible.

No work should be performed on or near known or suspected asbestos-containing material (ACM) until the work has been approved by either:

- Paul Duerre (KISD Asbestos Designated Person) @ (254)336-0071, or
- Killeen ISD Construction Services) @ (254)336-0079.

All questions regarding the school's asbestos management plan should be directed to Paul Duerre, KISD Environmental Specialist.



### **Check Acceptance Policy**

All checks written to Killeen Independent School District must be imprinted with name and address of check writer (**NO TEMPORARY CHECKS WILL BE ACCEPTED**).

We will gladly accept your checks when you provide the following information:

- Current home address
- Home phone number
- Work phone number

By signing your check, you authorize **Checkredi** (if your check is returned by your bank unpaid) to electronically draft your account for the check amount plus the maximum legal returned check fee and tax provided by state law.

### **School Meal Prices 2018-2019**

Elementary breakfast	\$1.50
Elementary lunch	\$2.50
Secondary breakfast	\$1.50
Secondary lunch	\$2.75
Adult breakfast	\$2.50
Adult lunch	\$3.75

### **PayPAMS**

Prepay online with a credit card or electronic check from the comfort of your home or office. A flat fee of \$1.95 will ONLY be charged if you put money into the student account. You must make a minimum payment of \$10.00. Please allow 1-2 school days for your account to update at the school.

- Prepay for your student's meals online or by phone safely and conveniently.
- Choose Visa, MasterCard, Discover, electronic check or debit card.
- Set up your account for automatic payments when balance is low.
- Access meal account balances online - free.
- Access payment history online - free.
- Receive e-mail notification of balance status automatically.
- Receive e-mail confirmation on automatic payments.
- Register multiple students under one account.

**Manage Your Account:** Simply enter your username and password to access your account at **<http://www.PayPAMS.com>**. You can make payments, view your student's account balance, view payment history, and change your payment preferences twenty four hours a day, seven days a week!

### **Elementary Schools:**

1. **Alice W Douse** 700 Rebecca Lynn Lane, Killeen 76542 - 336-7480
2. **Bellaire** 108 West Jasper, Killeen 76542 - 336-1410
3. **Brookhaven** 3221 Hilliard Avenue, Killeen 76543 - 336-1440
4. **Cedar Valley** 4801 Chantz Drive, Killeen 76542 - 336-1480
5. **Clarke** 51612 Comanche Avenue, Fort Hood 76544 - 336-1510
6. **Clear Creek** 4800 Washington Boulevard, Fort Hood 76544 - 336-1550
7. **Clifton Park** 2200 Trimmier Road, Killeen 76541 - 336-1580
8. **Dr. Joseph A. Fowler** 4910 Katy Creek, Killeen 76549 - 336-1760
9. **East Ward** 1608 Rancier Avenue, Killeen 76541 - 336-1650
10. **Harker Heights** 726 South Ann Boulevard, Harker Heights 76548 - 336-2050
11. **Hay Branch** 6101 Westcliff Road, Killeen 76543 - 336-2080
12. **Haynes** 3309 West Canadian River Loop, Killeen 76549 - 336-6750
13. **Iduma** 4400 Foster Lane, Killeen 76549 - 336-2590
14. **Ira Cross, Jr.** 1910 Herndon Drive, Killeen 76543 - 336-2550
15. **Maxdale** 2600 Westwood Drive, Killeen 76542 - 336-2460
16. **Meadows** 423 27th Street, Fort Hood 76544 - 336-1870
17. **Montague Village** 84001 Clement Drive, Ft. Hood 76544 - 336-2230
18. **Mountain View** 500 Mountain Lion Road, Harker Heights 76548 - 336-1900
19. **Nolanville** 901 Old Nolanville Road, Nolanville 76559 - 336-2180
20. **Oveta Culp Hobby** 53210 Lost Moccasin, Fort Hood 76544 - 336-6500
21. **Pebbles** 1800 North WS Young Drive, Killeen 76543 - 336-2120
22. **Pershing Park** 1500 West Central Texas Expressway, Killeen 76549 - 336-1790
23. **Reeces Creek** 400 West Stan Schlueter Loop, Killeen 76542 - 336-2150
24. **Richard E. Cavazos** 1200 North 10th, Nolanville 76559 - 336-7000
25. **Saegert** 5600 Schorn Drive, Killeen 76542 - 336-6660
26. **Skipcha** 515 Prospector Trail, Harker Heights 76548 - 336-6690
27. **Sugar Loaf** 1517 Barbara Lane, Killeen 76549 - 336-1940
28. **Timber Ridge** 5402 White Rock Drive, Killeen 76542 - 336-6630
29. **Trimmier** 4400 Success Drive, Killeen 76542 - 336-2270
30. **Venable Village** 60160 Venable Road, Fort Hood 76544 - 336-1980
31. **West Ward** 709 West Dean Avenue, Killeen 76541 - 336-1830
32. **Willow Springs** 2501 West Stan Schlueter Loop, Killeen 76549 - 336-2020

### **Middle Schools:**

1. **Audie Murphy** 53393 Sun Dance Drive, Fort Hood 76544 - 336-6530
2. **Charles Patterson** 8383 West Trimmier Road, Killeen 76542 - 336-7100
3. **Eastern Hills** 300 Indian Trail, Harker Heights 76548 - 336-1100
4. **Gateway Middle** 1307 Gowen Drive, Killeen 76543 - 336-1690
5. **Liberty Hill** 4500 Kit Carson Trail, Killeen 76542 - 336-1370
6. **Live Oak Ridge** 2600 Robinett Road, Killeen 76549 - 336-2490
7. **Manor** 1700 South WS Young Drive, Killeen 76543 - 336-1310
8. **Nolan** 505 East Jasper Road, Killeen 76541 - 336-1150
9. **Palo Alto** 2301 West Elms Road, Killeen 76549 - 336-1200
10. **Rancier** 3301 Hilliard Avenue, Killeen 76543 - 336-1250
11. **Roy J. Smith** 6000 Brushy Creek, Killeen 76549 - 336-1050
12. **Union Grove** 101 East Iowa Drive, Harker Heights 76548 - 336-6580

### **High Schools:**

1. **KISD Career Center** 1320 Stagecoach Road, Killeen 76542 - 336-3800
2. **Ellison** 909 Elms Road, Killeen 76542 - 336-0600
3. **Harker Heights** 1001 FM 2410, Harker Heights 76548 - 336-0800
4. **Gateway High** 4100 Zephyr Road, Killeen 76543 - 336-1700
5. **Killeen** 500 North 38th Street, Killeen 76543 - 336-7208
6. **Pathways Academic Campus** 1322 Stagecoach Road, Killeen 76542 - 336-7250
7. **Shoemaker** 3302 South Clear Creek Road, Killeen 76549 - 336-0900
8. **Early College High** 51000 Tank Destroyer Boulevard, Fort Hood 76544 - 336-1050

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**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint  
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with EF.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

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12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to

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	<p>appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>

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Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference. The administrator may, but is not required to, record the conference. If such recording is made, it shall become part of the Level One record.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider

information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.
5. A recording of the Level One conference (if made).

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference. The Superintendent or designee may, but is not required to, record the conference. If such recording is made, it shall become part of the Level Two record.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two confer-

ence, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.
5. A recording of the Level Two conference (if made).

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation and rebuttal by the student or parent and administration, plus an opportunity for questions from the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.



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In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board denies the grievance appeal.

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**Note:** This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Sexual Harassment**

By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the

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student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

**Retaliation**

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

**Prohibited Conduct**

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

*Definition of District Officials*

For the purposes of this policy, District officials are the Title IX coordinator, the Section 504 coordinator, the Title II coordinator, and the Superintendent.

*Title IX Coordinator*

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

*Section 504 Coordinator*

Reports of discrimination based on disability may be directed to the designated Section 504 coordinator for students. [See FFH(EXHIBIT)]

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<i>Title II Coordinator</i>	The District has designated a Title II coordinator to coordinate its efforts to comply with and carry out its responsibilities under Title II of the Americans with Disabilities Act of 1990, as amended. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, Section 504 coordinator, or Title II coordinator may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<b>Investigation of the Report</b>	The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.
<i>Initial Assessment</i>	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>
<i>Interim Action</i>	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

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District Investigation	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
<i>Notification of Outcome</i>	<p>Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.</p>
<b>District Action</b> Prohibited Conduct	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of</p>

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areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

**Bullying**

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

**Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.



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**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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<b>Bullying Prohibited</b>	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
<b>Retaliation</b>	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

<b>Report Format</b>	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
<b>Notice of Report</b>	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
<b>Notice to Parents</b>	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
<b>District Action</b>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

	<p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<i>Transfers</i>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
Improper Conduct	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
<b>Confidentiality</b>	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
<b>Appeal</b>	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
<b>Records Retention</b>	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
<b>Access to Policy and Procedures</b>	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>