2020-2021

STUDENT HANDBOOK
AND
DISTRICT INFORMATION
Dear Parents or Guardians,

As Killeen ISD prepares to begin the 2020-2021 school year, the District continues to monitor the spread of COVID-19. As a result, our return to learning will look different this year from ever before.

The District is preparing to deliver instruction this academic year through both a traditional in-person instruction platform, as well as a KISD Virtual Learning platform. Should the situation be warranted, Killeen ISD students will have the ability to seamlessly transition between face-to-face and online instruction.

All staff and students who return to campuses for in-person instruction will be expected to self-screen for COVID-19 symptoms prior to reporting to campus each day. We request the assistance of our students’ guardians in this effort. Teachers, as well as campus staff will also be monitoring students and refer them to the nurse if symptoms are present. Killeen ISD protocols for students and staff who display COVID-19 symptoms or report testing positive for COVID-19 will follow guidance provided by the Texas Education Agency and will be posted on the district website. Additionally, the District will adhere to any current or forthcoming Executive Orders from the Governor’s office and/or other lawful, authoritative entities.

In addition to these protocols for screening and isolation, the District will put into practice enhanced cleaning and disinfecting practices within all KISD facilities. Students and employees will be encouraged to regularly wash or sanitize their hands. Furthermore, students and staff will be allowed to wear their own face covering, outside of any Executive mandate, provided they are not a distraction and within the dress code. All district employees will receive specific COVID-19 training to designed to mitigate the potential spread of the virus. Killeen ISD will also encourage social distancing on campuses and during extracurricular activities to the greatest extent possible.

Killeen ISD is implementing each of these protocols and practices because the District takes the health and safety of all our students, staff, and their families very seriously. Despite all of these protocols and practices, the District cannot guarantee students or employees will not contract the virus.

Upon returning to campus for instruction, parents/guardians assume associated risks of their student engaging in face-to-face learning. In addition, parents/guardians acknowledge and agree to follow all protocols and rules developed by Killeen ISD to participate in the traditional, in-person learning platform. All COVID-19 related questions should be directed to the campus nurse or KISD School Safety Department.

We look forward to partnering with you and your student "so that all students learn to their maximum potential" this academic year.

Sincerely

John M. Craft, Ed.D.
Superintendent
Notices to Parents and Students

The following notices are located in the “KISD Parent and Student Handbook.” Use the table below when you need to refer to a specific notice.

<table>
<thead>
<tr>
<th>Required Notice to Parents and Students</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with physical activity requirements</td>
<td>13</td>
</tr>
<tr>
<td>Consent to release directory information</td>
<td>19</td>
</tr>
<tr>
<td>Consent for student participation in a survey, analysis, or evaluation (if funded in whole or in part with U.S. Department of Education [DOE] funds)</td>
<td>39</td>
</tr>
<tr>
<td>Information regarding automatic admission and financial aid guidelines for colleges and universities</td>
<td>10</td>
</tr>
<tr>
<td>Information regarding child sexual abuse and other maltreatment of children, including where to access the district’s plan to recognize symptoms of and prevent child sexual abuse and other forms of abuse and neglect</td>
<td>31</td>
</tr>
<tr>
<td>Information on bacterial meningitis</td>
<td>21</td>
</tr>
<tr>
<td>Information on district efforts to involve parents in the educational system</td>
<td>35</td>
</tr>
<tr>
<td>Information on school lunch/meal programs</td>
<td>39</td>
</tr>
<tr>
<td>Information on gang-free zones</td>
<td>1</td>
</tr>
<tr>
<td>Notification of assistance provided to a student who has learning difficulties</td>
<td>17</td>
</tr>
<tr>
<td>Notification that the district has adopted policies and has procedures regarding penalties for tobacco or e-cigarette use by a student or others</td>
<td>39</td>
</tr>
<tr>
<td>Notification of compliance with state and federal guidelines related to asbestos management</td>
<td>38</td>
</tr>
<tr>
<td>Notification of compliance with state and federal guidelines related to pest management</td>
<td>40</td>
</tr>
<tr>
<td>Notification regarding assistance for a homeless student</td>
<td>17</td>
</tr>
<tr>
<td>Notification regarding required immunizations</td>
<td>30</td>
</tr>
<tr>
<td>Notification of nondiscrimination statement</td>
<td>40</td>
</tr>
<tr>
<td>Notification of grade advancement requirements for students in grades 5 and 8</td>
<td>14</td>
</tr>
<tr>
<td>Notification of the opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB)</td>
<td>19</td>
</tr>
<tr>
<td>Notification of local promotion requirements</td>
<td>14</td>
</tr>
<tr>
<td>Notification of the career and technical education (CTE) programs offered in the district, and a nondiscrimination statement regarding eligibility for these programs</td>
<td>9</td>
</tr>
<tr>
<td>Notification of end-of-course assessments required for graduation</td>
<td>14</td>
</tr>
<tr>
<td>Notification regarding spinal screening</td>
<td>29</td>
</tr>
<tr>
<td>Notification of the number of School Health Advisory Council (SHAC) meeting held during the previous school year</td>
<td>31</td>
</tr>
<tr>
<td>Notification of district guidelines regarding vending machines</td>
<td>41</td>
</tr>
<tr>
<td>Opportunities to earn college credit</td>
<td>10</td>
</tr>
<tr>
<td>The grading guidelines of the grade level, subject area, or campus</td>
<td>10</td>
</tr>
<tr>
<td>The opportunity to enroll in a course through the Texas Virtual School Network (TXVSN) and distribution of the district's written policy about the opportunity to enroll</td>
<td>15</td>
</tr>
<tr>
<td>The right to access student records</td>
<td>20</td>
</tr>
<tr>
<td>The right to obtain a copy of a student’s physical fitness assessment</td>
<td>13</td>
</tr>
<tr>
<td>The right to restrict student's information from being provided to military recruiters and institutions of higher education</td>
<td>19</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>The right to opt out of surveys and data collection activities (for surveys not funded by the DOE)</td>
<td>37</td>
</tr>
<tr>
<td>The right to opt out of a non-emergency invasive physical examination /screening (except for screenings permitted or required by law)</td>
<td>30</td>
</tr>
<tr>
<td>The right to remove a student from human sexuality instruction</td>
<td>12</td>
</tr>
<tr>
<td>The right to request any applicable state or district policy related to a student’s participation in state assessments</td>
<td>14</td>
</tr>
<tr>
<td>The right to request the professional qualifications of teachers and staff</td>
<td>16</td>
</tr>
<tr>
<td>Warning to a parent about potential results of a student’s failure to attend school</td>
<td>2</td>
</tr>
<tr>
<td>Information about gang-free zones (FNCC-Legal)</td>
<td></td>
</tr>
<tr>
<td>Distribution of the district’s policies and procedures related to bullying (FFI – Local)</td>
<td></td>
</tr>
<tr>
<td>The right to request a transfer to a safe public school (FFI – Local)</td>
<td></td>
</tr>
<tr>
<td>Freedom from Discrimination, Harassment and Retaliation (FFH-Local)</td>
<td></td>
</tr>
<tr>
<td>Student and Parent Complaints and Grievances (FNG-Local)</td>
<td></td>
</tr>
<tr>
<td>Wellness and Health Services/Physical Exams (FFA-Legal)</td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

DISCIPLINE, ATTENDANCE and TRANSPORTATION ................................................................. 1
  DISCIPLINE ......................................................................................................................... 1
  SEARCH and SEIZURE........................................................................................................ 1
  GANG FREE ZONE ............................................................................................................... 1
  STUDENT DRESS CODE .................................................................................................... 1
  ATTENDANCE .................................................................................................................... 2
  Accounting of Absences ................................................................................................. 2
  Attendance Hearings ....................................................................................................... 2
  Extracurricular Activity Absences .................................................................................. 2
  Procedures ....................................................................................................................... 3
  Tardies ............................................................................................................................. 4
  Students Leaving During the Day .................................................................................... 4
  Unexcused Absences ........................................................................................................ 4

BUS RIDER RULES and REGULATIONS ............................................................................. 5
  Accidents or Emergencies ............................................................................................... 5
  Bus Rules ......................................................................................................................... 5
  Consequences for Bus Rules Violations ........................................................................ 6
  Disruption of Transportation ......................................................................................... 7
  Extracurricular Trips ....................................................................................................... 7
  Pre-K and K Student Accountability .............................................................................. 7
  Prohibited on School Buses ............................................................................................ 7
  Rider Eligibility ............................................................................................................... 8
  Special Provisions .......................................................................................................... 8

CURRICULUM ....................................................................................................................... 9
  Career and Technical Education Programs (CTE) ........................................................ 9
  College Credit Courses ................................................................................................. 10
  College and University Admission and Financial Aid .................................................. 10
  Grading Policy ............................................................................................................... 10
  Homework Guidelines .................................................................................................. 11
  Homework Procedures ................................................................................................. 12
  Philosophy ..................................................................................................................... 12
  Definition ....................................................................................................................... 12
  Human Sexuality Instruction ......................................................................................... 12
  Make-up Work ............................................................................................................... 12
  Participation in Federally Required, State-Mandated, and District Assessments ........... 13
  Physical Education ....................................................................................................... 13
  Physical Fitness Assessment ......................................................................................... 13
  Progress Reports .......................................................................................................... 13
  Promotion Policy .......................................................................................................... 14
  Report Cards .................................................................................................................. 14
  Student Success Initiative ............................................................................................. 14
  Testing Requirements for Graduation ......................................................................... 15
  Texas Virtual School Network ...................................................................................... 15

SPECIAL PROGRAMS ......................................................................................................... 15
  Bilingual/English as a Second Language /Migrant Program ....................................... 15
  Dyslexia .......................................................................................................................... 15
Killeen Independent School District
Student and Parent Handbook

Gifted and Talented Program (GT) .................................................................16
Homeless Students/HARP .............................................................................16
Parent’s Right to Know ...............................................................................16
Response to Intervention (RTI) ...................................................................16
Section 504 ......................................................................................................17
Special Education .........................................................................................17
Students in Protective Custody of the State/Foster Care .........................18

STUDENT RECORDS ...................................................................................19
Armed Services Vocational Aptitude Battery (ASVAB) ...............................19
Directory Information ..................................................................................19
Emergency Telephone Numbers ..................................................................19
Falsifying Official Documents ......................................................................19
Release of Student Information for Military and Higher Education ..........20
Student Educational Records .......................................................................20
Transfer of Student Records .........................................................................20
Withdrawal Procedures for Students ............................................................20
Suicide Awareness .......................................................................................21

HEALTH INFORMATION ............................................................................21
Bacterial Meningitis .....................................................................................21
Injury or Illness at School .............................................................................23
Medication Procedures for Elementary School Students .......................23
Medication Procedures for Middle School Students ...............................25
Medication Procedures for High School Students ....................................27
Notification Regarding Required Immunization .......................................29
Notification Regarding Spinal Screening ..................................................29
Reasons for Exclusion .................................................................................29
School Health Advisory Council .................................................................31

GENERAL INFORMATION and EXPECTATIONS ..................................31
Campus Visitors .............................................................................................31
Check Acceptance Policy .............................................................................31
Child Sexual Abuse and Other Maltreatment of Children .......................31
Harassment ..................................................................................................31
Interstate Compact .......................................................................................32
Parent, Family and Community Engagement Programs ..........................32
Parent-Teacher Conferences .......................................................................32
Volunteers .....................................................................................................32
Parent and Family Community Engagement .............................................33
Notification of Rights Under FERPA ..........................................................36
Notification of Rights Under PPRA ..............................................................37
Notification of Asbestos ..............................................................................38
Pesticides .....................................................................................................39
Smoke Free Policy .......................................................................................39
Statement of Nondiscrimination .................................................................39
Textbooks .....................................................................................................39
Use of Computers .........................................................................................40
Unacceptable Use of Technology Resources .............................................40
Vending Machines .........................................................................................40
Killeen Independent School District
Student and Parent Handbook

SCHOOL NUTRITION ........................................................................................................................ 40
School Meal Prices .......................................................................................................................... 40
School Cafe...................................................................................................................................... 40

Student Acceptable Use Agreement ............................................................................................... 41
   Access
   Safety and Security
   Student Responsible Use Pledge
   Inappropriate and Irresponsible Use
   Consequences
   Digital Citizenship
   iPad Use Agreement
      KISD iPad Program
      iPad Care and Maintenance
      Backing up Files
      Internet Safety Policy
      Email Listserv Posting Guidelines

Killeen Independent School District Campuses ............................................................................... 47

Policy Attachments
   Student and Parent Complaints and Grievances (FNG – Local)
   Freedom from Discrimination, Harassment and Retaliation (FFH – Local)
   Freedom from Bullying (FFI – Local)
   Wellness and Health Services/Physical Exams (FFA – Legal)

Board Policy Attachments ................................................................................................................ 48

Suicide Awareness and Mental Health Support
   Parent Letter

Killeen Independent School District
Mission Statement

“Teach so that students learn to their maximum potential.”

Killeen Independent School District
Vision

“Through the implementation of a full, innovative, rigorous, comprehensive education program, Killeen Independent School District will provide superior learning opportunities so that upon graduation, students are prepared for success in the workforce and/or in higher education.”
Pledges to U.S. and Texas Flags and Mandatory Moment of Silence

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. The KISD Student Code of Conduct may be found online at www.killeenisd.org under Students and Parents Link.

Gang Free Zone
Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang free zone. For the purpose of the district, a gang free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

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

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.

**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 2nd 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.

**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.

**Extracurricular Activity Absences**
Extracurricular activities are school sponsored activities that are approved by the school board. 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. *(Students are considered present while participating in extracurricular activities)*

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.
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.

• 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.

Pre-Kindergarten, Kindergarten and First Grade

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.

• 3-Year-Old Pre-Kindergarten Eligibility

Full-day Pre-kindergarten classes are available in KISD. A child must meet the following conditions to be eligible for this Pre-K program:

(1) Student must be 3 years old on or before September 1 (age verified)

AND

(2) Student must be a biological child, adopted child or stepchild of a military member who is on active duty, is MIA or was injured or killed during active military duty (includes activated Texas National Guard and all activated Reserves)

AND

(3) Student must reside in on-post housing and in the attendance zone of the school they will attend (special consideration transfers to attend a different on-post school may be approved but are evaluated on a case-by-case basis by Student Services)

• 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, but not younger than 5 years 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 1st 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.

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.

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.

Unexcused Absences

Absences with parental knowledge for reasons such as missing the bus, shopping, babysitting, 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 and truancy intervention will occur.
The person discharging the duties of attendance officer of the school may investigate any case in which an excused absence is requested.

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.

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:
  o The two students nearest the door will open the door and hold it open.
  o Leave the bus in a single file as quickly and as quietly as possible.
  o Evacuation will start with the seat closest to the door and alternate from side to side.
  o When exiting through rear or side doors the “sit and scoot” method will be used. Jumping from the bus is not permitted.
  o 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.

Bus Rules

Parents should discuss the following basic bus 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 always be visibly worn above the waist 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, 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 regard 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.

**Disruption of Transportation**
Detaining a school bus is a crime. Please be aware of the provision below 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.

**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.

**Pre-K and K Student Accountability**
KISD Transportation Services Department has a unique method to identify and account for Prekindergarten 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. If a situation arises where District Pre-K or K student positive identification policies cannot be met, for safety reasons, the student will be returned to their campus. Please do not treat this request to present identification as harassment—our goal is to keep children safe!

Upon each return to campus, Transportation personnel will document the event by submitting a referral to the campus. The referral becomes documentation but will not affect a student’s discipline record. Upon three returns to campus, bus riding privileges may be suspended for three days. Depending on the number of returns, a student may receive up to 10 days bus suspension (assigned by a campus administrator). i.e., 5 returns may lead to 5 days of suspension of bus riding privileges.

**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
• Live animals or insects. Plants in dirt or other growing medium not in an enclosed or sealed container or bag.
• Alcoholic beverages.
• Cigarettes, cigars, and any other tobacco products.
• 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. • Glass containers.
• Matches or cigarette lighters
• 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 makeup, 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.

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.

**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) 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 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.

---

**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.

**Career and Technical Education (CTE) Programs**

*(Secondary Grade Levels Only)*

Our district offers a program of study in career and technology. This program provides a rigorous course of study consistent with the required curriculum and under which a student may receive specific education in career and technology.

The KISD Career Center offers the following programs of study:

- Animal Science Video
- Architectural Design
- A/V Production
- Auto Collision
- Animation Accounting
- Automotive Technology
- Business Management
- Certified Medical Assistant
- Certified Nurse’s Aide
- Commercial Photography Entrepreneurship
- Cosmetology
- Cyber Security
- Construction Welding
- Dental Assistant
- Design Networking
- Digital Audio Technology (Radio)
- Education and Training
- Electrical Technology

---
Emergency Medical Technician
Engineering Option 3 (Robotics)
Game Design
Graphic Design & Illustration
Hospitality Services
Marketing
Medical Informatics
Natural Resource Systems/Plant Systems
Pharmacology
Phlebotomy
Pre-Nursing
Renewable Energy
Robotics

-For more information, please see your school counselor.

**College Credit Courses (Secondary Grade Level Only)**

Students in grades 9 – 12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB) or college preparatory.
- Enrollment in an AP or dual credit course through the Texas Virtual School Network (TXVSN).
- Enrollment in approved courses taught and colleges and universities.
- Certain CTE courses.

*For more information, please see your school counselor.*

**College and University Admissions and Financial Aid (Secondary Grade Levels Only)**

For two school years following graduation, a district student who graduates in the top ten percent and, in some cases, the top 25% of his or her class is eligible for automatic admission into public four year universities and colleges in Texas, if the student

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses), or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

*For more information, see your school counselor.*

**Grading Policy**

Guidelines are set by the District for teachers to follow in determining grades for students. Each campus or instructional level has developed guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a
student’s relative mastery of an assignment and that enough grades are taken to support the grade average assigned.

**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 9-12)
  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.

Make-up work will not count as homework unless the original assignment was homework.
Homework Procedure

Philosophy
The Killeen Independent School District endorses the use of homework as a research-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.

Human Sexuality Instruction
As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials. State law requires that the district provide written notice before each school year of the board’s decision to provide human sexuality instruction. State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

• Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age.
• Devote more attention to abstinence from sexual activity than to any other behavior.
• Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity.
• Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
• If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Per state law, here is a summary of the district’s curriculum regarding human sexuality instruction:
A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district’s SHAC. (See the campus principal for details). SHAC met four times during the 2019-20 school year.

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 unexcused absence shall be a grade of 50 percent. [KISD School Board Policy EIA Local]

**Participation in Federally Required, State-Mandated, and District Assessments**
In accordance with Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child’s participation in required assessments.

**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.

**Physical Fitness Assessment (Grades 3–12)**
Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the student’s school to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

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.

**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.
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:
  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.
  1. 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 extended 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.

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 to the school as soon as possible.

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 2nd 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 3rd 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 1st 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.

Testing Requirements for Graduation
Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. [See the school counselor for more information on the state testing requirements for graduation.]

Texas Virtual School Network (TXVSN)
(Secondary Grade Level Only)
Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.
Depending on the TXVSN course enrolled in, the course may be subject to the “no pass-no play” rules. In addition, for a student who enrolls in a TXVSN course for which an EOC (end of course) assessment is required, the student must still take the corresponding assessment. For more information, see your school counselor.

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 multisensory reading instruction specifically designed to meet the needs of students with dyslexia characteristics.
**Gifted and Talented Program (GT)**

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.

Each school district must have standards and procedures in place for the evaluation and placement of students in the district. 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 coordinator for more 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.

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

Killeen ISD is committed to ensuring that all KISD children in homeless situations can enroll, attend, and succeed in school. For more information on services for homeless students, contact the KISD Liaison for Homeless Children and Youth at 254-336-0208 or the HARP+ Counselor at 254-336-0266.

**Parent’s Right to Know Qualifications of Your Child’s Teacher**

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 contact the campus principal.

**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.
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.

Section 504 Student Rights, contact:
Michelle Oswalt – Elementary (254)336-0374
Christina Walker – Secondary (254)336-0207

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 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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.

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**

**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 the KISD Foster Care Liaison at 254-336-0240 with any questions.

**NOTE:** 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 254-336-0250.**
**Student Records**

**Armed Services Vocational Aptitude Battery Test (ASVAB)**
A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Please contact the principal for information about this opportunity.

**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 requestors 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).**

**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
Release of Student Information for Military Recruiters and Higher Ed.

Unless a parent has advised the district not to release his or her student’s information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests by military recruiters or institutions of higher education for the student’s: Name, Address, and Telephone listing.

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 record.

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 76543

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 the 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 Student Services, Killeen Learning Support Services, 902 North 10th Street, Killeen, Texas.
Suicide Awareness and Mental Health Support

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please visit Texas Suicide Prevention or contact your school counselor for more information related to suicide prevention services. Please see the parent letter at the end of this handbook on suicide ideation and self-injurious behavior.

HEALTH INFORMATION

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 or 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, most 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.

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(epipens) 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 can self-administer 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.

15. Non-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 saltwater 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.

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 (epipens) 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 can self-administer the medication for
  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 regarding self-administered medications.**

7. **Nonprescription** medication can be given in the clinic if the medication is in a 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.


16. Non-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 saltwater 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.

**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:

A. Be 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 can self-administer 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 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.
11. Non-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 saltwater 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.

Notification Regarding Required Immunizations
According to the Texas Department of State Health Services, every student in the state of Texas shall be vaccinated against vaccine-preventable diseases. Additional information can be found on the Texas Department of State Health Services website: http://www.dshs.state.tx.us/immunize/school/default.shtm

Notification Regarding Spinal Screening
Spinal screening is conducted in the fall. Boys in the 8th grade and girls in the 5th and 7th grades will be screened for spinal problems as mandated by the Texas Department of State Health Services. Advance notice will be sent out to the parents. For information on exemption from spinal screening, see policy FFAA (LEGAL).

Reasons for Exclusion
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
- Campylobacteria – 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 ad/or viral-exclude until permission and/or paperwork is issued by a physician or local health authority or until symptom free.
- COVID 19/(SAR-CoV-2) infection- exclude until permission and/or paperwork is issued by a physician or local health authority.
- 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.
• Live Head Lice - may return to class after treatment and re-examined by the clinic
• 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, Bacteria - 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.
• 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 the 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 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.
School Health Advisory Council (SHAC)
(All Grade Levels)
During the preceding school year, the district’s School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district’s SHAC is available from the KISD’s Director of Community Relations, Angenet.Wilkerson@killeenisd.org.

General Information/Expectations

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, you must wear a visitor’s badge. This process serves as a protective measure for your child, other students and campus personnel. Parents and family members are welcome to visit the classroom with principal’s approval; however, keep in mind that uninterrupted instruction is vital to student learning.

Check Acceptance Policy
All checks written to Killeen Independent School District must be imprinted with name and address of check writer (NO TEMPORARYCHECKS WILL BE ACCEPTED).

We will gladly accept your checks if 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.

Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)
The district has established a plan for addressing child sexual abuse and other maltreatment of children (refer to KISD School Board Policy FFG Legal – Student Welfare: Child Abuse and Neglect). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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.

Student Title IX Coordinator
Jennifer Washington
4100 Zephyr Road
Killeen, Texas 76543
(254) 336-2827

Adult Title IX Coordinator
Mike Harper
200 North W. S. Young Drive Killeen,
Texas 76543
(254) 336-0041

Interstate Compact - an 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 under the Superintendent link.

Killeen ISD Parent, Family and Community Engagement Programs

Parent-Teacher Conferences
KISD believes that strong Parent/Teacher relationships are important to support student learning. All teachers have a scheduled conference period. Parents/guardians and/or family members 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: TEC Chapter 22.0835
Everyone wanting to volunteer must clear a background check. Volunteerism is one of the greatest gifts that parents, family members, students and community members can give to support our schools and give back to our community. Parents, family members, students, community members
and our military/local heroes have given thousands of hours of volunteer service. We encourage you to continue this wonderful effort. You give time selflessly. We truly appreciate your efforts and know that all of our wonderful volunteers are Very Incredible People. Your service reminds us of just how wonderful and caring a community we all reside. If you are interested in volunteering your time, expertise, or talent during the 2020-2021 school year, contact your campus volunteer coordinator, parent liaison, child’s teacher or the KISD Special Programs Department at (254)336-0211, 0208 or 0240. Thank you for all that you have done and all that you will do. Help us make this school year an even greater year of volunteer service that impacts student success!

**Parent, Family and Community Engagement:**
Parent, family and community engagement in KISD effects the lives of families and students daily. We believe that relationships between all stakeholders (parents/guardians, family members, schools and community) are essential to a comprehensive well-rounded education for all students. Years of research (Harvard University and other family engagement research entities) support the benefits of the engagement of parents, family members and other significant adults in a child’s life. Engagement is a significant impacting factor on the learning and future productivity of students. Activities and opportunities that have developed because of these relationships have allowed KISD to evolve into a district that not only exhibits the rewards of parent and family 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 our students. KISD supports parents, families, schools and community! The district’s Special Programs Department - Parent, Family & Community Engagement and the Student, District and Community Relations Department - Student Services work together to ensure that all needs and concerns are addressed.

The district has 21 parent liaisons, including 4 that are bilingual. All are housed on Title I and Bilingual services campuses to support their schools, parents and family members. At campuses without a parent liaison, other staff, (Parent Program Contacts) take on the role of ensuring that parent/guardian, family and community member partnerships thrive. The following are some activities offered at the campus and/or district levels*.

*Empowered Parents Workshops/Learning Opportunities:
Offered on the fourth Wednesday morning of each month at the Jackson Professional Learning Center, the sessions focus on school/district information, family dynamics and learning related topics of interest to parents/guardians, family and community members as well as concepts and strategies that have an immediate impact on student performance and success. Most of the topics are identified by parents/guardians, family and community member participants. During these sessions, we address a broad range of topics that focus on challenges, questions and needs of the families. A schedule for the 2020-2021 school year will be available on the KISD Special Programs - Parent, Family & Community Engagement and the Student, District, and Community Relations websites. Call (254)336-0211/0208 for more information.

**Computer Skills for Parents & Others:** This initiative’s purpose is to assist parents/guardians, family members, grandparents and others (community) in becoming computer literate and proficient. Participants are empowered 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 experiencing in school daily. We invite you to
take the challenge and become a KISD PIP – (Plugged in Parent) during our CFPOs
sessions. Check the Special Programs – Parent, Family & Community Engagement or
the Student, District/Community Relations websites for the 2019-2020 schedule of
sessions. (Posting date July 1, 2020)

• **Early Literacy Clubs:** This activity is offered by campus-based parent liaisons or program
contacts through-out the school year. Early Literacy Clubs offer content designed pre-
reading/language, math and science early learning opportunities for young ones not yet
enrolled in school. The activities focus on fostering a love of learning, reading, oral
language development, movement, socialization and fine & gross motor skill
development, incorporating music to help lay the basic foundations of learning skills
necessary for student success. A **free healthy snack** is provided during each session.
Targeted audience, children 0-4 years of age not enrolled in school. **Age ranges served
may vary slightly by campus.** Check with your campus parent liaison, parent program
contact or KISD Special Programs Department at (254)336-0211/0208/0240 for
more information.

• **Summer Early Learners Club:** District level – Two-week (8 days) summer program
offered at a specified location each summer. Open to children 0-4 not enrolled in
school from all over the district. This summer enrichment program is an extension of the
early literacy clubs offered at campuses during the regular school year. Look for flyers and
announcements about the program or call (254)336-0211/0240.

• **English Language Learners (ELL/ESL):** Those wishing to improve or master the
English language can begin to do so by attending our ESL workshops. **Sessions for the
2020-2021 school year are offered on Monday, Tuesday, Thursday and Friday
mornings, from 9:00am - 12:00pm** at Jackson Professional Learning Center (JPLC), 902
Rev. R.A. Abercrombie Dr., Killeen, TX 76543-0429.
Call 254-526-1120 to register. Call 254-336-0211/0208/0240 if you have questions.

**GED - TxCHSE:**
Sessions are also held at JPLC on Monday and Wednesday evenings 5:00p.m. 8:00pm.
We are able to provide the ELL & GED classes thanks to partnership between CTC &
KISD. Call 254-336-0208/2811/0240 for more information.

• **For Kids’ Sake Seminars:**
A **court-mandated and/or attorney recommended** four-hour seminar provided as a service
for divorcing/or foster care applicant parents. The seminar is designed to support families
through the difficult challenge and transition of divorce. The focus is on the child. Targeted
discussions explore what parents should do to support children at each developmental age
and stage as they face the stresses and strains of divorce. Additional discussions identify
behaviors that parents engage in that have a negative impact on and provide suggestion
tools to showcase collaborative and effective co-parenting skills. The course convenes once
per month on the *first Saturday for the 2020-2021 school year. Seminar cost is $40.00 per
person. Session time is from 8:30am-12:30pm. You **may preregister by calling (254)336-**
Check KISD Special Programs Parent and Family Engagement website for the 2020-2021 schedule of sessions.

- **Parent Academy**: Offered twice annually, once during the fall and spring of each school year. This series is an early evening collection of multiple information session of topics designed to meet student and family needs at all levels. Advertising and flyer announcements are disseminated throughout the community via our District main page as well as department sites announcing event dates and topics. Check [KISD Special Programs Parent and Family Engagement website](http://www.killeenisd.org) or call (254) 336-0208/0211/0240 for 2020-2021 information.

- **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 SafeSexting/Texting”; “Preparing for College”; and many other topics of interest for today’s busy parents. Check with your [campus parent liaison, parenting program contact](http://www.killeenisd.org), or [district Parent, Family & Community Engagement Specialist](http://www.killeenisd.org) for more information. Suggestions for topics you would like to study contact our office at (254)336-0211 or email Brenda.Smith@killeenisd.org.

It is our goal to support you, parents/guardians, our families, however possible. If you have a concern or question, want to give feedback or just say “hello”, give us a call. Let us know your view on how we are doing at meeting your needs. We are here to help you find answers, navigate the system, find resources to assist in your child’s academic success and utilize the most current research-based strategies that will support you, our community and your family as partners in the journey of educating your child/ren. [Thank you for the opportunity to support you and your family. Contact us at (254) 336-0211/0240](http://www.killeenisd.org). Visit KISD Special Programs-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”. You can also find us by clicking the Students & Parents tab from our KISD main page.

---

**Killeen ISD Written Parent and Family Engagement Policy**

Parents and family members play a vital role in the education of their children and are an important part of the school community. The Killeen ISD Written Parent and Family Engagement Policy (WPFEP) outlines the beliefs and practices that foster positive relationships between the school and home with the goal of improving student achievement. The policy describes the role the district plays in supporting parent and family engagement at both the campus and district level. In addition, it outlines programs and opportunities for parents and family members to actively participate in the educational process and/or build their own capacity for supporting their child’s learning at home. The WPFEP can be found by clicking the link for Parent, Family and
Community Engagement on the Parents and Students tab of our district website. You may also request a copy by contacting the Special Programs Department at 254-336-0211.

The Killeen ISD Written Parent and Family Engagement Policy is reviewed annually through the District Parent Advisory Council (PAC). Thank you, District PAC, for being a strong voice in this process. Do you want to participate as a PAC member? Here is how: Call 254-336-0211/0208/0240 or email Brenda.Smith@killeenisd.org with comments or questions. Lend your voice and be heard by serving on the 2020-2021 Parent Advisory Council. PAC meets the first Wednesday of every month at JPLC from 9:30 – 11:30 a.m. Join us!

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
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

Annual Notification for Asbestos

Memo To: Parents, Staff, Contractual Workers

From: Paul W. Duerre, CIE, KISD Environmental Specialist

Reason: AHERA Notification for 2020/2021 School Year

As required by the Environmental Protection Agency regulation 40 CFR Part 763.93 and 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 3-year re-inspections of the asbestos-containing material within a 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 Facilities Services) @ (254)336-0074.

All questions regarding the school’s asbestos management plan should be directed to Paul Duerre.
**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 district’s 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, Environmental Specialist/IPM Coordinator, 110 North W. S. Young Drive, Killeen, TX 76543, (254) 336-0071 or Paul.Duerre@killeenisd.org

**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.

**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
Mike Harper
200 North W.S. Young Drive
Killeen, Texas 76541
(254) 336-0041

**Title II Rights**, please contact:
Student/District/Community Relations
Angenet Wilkerson
(254) 336-1707

**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 3rd 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 3rd Friday in June.

• **Textbook Refunds:** Students may receive a refund of lost textbooks **at Property Management** up to the 3rd Friday in July.

• **Textbook refunds** after this date will not be processed.

**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.

**Unacceptable Use of Technology Resources**
Students are prohibited from possessing, sending forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another person’s reputation. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district or personally owned.

**Vending Machines (All Grade Levels)**
The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines for student access to vending machines. (Board Policy FFA)

**School Nutrition**

**School Meal Prices**
- Elementary Breakfast $1.50
- Elementary Lunch $2.50
- Secondary Breakfast $1.50
- Secondary Lunch $2.75
- Adult Breakfast $2.50
- Adult Lunch $2.75

**School Cafe**
SchoolCafe provides convenient online payments. SchoolCafe charges a convenience fee of $2.25 per transaction. The minimum deposit is $10 and the maximum is $100. Deposits are credited within 24 hours, but funds may become available as quickly as within 2 hours. SchoolCafe provides a secure online system for parents/guardians to:

- Make payments to the student(s) cafeteria account(s)
- Transfer funds between accounts
- View school menus and nutrition information
- Review your student’s buying history
- Apply for Free and Reduced Meal benefits

To create an account, simply log on to www.schoolcafe.com. Contact the School Nutrition Office if you have questions at 254-336-0775
Student Acceptable Use Agreement

District

With this educational opportunity comes responsibility. It is important that you and your parent read the Student Responsible Use Agreement, ask questions if you need help understanding them, and sign the form. Inappropriate use of the District’s technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Killeen ISD provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual.

Policies

Users of the Killeen ISD network are required to adhere to state and federal law as well as board policy. The following Student Responsible Use Agreement is based on district policy and regulations. For more information, refer to the following laws and Killeen ISD documents.

Federal and state mandates including the Family Education Rights and Privacy Act (FERPA), the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), the Individuals with Disabilities Act (IDEA), and the Health Insurance Portability and Accountability Act (HIPAA)

- Student Code of Conduct, Student Device Agreement
- Board Policy CQ (Technology Resources)
- Board Policy FNCE (Personal Telecommunications/Electronic Devices)
- Board Policy FFH (Freedom From Discrimination, Harassment, and Retaliation)
- Board Policy FFI (Freedom From Bullying)

Other Associated Board Policies

If a violation of any of the policies, including this Student Responsible Use Agreement occurs, you must immediately report to a supervising teacher or district technology representative any known violation of the policies and guidelines. You must also report any requests for personally identifiable information (name, address, phone number, age, sex, race, etc.) or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Access

You are being given access to the following technology resources:

- A district email account, including access to cloud-based (online) document storage and collaboration space
- District computer hardware, software, and printers on your school campus
- District networks, including file storage space
- Access to District-owned technology resources for use at home
- District-filtered Internet access, wired and wireless

The District permits use of personal telecommunications or other electronic devices by students for
instructional purposes while on campus only as authorized by your teacher. When using the device for instructional purposes while on campus, you must join the District Wi-fi network and are prohibited from using personal wireless service. When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non-instructional use as published in the student handbook.

Safety and Security

Killeen ISD is committed to creating a safe and secure digital environment for you.

Please note that it is possible you may run across areas of adult content and some material you (or your parent) might find objectionable. While Killeen ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use. Parents and students should contact the school with concerns when objectionable content has been discovered.

Also know that all contents of email and online communications accessed through Killeen ISD technology resources are the property of the District. Students should have no expectation of privacy on any information stored on Killeen ISD’s network, accessed from Killeen ISD’s network, or used within Killeen ISD’s network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this agreement and applicable law.

Student Responsible Use Pledge

I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, social media, and other means of communications responsibly. I will not send or post hateful or harassing email, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school, whether on a school issued or personal device.

I AM RESPONSIBLE FOR USING SCHOOL-ISSUED TECHNOLOGY DEVICES PRIMARILY FOR EDUCATIONAL PURPOSES. I understand that Internet, bandwidth, and email usage at school should be related to school assignments during class time. I understand that websites, content, and media should be properly cited with respect to copyright. I will also report any suspicious behavior or other misuse of technology to my teacher or other campus administrator.

I AM RESPONSIBLE FOR USING MY PERSONAL DEVICE ACCORDING TO DISTRICT GUIDELINES AND IN AN ETHICAL MANNER. I understand that personal devices must remain turned off during all testing and cannot be used in the classroom unless they are approved by the teacher for instructional purposes.

I AM RESPONSIBLE FOR MAINTAINING MY DISTRICT ISSUED DEVICES AND ACCOUNTS. I understand that I will be provided network and email accounts and that I must not share this information with anyone. I will only use my school email address for teacher directed accounts. I will not allow others to use my account name and password. I will also not download or sign up for any online resource or application without prior approval from my teacher or other District administrator.

I AM RESPONSIBLE FOR MY PERSONAL INFORMATION. I understand I must always keep my personal information and the personal information of others private. I know this includes names, ID numbers, addresses, photographs, or any other personally identifiable or private information.

Inappropriate and Irresponsible Use

The following are examples of inappropriate and irresponsible use of technology resources.
• Searching, sending, possessing, or posting electronic messages, videos, audio recordings, or images that are abusive, obscene, sexually oriented, harassing, threatening, intimidating, illegal, or that cause a material or substantial disruption at school, including cyberbullying
• Using any device or technology to copy or capture an image or the content of any District materials (such as tests or exams) without permission of a teacher or administrator
• Making, participating in the making of, transmitting to another via an electronic device, or posting to the Internet a digital, video, or audio recording or image of an actual or simulated act that involves a crime or conduct prohibited by the Student Code of Conduct
• Using any device or technology to record the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or without the prior consent of the individual being recorded
• Using any device or technology to record the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting)
• Using the name, persona, or image of a student, District employee, or volunteer to create a web page or post one or more messages on a website without the other person’s consent for purposes of harassing, intimidating, embarrassing, or threatening another
• Using email, websites, or electronic devices to engage in or encourage illegal conduct, violations of the Student Code of Conduct, or to threaten school safety
• Attempting to or successfully accessing or circumventing content filters, passwords or other security-related information of the District, officials, volunteers, employees, or other students by any means
• Attempting to or successfully altering, destroying, interrupting, intercepting, or disabling District technology equipment, District data, the data of other users of the District’s computer system, or other networks connected to the District’s system, including uploading or creating computer viruses, worms, or other harmful material
• Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District’s website
• Using someone else’s network, email, or any other digital service’s account information
• Storing non-educational files on school provided resources

Consequences

One or more of the following consequences may be imposed:

• Suspension of access to the system
• Revocation of the network or online account(s)
• Removal of device access
• Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct (as applicable)

NOTE: Students will not be disciplined for technological misconduct related to possessing items described above so long as the student (1) did not contribute to creation of the item in any way, (2) possessed it only after receiving the item unsolicited from another, (3) either promptly destroyed the item or reported it to a school employee as soon as possible, and (4) did not provide a copy, forward, or re-post the item to anyone other than law enforcement, a school employee, or the student’s parent/guardian.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.
Digital Citizenship

Technology allows unlimited resources to enhance our education with vast collaborative partnerships. Learning to be a good digital citizen allows us to utilize technology in safe, responsible, and productive ways. Below are specific topics Killeen ISD will address with you the student, to develop trustworthy digital citizens.

Relationships/Communication
- Social Media
- Email
- Commenting & Responsibility

Self-Image and Identity
- Over-sharing
- Digital Footprint
- “Sexting”
- Self-worth - be your authentic self

Cyberbullying
- Awareness
- Prevention and Intervention
- Reporting

Information Literacy
- Plagiarism
- Copyright
- Reliable sources

Safety, Privacy, & Security
- Sharing Personal Information
- Mutual Consent Before Sharing or Posting
- Awareness of Online Exploitation

iPad Use Agreement

Killeen ISD iPad Program
- Your student will be receiving an iPad as part of his/her participation in the virtual learning opportunity during the 2020-2021 school year. This is part of an exciting program designed to create more opportunities for research and learning in a virtual environment. There are several guidelines and requirements of which you and your student should be aware.
- Prior to students receiving iPads, parents and students must sign and return the Technology Lending Agreement. This iPad Use Agreement details the student’s responsibility to protect KISD investment. Students will receive basic instruction on iPad use and care.
• Students who receive iPads from the district are required to return their iPads at the end of the school year for inventory and maintenance. If a student leaves KISD during the school year, the iPad will be returned at that time; including the iPad protective case, stylus pen (if applicable), charger wall plugs and charger cable. Families will be charged for any missing/damaged iPads or related accessories.

iPad Care and Maintenance

• Students are responsible for taking care of the iPads assigned to them. Although they are relatively durable, iPads have glass screens and other parts which can be damaged. Damaged or lost iPads must be reported to the Technology Department immediately.
• iPads must not be exposed to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time; nor should they be left in cars.
• To prevent damage, care must be taken when inserting and removing cords/cables.
• Do not use the iPad in busy places such as gyms and playgrounds.
• Take care not to drop the iPad or place on a surface area from which they can be easily pushed off.
• The case issued with the iPad provides sufficient protection under normal use. It does not, however, protect from drops or other impact. iPads should remain in their cases at all times. iPads and their cases must remain free of any writing, stickers or labels which are not provided by KISD. iPad screens can be damaged if subjected to rough treatment. The glass is particularly susceptible to damage from excessive pressure.
• Do not sit or lean on the iPad.
• Use caution when inserting or removing iPads from backpacks.
• Be sure to close the cover, when you have finished using the iPad. There is an elastic strap which should be used to keep the cover closed.
• Use only a dry, clean, soft cloth to clean the screen. Do not use cleansers or liquids of any type, not even water.
• Under no circumstances should iPads be left unattended and do not allow other people to use your iPad.

Backing up Files

• If an iPad is presented for technical assistance, it may be necessary to reload apps or reimage the device. This process could erase data, including notes and class projects. There is no guarantee that a replacement device will be of the type or model as the original. It is the student’s responsibility to back up their iPad. This can be done by activating iCloud backup on your iPad.
• iPads are intended for educational use at school and students are responsible for bringing iPads to class. iPads are a required part of the class much like a notebook or textbook. As with all network devices, iPad use is subject to the terms of the Student Acceptable Use Policy and applies to use at school and outside school. Although internet access will be filtered in the district and off the campus, no system is perfect and internet usage should be monitored by parents. Inappropriate use will result in disciplinary action. Downloading game apps or accessing other non-educational materials is not allowed.

Internet Safety Policy

• KISD shall provide technological resources to support its instructional program. The Chief Technology Officer shall ensure the development of procedures for the acceptable use of technology and internet safety, including instruction to ensure that students and staff are aware of the dangers associated with internet access including interacting with other individuals on social networking sites and in chat rooms, protecting personal information, appropriate online behavior and cyber bullying awareness and response.
• Appropriate procedures shall be provided to all users, shall be published in all applicable handbooks and shall be available on the Belmont Public Schools web site.
• The Chief Technology Officer shall ensure that the district complies with all federal and state laws and regulations concerning internet safety and technology protection measures.

**E-mail Listserv Posting Guidelines**

• The distribution announcements, requests, event notifications, and other informational messages sent to the e-mail list server provided by KISD shall adhere to the following guidelines.
• School sponsored activities, announcements, events, or news
• Activities of partner organizations that directly relate to student or parent education and programming. Examples of “Partner Organizations” are PTOs, PTAs, the Education Foundation for Killeen ISD, after school programs, and other organizations as determined by the Chief Technology Officer.
<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice W. Douse</td>
<td>700 Rebecca Lynn Lane, Killeen</td>
<td>254-336-7480</td>
</tr>
<tr>
<td>Bellaire</td>
<td>108 West Jasper, Killeen</td>
<td>254-336-1410</td>
</tr>
<tr>
<td>Brookhaven</td>
<td>3221 Hilliard Avenue, Killeen</td>
<td>254-336-1440</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>4801 Chantz Drive, Killeen</td>
<td>254-336-1480</td>
</tr>
<tr>
<td>Clarke</td>
<td>51612 Comanche Avenue, Fort Hood</td>
<td>254-336-1510</td>
</tr>
<tr>
<td>Clear Creek</td>
<td>4800 Washington Boulevard, Fort Hood</td>
<td>254-336-1550</td>
</tr>
<tr>
<td>Clifton Park</td>
<td>2200 Trimmier Road, Killeen 76541</td>
<td>254-336-1580</td>
</tr>
<tr>
<td>Dr. Joseph A. Fowler</td>
<td>4910 Katy Creek, Killeen 76549</td>
<td>254-336-1760</td>
</tr>
<tr>
<td>East Ward</td>
<td>1608 Rancier Avenue, Killeen 76541</td>
<td>254-336-1650</td>
</tr>
<tr>
<td>Harker Heights</td>
<td>726 South Ann Boulevard, Harker Heights</td>
<td>254-336-2050</td>
</tr>
<tr>
<td>Hay Branch</td>
<td>6101 Westcliff Road, Killeen 76543</td>
<td>254-336-2080</td>
</tr>
<tr>
<td>Haynes</td>
<td>3309 West Canadian River Loop, Killeen</td>
<td>254-336-6750</td>
</tr>
<tr>
<td>Iduma</td>
<td>4400 Foster Lane, Killeen</td>
<td>254-336-2590</td>
</tr>
<tr>
<td>Ira Cross, Jr.</td>
<td>1910 Herndon Drive, Killeen</td>
<td>254-336-2550</td>
</tr>
<tr>
<td>Maude Moore Wood</td>
<td>6410 Morganite Ln, Killeen</td>
<td>254-336-1650</td>
</tr>
<tr>
<td>Maxdale</td>
<td>2600 Westwood Drive, Killeen</td>
<td>254-336-2460</td>
</tr>
<tr>
<td>Meadows</td>
<td>423 27th Street, Fort Hood</td>
<td>254-336-1870</td>
</tr>
<tr>
<td>Montague Village</td>
<td>84001 Clement Drive, Ft. Hood</td>
<td>254-336-2230</td>
</tr>
<tr>
<td>Mountain View</td>
<td>500 Mountain Lion Road, Harker Heights</td>
<td>254-336-1900</td>
</tr>
<tr>
<td>Nolanville</td>
<td>901 Old Nolanville Road, Nolanville</td>
<td>254-336-2180</td>
</tr>
<tr>
<td>Oveta Culp Hobby</td>
<td>53210 Lost Moccasin, Fort Hood</td>
<td>254-336-6500</td>
</tr>
<tr>
<td>Peebles</td>
<td>1800 North WS Young Drive, Killeen</td>
<td>254-336-2120</td>
</tr>
<tr>
<td>Pershing Park</td>
<td>1500 West Central Texas Expy, Killeen</td>
<td>254-336-1790</td>
</tr>
<tr>
<td>Reeces Creek</td>
<td>400 West Stan Schlueter Loop, Killeen</td>
<td>254-336-2150</td>
</tr>
<tr>
<td>Richard E. Cavazos</td>
<td>1200 North 10th, Nolanville</td>
<td>254-336-7000</td>
</tr>
<tr>
<td>Seagert</td>
<td>5600 Schorn Drive, Killeen</td>
<td>254-336-6660</td>
</tr>
<tr>
<td>Skipcha</td>
<td>515 Prospector Trail, Harker Heights</td>
<td>254-336-6690</td>
</tr>
<tr>
<td>Sugar Loaf</td>
<td>1517 Barbara Lane, Killeen</td>
<td>254-336-1940</td>
</tr>
<tr>
<td>Timber Ridge</td>
<td>5402 White Rock Drive, Killeen</td>
<td>254-336-6630</td>
</tr>
<tr>
<td>Trimmier</td>
<td>4400 Success Drive, Killeen</td>
<td>254-336-2270</td>
</tr>
<tr>
<td>Venable Village</td>
<td>60160 Venable Road, Fort Hood</td>
<td>254-336-1980</td>
</tr>
<tr>
<td>West Ward</td>
<td>709 West Dean Avenue, Killeen</td>
<td>254-336-1830</td>
</tr>
<tr>
<td>Willow Springs</td>
<td>2501 W Stan Schleuter Loop</td>
<td>254-336-2020</td>
</tr>
</tbody>
</table>
Killeen Independent School District

MIDDLE SCHOOLS

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audie Murphy</td>
<td>53393 Sun Dance Drive, Fort Hood</td>
<td>254-336-6530</td>
</tr>
<tr>
<td>Charles Patterson</td>
<td>8383 West Trimmier Road, Killeen</td>
<td>254-336-7100</td>
</tr>
<tr>
<td>Eastern Hills</td>
<td>300 Indian Trail, Harker Heights</td>
<td>254-336-1100</td>
</tr>
<tr>
<td>Gateway Middle</td>
<td>1307 Gowen Drive, Killeen</td>
<td>254-336-1690</td>
</tr>
<tr>
<td>Liberty Hill</td>
<td>4500 Kit Carson Trail, Killeen</td>
<td>254-336-1370</td>
</tr>
<tr>
<td>Live Oak Ridge</td>
<td>2600 Robinett Road, Killeen</td>
<td>254-336-2490</td>
</tr>
<tr>
<td>Manor</td>
<td>1700 South WS Young Drive, Killeen</td>
<td>254-336-1310</td>
</tr>
<tr>
<td>New Nolan</td>
<td>1600 Warriors Path, Harker Heights</td>
<td>254-336-1150</td>
</tr>
<tr>
<td>Palo Alto</td>
<td>2301 West Elms Road, Killeen</td>
<td>254-336-1200</td>
</tr>
<tr>
<td>Rancier</td>
<td>3301 Hilliard Avenue, Killeen</td>
<td>254-336-1250</td>
</tr>
<tr>
<td>Roy J. Smith</td>
<td>6000 Brushy Creek, Killeen</td>
<td>254-336-1050</td>
</tr>
<tr>
<td>Union Grove</td>
<td>101 East Iowa Drive, Harker Heights</td>
<td>254-336-6580</td>
</tr>
</tbody>
</table>

HIGH SCHOOLS:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>KISD Career Center</td>
<td>1320 Stagecoach Road, Killeen</td>
<td>254-336-3800</td>
</tr>
<tr>
<td>Early College High</td>
<td>51000 Tank Destroyer Blvd., Ft. Hood</td>
<td>254-336-0260</td>
</tr>
<tr>
<td>Ellison</td>
<td>909 Elms Road, Killeen</td>
<td>254-336-0600</td>
</tr>
<tr>
<td>Harker Heights</td>
<td>1001 FM 2410, Harker Heights</td>
<td>254-336-0800</td>
</tr>
<tr>
<td>Gateway High</td>
<td>4100 Zephyr Road, Killeen</td>
<td>254-336-1700</td>
</tr>
<tr>
<td>Killeen</td>
<td>500 North 38th Street, Killeen</td>
<td>254-336-7208</td>
</tr>
<tr>
<td>Pathways</td>
<td>1322 Stagecoach Road, Killeen</td>
<td>254-336-7250</td>
</tr>
<tr>
<td>Shoemaker</td>
<td>3302 South Clear Creek Road, Killeen</td>
<td>254-336-0900</td>
</tr>
</tbody>
</table>

Board Policy Attachments:

Student and Parents Complaints and Grievances (FNG-Local)
Freedom from Bullying (FFI-Local)
Freedom from Discrimination, Harassment and Retaliation (FFH-Local)
Wellness and Health Services/Physical Exams (FFA-Legal)
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.
STUDENT RIGHTS AND RESPONSIBILITIES  FNG
STUDENT AND PARENT COMPLAINTS/GRIEVANCES  (LOCAL)

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.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents
The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles
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 Process
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
Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email 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 postmarked 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 appear at a scheduled conference, the District may hold the conference and issue a decision in the student’s or parent’s absence.

**Response**

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 email 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.

**Days**

“Days” shall mean District business days. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

**Representative**

“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.

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.

**Consolidating Complaints**

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.

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.

**Untimely Filings**

All time limits shall be strictly followed unless modified by mutual written consent.

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.

**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 conference, 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.

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.
**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.

---

**Bullying Prohibited**

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.

**Retaliation**

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.

**False Claim**

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.

---

**Timely Reporting**

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.

**Reporting Procedures**

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**

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.
Report Format
A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report
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.

Prohibited Conduct
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.

Investigation of Report
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.

Concluding the Investigation
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.

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.

Notice to Parents
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.

District Action
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.

Discipline
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.
The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

**Corrective Action**
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.

**Transfers**
The principal or designee shall refer to FDB for transfer provisions.

**Counseling**
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.

**Improper Conduct**
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.

**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.

**Appeal**
A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

**Records Retention**
Retention of records shall be in accordance with CPC(LOCAL).

**Access to Policy and Procedures**
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.
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.

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
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
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)]
**Title II Coordinator**
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)]

**Superintendent**
The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Alternative Reporting Procedures**
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.

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.

**Timely Reporting**
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.

**Notice to Parents**
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.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

**Investigation of the Report**
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.

**Initial Assessment**
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.

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.

**Interim Action**
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.
District Investigation

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.

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.

Criminal Investigation

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.

Concluding the Investigation

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.

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.

Notification of Outcome

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

District Action

Prohibited Conduct

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.

Corrective Action

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
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.
Wellness Policy

Each district must establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast program under the jurisdiction of the district. The local school wellness policy is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. 7 C.F.R. 210.31(a)

School Day

“School day” means the period from the midnight before, to 30 minutes after the end of the official school day. 7 C.F.R. 210.11(a)(5)

School Campus

“School campus” means all areas of the property under the jurisdiction of the school that are accessible to students during the school day. 7 C.F.R. 210.11(a)(4)

Contents

At a minimum, a local school wellness policy must contain:

1. Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, a district must review and consider evidence-based strategies and techniques;

2. Standards for all foods and beverages provided, but not sold, to students during the school day on each participating school campus under the jurisdiction of the district;

3. Standards and nutrition guidelines for all foods and beverages sold to students during the school day on each participating school campus under the jurisdiction of the district that
   a. Are consistent with applicable requirements set forth in 7 C.F.R. 210.10 (meal requirements for lunches and after-school snacks) and 220.8 (meal requirements for breakfasts);
   b. Are consistent with the nutrition standards set forth under 7 C.F.R. 210.11 (competitive food service and standards);
   c. Permit marketing on the school campus during the school day of only those foods and beverages that meet the nutrition standards under 7 C.F.R. 210.11; and
   d. Promote student health and reduce childhood obesity;

4. Identification of the position of the district or school official(s) responsible for the implementation and oversight of the local...
A district must:

1. Permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy.

2. Inform the public about the content and implementation of the local school wellness policy, and make the policy and any updates available to the public annually.

3. Inform the public about progress toward meeting the goals of the local school wellness policy and compliance with the local school wellness policy by making the triennial assessment, as required at item 2 under Implementation Assessments and Updates below, available to the public in an accessible and easily understood manner.

A district must:

1. Designate one or more district or school officials to ensure that each participating school complies with the local school wellness policy.

2. At least once every three years, assess schools’ compliance with the local school wellness policy, and make assessment results available to the public. The assessment must measure the implementation of the local school wellness policy, and include:
Killeen ISD
014906

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

a. The extent to which schools under the jurisdiction of the district are in compliance with the local school wellness policy;

b. The extent to which the district’s local school wellness policy compares to model local school wellness policies; and

c. A description of the progress made in attaining the goals of the local school wellness policy.

3. Make appropriate updates or modifications to the local school wellness policy, based on the triennial assessment.

Recordkeeping

A district must retain records to document compliance with the requirements of this policy. These records include, but are not limited to:

1. The written local school wellness policy;

2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public as required at Implementation Assessments and Updates above; and

3. Documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.


[See CO for requirements relating to food services management, EHAA for state law requirements relating to health education, and FJ for requirements relating to food and beverage fundraisers.]

Change in Health Services

Before a district or a school may expand or change the health-care services available at a school in the district from those that were available on January 1, 1999, the board must:

1. Hold a public hearing at which the board provides an opportunity for public comment and discloses all information on the proposed health-care services, including:

   a. All health-care services to be provided;

   b. Whether federal law permits or requires any health-care service provided to be kept confidential from parents;

   c. Whether a child’s medical records will be accessible to the parent;
d. Information concerning grant funds to be used;

e. The titles of persons who will have access to the medical records of a student; and

f. The security measures that will be used to protect the privacy of students’ medical records.

2. Approve the expansion or change by a record vote.

*Education Code 38.012*
2020-2021 School Year

Dear Parent,

Killeen Independent School District takes suicidal ideation and self-injurious behavior very seriously. The following outlines the District’s protocol procedures:

When a student expresses suicidal ideation, expresses/engages in self-injurious behavior, and/or attempts suicide, parents will be notified immediately. In the event your child may need to be referred for out-patient mental health services, the District will not be responsible for the costs associated with the visit. Upon your child’s return to school, documentation will be requested from a doctor, licensed counselor, or other mental health professional to clear your student’s return to school.

Please consider having the following discussions with your child:

1. Discuss how play language and actions can be perceived by others at school. Words, phrases, and actions seen on video games, online, or on TV may not be appropriate for school play.

2. Discuss how to appropriately express emotions when angry or frustrated. Your school counselor will be happy to give you resources and techniques, if you need further assistance.

3. Encourage your child to talk to you or another safe and trusted adult, if your child has feelings of depression or hopelessness.

Your child’s safety is our utmost concern, and we appreciate your attention to this very important matter.

Sincerely,

Killeen ISD Guidance & Counseling
I acknowledge that I have been informed of the KISD protocol procedures for suicidal ideation and self-injurious behavior.

______________________________
Print Name

______________________________  _________________________
Parent Signature               Date