

C.E. ELLISON HIGH SCHOOL



**Student Handbook
2016-2017**

Table of Contents

Mission Statement-----	4
EHS Administrative Staff-----	5
Telephone Directory	
Ellison’s Bell Schedule-----	6
Killeen Career Center’s Bell Schedule-----	8
General Information-----	10
Announcements	
Closed Campus	
Visitors and Non-Students on Campus	
Identification Cards	
Hall passes	
Minor Violations-----	11
Tardy Policy	
Tutoring for Tardies	
Students Rights and Responsibilities	
Student Code of Conduct –see KISD Web Page	
Code of Conduct for school representatives	
Spectator Code of Conduct	
Display of Affection-----	12
Dress Code—see KISD WEB Page	
Profanity	
Sexual Harassment	

Prohibited/Entertainment/Electronic Items
Library

Textbooks-----14

Fees

Extracurricular and Fees

Clinic

Medication Policy----- 15

KISD police officers

Crime Stoppers

Use of Sniffer dogs and metal detectors

Off-limits areas

Telephones

Deliveries

Bus Rules/Regulations

Lost and Found

Automobile Parking

Automobile Use-----16

Drop Off and Pick Up of Students

Fire Lanes

Cafeteria-----15

Food Drinks

Emergency Drills

Attendance policies

Academic policies and procedures-----19

Student activities and Clubs-----24

Educational Records-----23

Notice of Nondiscrimination

Health concerns-----25

Bacterial Meningitis

Appendix: -----27

District Information Section

WELCOME TO ELLISON HIGH SCHOOL

Welcome to C. E. Ellison! Our staff is committed to making your stay here a successful learning experience. We pride ourselves on high achievement in the classroom and in every endeavor. We need your enthusiasm to help each of you grow. Work hard; your school transcript becomes an important beginning in your life.

David Dominguez, Principal

ELLISON Alma Mater

As we stand for our own eagles,
we express our loyalty;
We will strive for truth and courage,
and our hearts are soaring free;
May we win in all endeavors;
Fight we must for white and green;
With our eagles we are shining;
our strong spirit ever seen!

EHS Fight Song

Eagles, eagles, we're all for you
win is the rule in all we do.
The green and white will forever be
eagles all are we.
Eagles fight for the green and white
day and night with all our might.
Victory, oh victory, within our sight
E.H.S. let's fight
E-L-L-I-S-O-N
go green, go white
go team, fight, fight, fight
eagles E.H.S

Mission Statement

"The mission of Ellison High School is to launch young people into successful adult lives of learning, service, and meaningful work."

E.H.S. Administrative Staff

David Dominguez	Principal
Rhea Bell	Director of Curriculum
Rico Corporal	Assistant Principal
Susan Frisch	Assistant Principal
Beth Fuller	Assistant Principal
Joe Gonzalez	Assistant Principal
Pedro Morales	Assistant Principal
Richard Guy	Attendance Officer
Veronica Maxey	Coordinator/Special Ed
Diana Allred	Coordinator/Student Act.
Avlyn Bolton	Campus Instructional Specialist
Valerie Sather	Registrar
Barbara Critchfield	Counselor
Juli Fischer	Counselor
Heather Moore	Counselor
Crystal Morris	Counselor
Sarah Noteboom	Counselor
Amy Picot	Counselor
TyAnna Virdell	Counselor
Trent Gregory	Campus Athletic Coordinator

Telephone Directory

Main Office	336-0600	Student Activities	336-0620
Athletic Coordinator	336-0630	School Nurse	336-0657
Field House	336-0633	Special Ed office	336-0676
AP Discipline Office	336-0611 or 0612	Attendance Office	336-0621
Principal	336-0610	Guidance Counselors	336-0629

2016 / 2017 Ellison High School Bell Schedule

"A" LUNCH SCHEDULE (Upstairs and Portables)		"B" LUNCH SCHEDULE (Downstairs and Gym)	
1 st PERIOD	8:45 – 9:37	1 st PERIOD	8:45 – 9:37
2 nd PERIOD	9:43 – 10:35	2 nd PERIOD	9:43 – 10:35
3 rd PERIOD	10:41 – 11:33	3 rd PERIOD	10:41 – 11:33
"A" LUNCH*	11:33 – 12:18	4 th PERIOD	11:39 – 12:31
4 th PERIOD	12:24 – 1:16	"B" LUNCH*	12:31 – 1:16
5 th PERIOD	1:22 – 2:19	5 th PERIOD	1:22 – 2:19
6 th PERIOD	2:25 – 3:17	6 th PERIOD	2:25 – 3:17
7 th PERIOD	3:23 – 4:15	7 th PERIOD	3:23 – 4:15

EARLY OUT BELL SCHEDULE 2016-2017

Early Out Days: 2016 – October 14 and December 16

Early Out Days: 2017 – February 2, March 10, May 26

"A" LUNCH SCHEDULE		"B" LUNCH SCHEDULE	
1 st PERIOD	8:45 – 9:18	1 st PERIOD	8:45 – 9:18
2 nd PERIOD	9:24 – 9:57	2 nd PERIOD	9:24 – 9:57
3 rd PERIOD	10:03 – 10:36	3 rd PERIOD	10:03 – 10:36
"A" LUNCH*	10:36 – 11:20	4 th PERIOD	10:42 – 11:29
4 th PERIOD	11:26 – 12:13	"B" LUNCH*	11:29 – 12:13
5 th PERIOD	12:19 – 12:57	5 th PERIOD	12:19 – 12:57
6 th PERIOD	1:03 – 1:36	6 th PERIOD	1:03 – 1:36
7 th PERIOD	1:42 – 2:15	7 th PERIOD	1:42 – 2:15

LATE START BELL SCHEDULE 2016-2017

"A" LUNCH SCHEDULE		"B" LUNCH SCHEDULE	
1 st PERIOD	10:45 – 11:18	1 st PERIOD	10:45 – 11:18
2 nd PERIOD	11:24 – 11:57	2 nd PERIOD	11:24 – 11:57
3 rd PERIOD	12:03 – 12:36	3 rd PERIOD	12:03 – 12:36
"A" LUNCH*	12:41 – 1:20	4 th PERIOD	12:42 – 1:29
4 th PERIOD	1:26 – 2:13	"B" LUNCH*	1:29 – 2:13
5 th PERIOD	2:19 – 2:57	5 th PERIOD	2:19 – 2:57
6 th PERIOD	3:03 – 3:36	6 th PERIOD	3:03 – 3:36
7 th PERIOD	3:42 – 4:15	7 th PERIOD	3:42 – 4:15

Career Center Bell Schedule

Internal Bell Schedule

AM Session 8:50-12:13

PM Session 1:15-3:45

(Bus riders arrive by 12:47 for lunch)

Period	Time	Block	Time
CCZ - 0 hour	7:25 - 8:15		
1	8:50 - 9:40	1-3	8:50 - 11:22
2	9:43 - 10:31	1-2	8:50 - 10:31
3	10:34 - 11:22	3-4	10:34 - 12:13
4	11:25 - 12:13	2-4	9:43 - 12:13
Lunch	12:13 - 1:10		
5	1:15 - 2:03	5-6	1:15 - 2:54
6	2:06 - 2:54	6-7	2:06 - 3:45
7	2:57 - 3:45	5-7	1:15 - 3:45
<p>**CCAM students eat B lunch at home campus</p> <p>**CCAM students eat breakfast at CC</p> <p>**CCPM students have 4th period B lunch & eat lunch at CC</p> <p>**CCALL students eat lunch at CC</p>			

- * CCAM bus leaves at 12:18
- * CCPM bus leaves at 3:55

Career Center Early Out

AM Session 8:50-11:10
 PM Session 11:45-1:45
 (Bus riders arrive at 11:51 for lunch)

Period	Time	Block	Time
CCZ – 0 hour	7:45-8:15		
1	8:50-9:25	1-3	8:50-10:39
2	9:28-10:02	1-2	8:50-10:02
3	10:05-10:39	3-4	10:05-11:17
4	10:42-11:17	2-4	9:28-11:17
Lunch	11:17-12:25		
5	12:25-12:50	5-6	12:25-1:17
6	12:53-1:17	6-7	12:53-1:45
7	1:20-1:45	5-7	12:25-1:45

Career Center Late Start

AM Session 10:50 - 1:18
 PM Session 2:25 - 3:45

Period	Time	Block	Time
CCZ – 0 hour	9:45 - 10:15		
1	10:50 - 11:24	1-3	10:50-12:41
2	11:30 - 12:04	1-2	10:50-12:04
3	12:07 - 12:41	3-4	12:07-1:18
4	12:44 - 1:18	2-4	11:30-1:18
Lunch	1:18 - 2:20		
5	2:25 - 2:50	5-6	2:25-3:18
6	2:53 - 3:18	6-7	2:53-3:45
7	3:21 - 3:45	5-7	2:25-3:45

Lunch Information

KISD Career Center Lunch Schedule

AM Students:

Bus Riders: attend CC 1-4 periods (8:50-12:15) & return to campus for lunch

Car Drivers: attend CC 1-4 periods (8:50-12:15) & eat wherever they choose, back on HS campus by 5th period

PM Students:

Bus Riders: attend HS 1-3 periods (8:45-11:36), travel 4th period & eat lunch at CC

Car Drivers: attend HS 1-3 periods (8:45-11:36) (some attend HS 1-4 periods 8:45-12:33) & eat wherever they choose, at CC by 5th period (12:55)

All Day Students:

Lunch is from 12:15-12:55 at CC, can leave campus or eat on campus

Announcements

Texas State law requires the recitation of the Pledge to the U.S. and Texas flags once each day. Students have a choice to recite the pledge; however, they **must remain silent** showing respect for those who have given their lives that people in America might have a choice. Right hand must be placed over the heart when saying both the Pledge of Allegiance to the U.S. and the Texas pledge. There must also be a one-minute period of silence following the pledges. Students may be excused from reciting the pledge (but not the observance of the moment of silence) based on a written request from the parents.

Teachers and others must ensure that all students remain silent, and do not act in any manner that is likely to interfere with or distract another person. During the minute of silence, students may reflect, meditate, pray or engage in another silent activity that is not likely to interfere with or distract others.

U.S. Pledge

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

Texas Pledge

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

Closed Campus

Ellison is a **CLOSED CAMPUS** except during lunch, or when scheduling requires a student to leave campus (career center, college, or work release), or when a student obtains permission at the attendance office by note or parental contact. In all other cases during the regular school day, students are to remain on school property. Leaving between classes for any other reason is a violation of this provision making students subject to disciplinary action for truancy.

Visitors and Non-Students on Campus

All visitors must report to the security vestibule (front office entry-Trimmier or student entry-Elms Road) upon entering the building and present a photo ID. Visitors must secure a pass before proceeding to desired destination in order to remain on campus. At no time will a student visitor attend classes.

Identification Cards

All students are issued Photo ID cards which must be worn at all times, visible from the front (above the waist; not on arm/wrist/shoulder nor having it in the pocket, carrying it/having it in or attached to a tote/purse/backpack/wallet, or sleeve) while at school or at school functions and while riding to and from school on school transportation. I.D. cards are provided at no charge to the student and are the property of Ellison. Only a student's current year ID may be displayed/worn. A temporary ID is only

valid for the date of issuance and a violation is noted. I.D. cards will be turned in when a student transfers or withdraws. **Lost or mutilated/altered ID cards will not be valid and must be replaced for \$5.00.** Students can pay for new cards through Cash Receipts (under the stairs adjacent to the Commons). Take the receipt to Student Activities to obtain the new card. Students not wearing proper I.D. cards will be in violation of district and campus policy. Violators will be subject to disciplinary consequences.

Hall Passes

Students are expected to remain in class the entire class period. In the rare case a student needs to leave a classroom he/she must be in possession of his/her teacher's green hall pass. Students in the hallway without a pass are considered to be out of the classroom without the teacher's permission and will be subject to disciplinary action.

Minor Violations

Students who accumulate 4 minor violations in any combination of dress code, electronic devices, ID cards, or other minors will be subject to disciplinary actions. Items confiscated will be held in the discipline A.P. Office (A-K adjacent to Counselors' office; L-Z adjacent to commons area.) Students may pick up confiscated items at the end of the school day if available.

Tardy Policy

When the tardy bell rings, classroom doors will be closed and all students will go to one of the Assistant Principal offices for a tardy pass. Students who accumulate four tardies in one period or in a combination of periods will be assigned detention (PM or Saturday) and may be subject to other disciplinary actions. Students who are more than 15 minutes late to class will be counted absent for the period.

Student Code of Conduct

The Student Code of Conduct is a guide for proper conduct at E.H.S. Students will have access on line to a copy of the K.I.S.D. Student Code of Conduct or may request a paper copy and are responsible for abiding by its contents. Parents are required to acknowledge access or receipt of the information by signing and returning to Ellison the Code of Conduct Acknowledgment card. Failure to sign the Student Code of Conduct card will not prevent the student from being subject to the rules as stated in the handbook or from other rules and policies necessary for the safety and proper education of E.H.S. students.

Code of Conduct for Students Representing Ellison High School

Participation in activities which represent the school is considered a privilege and an honor subject to regulations. Students who represent E.H.S. are expected to conform to a more rigid code of behavior than the general student population. Failure to do so dishonors the organization to which the student belongs as well as E.H.S. and K.I.S.D. Contact the appropriate coach or sponsor and the Coordinator of Student Activities for specific expectations and consequences. Also refer to the K.I.S.D. Code of Conduct (Extracurricular Activities).

Code of Conduct for Spectators at Athletic Events

1. All spectators should be in the stands throughout the game except for concession and restroom use. Children under the age of 12 should be accompanied and supervised by an adult at all times.
2. Fans should not obstruct the aisles, stand at railings, block walkways, or throw any items.
3. Fans should support their own teams by positive comments and actions. Spirit signs should be supportive. Negative comments or actions are not appropriate for contestants or game officials.
4. By law, tobacco products are not permitted at any school function or facility.
5. Violators may be removed and could lose the privilege to attend events.
6. Participating contestants (in uniform) must remain with their team before, during, and after the contest (See coaches for further instructions).
7. Spectators may not cross the floor or field after the contest to congratulate players, coaches, or address them in any way (See administrators or police officers).
8. Pets are not allowed at either indoor or outdoor events.
9. **Students who do not leave campus at least 30 minutes after an event are subject to after school trespass and could be denied entry into future EHS events.**

Display of Affection

Students are not to display affection, (hugging, kissing, holding hands, etc...) while at school. Violators are subject to disciplinary consequences.

DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action. Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.

□ Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, “cut-offs”, and shorts or pants with holes any higher than 4” above the knee are not permitted. Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no “sagging.” Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
2. “Sagging” (wearing pants below the waistline or showing underwear) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 4 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable. ELEMENTARY ONLY: Tank tops and similar apparel may be worn by students in grades Pre K-2, especially in hot weather.
5. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
6. Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
7. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well trimmed.
10. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
11. Photo ID cards will be issued to all secondary (grades 6-12) students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

Students who attend schools where a **standard dress policy** has been approved may have additional dress code provisions. The additional dress code requirements will be disseminated to students by the campus personnel.

Profanity

Profanity, vulgar language, and obscene gestures will not be tolerated. Violators are subject to disciplinary/legal consequences.

Sexual Harassment

Sexual harassment includes uninvited and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. Students have a right to attend school and school events free from all forms of sexual harassment. For complete information regarding sexual harassment see the K.I.S.D. Student Code of Conduct. Students who believe they have been sexually harassed should see an Assistant Principal.

Prohibited/Entertainment/Electronic Items

The following items are prohibited on and off school property and at school activities. These items include, but are not limited to: skateboards/roller blades, pacifiers, picks, water pistols, dice, playing cards, paging devices, and laser pointers. Prohibited items found on campus and entertainment items visible inside the building outside of these designated areas may be confiscated by administrators as deemed necessary. Confiscated items may be picked up by a student after school. APs may use the consequences prescribed for minor violations in the KISD Student Code of Conduct. **Items may be confiscated and not returned until the end of the semester or not returned.**

Students may use silent functions on cell/smart phones and other electronic devices on campus before and after school, during lunches, and during passing periods. Students are not free to make personal use of electronic devices during class time. A student who needs to call a parent during the school day may report to an administrative office and seek permission to make a phone call. A teacher may also give a student permission to call a parent for a reason the teacher deems legitimate, provided the teacher remains with the student while the call is being made. Students may not have earbuds or headphones in view or in use during the school day, except outside during lunch/before/after, or at the direction of a teacher in class for an instructional purpose. Teachers will determine when, if at any time, students may use electronic devices during class in accordance with KISD BYOD policy for instructional purposes. Teachers will address any student violations of policy or directions pertaining to electronic devices on campus, and may refer students for administrative attention for these violations as necessary.

Library

Students are encouraged to use the library and to seek help from the librarians. The library opens at 7:45am. Prior to school and during lunch, students must use the student entrance. Unless accompanied by a teacher, students must have a hall pass and scan in using their ID cards upon entry to use the library during class time and scan out upon leaving. Students will use their bar coded I.D. card to check out library materials. All materials except reference books may be checked out for two weeks with one renewal. Students are expected to conduct themselves appropriately and follow posted library rules in order to use the library.

Textbooks

Textbooks are supplied free of charge. Students are responsible for the care and return of textbooks and will be charged for their damage or replacement. If a textbook is lost, misplaced, damaged or stolen, students should report the incident immediately to the Textbook Technician. Students must pay the cash receipts clerk for lost book(s). Once the student has paid for the textbook, he/she should present the receipt to the Textbook Technician to receive another textbook. If the textbook is found, it will be returned to the bookroom. A refund will be made upon presentation of the receipt. Deadline for refunds is the 3rd Friday in June. Textbook checks will be conducted once each 9 week grading period. **Students owing textbook fines for lost books are subject to lose the privilege of participating in school events. Students withdrawing from school must submit all books to the bookroom or satisfy the account through payment by cash, check, debit card, or credit card. Payments must be submitted to the Cashier, cash receipts clerk located under the stairs.**

Fees

Materials that are a part of the basic educational program are provided without charge to students. Students are expected to provide pencils, paper, erasers, and notebooks. They may be required to pay certain other fees or deposits including the following: club dues; security deposits; materials for a class project the student will keep; personal physical education items, athletic equipment and apparel; voluntary purchases of pictures, publications, class rings, etc.; uniform maintenance; parking fees; additional student identification cards; fees for damaged library books; school-owned equipment; and fees for copies of student records. All fees must be paid to the cash receipts clerk. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Extracurricular and Fees

Students who owe for textbooks, library books or other fees / fines may not be allowed to participate in activities, such as; homecoming, prom, or any other school dances at EHS or receive **Student Parking permits**.

Clinic

A school nurse or nurse's aide is available in the clinic. Students must have a clinic pass and sign in to use the clinic during class time. **Shot records must be up to date to attend school.**

Medication Policy

Parents will assume full responsibility for students taking medication. Students who self-administer medication must have a parental permission note on file in the clinic. Prescription medication must be in the original container and fully labeled including name of medication, name of student, dosage, date and times of doses, and reason for taking medication. **School personnel will dispense prescribed**

medication only when specifically requested by parents in accordance with K.I.S.D. guidelines. Board policy prohibits school personnel from dispensing non-prescriptive medication. Students are strongly discouraged from bringing non-prescriptive medication to school.

Scholastic Crime Stoppers

Crime Stoppers offers cash rewards for information leading to the solution of criminal activities that take place in K.I.S.D. or in our community. **All contacts will be confidential. Call 336-0722.**

Use of Sniffer Dogs and Equipment

In order to maintain a safe school environment conducive to education, specially trained dogs, metal detectors and/or physical searches are used to detect concealed weapons. If any contraband or prohibited substances are found, the student shall be subject to appropriate disciplinary / legal action.

“Off-Limits” Areas for Students

The following areas have been designated as “off-limits” during the mornings, lunch periods, and after schools: gymnasium, P.E. hallway, locker rooms, athletic fields, portables and any area around the portables, auditorium and areas surrounding it, all stairwells and all hallways. Hallways are off limits during the student’s designated lunch. Students may not be in the **hallways** during his/her designated lunch period. **Wheelchair ramps, stairwells, and entrance to hallways are to remain clear at all times.**

Deliveries

Parent deliveries of any nature (lunch money, gym clothes, etc.) will be left at the front office. A message will be given to the student or the item will be delivered. Approved commercial deliveries to students will be accepted in the front office and given to students at the end of the school day. No commercial deliveries of food will be accepted. **Commercial foods (breakfast/lunch/drinks) cannot be consumed in the cafeteria or building.**

Bus Rules/Regulations

Riding the bus is a **privilege** provided by the school district. Students riding the bus are subject to the K.I.S.D. Student Code of Conduct and rules and regulations posted on buses.

Lost and Found

Lost and Found is located next to the Cashier Clerk’s Office. Students who lose or find an article should go to the lost and Found area to search for or drop off the item. Items not picked up will be given to charitable organizations.

Automobile Parking

The operation of automobiles and other vehicles by high school students is a **privilege** and shall be under the supervision of the Ellison Administration. A student must present a valid driver's license, proof of insurance, and pay the parking lot maintenance fee in order to obtain a parking permit. A parking decal for Ellison High School is available after the \$10.00 parking lot maintenance fee is paid to the cashier. A single parking decal will be made available to Ellison students in good standing on a first come, first serve basis or as otherwise notified by administration. Students may only park in the student parking lot.

Vehicles found on campus without a valid parking permit, in the teachers' parking lot, or a non-designated area may be towed at the owner's expense. Permits expire at the close of each school year. Students who change vehicles during the school year will need to see the cashier for a \$5 replacement parking decal. **Students who owe fines or owe for textbooks may not be allowed a parking permit until the fines or textbook are paid.**

Automobile Use

Any student who operates a vehicle in an unsafe or disruptive manner shall be subject to disciplinary action, including a citation, and may be denied the privilege of vehicle use on all KISD property. Automobiles on school property are subject to search if there is reasonable cause to believe contraband or other prohibited items are in the vehicle. Students may have their parking privileges at Ellison High School revoked for any of the following reasons:

Drop Off and Pick Up of Students

Parents or others should drop off or pick up students in the student parking lot located on Elm Road.

Fire Lanes

Warning: Parking, waiting, idling of motor vehicle in fire lanes at any times (to include before and after hours daily as well as weekends) may subject violators to a fine of \$500 to \$1200 imposed by the city fire department.

Cafeteria

Cost of breakfast is \$1.50 and lunch is \$2.50. Cost for reduced is .30 for breakfast and .40 for lunch. A debit system is available, lunch or breakfast credit may be purchased in the cafeteria. Students are expected to place all trash in trash cans and clean their area. Cafeteria opens at 8:00am for breakfast. Use side exterior door to cafeteria.

New applications must be submitted each year for students who participate in the National Food Nutrition Program. Applications must be submitted online or printed copy by **October 6, 2014**, to allow sufficient processing time. After this time, if an application has not been processed for the student, he/she must begin paying the full price. For additional information, contact the School Nutrition Office at (254) 336-0776 or visit the KISD website, Lunch Application. New lunch applications will be available in July.

Food and Drinks

Vending machines are not available for students during class time. No food or drinks are allowed in the classroom while class is in session. **Students must discard food or drinks in the trash can prior to entering the building or leaving the cafeteria. If a student leaves campus to purchase commercial foods, snacks, or drinks and does not have sufficient time to consume it prior to class, it must be discarded prior to entering the building. The only exception to rule will be students who bring their lunches from home. Students who require water due to medical concerns must have a doctor's note on file in the clinic and also carry a note with them. Glass containers are not allowed.**

Emergency Drills

Fire drills are held at unannounced periods throughout the year. A set of instructions for fire, tornado, and shelter in place drills will be kept in classrooms. Follow the instructions of your teachers. Move quietly, orderly, and quickly to designated areas.

ATTENDANCE

Importance of Attendance

Texas State Law, Senate Bill 247, requires students to attend school until their 18th birthday. Daily attendance is very important. Failure to attend school the required amount of time could result in loss of credit, legal action and / or dismissal from school. It is the responsibility of the student and the student's parent(s) or guardian(s) to insure that attendance rules are followed.

Appeal Status and Parent Notification

Excessive unexcused absences will result in an appeal for credit and may result in loss of credit. Days missed due to religious holy days and partial days missed due to medical or dental appointments which are properly documented and for which work missed is successfully completed will be excused. A letter stating that the student must appeal for credit will be sent to parents as soon as the acceptable number of absences is exceeded. Another letter will be sent approximately one week prior to the end of the session along with a copy of the appeal form. The form must be completed and returned to Ellison to initiate the actual appeal process. Failure to return the application will result in credit being denied. **It is the parent's responsibility to know when the student is in violation of the Texas Compulsory attendance laws.** Students violating compulsory attendance laws are subject to court appearances and or fines. Eighteen year olds in violation of the attendance rules (**5 or more unexcused**) could be subject to being withdrawn from school until the next school year. For further information see the K.I.S.D. Student Code of Conduct handbook.

Documentation

In all cases, appropriate documentation must be provided in order for absences to be classified as excused. All absences are subject to verification, investigation, or question. All notes are subject to review. For personal illness, absences exceeding 5 consecutive days will require documentation from a health care professional. After a student accumulates 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. Parental notes must be turned in **within 5 days** of the student's absence. In order to be excused, a note must accompany all other absences for personal illness from a health care professional. Exception: A single note from a health care professional will suffice in the case of a chronic illness or serious medical condition. Parent must write a note referencing to the doctor's note that is already on file for this chronic illness. For medical, dental, or legal

appointments, notes from health care or legal professionals are required. Students who attend a partial day, complete work missed, and bring a note from the health care professional will be counted present for the entire day.

Leaving During School Day (Excluding Lunch)

Students who leave school during school hours (excluding lunch) must have a legal guardian or an emergency contact person (named in student's records) sign him/her out in the main office located on Trimmier. Parent or legal guardian must present the receptionist with his/her driver's license. Park in the visitor's parking area.

Excused Absences

The following is a list of reasons for which students may be excused from class:

- Family-related absences such as emergency leave, promotion/retirement ceremonies (official documentation of dates, times and conditions required)
- Personal illness (See Documentation above.)
- Illness or death in family (with proper documentation)
- Dangerous weather or road conditions (as determined by school authorities)
- Medical, dental, or legal appointments (subject to regulations outlined above)

Parents are expected to exercise reason in the amount of time a student misses school.

Administrators have the authority to declare certain cases as "extenuating circumstances" on a case by case basis. **A student is considered absent if they are more than 15 minutes late to class!**

Unexcused Absences

Absences with parental knowledge for reasons such as missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as UNEXCUSED.

Extracurricular Activities

Extracurricular activities are school-sponsored activities that are not directly related to instruction but have an indirect relation to curriculum. Absences under this category are defined as exempted absences. Student eligibility is based on grades and not attendance. As long as the student is passing his/her classes with no grade below 70, the student is eligible to participate in extracurricular activities. **Students placed in In School Suspension, home based instruction or suspension may not participate in or attend extracurricular activities during the term of the consequence.** Violation of this rule will result in further disciplinary action.

Prior to Entering the Building

- Put on ID card and keep it on at all times.**

- ❑ **Discard commercial food or drinks in trash cans. (Refer to p. 13)**
- ❑ **Remove hats or head coverings.**

NO Loitering

Students will be allowed to enter the building **prior to school** to: 1) use the library, 2) eat breakfast in the cafeteria, 3) attend club-sponsored meetings, practices, or rehearsals, 4) attend tryouts, and 5) must have a pass to go to Tutorials. Students will be allowed to **remain after school** to: 1) to attend club-sponsored meetings, practices, or rehearsals, 2) to attend tryouts, 3) must have pass to attend tutorials 4) participate in the AYPYN program. Students who are not members of the meeting organization will not be allowed to wait in the building or at the site of the meeting until the student who is a member finishes. If you are a participant and need to arrive at school early or remain after school in one of the ways mentioned above, then you must report to the sponsor/teacher/coach immediately. You must get a pass from the teacher or sponsor containing the following: Pass with your name, teacher's name, subject or organization, time of tutorials or time of meeting or practice, and room number to go to tutorials or location of club or organizational meeting. Students participating in the AYPYN Program must stay with the coordinator(s) in the designated areas. **If a student leaves the building after school, the student may not re-enter the building.**

It is the student's responsibility to acquire parental permission prior to remaining for any activity in order to give the parent the opportunity to arrange for transportation/pickup for the student when the event has ended. **Supervision is not provided for students on campus prior to 8:15 am and after 4:30 p.m. except as previously indicated.** Class starts at 8:45a and students will start going to class at 8:35a.

Exception: Inclement weather ONLY. Campus Administrators will determine the time that students will be permitted to enter the building when it is raining or when the temperature is 40 degrees and below.

Transfer Credits

Immediately after a student registers at Ellison, a request is made for a transcript from the former school. Upon receipt, the transcript becomes a part of the student's permanent record. Credits received are evaluated and courses needed for graduation from E.H.S. are determined. A student may be required to validate credits by testing if he/she wishes to transfer in credits from a school that is not accredited.

Changing Courses

Students are enrolled for a full year's worth of courses. Schedule changes will be made within the first week of a new semester, and must include the proper form available from the counselor's office. Students should report to the guidance center before school, during lunch, or after school if they have a question about their schedule.

Tutoring

Each Wednesday, school wide tutorials are held from **4:15-4:45pm**. Students are to show up promptly with all necessary supplies, books, notes, etc., and be ready to participate. For other opportunities for tutorials, please check the Ellison High School Website or the teacher's website.

EHS enlists parents of students to support this program by making arrangements for transportation to ensure that your student(s) will get home quickly and safely once these sessions are dismissed.

Performance Reports/Report Cards

All students receive a Mid-Session Performance Report each grading period and a report card at the end of the term. Report cards will be mailed home at the end of each 18 week term. EHS will send progress reports every 3 weeks to coincide with the UIL grade checks. Students' grades may not be changed simply for UIL competition. Students with an "I" or "incomplete" grade are ineligible until the work has been made up according to KISD and EHS guidelines.

Grading Policy

High School Grading Policy

1. Teachers should have a sufficient quantity and variety of assessments during the grading period to accurately reflect academic achievement. Teachers will record a minimum of nine (9) formative and three (3) summative grades per nine-weeks grading period.
2. Grades shall be posted/recorded in a timely manner no later than five (5) instructional days from date received with exception given for projects.
3. Grades shall be based on individual student mastery of standards. (Texas Essential Knowledge and Skills) and the district curriculum. Grades should reflect a student's academic achievement for the grading period, semester, or course.
4. Grades must reflect accommodations and instructional modifications as specified by appropriate campus committees such as: ARD, 504, LPAC, etc.
5. Grades of "0" assigned for work not completed (other than those due to absence) may be changed upon the completion and submission of such assignments by the student. The teacher will have discretion over the grade assigned within the parameters of the campus or department grading procedures. Students with grades of "0" for missing work may be assigned mandatory tutorial session(s) until the assignments are completed.
6. Nine-week and semester grades should be an accurate reflection of the student's academic performance/achievement. Final grades should be consistent with performance on formative/summative assessments.
7. Nine-week and semester examinations should be cumulative and assess the material taught for that semester.

8. Nine-week grades are determined by the following percentages:

Assignment Type	Regular Course	Pre-AP Course	AP/IB Course
Formative	40%	35%	30%
Summative	60%	65%	70%

Dual credit courses will follow the established grading policies of the accrediting institution. Specific grading policies for a dual credit course will be detailed in the course syllabus handed out to students the first week of class.

Definitions:

Formative: an assessment for learning that occurs during the learning process and provides information to both teachers and students that enable them to make adjustments to increase learning. Examples may include: homework, class work, quizzes, labs, draft essays, etc.

Summative: an assessment of learning that occurs after instruction to determine what students know, understand and can do at one point in time. Examples may include: unit exams, major projects, final essays, lab practicum, and nine-week exams.

Semester grades shall be determined by the following percentages:

First Nine-Weeks Average	45%
Second Nine-Weeks Average	45%
Semester Exam	10%

If a final course grade is equal to or greater than 70% on a scale of 100 for a two-semester course, a student will be awarded 1 full credit for the course.

If a final course grade is less than 70% on a scale of 100 for a two-semester course, a Student will be awarded proportional credit (.5) if either semester has an average equal to or greater than 70%. If both semesters are less than 70%, no credit will be awarded.

Homework Procedures

I. PHILOSOPHY

The Killeen Independent School District endorses the use of homework as a researched-based

instructional strategy that can increase student achievement, foster independent and responsibility, and serve as a vital link between school and home.

II. 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.

III. TYPES OF HOMEWORK

Teachers assign different types of homework to accomplish specific purposes.

A. **Practice homework** helps students master specific knowledge and skills that have been presented in class.

B. **Preparation homework** is designed to motivate or prepare students for knowledge and skills that they have not yet mastered. Teachers may assign students to read text, take notes on reading, work on solving a problem that will illustrate the need to learn upcoming material, or gather information from resources outside of class.

C. **Extension homework** provides students the opportunity to apply or transfer specific knowledge and skills to a new situation or in an original response. Teachers may assign a written composition, a demonstration, a compare/contrast assignment, visual display, or technology.

IV. HOMEWORK GUIDELINES

A. 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.

B. Homework or the threat of additional homework will not be used to enforce discipline in the classroom.

C. Homework will not be assigned during the following times with an exception made for study review guides.

1. Group standardized testing, district-approved criterion-referenced tests, and state assessments.
2. Semester exams (grades 8-12)
3. Official school holidays (does not include teacher workdays)

***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)

D. 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 Totals 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

E. 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)

1. It is anticipated that students will not have homework assignments in every class every day.
2. 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.
3. It is the student's responsibility to prorate the time needed for long-term assignments.

F. Homework is one part of a multi-faceted evaluation program and is not to be the only source of formative grades.

G. Students will receive timely and meaningful feedback on homework assignments.

H. KISD recognizes that there are times when students will not complete homework within the designated timeframe. Each campus shall define procedures for "late homework."

I. When homework is assigned to reinforce skills, there should be a consistency between the content and format of material presented in class and homework assignments.

Board Policy EIA (Local)
Adopted 5-24-2010

Date: August 1995
August 2000

July 2012

Make-Up Work

All students with excused absences from school shall have the opportunity to make up all school work assigned during their absences. **Work assigned prior** to the student's absence shall be turned in or completed on the day the student returns to school. The student shall have **five (5)** school days after returning to complete make-up work assigned during the time of the absence. It is the student's responsibility to be aware of each teacher's make-up work guidelines and ensure that it is turned in on time. Full credit will be awarded for make-up work that adheres to the guidelines. In the case of truancies and unexcused absences, a student's make-up work can earn only 50% of the credit that would have been earned if the student had been present. If a student is assigned to home-based instruction, the student's absence will be classified as excused. Make-up work must be handed in within **five (5)** school days of the student's initial return. **NOTE: EHS students will receive progress reports every three weeks.**

Graduation Participation

Senior students will be eligible to participate in spring graduation ceremonies when: (1) they have completed the course requirements for graduation and have passed EOC exit examinations; (2) they have met the current graduation requirements and provided credit verification from the sending high school (Students will receive diplomas from their home school if a reciprocal agreement can be made with sending schools.); (3) they are not enrolled in the Discipline Alternative Education Program. Students with disabilities may be permitted to graduate with A.R.D. committee recommendation under the provisions of their IEP and with the consent of the A.R.D. committee and their parents. Students having questions or concerns need to consult their counselors.

Withdrawal Procedure for Students from KISD

Students withdrawing from school begin the procedure at the bookroom. Turn in all books to acquire the textbook clearance distribution receipt. If you are missing books, pay the Cashier under the stairs. Take the combination of books and receipt to the bookroom to acquire the textbook clearance distribution receipt. Take the cleared textbook distribution receipt to the Registrar's Office. A parent with appropriate identification will need to personally withdraw his/her student. 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. For high school students, the withdrawal process can be completed at the individual campuses throughout the entire year. All textbooks, library fines, and other outstanding debts/fines must be cleared before a report card or transcript of credits will be forwarded to another school.

Student Activities Awards

The Board of Trustees recognizes students who excel in academic achievements by providing jackets, blankets, backpacks or patches. To qualify, students must earn an overall grade point average of 11.7 in K.I.S.D. for the spring session of the previous year and the fall session of the current year. **There is a residency requirement of no later than the first day of the second week of the fall semester of the school year in which academic awards are to be earned.**

Student Connectedness

Students are encouraged to participate and take an active role in the more than 65 organizations. EHS believes that students who feel connected are more likely to succeed academically and make healthy choices. Students are respectful and accept responsibility, learn to work together to achieve common goals, learn teamwork, tend to earn higher grades and test scores, have higher attendance rates, feel a sense of accomplishment, and give back to their community both inside and outside of school. For more information, contact the Coordinator of Student Activities, Ms. Allred or see Ms. Stolley.

Club Trips

Parental permission is required of any student who participates in a school sponsored trip. K.I.S.D. will provide transportation at club expense whenever possible. Students will leave school and return to school as a group. The use of private vehicles is prohibited.

Social Events

All social activities sanctioned by the school shall be under the supervision of the Principal or his designee. Rules of conduct applicable to regular school time are also applicable.

Fund Raising Campaigns

All school fund raising campaigns must have the approval of the Coordinator of Student Activities before classes start each year. Fund raising campaigns will be limited to those absolutely necessary to accomplish established goals. The Student Council is the only organization that may sponsor dances. Students can not solicit any EHS employee for fund raisers. All monies collected are to be turned in to the student accounts person in the office "under the stairs". Monies must be turned in as requested by the club sponsor, failure to do so could result in loss of club privileges and/or addition consequences.

Student Elections

All elections (club officer elections, sweetheart elections, etc.) will be coordinated through the Student Activities Office and must be scheduled on the school calendar at least three weeks prior to the desired election date.

School Calendar

All E.H.S. athletic, club and special classroom events or meetings on or off campus must be placed on the school calendar in the Student Activities Office prior to the event.

UIL Eligibility

In accordance with UIL "NO PASS, NO PLAY" rules, grade eligibility checks will be completed on each student every three weeks. Students passing all subjects at the nine week point, remain eligible until the 18 week point. During that same nine weeks, failing students will have two opportunities to regain eligibility, three weeks apart. At either three week grade check, the failing student may regain eligibility with a passing grade. Students, who continue to fail, continue to remain ineligible. KISD and EHS endorse all UIL rules and regulations.

Teachers may not give students extra work or late work to be turned in after the grade check period is over. Students' grades may not be changed simply for UIL competition. Students with an "I" or "incomplete" grade are ineligible until the work has been made up according to KISD and EHS guidelines. Failing students and those students with incompletes have seven calendar days after the grade check to earn a passing grade and become eligible. Refer to **TEA/UIL 2014 – 2015 SIDE by SIDE** for more information concerning UIL eligibility for extracurricular activities.

Education Records

Access to student education records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by K.I.S.D. Board Policy FL. Copies of these documents are located in the Central Administrative Office and in the principal's office. The principal is the primary custodian of education records in the building. Questions about student and parent rights in respect to student records should be directed to the principal. The superintendent is the custodian of all records for students who have withdrawn or graduated. The Director of Special Education for K.I.S.D. is the custodian of records for students who are currently receiving special education services or who have received special education services in the district.

Notice of Nondiscrimination

Title IX, VI and Section 504 are laws protecting K.I.S.D. students, parents and employees against discrimination because of race, color, sex, national origin or handicap. Student Title IX concerns should be directed to Brenda Adams (336-2827). Adult Title IX concerns should be directed to Tom Schatte (336-0045) Complaints concerning 504 should be directed to Karen Raub-Kowaleski (336-0254)

K.I.S.D. does not discriminate on the basis of disabilities in any programs and services offered. Qualified students with disabilities are entitled to regular or special education and related aids and services that are designed to meet individual educational needs as adequately as the needs of non disabled persons are met. Students who believe they may be eligible for services under Section 504 should see a counselor or the 504 Coordinator for referral to the Campus 504 Committee.

HEALTH CONCERNS

What is Bacterial 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 the most common and 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 one 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 purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on the combination of symptoms and laboratory results.

How serious is bacterial meningitis?

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss. While there are vaccines for some other strands of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in the community or for people traveling to a country where there is high risk of getting the disease. Also, a vaccine is recommended by some groups for 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 in 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 attention.

**DISTRICT
INFORMATION
SECTION**

TABLE OF CONTENTS DISCIPLINE, ATTENDANCE AND TRANSPORTATION..... 1-8

DISCIPLINE 1

SEARCH AND SEIZURE..... 1

STUDENT DRESS CODE..... 1

ATTENDANCE 1-4

Procedures 2

Unexcused Absences 3

Accounting of Absences..... 3

Extracurricular Activity Absences 3

Attendance Hearings 3

Tardies..... 4

Students Leaving During the Day 4

BUS RIDER RULES AND REGULATIONS..... 4-8

Rider Eligibility..... 4

Special Provisions..... 4

Pre-K and K Student Accountability 5

Bus Rules 5

Consequences for Bus Rules Violations..... 6

Prohibited on School Buses..... 7

Accidents or Emergencies 7

Extracurricular Trips 8

Disruption of Transportation 8

CURRICULUM..... 8-13

PROMOTION POLICY 8

STUDENT SUCCESS INITIATIVE..... 9

PROGRESS REPORTS..... 9

REPORT CARDS..... 9

HOMEWORK PROCEDURES 9-11

Philosophy..... 9

Definition..... 10

Homework Guidelines 10

Make-up Work 11

PHYSICAL EDUCATION..... 11

SPECIAL PROGRAMS 11-13

Bilingual/English as a Second Language/Migrant Program..... 11

Dyslexia..... 11

Section 504 12

Special Education Program 12

Talented and Gifted Program (TAG) 12

Response to Intervention Committee (RtI) 12

Parent’s Right to Know..... 12

<i>Homeless Students/HARP</i>	13
<i>Students in Protective Custody of the State/Foster Care</i>	13
STUDENT RECORDS	13-15
FALSIFYING OFFICIAL DOCUMENTS	13
DIRECTORY INFORMATION.....	13
EMERGENCY TELEPHONE NUMBERS	14
STUDENT EDUCATIONAL RECORDS	14
TRANSFER OF STUDENT RECORDS.....	15
WITHDRAWAL PROCEDURES FOR STUDENTS.....	15
MEDICAL PROCEDURES	15-24
ELEMENTARY SCHOOL STUDENTS	15
MIDDLE SCHOOL STUDENTS.....	17
HIGH SCHOOL STUDENTS	19
REASONS FOR EXCLUSION.....	21
BACTERIAL MENINGITIS.....	23
INJURY OR ILLNESS AT SCHOOL.....	24
GENERAL INFORMATION/EXPECTATIONS	25-54
INTERSTATE COMPACT	25
USE OF TEXTBOOKS	25
TEXTBOOKS	25
KILLEEN ISD WRITTEN PARENTAL ENGAGEMENT POLICY	26
PARENT/TEACHER CONFERENCES	27
VOLUNTEERS	27
VISITORS	27
PARENT AND COMMUNITY ENGAGEMENT	27
CLASSROOM TEACHER QUALIFICATIONS	29
STATEMENT OF NON-DISCRIMINATION	30
HARASSMENT	31
NOTIFICATION OF RIGHTS UNDER FERPA	31
NOTIFICATION OF RIGHTS UNDER PPRA	32
SMOKE-FREE POLICY	33
PESTICIDES	33
AHERA NOTIFICATION (ASBESTOS)	34
CHECK ACCEPTANCE POLICY	35
SCHOOL MEAL PRICES	35
PAYPAMS	35
KISD CAMPUSES/ADDRESS/TELEPHONE NUMBERS	36
STUDENT & PARENT COMPLAINTS/GRIEVANCES	37
FREEDOM FROM DISCRIMINATION, HARASSMENT & RETALIATION	44
FREEDOM FROM BULLYING	52

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

Discipline, Attendance and Transportation

Discipline

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

Search and Seizure

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

Student Dress Code

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

Attendance

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

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

2

• Pre-Kindergarten Eligibility – Students must be 4 years old on or before September 1 of the current school year and meet one of the following conditions:

1. Student is LEP (Limited English Proficiency) – unable to speak and comprehend the English language,

based on responses to Home Language Survey and a qualifying score on Oral Language Proficiency Test (OLPT).

2. Student is Economically Disadvantaged (eligible for free/reduced lunch); or
 3. Student is Homeless as defined by Federal Law; or
 4. Student is a dependent of active duty military member (to include activated National Guard or Reserves) or a dependent of a person injured/killed/MIA during active military duty; or
 5. Student has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing
- Kindergarten Eligibility—Students must be 5 years old on or before September 1 of the current school year. Kindergarten students may be older than 5 years of age but not younger than 5 year of age, except for 4 year old students who meet requirements of the Interstate Compact for Military Families. No other exceptions will be made due to enrollment in another state, district or educational setting.
 - State Law Requirements—Students enrolled in Kindergarten during the 2000-2002 school year, and after, will be required to meet the new testing requirements of Texas Education Code 28.0211. This requires students to take reading tests in the third grade, reading and math in the fifth grade, and reading and math in the eighth grade.
 - First Grade—Students must be 6 years old on or before September 1 of the current year.

EXCEPTIONS:

1. If a student is 5 on or before September 1 of the current school year, and has COMPLETED PUBLIC SCHOOL KINDERGARTEN in another state; OR
2. If a student is 5 on or before September 1 of the current school year, and has been enrolled in and receiving instruction in the public school 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.

Procedures

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

3

- It is expected that all notes be turned in to the attendance secretary or other appropriate person at the

child's school within five (5) days of the student's return to school. Absences will remain UNEXCUSED until appropriate documentation is provided.

Unexcused Absences

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

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

Accounting of Absences

- All campuses designate their official attendance time at the beginning of each school year, which cannot be modified and falls within the 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.

Extracurricular Activity Absences

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

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

Attendance Hearings

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

4

Tardies

Any student not in his/her assigned classroom when the tardy bell sounds will be counted tardy.

If the student is in the classroom but not in his/her seat, the teacher will handle the incident as a discipline

problem, not an attendance problem. Disciplinary action may include after school detention, lunch detention or Saturday detention. Transfer students are to maintain good attendance, including no tardiness, or the transfer request may be revoked.

Students Leaving During the Day

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

Bus Rider Rules and Regulations

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

Rider Eligibility

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

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

Special Provisions

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

Parents will plan to have children at the bus stop five minutes prior to the scheduled pick-up time. Driver will not wait or honk and will not pick up a student unless he or she is at the designated stop. The Transportation Services Department uses an atomic clock web site (www.time.gov) 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.

5

The district may use the necessary equipment, resources, and personnel (including a Video/Audio Monitoring System) to monitor student behavior while providing safe transportation. Only district employees involved with the specific incident may view the recordings. Parents, guardians, or other non-

district personnel may not view the videos.

Pre-K and K Student Accountability

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

Parents should discuss the following basic rules with their child:

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

6

- Normal conversation is permitted (no louder than classroom level); any loud noises may distract the driver and create an unsafe condition.
- In accordance with the *Student Code of Conduct* handbook, harassment in any form is strictly

prohibited.

- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may bring about immediate bus suspension.

Note: The appropriate law enforcement agency may be called in regards to any fight on the bus.

- Students will not extend any part of their body or any article out the window whether the bus is in motion or not.

- Do not spit or throw any object inside or outside of the bus.

- Safety hazards created when using a cell phone may result in a discipline referral.

- Photography is prohibited by everyone on the school bus unless the student has prior, written permission from the campus principal.

- Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid for by the person responsible.

- Students shall never attempt to operate the passenger door or other driver controls except in the case of extreme emergency.

- The emergency door and exit controls will be used by students only during supervised drills or actual emergencies. Unauthorized use of emergency equipment is prohibited.

Consequences for Bus Rules Violations

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

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

After the bus driver makes a written report of the violation(s) to the campus administrator, appropriate action in accordance with the ***Student Code of Conduct*** will be taken. Consequences for violation of bus rules will be determined by the campus administrator, and may include bus probation or bus suspension for a specified period of time.

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

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

7

Prohibited on School Buses

- Weapons, explosives (such as fireworks), knives, taser or stun guns, chains, water guns, unsheathed pointed articles, laser light devices, or any other objects that could be considered dangerous or detrimental

to safety, order, and discipline on the bus.

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

Accidents or Emergencies

- Follow the bus driver's instructions.
- If you are told to leave the bus, stay in a group, otherwise stay on the bus.
- The following procedures will be used for evacuation in emergencies:
 - 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.

8

Extracurricular Trips

- Bus rider rules apply on all school-sponsored events.

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

Disruption of Transportation

A person (including students and parents) commits an offense if the person 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 a county or independent school district. An offense under this section is a Class C Misdemeanor and a fine of \$500 may be levied under § 37.126 of the Texas Education Code.

Curriculum

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

Promotion Policy

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

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

9

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.**

Progress Reports

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

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

Report Cards

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

Homework Procedure

Philosophy

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

10

Definition

Homework is defined as any learning activity completed by the student as an extension of classroom instruction, not including the self-assigned activities voluntarily undertaken by the student. The

additional practice and application of knowledge and skills deepens understanding and proficiency; thereby, increasing student achievement.

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

Homework Guidelines

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

- Homework or the threat of additional homework will not be used to enforce discipline in the classroom.
- Homework will not be assigned during the following time with an exception made for study/review guides.

1. Group standardized testing, district-approved criterion-referenced tests, and state assessments.
2. Semester exams (grades 8-12)
3. Official school holidays (does not include teacher workday)

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

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

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

K-2 Total not to exceed 30 minutes per day (includes long-term projects)

3 Total not to exceed 45 minutes per day (includes long-term projects)

4-5 Total not to exceed 60 minutes per day (includes long-term projects)

6-8 Total not to exceed 90 minutes per day

9-12 Total not to exceed 120 minutes per day

- Teachers will consider the cumulative effect of homework assignments (i.e., math + language arts + social studies, etc.; one-day assignments + prorated time for long-term assignments + study or reading time)

- It is anticipated that students will not have homework assignments in every class every day.

- Time recommendations are for diligent students taking regular-level classes. Students who work more slowly, who work with distractions (*television, iPods, text messaging, radio, and cell phone interruptions*) or who take honors-level classes (TAG, Pre-AP and AP) may exceed these estimates.

- It is the student's responsibility to prorate the time needed for long-term assignments.

- Each campus shall define late homework. Teachers shall have a flexible and consistent procedure to address late homework that is distributed to students and parents in written form. **Some possible options are:**

1. Homework turned in within 5 days shall be accepted for full credit.

2. Homework turned in within 5 days may be accepted for partial credit: 50%-70%.

3. Teachers choose not to accept late homework; however, lowest homework grade(s) will be dropped.

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

11

Make – Up Work

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

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

Physical Education

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

Special Programs

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

Bilingual/English as a Second Language/Migrant Program

- The 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 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 are served in the dyslexia reading program. The program provides multi-sensory reading instruction specifically designed to meet the needs of students with dyslexia characteristics.

12

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. Under

Section 504, a student is considered “disabled” if he or she suffers from a physical or mental impairment that substantially limits one or more major life activity. For additional information or answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the campus 504 coordinator.

Special Education Program

The Killeen Independent School District provides special education services to students with disabilities as provided in the Individuals with Disabilities Education Act, 2004. The district has the duty to identify, refer, evaluate, and if the child is eligible, provide a free, appropriate public education to students who are disabled. Special education services are provided in the least restrictive environment as determined by an Admission, Review and Dismissal (ARD) Committee. A variety of education placements and related services are available to students who are eligible for special education support and demonstrate a need for specially designed instruction.

If a child is experiencing learning difficulties, the parent may contact the Campus Response to Intervention Coordinator to discuss intervention strategies. At any time, a parent may request an evaluation for special education services. Evaluations to determine special-education eligibility and services are only conducted after parent consent is obtained by trained assessment staff. All testing for initial eligibility for special education services must be completed within 45 school days, and a meeting must be held with 30 days following the completion of the Full and Individual Evaluation to determine student eligibility and appropriate services.

Gifted and Talented Program (GT)

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

Response to Intervention Committee (RtI)

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

Parent’s Right to Know

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

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.

13

- The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

• Whether paraprofessionals provide services to your child and, if so, their qualifications.
If you would like to receive specific information about your child's teacher or paraprofessional, please feel free to contact the campus principal.

Homeless Students/Homeless Awareness Response Program (HARP)

Killeen ISD is committed to ensuring that all KISD children in homeless situations have the opportunity to enroll in, attend, and succeed in school. For more information on services for homeless students, contact the KISD Liaison for Homeless Children and Youth, Paula Boales at 336-0224 or via email at Paula.Boales@killeenisd.org Christina.A.Wilson@killeenisd.org. Christina A. Wilson, HARP educator, can also provide information. She may be reached at 336-0266 or via email at

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 Paula Boales, the KISD Foster Care Liaison, at 336-0224 or via email at Paula.Boales@killeenisd.org with any questions.

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

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

Student Records

Falsifying Official Documents

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

Directory Information

It is important to know that:

• Directory information is open to the public and will be released to all who file a written request with the Superintendent or designee. It includes the following: the student's name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams dates of attendance, awards received, the most recent previous school

14

attended by the student, and other similar information. KISD School Board Policy FL (Local)

• A parent may file a written request with the principal stating that he/she does not want directory information released. This objection must be made in writing to the campus principal within ten days of

the issuance of this notice. Family Education Rights and Privacy Act, 20 U.S. C. SEC 12342G.

- A request to deny the release of information must be submitted within ten (10) days of the student's enrollment in school; however, principals may accept a written request at any time special circumstances arise.
- The restriction cannot be selective as to which requesters to honor.
- The restriction must be requested prior to the school delivering directory information to a requester.
- The school takes no responsibility to notify a parent of the request for directory information.

Emergency Telephone Numbers

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

Student Educational Records

A parent has the right to

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

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

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

Superintendent's office is:

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

15

Transfer of Student Records

- Students moving to another school or school district should notify the school office by sending a note or telephoning. The office needs at least two days' notice in order to prepare the records.

- Records for in-district transfers will be sent through school mail. Records for out-of- district transfers will be sent upon request from the new school district or may be picked up in the school office to be hand carried.
- The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

Withdrawal Procedures for Students

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

KILLEEN INDEPENDENT SCHOOL DISTRICT

MEDICATION PROCEDURES FOR THE ELEMENTARY STUDENT

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

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

16

medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:

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

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

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

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

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

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

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

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

6. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

7. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]

8. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.

9. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. Elementary Students **should not** be transporting medication to or from school. School personnel **may not** send home any medication of any type at any time with a student unless the requirements have been met for the student to self-administer the medication. The parent must pick up the medication or give

written authorization for another responsible adult such as a daycare provider or friend to pick up

17

the medicine. **The school district is not responsible for any medication sent to the school with a student.**

10. Any unused medication left in the school clinic at the end of the school year or when a student withdraws must be picked up by the parent/guardian or responsible person

designated in writing by the parent/guardian. Any medication that is not picked up on the last day of classes will be destroyed at the end of that day by school officials.

11. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.

12. The school principal will appoint a responsible employee to supervise the storage and administration of medication.

13. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.

14. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.

15. School personnel may administer only prescribed medications that are FDA approved.

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

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

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

KILLEEN INDEPENDENT SCHOOL DISTRICT

MEDICATION PROCEDURES FOR THE MIDDLE SCHOOL STUDENT

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

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school or on the KISD website.

2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and

signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.

3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. Written permission from the parent/guardian and

18

physician must accompany the medication container. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**

4. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. The school district is not responsible for any medication sent to the school with a student until the medication is received by the nurse or clinic aide.

5. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met.

Written permission from the parent and physician are required and must specify:

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

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

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

The note must specify:

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

The medication must be:

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

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

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

bottle and accompanied by written permission from the **parent and physician.**

8. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]

9. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.

19

10. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**

11. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

12. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.

13. The school principal will appoint a responsible employee to supervise the storage and administration of medication.

14. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.

15. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.

16. School personnel may administer only prescribed medications that are FDA approved.

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

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

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

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

KILLEEN INDEPENDENT SCHOOL DISTRICT

MEDICATION PROCEDURES FOR THE HIGH SCHOOL STUDENT

If a parent and/or physician deem it essential for a student to take medication during school hours, the

following procedures will be followed:

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

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

20

The note must specify:

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

The medication must be:

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

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

2. If a student needs to carry an asthma inhaler or anaphylaxis medication, the parent must provide written permission from the parent/legal guardian **and** the physician. The written permission must specify:

- A. The student's name
- B. The name and purpose of the medication
- C. The dosage
- D. The condition or disease necessitating the medication administration
- E. The time(s) or circumstances the medication is to be administered

F. The student is capable of self-administering the medication

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

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

administered medications.

3. Prescription and Nonprescription medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**. A prescription label is not required on the Nonprescription medication.
4. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [See policy online FFAF (Legal)]
5. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
6. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**
7. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
8. The school principal will appoint a responsible employee to supervise the storage and
21
administration of medication.
9. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
10. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
11. School personnel may administer only prescribed medications that are FDA approved.
12. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
13. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
14. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.
15. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs.

Reasons for Exclusion

- **Live Head Lice** - may return to class after treatment and re-examined by the clinic
- **Contagious Diseases** - students are to be excluded from school and school activities when the possibility of spreading a disease from person-to-person is high. Some contagious diseases from the State of Texas found in the TAC Title 25 Part 1 Chapter 97 "Control of Communicable Diseases" are listed below with their re-admission criteria.
 - o Amebiasis – exclude until treatment has begun.
 - o Campylobacteriosis – 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.
 - o Chickenpox—exclude until the lesions become dry or if lesions are not vesicular, until 24 hours has

passed with no new lesions occurring.

- o Common Cold—exclude until fever free for 24 hours without the use of fever suppressing medications.
- o Conjunctivitis (Pink Eye), bacterial and /or viral—exclude until permission and/or paperwork is issued by a physician or local health authority or until symptom free.
- o Fever—a temperature of 100 degrees Fahrenheit or higher, exclude until fever free for 24 hours without the use of fever suppressing medications.
- o Fifth disease—exclude until fever free for 24 hours without the use of fever suppressing medications.

22

- o 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.
- o 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.
- o Hepatitis A—exclude until one week after onset of illness.
- o 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.
- o Infectious mononucleosis – exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications.

- o Influenza—exclude until fever free for 24 hours without the use of fever suppressing medications.
- o 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 two weeks after the onset of the last rash.
- o Meningitis, Bacterial—exclude until 24 hours after start of effective treatment and approval by health care provider.
- o Meningitis, Viral—exclude until fever free for 24 hours without the use of fever suppressing medications.
- o Meningococcal infections (invasive disease) – exclude until 24 hours after start of effective treatment and approval by health care provider.

- o Mumps—exclude until 5 days after onset of swelling.
- o Pertussis (whooping cough)—exclude until completion of five days of antibiotic therapy.
- o Ringworm – none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.
- o 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.
- o Salmonellosis— exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications.
- o Scabies—exclude until treatment has begun.
- o 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.

- o Streptococcal sore throat and scarlet fever—exclude until 24 hours from time antibiotic treatment has begun and fever free for 24 hours without the use of fever suppressing medications.
- o Tuberculosis, pulmonary –exclude until antibiotic treatment has begun AND a physician’s certificate or health permit obtained.

23

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

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

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

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

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

What Is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-tem

complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

24

What are the Symptoms?

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

How serious is Bacterial Meningitis?

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

How is Bacterial Meningitis Spread?

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

25

General Information/Expectations

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

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

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

Senate Bill 90 may be found on the KISD website at www.killeenisd.org under the Superintendent link.

Use of Computers

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

Textbooks

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

- **Textbook Returns:** Students must return textbooks to their campus on the last day of school, or no later than the 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 textbook **at Property Management** up to the 3rd Friday in July.
- **Textbook refunds** after this date will not be processed.

26

Killeen ISD Written Parental Engagement Policy

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

Purpose: To build and nurture strong relationships between schools, parents/guardians &

community; enhancing the capacity for strong, **meaningful** parental engagement and increased student achievement.

KISD Parent Engagement Program Expectations are:

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

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

- KISD, parents, community & schools will work together as a team to ensure superior academic achievement for all students.
- Schools will provide a friendly, responsive environment in which parents feel welcome as partners in the comprehensive, rigorous, educational process built upon integrity, respect, and a caring attitude.
- KISD will provide technology innovation for classroom support, leadership development and parent and community engagement; so that diverse learning styles are honored & students learn to their maximum potential.
- District financial accountability that allows transparency and input from all concerned parties as a key component to providing maximum efforts focused on educating all students to their full potential for future success in the endeavors of their choice.

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

- Improve home & school communication via: websites, newsletters, phone calls, home & campus visits, voicemail, Home Access Center, on-going conferences, Special Programs, Parenting, parent resources and other forms of written communications in the language parents can understand.
- Maintain our Volunteer Program, parent learning opportunities, parent sharing of knowledge/skills in schools, support for daily at home learning, and increase attendance at district/campus level parent empowering learning opportunities.

These are a few examples of the types of activities provided. (Visit KISD webpage/Special Programs Department-Parent & Community Engagement) Thank you to our District PAC (Parent Advisory Council) for being the parent & community voice in this process! If you'd like to actively participate, see the contact information below.

27

Call 336-0211/0208 or email: Brenda.Smith@Killeenisd.org with comments, questions, or to serve on PAC (Parent Advisory Council).

Parent-Teacher Conferences

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

Check with your child's school for specific dates and to determine your child's teacher/s daily conference period/s.

Volunteers:

Volunteerism is one of the greatest gifts that parents, students and community members can give to support our schools and give back to communities. Parents, students, community members and our military heroes have given thousands of hours of volunteer service. We encourage you to continue this wonderful effort. You give time and touch hearts in our community daily. Your service of over 88,000 hours contributed by 9,9000 plus volunteers as of March 31, 2016 reminds us of just how wonderful and caring of a community we all reside in and one that believes in caring for one another. If you were not involved as a volunteer during the 2015-2016 SY and are interested in volunteering your time, expertise, or talent during the 2016-2017 school year, contact your campus volunteer coordinator, parent liaison, child's teacher, or the District Parent & Community Engagement Specialist at (254)336-0211/0208. Thank you for all that you have done and all that you will do. Let's make 2016-2017 an even greater year of volunteer service impacting learner outcomes!

Campus Visitors:

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

Parental and Community Engagement:

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

28

The district has 20 parent liaisons, 4 that are bilingual and all are housed on Title I and Bilingual campuses to support their schools and parents. At schools without a parent liaison, Assistant Principals,

Counselors, Campus Instructional Specialists and others take on the role of ensuring that the parenting partnerships thrive. The following are some activities offered at the campus and/or *district-wide levels.

- ***Empowered Parents Workshops:** 2 hour workshop sessions on current topics of interest offered on the last Wednesday morning of each month, unless there is a conflict. These sessions focus on school and learning related topics of interest to parents or topics that will have an immediate impact/consequence for students. Most of the topics are identified by parents/guardians and community members in attendance.

During these sessions we address a broad range of topics that address challenges, questions and needs of families. A schedule for the 2016-2017 school year will be available on the Parent & Community Engagement website and the Student, District, and Community Relations website. *(by July 30, 2016)*

- **Computer Skills for Parents & Others:** This initiative's purpose is to assist parents/guardians, grandparents, and others in becoming more computer literate and proficient. They will become enabled to more effectively support student learning, increase their own skill level, and discover a new sense of accomplishment, while remaining technologically in tune to what students are experiencing in school on a daily basis. We invite you to take the challenge and become a KISD PIP – (Plugged in Parent). Check on the parenting website for the 2016-2017 schedule of sessions. *(Advertising to begin July 2016 for the 2016-2017 SY)*

- **Early Literacy Clubs: (Names vary by campus-“The ELF Club, etc.):** This activity is offered by campus based parent liaisons/program contacts through-out the school year. Early Literacy Clubs offer pre-skill learning opportunities for young ones and parents. The activities focus on fostering a love of learning, reading, and oral language development, movement & socialization skills and fine & gross motor skill development while incorporating music to help lay the basic foundation learning skills necessary for student success. A healthy snack is provided during each session. For the 2016-2017 school year, early literacy sessions will be offered on various days and times at specific campuses. Children targeted are 0-4 years of age and not yet enrolled in school. Age ranges served may vary slightly by campus. Check with your campus parent liaison or the district office for Parent& Community Engagement, Special Programs at (254)336-0211/0208 for more information.

- **ELL & GED LEARNING OPPORTUNITIES:** Those wishing to improve or master the English language can begin to do so by attending our **English Language Learners** three hour workshops. These are currently offered during the regular school year on Thursday and Friday mornings-9:00-12:00 at KLSS 902 N 10th St. Killeen, TX 76541. Our **GED Learning Sessions:** are held at the **Jackson Professional Learning Center** on Monday and Wednesday evenings from 5:00pm-8pm. We are able to provide the ELL & GED classes thanks to the partnership of CTC & KISD. Call 254-336-0208/0211 or 254-526-1120 for more information.

- **For Kids' Sake Seminars:** Court mandated and or attorney recommended four hour seminar provided as a service for divorcing parents. They are designed to support families through the difficult challenge and transition of divorce. The focus is on the child and what parents should do to support children at each developmental age as they are faced with the stresses and strains of divorce. Also discussed are things parents do that have a negative impact on children.

29

The course is held once per month (3rd Saturday). Seminar cost is \$40.00 per person. Session time is 8:30am-12:30pm. You **may register by calling (254)336-0208/0211**. You can call our Parent & Community Engagement Office for specific dates, additional information, or to request a schedule for the

2016-2017 SY. Schedule posted on the parenting website. (July 30, 2016)

• ***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 district’s parenting program curriculum is **PPE- Practical Parent Education** and is used at the campus and district level. Many topics of interest are covered such as “The Bully and How to Handle It when it happens to your child; Helping Your Child with Homework; Keeping My Child Safe-Sexting/Texting, and many other topics of interest for today’s busy parents. Check with your campus parenting program contact, or your district Parent & Community Engagement Specialist for dates and times. If there are topics that you’d like to see presented, please contact our office at this number (336-0211/0208).

It is our goal to support **you** the parent, and all of our families however possible. If you have a concern or question; want to give feedback; or just say “hello”, then give us a call. Let us know your views on how we are doing at meeting your needs. We are here to help you navigate the system, focusing on resources to assist with your child’s education and success. We are here to help you find answers and utilize the most current research based strategies that will support you and your family, as the partners that we are in the education of your child.

You can reach us at (254) 336-0211/0208. You may also visit the **Parent & Community Engagement website** on our KISD web page – www.killeenisd.org, Click on Departments, select Special Programs then click the link for Parent & Community Engagement. **Thank you for the opportunity to support you and your family. KISD Parent & Community Engagement/Involvement.**

Classroom Teacher Qualifications

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

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

30

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)336-0044

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

Content Development

Karen Raub-Kowaleski

902 North 10th Street Killeen, Texas 76541 (254)336-0254

Should you have any concerns about Title II Rights, contact

Student/District/Community Relations

Angenet Wilkerson

902 North 10th Street Killeen, TX 76541 (254)336-1707

31

Harassment

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

The Student Title IX Coordinator

Brenda Adams

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

The Adult Title IX Coordinator

Mike Harper

200 North W. S. Young Drive Killeen, Texas 76540

(254) 336-0044

Notification of Rights under FERPA for Elementary and Secondary Schools the Family

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Killeen Independent School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. *A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

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

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- **Receive** notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• **Inspect**, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

33

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:

Smoke-Free Policy

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

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

Pesticides

As part of our commitment to provide your child with a safe, pest-free learning environment, the Killeen Independent School District (KISD) may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on KISD property are made only by trained and/or licensed technicians. Should you have questions about this districts' pest management program or wish to be notified in advance

of pesticide applications, please submit your request(s) by e-mail or in writing to the district's IPM Coordinator, Paul Duerre. His contact information is listed below.

Paul Duerre

Environmental Specialist

110 North W. S. Young Drive

(254) 336-0071

Paul.Duerre@killeenisd.org

34

Annual Notification for Asbestos

Memo To: Parents, Staff, Contractual Workers

From: Paul W. Duerre, CIE

KISD Environmental Specialist

Reason: AHERA Notification

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

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

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

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

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

Check Acceptance Policy

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

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

- Texas Drivers License or Military ID
- Current home address
- Home phone number
- Work phone number

By signing your check, you authorize **Check Redi** (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.

\$1.50

School Meal

Prices 2016-2017

Elementary

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

