

Kilgore Intermediate School



Kilgore ISD Elementary Student Handbook 2023-2024

The School Day

Instructional time begins at 8:00 a.m. daily. The tardy bell rings at 8:05 a.m. After 8:05 students are required to sign in at the front office. The main entrance to the school is unlocked at 7:15 a.m. Students arriving between 7:15-7:40 should go to the cafeteria to eat breakfast or go to the gym until the duty teacher takes them to their classrooms at 7:40 a.m.

Building Security

In the interest of student safety, the doors will remain locked during school hours. Access is permitted through the front door only. All volunteers and visitors must sign-in, follow illness screening protocols, and wear a badge during school hours. Please have your driver's license available when signing in. When leaving the building, please turn in your badge to the office for check out. **After the 1st day of school**, parents will not be allowed to walk their students to their class in the morning. Staff will be available to monitor and assist students.

Morning Drop-off

All students should be dropped off in the mornings in the front drive. Staff will be on duty and doors open at 7:15 a.m. **Students should not be dropped off before the 7:15 a.m. bell rings.**

Afternoon Transportation and Dismissal

All pick-up students will be dismissed at 3:30 p.m. to the cafeteria where they will wait until their car pulls up in line. Please be patient and do not get out of your car to get your student or pull out of line to go around another car. Please have your car tag visible to assist the KIS staff in identifying your child and speeding up the pick-up process.

Students riding KISD transportation must have a bus card on file with the transportation office. Bus cards will be provided at registration or from the school office. **Students are only allowed to ride one afternoon bus. If your child is unable to ride their assigned afternoon bus, they will need to be picked up.**

All transportation changes must be in written form. You may send a note, email (kistransportation@kisd.org) or fax (903-984-7879) to the office before 2:45 p.m. Transportation changes will not be taken over the phone.

Check-In/Out Procedures

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

1. Parent/guardian must present their driver's license for verification and sign the student out at the office.
2. Office personnel will call the student once the student has been signed out. Students are not signed out after 2:45 p.m.
3. Students returning to school must be checked in by the parent/guardian at the office before returning to class.
4. Authorization for any person or relative other than the parent or legal guardian to check a student out during the school day must be made in writing by the parent or guardian prior to checkout. Authorization may also be made on Skyward Parent Access.

Attendance

The school day begins at 8:00 a.m. Students arriving after 8:05 a.m. will be counted tardy. Students arriving after 9:30 a.m. will be counted absent for the day unless a doctor's note is provided. Early pickups will be counted as a partial day unless the student is sent home from school or a doctor's note is provided to verify the student was at an appointment. Please refer to the Kilgore ISD Student Handbook for the KISD attendance policy. You may send, email (kisattendance@kisd.org), or fax (903-984-7879) attendance notes to the office.

Make-up Work

Students who are absent two consecutive days or longer may call the office to request assignments. They may pick up the assignments from the office after 2:00 p.m., or contact your child's teacher to access make-up work through Google Classroom.

Homework

Homework assignments are an extension of classroom learning time. Homework will improve work habits, reinforce newly learned skills, and increase responsibility. Missed homework assignments will result in consequences for the student. Homework guidelines and expectations will be given out by the teachers.

Kilgore Intermediate School Wide Discipline Plan

School Goals/Expectations

1. Respect Yourself

- Be Honest
- Be Prepared
- Be Positive

2. Respect Others

- Be Kind
- Be Understanding
- Be Encouragers

3. Respect Our School

- Follow School Rules
- Take Care of School Property
- Obey All School Staff

A copy of the School-wide Discipline Plan will be provided upon request to any parent or student and is also available on the campus website at www.kisd.org.

Photograph Policy

We anticipate the use of photographs of students participating in school activities. Students' photos may be used in the yearbook, school website, classroom website, Kilgore News Herald and other media outlets. If you prefer not to have your child's photo taken and/or released, please be sure to notify the office and have the appropriate paperwork on file.

Travel Permission

At various times during the school year students will attend field trips/special events and KISD will be providing transportation. Students will not be allowed to participate in these special events if they do not have a signed permission form on file by a parent or guardian. KISD transportation forms for the school year are complete at the time of registration.

Forgotten Items

Please bring work, supplies, or other items your child forgot to the school office by 9:30 a.m. We will make every effort to get the items to your child at an appropriate break in instruction. Please help us protect instructional time by refraining from interrupting classes.

Conferences

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

Lunch

Parents may eat lunch with their child during their designated lunch times. Parents must check in at the office with an I.D. (driver's license) and receive a visitor badge to the cafeteria. Parents may bring food and eat with their child only. Please check out in the office when you are leaving by leaving your visitor's badge at the front office. If you bring lunch to your child, you must give it to them during their lunch time. No fast-food lunches will be accepted in the office for students.

**On benchmark and state testing days parents will not be allowed to bring or drop off lunches for students or eat lunch with students due to test security and testing schedules. This applies even if your child's grade level is not testing that day.

School Parties/Birthdays

We celebrate two parties: Christmas and Valentine's Day. Please see your child's teacher if you are interested in being a room parent or would like to volunteer to help set up or bring items for parties. Parents may wish to send a special treat for the class on their child's birthday. The treat can be left in the office and the teacher will pass it out at the end of the day. Please make the necessary arrangements with the teacher before bringing the treat. We cannot accept deliveries of flowers, balloons etc. for students at school.

School Counselor

The school counselor is available to assist students with a wide range of personal concerns including such areas as social, family, emotional issues, or any type of abuse. The counselor may also make available information about community resources to address these concerns. A student or parent who wishes to meet with the KIS counselor should contact the school at (903) 988-3903.

P.E. Medical Excuse

Written excuses for non-participation in P.E. should be given directly to the P.E. teacher. Physical education is part of our students' educational requirements. Should a student need to be excused from physical activities because of illness/condition/injury a written parent/guardian statement is required for 1-3 days. If the excuse is for more than 3 days, a doctor's note is needed.

Inclement Weather-News

During inclement weather, hazardous road conditions are the primary concern in determining whether to dismiss school. If conditions seem unfavorable, roads will be checked in various areas of the school district before a decision is made. If school is delayed or cancelled, KISD administration will send out a school messenger and telephone the local television/radio stations. A message will also be displayed on the KISD website. It is wise to anticipate that school will be held until notification otherwise is received. If a winter storm moves in during the school day, classes may be dismissed early to ensure the safety of the students. Notification also will be made to the radio/television stations as soon as the decision is reached.

School Volunteer Information

Volunteers are an appreciated and highly respected group of individuals who make up a very important part of our educational team. KISD and its professional educators witness the rewards of partnerships between our community and our schools. Individuals who would like to volunteer must submit a completed Volunteer Application every school year. Applicants must submit a criminal history check. All information is confidential. KISD reserves the right to refuse volunteer placement to individuals with disqualifying criminal convictions. Completed applications and DPS Computerized Criminal History forms must be submitted and approved by the District Volunteer Coordinator prior to volunteering. Applications are available online at www.kisd.org or can be picked up at each campus or the administration building.

KISD Check Policy

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

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