



Kilgore Primary Student Handbook 2024-2025

The School Day

Instructional time begins at 7:45 a.m. daily. The tardy bell rings at 7:50 a.m. After 7:50 parents are required to sign their child in at the front office. The main entrance to the school is unlocked at 7:30 a.m. Teachers will open their classroom doors no later than 7:30 a.m. Kindergarten/1st grade students wait in the cafeteria until 7:40 and are monitored by duty teachers. Pre K students will go to the computer lab. Pre K students will eat breakfast with their class. Parents may walk students to their classroom for the first three days of school. After the first 3 days of school, all students must either ride the bus or be dropped off in the car rider line in front of Kilgore Primary School. Additionally, there will be no walk ups to the school unless the student has special needs stated in their IEP. There will be no exceptions.

Building Security

In the interest of your children's safety, the doors will remain locked during school hours. Access is permitted through the front only. All volunteers and visitors must sign in and wear a badge during school hours. Please have your driver's license available when signing in. After the 1st week of school, parents will not be allowed to walk their students to their class. Staff will be available to monitor and assist students.

Afternoon Transportation and Dismissal

All PreK/Head Start students will be dismissed at 2:30 in the bus drive area at the back of the school. KPS will be using the Car Rider Pro system to track the order of cars arriving in the pick-up line. All PreK/Head Start parents please enter our campus through the Highway 259/S. Henderson Blvd. entrance in order to assure that CarRider Pro reads your car tag. This tag reader will not be turned on to detect tags until 2:00. Please do not sit in the line waiting any earlier than 1:45 due to blocking traffic.

All K/1 pick-up students will be dismissed at 3:30 to the circle drive in front of KPS. Our school will be using the Car Rider Pro system to track the order of cars arriving in the pick-up line. All Kinder and 1st grade parents please enter our campus through the Baughman Road entrance in order to assure that CarRider Pro reads your car tag. This tag reader will not be turned on to detect tags until 2:30, so please do not sit in the line waiting any earlier than 2:30.

All new students that are car riders will be issued two hanging tags per family. Returning students will use the tags from last year. Any additional or replacement tags

will be provided at the cost of \$5 per tag. These tags need to hang from your rearview mirror by itself. Any other hanging items need to be removed as this prevents the reader from reading your tag. You will need to park and come in to pick up your child. Bring your car tag or your ID with you. We will only be placing children in the passenger backseat. Staff will not be walking children around to the driver's side for staff and student safety.

Students riding KISD transportation must have verified their bus number with the transportation office. Bus cards will be provided at registration or from the school office. **Students are allowed to ride only one afternoon bus. If your child is not able to ride their assigned afternoon bus, they will need to be picked up.**

******Transportation changes will not be taken over the phone.** All transportation changes must be in written form. **You may bring a note or email the office before 2:45 p.m.** Students cannot be changed from a bus to pick up over the phone. The request must be e-mailed to kpstransportation@kisd.org or hand delivered to the office.

Check-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 must sign students out at the office.
2. Office personnel will call the student once the student has been signed out. No sign outs 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 STUDENT OUT DURING THE SCHOOL DAY MUST BE MADE IN WRITING BY THE PARENT OR GUARDIAN PRIOR TO THE CHECK OUT.** Authorization may also be made on Skyward Parent Access.

Make-up Work

Students who are absent two consecutive days or longer may call the office to request assignments. Parents may pick up the assignments from the office after 2:00 p.m.

Homework

Homework assignments are an extension of classroom learning time. Homework will improve student's work habits, reinforce newly learned skills, and increase student's responsibility. Missed homework assignments will result in consequences for the student. Your child will receive homework guidelines and expectations from his/her homeroom teacher.

Photograph Policy

We anticipate the use of photographs of students participating in school activities. Students' photos may be used in the yearbook, on the school website, classroom website, the KISD Facebook pages, 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 the appropriate paperwork have on file.

Travel Permission

At various times during the school year, students will attend field trips and special events where KISD will be providing transportation. Please make sure your child has a Travel Permission Form on file with Kilgore Primary School. These can be obtained in the school office.

Forgotten Items

Please bring work, supplies, lunch kits or other items your child forgot to the school office. 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. The teacher will then contact the parents to schedule the conference. Conferences should be scheduled during the teacher's conference period or at other prearranged time

Breakfast/Lunch

Parents are not permitted to eat breakfast with their child. Breakfast eaters should be on campus before 7:50 a.m. Parents may eat lunch with their child during their designated lunch times beginning after Labor Day and excluding the last week of school. Parents must check in at the office and receive a visitor badge. Parents may bring food and eat with their student only (no other students may join you.) Parents are allowed in the cafeteria during lunch times only. Do not take pictures or videos of any child except your own. Please check out at the office once your child's lunch is over. Parents are not allowed to return to class with their student. Students are not allowed to be checked out and taken off campus for lunch.

School Parties/Birthdays/Invitations

We celebrate two parties: Christmas and Valentine's Day. Please see your child's teacher if you are interested in being a room mom or would like to volunteer to help set up or bring items for parties.

For individual birthdays, invitations may be distributed if the whole class is invited. KPS can not give student's addresses to parents of other students. Parents may wish to send a special treat for the class. However, all outside food brought on the campus must have a retail ingredient label and can not be homemade. Make sure to check with your child's teacher about class allergies. Please refrain from sending candies, flowers, or balloons. The treat can be left in the office and the teacher will pass it out at their discretion. Please make the necessary arrangements with the teacher before bringing the treat.

Students are not allowed to receive deliveries of flowers, balloons, etc. for special occasions (ex. birthdays, homecoming).

Pledge of Allegiance and a Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas flag each day. Parents may

submit a written request to the principal to excuse their child from reciting a pledge.

A moment of silence will follow the recitation of the pledges. The student may choose to reflect, pray, meditate or engage in any other silent activity so long as the silent activity does not interfere with or distract others. (See policy EC-Legal for more information.)

Health Services

Sick Policy

All students with a fever of 100°F or greater, those that are vomiting, and/or experiencing diarrhea will be sent home from school. **Those students should not return to school until symptoms and/or fever are gone for a complete 24 hours. They will not be allowed to return to school the following day.** Please do not administer fever reducing medicine to your student and then send him/her to school.

Medication Policy

Please take note of the following important information about the administration of medication during school hours:

- Students are NOT allowed to carry medications, prescription or over-the-counter, at school with the exception of emergency medications such as an epi-pen, diabetic supplies, or asthma inhaler.
- All medications must be brought to school by a parent or guardian who must complete and sign the district Medication Administration form in the nurse's office.
- Medications will need to be in the original/properly labeled container, up to date, and age appropriate in dose. Prescription medication must have the student's name.
- All medications, including Tylenol or Ibuprofen, must be supplied by parent/guardian.
- All medications must be picked up before the end of the school year by the parent/guardian or it will be destroyed.
- Medications that can be administered before and after school hours should NOT be brought to school to be given by the nurse. These should be given at home.
- Authorized district employees may administer medication in the absence of the nurse.
- The first dose of a new medication needs to be given by the parent/guardian at home and will not be given at school.
- Any herbal and/or supplement, oil, etc.will require physician orders to administer during school hours.
- No aspirin containing medications will be administered to any child under the age of 12 years.
- Any medication given for a period of longer than 10 days must be accompanied by a physician's note.

Head Lice

Although not an illness or disease, Kilgore ISD recognizes that an active head lice infestation may create a difficult learning environment for the affected student(s) and as a result :

A head check is made whenever symptoms are observed. Parents are notified immediately if their child has evidence of live head lice and are asked to pick their student up. Parents should accompany the child to school upon his/her return after treatment and report to the nurse's office before going to class. Students are not cleared to return to class until their head has been rechecked by the nurse and found to be free of live lice. If any live lice are found in the child's hair, he/she will be sent home until no evidence of live lice exists.

The most effective screening occurs at home.

Medical Excuse from P.E.

Written notes to exclude a student from participation in P.E. because of an illness or injury can be turned into the front office or student's teacher. If the excuse is for more than three days, a note is needed from the doctor. If a doctor's note has excluded a student from participation, a doctor's note will be needed for the child to return to activity as well.

Immunization Requirements

Texas state immunization requirements can be found at DSHS Immunization Branch Immunization Requirements Web Page: www.dshs.state.tx.us/immunize/school

All students transferring into KISD from out of state are required to present current immunization records prior to enrollment.

Affidavits of Exemption from Immunizations for Reasons of Conscience are required for renewal every two years and parents should provide the school with a renewed notarized affidavit.

Communicable Disease

All students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic as declared by the commissioner of public health.

Emergency Medical Treatment

If a student should have a medical emergency at school, or a school-related activity, and the parent can not be reached, 911 will be called and if needed, the student will be transported to the nearest hospital.

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 counselor

should contact the school at (903) 988-3905.

Pets at School

When you come to visit at KPS, please leave your pets at home. Dogs and cats are not allowed in the building. Additionally, please refrain from bringing pets on campus during arrival and dismissal times, as well as campus-wide events that draw large crowds of people, such as Field Day, Open House, etc.

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 prior to 6:00 a.m. and this information relayed to the Maintenance/Transportation Office by 6:10 a.m. The superintendent will telephone the following television/radio stations:

KKTX, FM 96X, KYKX, FM 105, KOOI, FM 106.5, KLTV, Channel 7, Tyler; KETK Channel 56, Jacksonville; KSLA, Channel 12, Shreveport; KTPB, FM 88.7, Kilgore; KIXK, FM 99.3, KYTX, Tyler. All information is also posted on KISD social media accounts.

It is wise to anticipate that school will be held until notification otherwise is received. Please **do not call** the police station, school principals, or school superintendent. Instead, tune your radio/television to one of the stations listed above or KISD social media accounts and await the official announcement.

Should a storm move in during the school day, classes may be dismissed early for the safety of the students. Notification will also be made to the radio/television stations as soon as the decision is reached. All information will be sent out to parents and posted on KISD social media accounts.

School Volunteer Information

Volunteers are a much-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 volunteer 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 at each campus or from the District Volunteer Coordinator at the administration building.

KISD Check Policy

KISD has established the following policy for accepting checks 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.