Kilgore Independent School District

KILGORE
Primary School

2026-2027

Student Handbook Addendum

Kilgore Primary Student Handbook
2026-2027

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. Kindergarten/1st grade students wait in the cafeteria until 7:35 and are monitored by duty teachers. PreK students will go to the computer lab. PreK students will eat breakfast with their class. Parents may walk students to their classroom on the first day of school only. After the first day 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 day of school, parents will not be allowed to walk their students to class. Staff will be available to monitor and assist students.

Afternoon Transportation and Dismissal

Bus Information

KISD district policy states, **"If your child can not ride their assigned afternoon bus for some reason, your child will need to be picked up. They may not change from one afternoon bus to another afternoon bus."**

- Students riding KISD transportation must have verified their bus number with the transportation office. Bus tags will be provided at Meet the Teacher or from the school office.
- 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 2:00p.m. at kpstransportation@kisd.org
- Students cannot be changed from a bus to pick up over the phone. Email kpstransportation@kisd.org
- Only permanent bus changes will be made. The request must made through the transportation office, then emailed to kpstransportation@kisd.org. KISD Transportation 903-988-3907.
- They may not be assigned to more than one bus. Students cannot ride different buses each day. You must make arrangements for someone to pick up your child at their regular drop off location if you are unable to be there.
- PreK students may only ride the bus if they have a sibling that attends KPS and rides the bus with them each day. You will need to make arrangements to pick them up if the older sibling does not ride the bus.

Keep in mind that it is very confusing for students to change their mode of transportation. Students should start their normal mode of transportation on the FIRST DAY. It should remain consistent unless an emergency arises. This is for student safety and to make sure your child is in the correct line at pickup time.

In the event that your child's bus is running late, you will receive communication from the KISD Transportation Office. If you have questions about this, drop off times for late buses, or students who were on the bus and not dropped off, please contact them.

TRANSPORTATION DEPARTMENT PHONE- (903)988-3907

Car Rider Information

All PreK 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 parents please enter our campus through

Highway 259/S. Henderson Blvd. entrance in order to assure that Car Rider 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** both on the highway and in the driveway.

All K/1 pick-up students will be dismissed at 3:20 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 Car Rider 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 be reissued the tags from last year at Meet the Teacher. 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.** If this happens, 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.

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.

Attendance Information and Policy

Under the Texas Education Code 25.085, the state requires children to attend school each day that instruction is provided. A child engages in truant conduct if the child is required to attend school under TEC 25.085 and fails to attend on 10 or more days or parts of days within a 6-month period in the same school year. If a student has unexcused absences on three days or parts of days within a four-week period, the district must send a warning notice to inform the parent that the student is subject to truancy measures (TPMs). It is the parent's responsibility to monitor his or her child's attendance and to require the student to attend school.

In general, the following is considered to be a PART OF A DAY: ● Late Arrival (a student that rides district transportation and is late to school is not counted tardy) ● Early Pick Up

In general, the following absences are examples of EXCUSED absences with documentation within 2 days of the student's return to school: ● Personal Illness ● Death in the immediate family ● Doctor/Dentist Appointments ● Required Court Appearance

In general, the following absences are examples of UNEXCUSED absences: ● Oversleeping ● Missed the bus ● Vacation ● Car trouble ● Personal or family business ● 5 or more consecutive absences without a doctor's note ● Skipping ● Doctor or parent note turned in after 2 school days after the student returns to school.

Students must be in class 90% of the time a class is offered to receive credit for the class. The 90% rule applies to ALL absences (excused/unexcused). For more information, please see Texas Education Code 25.092 and Board Policy FEC Local.

What will happen:

1. You will receive a phone call from the Automated Messaging System if your child is absent.

2. Parent or doctor's notes should be turned into the attendance office within 2 days of the child's return to school. A written parent note* should state the student's name, grade, reason and date of the absence, and the parent's signature. *The district will accept up to 5 parent notes.
3. Parent or doctor's notes can be hand delivered or electronically delivered to the following campus email address: kpsattendance@kisd.org
4. A student who is absent for 5 or more consecutive days will need a note from his or her physician.

More information can be found on the KISD website under Families.

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 to have the appropriate paperwork placed 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. We will not interrupt classes to deliver any items.

Conferences

Conferences with teachers are encouraged. Teachers may be contacted by leaving a message in the school office, email, Parent Square, 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 times. There are two required conferences per year. One at the end of the first 9 weeks and one after the 3rd 9 weeks.

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. You will only be able to come on these days each week AND your student's birthday. If the student's last name begins with:

A-F come on TUESDAY, G-M come on WEDNESDAY, N-Z come on THURSDAY.

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 child. 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 only 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, and you will need to send either a doctor's excuse or a parent note to excuse the absence.** 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. This form must also be signed by the child's doctor.
- 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 :

KISD Board Policy states: Elementary school nurse who determines or otherwise becomes aware that a child enrolled in the school has lice shall provide written or electronic notice of that fact to:

1. The parent of the child with lice as soon as practicable but not later than 48 hours after the administrator or nurse, as applicable, determines or becomes aware of that fact; and
2. The parent of each child assigned to the same classroom as the child with lice not later than the fifth school day after the date on which the administrator or nurse, as applicable, determines or becomes aware of that fact.

The notice:

1. Must include the recommendations of the Centers for Disease Control and Prevention for the treatment and prevention of lice; and
2. May not identify the child with lice if the notice is to the parent of each child in the same classroom.

Education Code 38.031

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.

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.

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.

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.

District Communication- ParentSquare

ParentSquare is an app for your smart phone or computer. This is how your child's teacher will communicate with you. It has a setup like social media where the teacher can message the parents for the whole class or just you in a private message. It is a simple and safe way to connect and communicate. Here's what you can do with ParentSquare:

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once with a daily

n
te in your preferred language
ı school postings to engage with your school community
ıge teachers and staff
ı group messages
arent-teacher conferences
permission slips, sign up to volunteer and more all from your desktop or mobile device

Directions, detailed set up instructions, and FAQs for ParentSquare can be found on the KISD website under Families.

Kilgore Primary School

SCHOOL-WIDE DISCIPLINE PLAN

Behavior Incentives

Students at KPS are continually recognized for appropriate behavior. Some of the ways we recognize students are listed below.

• Staff will provide verbal praise to children when they make good choices. Students may receive “Barker Bones,” “shout outs,” and recognition during the weekly announcements.

• Students with consistently good behavior will participate in special recognition activities. Each classroom will provide positive behavior reinforcement programs for students to be reinforced and rewarded throughout the day.

Subject to the Student Code of Conduct, administrator guidance for discipline on facts and circumstances may vary based upon consideration of factors:

1. Self defense
2. Intent or lack of intent
3. Disciplinary History

4. Disability

Kilgore Primary School Rules



Do your best. Stay focused and work hard.

Work hard, stay on task, don't interrupt the work of others. Don't disrupt the learning environment.

Obey your teacher. Be responsible for your own behavior.

Make good choices, be honest about your good and bad choices and learn from them. Make choices that your parents would be proud of.

Gain the respect of others. Be kind and helpful.

Help others, be kind, share, respect adults and students. Use nice manners and be polite.

Safety first in all areas of school and on the bus.

Stay in assigned areas, keep hands/feet/objects to yourself. Take care of our things and don't hurt others.

- Outstanding!
- Great Day!
- Warning
- Consequences
- Office/Parent Contact

Every color change is a one point deduction on your child's behavior grade. Office referrals are 10 point deductions.

LEVELS OF CONSEQUENCES FOR MAJOR BEHAVIOR ISSUES

Each 9-week grading period starts with a "clean slate" for behavior.
A student will start with a "clean slate" every day upon arrival to school.
Students will be given 2-3 warnings and behavioral interventions before a color change. Every color change is a 1 point deduction and every office referral is a 10 point deduction from their 9 week behavior grade.

Level 1: **1st incident of Aggressive or Defiant Behavior in a school day - Level Green**

The teacher will:

1. Redirect and discuss the behavior with the student. The teacher will ask the student what behavior they have displayed that is inappropriate and how to correct the behavior.
2. Reteach appropriate behavior to meet expectations. This is KEY!
3. Repeat a minimum of 2 times while implementing behavioral interventions such as relocating the student within the classroom if needed, removing recess privileges, lunch detention, etc…)
4. Document in folder (Oops! Form, note…)

Level 2: 2nd incident of Aggressive or Defiant Behavior in a school day- Level Yellow

The teacher will:

1. Discuss behavior one-on-one, utilize behavior intervention strategies such as relocating the student within the classroom if needed, remove recess privileges, lunch detention, continue work, etc…). Again, reteach appropriate behavior to meet expectations. This is KEY!
2. Document in folder (Oops! Form, note…..Redirect and discuss the behavior with the student. The teacher will ask the student what behavior they have displayed that is inappropriate and how to correct the behavior.
3. Notify the student's parents. (i.e. email, phone call, or classroom information app).
4. Document in folder (Oops! Form, note…)

Level 3: 3rd incident of Aggressive or Defiant Behavior in a school day - Level Orange

The teacher will:

1. Redirect and discuss the behavior with the student. The teacher will ask the student what behavior they have displayed that is inappropriate and how to correct it. Utilize behavior intervention strategies such as relocating the student within the classroom if needed, remove recess privileges, lunch detention, continue work, etc…). Time out to another classroom may occur.
2. Document your discussion with a student upon their return. You can use Oops! form.
3. Parent contact on the day of the incident (i.e. email, phone call, or classroom information app).

Level 4: 4th incident of Aggressive or Defiant Behavior in a school day - Level Red

The teacher will:

1. Redirect and discuss the behavior with the student. The teacher will ask the student what behavior they have displayed that is inappropriate and how to correct the behavior.
2. Complete and submit a discipline referral form to the administrator using Skyward. Briefly describe the offenses and interventions that occurred at levels 1-3 and consequences.

The administrator will:

1. Assign action (i.e., conference, emergency removal, corporal punishment, in school suspension, or out of school suspension).
2. Notify the parent/guardian to inform him/her of his/her behavior.
3. Consider referral to the counselor.
4. Consider referral to the RTI team (Response to Intervention Team).

The parent will:

1. Conference with the administrator or teacher regarding the behavior. Parents and all adults involved will work together with the student to prevent further discipline problems.

Examples of Defiant Behavior

- Lying
- Failure to follow a reasonable request
- Cheating
- Stealing or hiding peer's personal property
- Teasing, taunting, instigating behaviors, mocking others
- Displaying inappropriate behavior in structured and non-structured areas
- Disrupting class or school environment
- Bickering between students
- Running and screaming in the halls
- Using equipment or materials in an unsafe manner

Examples of Aggressive Behavior

Verbal aggression towards others: name calling, swearing, put-downs, sexual innuendos, etc.

Physical aggression toward others – no marks or blood: horseplay that incites a reaction, throwing objects, in others' personal space, pulling out a chair from under others, etc

Minor property damage—personal or school: overturning furniture, tampering with others' work, knocking materials off desk in anger

Inappropriate language or discussion: lewd language in halls or building or school property

Damaging/defacing school property: food or drink in halls and classrooms, littering, graffiti, chewing gum, making pencil marks on desks or books

Insubordination: mocking or sarcasm toward teachers/staff

Severe Behavior—Consequences

Level 1 (1st and 2nd Incident of Severe Behaviors)

1. Submit for a major behavior and/or repeated minor behaviors

– Designate all Tier 1 interventions in referral for each offense
– Admin progressive discipline and/or discretion for discipline (Removal of Privileges, Lunch Detention, ISS, OSS, Corporal Punishment)

*Please use the call button if it is an emergency situation.

2. The administrator will phone the parent regarding severe behaviors.

3. The administrator will determine if consequence requires more severe measures (i.e., out of school suspension, placement in alternative school, or other measures).

4. Parent(s), student, administrator, and/or other related staff members may need to work together to create a behavior plan PRIOR to the student returning to class. If a parent is unable to be located on the day of severe behaviors, the student will be placed under constant supervision in the building away from the student body.

5. The teacher will mark the conduct chart subtracting 10 points.

Level 2 (3 incidents of Severe Behaviors in a grading period)

Above applies with the 1st and 2nd incident. Administrator/Teacher will consider referral to intervention team for behavioral intervention planning.

Examples of Severe Behaviors

- Serious physical aggression to anyone on school property during school activities: leaves marks or blood, fights, physical or sexual assaults, intentional harm with school materials/supplies, and intentional throwing objects that could cause physical harm or property damage, etc.
- Any behavior that incites panic, including threats or use of: written or verbal bomb threat, false fire alarms, firecrackers, smoke bombs, incendiary material, etc.
- Sexual harassment or sexual misconduct: threats, sexual gesture, inappropriate touching, reports of or exposing self to others, lewd sexual language, etc.

This School Wide Discipline Plan reinforces the standards in the KISD Student Code of Conduct. This corporal punishment form was given to you in the registration paperwork.

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER

Please read carefully!