Kilgore Independent School District

# Chandler Elementary School

# 2026 - 2027

## Student Handbook Addendum

**KISD Elementary Student Handbook**

**for**

**Chandler Elementary**

**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, 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 and 7:30 should wait in the cafeteria until the duty teacher dismisses them to their classrooms. **All teachers and aides are to be in their classroom no later than 7:30.** Teachers will open their classroom doors no later than 7:30 a.m.

## Building Security

In the interest of your children's safety, the doors will remain locked during school hours. Access is permitted only through the front. 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 first day of school, parents will not be allowed to walk their students to their classes. Staff will be available to monitor and assist students.

## Morning Drop-off

All students should be dropped off in the mornings in the **circle drive**. Staff will be on duty, and doors will be open at 7:15 a.m. ***Students should not be dropped off in front of the school***. Please be advised that City Ordinance 1420, Sec. 2, states:

**Sec. 12.07.011 Standing or parking in front of Chandler Elementary School**

(a) It is a violation of this code for anyone to park in the parking spaces in the 2500 block of Chandler Street in front of Chandler School if the parking space is labeled for a member of the school staff and the person parking there is not a member of the school staff.

(b) The loading or unloading of students or passengers in the 2500 block of Chandler Street in front of Chandler Elementary School is hereby prohibited.

(c) The standing and parking of a vehicle, whether occupied or not, in the northbound lane of the 2500 block of Chandler Street in front of Chandler Elementary School is hereby prohibited.

(d) All U-turns in the 2500 block of Chandler Street in front of Chandler Elementary School are hereby prohibited.

(e) All left turns into parking spaces in front of Chandler Elementary School from the southbound lane in the 2500 block of Chandler Street are hereby prohibited.
(f) This section shall apply during school hours from 7:30 a.m. to 4:00 p.m., Mondays through Fridays of any day while school is in session. (Ordinance 1420, sec. 2, adopted 3/10/09)

## Afternoon Transportation and Dismissal

All pick-up students will be dismissed at 3:20 p.m. to the circle drive. Chandler Elementary uses a number system to help with dismissal procedures. A number will be assigned to each student and their car. Students will wear their number to circle drive pick-up, and their car number card will be placed in the front window for the staff to see. You will be provided with two hangers. Please assist us with this system by keeping your number card visible in your window.

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 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 (FROM BUS TO PICK-UP) will not be taken over the phone.**

These transportation changes must be in written form. **You may bring a note, email, or fax the office before 2:45 p.m.** Students **cannot** be changed from a bus to a pick-up over the phone. The request must be emailed to cestransportation@kisd.org.

## 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. Parents 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 A STUDENT OUT DURING THE SCHOOL DAY MUST BE MADE IN WRITING BY THE PARENT OR GUARDIAN PRIOR TO THE CHECKOUT.** Authorization may also be made on Skyward Parent Access.

## Attendance

The school day begins at 7:45 a.m. **Students arriving after the 7:50 bell rings will be counted as tardy.** Chandler Elementary School's official attendance time is 9:00 a.m. on a regular school day. Students arriving after 9:00 will be counted absent for the day unless a doctor's note is provided. **Early pickups will count as a partial day** unless the student is sent home by the school or a doctor's note is provided to verify the student was at an appointment. All notes regarding your child's absences from school are required to be turned in to the Chandler office within **2 days** of the last day he/she was absent. Notes may be emailed to cesattendance@kisd.org. **It is the responsibility of the parent/guardian to ensure excuse notes are turned in to the office.** All notes must include the following:

- The date of the note
- Child's name
- Date of the absence or tardy
- An explanation of the absence or tardy
- Parent/Guardian Signature

Excuse notes from parents/guardians will be accepted until 5 notes are received. Once a campus receives 5 parent notes per student, a doctor's note will be required to excuse any absences after that. Within 2 days of returning to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws

KISD accepts the following as excused absences:

- Personal illness, death in the family, weather or road conditions making travel dangerous
- Days of suspension
- Participation in court proceedings
- Late enrollment/early withdrawal for migrant students or students under the Texas

Youth Commission

- Days missed while classified as a runaway
- Participation in a substance abuse rehabilitation program
- Days missed to care for a student's child or children
- A note from a doctor must be on file with the office in the case of recurring conditions that require a child to be out for regular medical or psychological appointments, therapy, etc., and will not be required to have a doctor's note for each visit.
- Vacations ARE NOT an acceptable cause for an excused absence from school.

**Make-up Work**

Students who are absent for two consecutive days or longer may contact their teacher 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 when assigned by a classroom teacher (many teachers do not assign homework). Homework will: improve students' work habits, reinforce newly learned skills, and increase students' responsibility. Missed homework assignments will result in consequences for the student. Your child will receive homework guidelines and expectations from his/her homeroom teacher.

**Phones/Electronic Devices**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have the approval by the principal to possess other telecommunications devices such as smart watches, netbooks, laptops, tablets, or other electronic devices.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The **parent** may pick up the confiscated device from the principal's office for a fee of $15.00.

Any disciplinary action for inappropriate use of a telecommunications device will be in accordance with the Student Code of Conduct. **Kilgore ISD is not responsible for damaged, lost, or stolen personal telecommunications devices.**

**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, the school social media accounts, the classroom websites, the 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 on file the appropriate paperwork.

**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 Chandler Elementary. 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, by email, or by sending a note directly to the teacher. The teacher will then contact the parents to schedule the conference within 24-48 hours. Conferences should be scheduled during the teacher's conference period or at other prearranged times. CES will offer two conference opportunities throughout the year.

**Breakfast/Lunch**

Parents are not permitted to eat breakfast with their children. Breakfast eaters should be on campus by 7:45 a.m. Parents may eat lunch with their children during their designated lunch times. Parents must check in at the office and receive a visitor badge. Parents may bring food for their students only. Parents are allowed in the cafeteria during lunch times only. Please check out in the office once your child's lunch is over. No fast food lunches will be accepted in the office for students. You must give it to your child at their scheduled lunchtime.

**School Parties/Birthdays/Invitations**

We celebrate two parties: Christmas and Valentine's. 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. Chandler Elementary cannot 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. The treat can be left in the office and the teacher will pass it out at her 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

Students cannot return the following school day after being sent home ill. Kilgore ISD requests that all students be **free of** fever (a temperature of less than 100˚F), diarrhea, and vomiting before returning to school. All students with a fever of 100˚F or greater, those who are vomiting, and/or experiencing diarrhea will be sent home from school. Please do not administer fever-reducing medicine to your student and then send him/her to school.

### Medication at School

Students are NOT allowed to carry medications, prescription or over-the-counter, at school except for emergency medications such as an EPI-Pen, diabetic supplies, or an 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 a parent/guardian. All medications must be picked up before the end of the school year by the parent/guardian or they 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 a parent/guardian at home and will not be given at school. Any herbal and/or supplement, oil, etc., will require a physician's orders to be administered 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

Head lice are very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice is available on the DSHS website, Managing Head Lice in School Settings and at Home (https://www.dshs.texas.gov/texas-school-health/skilled-

procedurestexas-school-health/managing-head-lice-school) and the Centers for Disease Control and Prevention's website About Head Lice (https://www.cdc.gov/lice/about/head-lice.html).

[See policy FFAA for more information.]

## 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 in to the front office or the 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 a child to return to the 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 a 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, and 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) 988-3904.

## Pets at School

When you come to visit Chandler, please leave your pets at home. Dogs and cats are not allowed in the building. Additionally, please do not bring 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 before 6:00 a.m., and this information will be 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.

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 to your radio or television to one of the stations listed above and await the official announcement.

Should a winter 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.

## 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.