Kilgore Intermediate School

Kilgore ISD Elementary Student Handbook
2026-2027

The School Day

Instructional time begins at 7:45 a.m. daily. After 7:45 a.m. 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 7:15-7:30 should go to the cafeteria to eat breakfast or go to the gym until the duty teacher takes them to their classrooms at 7:30 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 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. All students should be picked up by **4 p.m**. Students riding KISD transportation must have bus information on file in Skyward. **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 by 4 p.m.** 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. Any person checking a student out must be listed in Skyward Parent Access.

Attendance

The school day begins at 7:45 a.m. Students arriving after 7:45 a.m. will be counted tardy. Students arriving after 9:00 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 within two school days 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

If a student is absent two consecutive days or longer, parents may email the teacher to request assignments. They 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 work habits, reinforce newly learned skills, and increase responsibility. Missed homework assignments will result in a lower homework grade for the student. Homework guidelines and expectations will be given out by the teachers.

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 indicate this in Skyward upon registration.

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 parent or guardian has not completed the field permission form in Skyward at registration.

Parent Square

It is encouraged that parents and guardians join ParentSquare, our district communication platform that allows school administrators and teachers to more effectively communicate and engage with families and students. Registration for ParentSquare can be accessed on the KISD website under the Quick Links tab.

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 KIS 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.

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.

Lunch

Parents may eat lunch with their child during designated lunch times after checking in at the office with a valid ID and receiving a visitor badge. Parents may bring food only for their child and must return the visitor badge at the front office when leaving. Lunch brought from home must be delivered during the student's lunch time; fast-food lunches will not be accepted in the office. Visitors may be restricted on certain days due to campus events, with advance notice provided through ParentSquare and social media. To establish routines, parents may not eat lunch with students during the first three weeks of school. On benchmark and state testing days, parents may not bring or drop off lunches or eat lunch with students due to testing schedules and security requirements, even if their child's grade level is not testing.

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. We cannot accept deliveries of flowers, balloons etc. for students at school.

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.

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 Va'Lisha Shephard 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.

Sick Policy

Kilgore ISD requests that all students be free of fever (a temperature of less than 100 degrees F), diarrhea, and vomiting for 24 hours before returning to school. All students with a fever of 100 degrees 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 is gone for a complete 24 hours without the use of fever reducing, antiemetic, or antidiarrheal medications.

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 message via ParentSquare and contact 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 a valued part of the KISD educational team, and the district appreciates the strong partnership between schools and the community. Individuals wishing to volunteer must submit a Volunteer Application each school year and complete a confidential criminal history background check. KISD reserves the right to deny volunteer placement based on disqualifying criminal convictions. Applications and DPS Computerized Criminal History forms must be submitted and approved by the District Volunteer Coordinator before volunteering. Applications are available online at KISD Volunteer Information or at any campus or the administration building.

KISD Cell Phone/Electronic Device Policy

House Bill 1481 prohibits student use of personal electronic devices during the school instructional day in all Texas public K-12 schools. Personal electronic devices include, but are not limited to the following: cell phones, tablets, smart watches, radio devices, paging devices, personal computers, headphones, earbuds, or any other electronic device that has not been issued directly to students by the school district.

Kilgore Intermediate School students will keep their electronic devices turned off and stored in their backpacks. KIS will follow the KISD policy and discipline matrix on personal electronic devices.