Kilgore Middle School

Handbook Addendum

2025-2026

Please note that the procedures contained herein are an abridged version of the complete student handbook may be found on the district and school website

ABSENCES AND TARDIES - AND WHAT TO DO ABOUT THEM

Be sure you attend school every day and are on time for every class. Within 24 hours of a student's absence, the parent must contact the campus attendance office. (kmsattendance@kisd.org)

If the reason is unavoidable, an illness of the student, or serious illness or death in the family, the student will have the opportunity to make up any classwork missed. You are responsible for checking with your teachers as soon as you return to school for the assignments. This is an excused absence.

If the reason for your absence is a trip with the family or for some other cause that might be justified, you and your parents must justify the absence in writing to the attendance clerk PRIOR to the absence. An absence of this type will allow a student to make up any classwork missed. All arrangements must be made in advance with the attendance clerk first, then the teachers. This type of absence should occur only on rare occasions. This is called an unavoidable but justifiable absence.

Another type of absence is the unexcused absence. Examples of unexcused absences are: visiting the beauty or barber shop, visiting family who live out of town, working on a car, sleeping late, shopping, studying for an exam, preparing for parties, hunting, fishing, or other appointments that should be made outside of school hours. Also, truancy will be an unexcused absence.

NOTES AFTER AN ABSENCE

Medical Visits - After any form of medical visit, i.e., doctor, dentist, counseling, a note from that office must be provided within two business days for the absence to be considered excused.

Multi-Day Illness - Upon return to school, a student absent for more than 5 (five) consecutive days because of a personal illness must bring a statement from the doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

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.

ACCIDENTS

In the event of a serious accident, your parents will be notified immediately. For your security, it is VERY important that the office has updated telephone numbers on file at ALL times.

Every effort will be made to render emergency treatment until parents arrive. However, the school will not be responsible for subsequent treatment.

Morning Drop-off

All students should be dropped off in the mornings in the front drive line. Staff will be on duty and doors open at 7:15 a.m. Students should not be dropped off behind, or beside the school, or before the 7:15 a.m. bell.

Afternoon Transportation and Dismissal
All pick-up students will be dismissed at 3:27 p.m. to the pick-up area in front of the school. Students will not be allowed to go to the back or side of the school to be picked up. Using double lanes will allow students to be picked up in less than 30 minutes at the end of the school day.

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 must send a note, email to KMStransportation@kisd.org before 2:45 p.m. Transportation changes will not be taken over the phone.

Walker Dismissal Policy

To ensure the continuous safety of each student on our campus, walkers must follow the procedures. Only students who live in neighborhoods adjacent to KMS will be allowed to walk home. All walkers must provide the address that your child will be walking to, and it must match the address that is on the proof of residence for your student's attendance at our school.
Fill out the KMS Walker Request Form using the link below with the correct information. We will let you know if your child is able to be a walker for the 2026-2027 school year by using the address that you provide for verification.

https://docs.google.com/forms/d/e/1FAIpQLScWoaY1V6ZHwNei7uQJ28pp28cVpYHETpPFI3f9AXED71kI FQ/viewform

AFTER SCHOOL

Students must be picked up by 4:00 pm unless they are attending the following programs: Tutorials, detention, after-school practices, and or another after-school program.

ALCOHOL AND DRUG ABUSE

The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. No student shall knowingly possess, use, transmit, or be under the influence of any of the following substances on school premises during any school term, off-premises at a school activity, function, or event.
Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogenic, stimulant, depressant, amphetamine, or barbiturate, including prescription and non-prescription drugs. Alcohol or any alcoholic beverage. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students who violate this policy shall be subject to expulsion, reassignment to an Alternative Educational Program, and/or suspension. When students commit drug and alcohol related offenses, they may be referred to legal authorities for criminal prosecution, in addition to school-imposed discipline.
Students shall not possess, smoke, or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, chewing tobacco, or vaping on school premises or at a school-related function. All possessions will be referred to the Kilgore Police Department.

*All students who are assigned discipline for a vape/tobacco offense will be required to complete an online training course, in ISS during their discipline assignment on campus. In this training, they will learn what tobacco products are, how they are made, the different types of products, and how they can affect the body. Most importantly, this training will help them understand how to make healthy choices, where to find real facts, and what they can do to build the confidence to say no to vaping and tobacco use. The link below will take you to the course.

https://txsaywhat.com/tobacco101.html

ASSEMBLIES

We have assemblies throughout the year. Everyone (teachers and students) is expected to attend scheduled assemblies. Each class will sit with its assigned teacher. All students will be expected to conduct themselves as ladies and gentlemen and give attention to the participants in the program. If a student misbehaves in an assembly, they may not be able to attend future assemblies and or Pep rallies.

CAMPUS PASSES

If it is necessary for you to leave your classroom to go to another part of the campus, you MUST have a campus pass. This applies to the nurse, restroom, office, counselor, library, or any other part of the campus outside of the assigned class at that time.

PERSONAL ELECTRONIC DEVICES

This statement outlines the rules and consequences regarding the possession and use of personal electronic devices by students during class time at Kilgore Middle School. Following is a summary and clarification:

1. Prohibited Devices: Students are not allowed to have cell phones, headphones, or smartwatches on their person or out at their desks during class times.

2. Devices must remain in backpacks during instructional time. Devices must remain in a CLOSED zippered pocket of a backpack or bag during instructional time.

3. Hallway Restriction. Students are also not allowed to have cell phones in the hallways during class or instruction time, which is from the start of class until the teacher dismisses the class.

4. Responsibility disclaimer: The school is not responsible for Damages, injuries, or claims resulting from the use of technology.

• Stolen or damaged personal technology devices.

• Maintenance or repair of any personal technology.

• Costs incurred from using personal technology for texting or Internet usage.

In summary, students must keep their personal electronic devices away in a CLOSED zippered pocket of a backpack or other bag during class time unless explicitly allowed, and there are penalties for noncompliance. The school also disclaims any liability related to personal technology devices.

DRESS CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration, or hairstyle extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that, in the campus administration's judgment, may reasonably be expected

to cause disruption of or interference with normal school operations. Examples of inappropriate and unapproved choices of clothing, jewelry, body decorations, and hairstyle include:

General:
1. All forms of headgear (hats, caps, bandanas, hoods, etc.)
2. Dark glasses (except by written order of a physician)
3. Tattoos deemed inappropriate by the administration must be covered (See #8)
4. Any gang-related items
5. Pierced jewelry may be worn only in the ear. Plugs must be worn in gauged holes.
6. Hair MUST BE neat, clean, and well-groomed. No dyed hair that attracts undue attention is allowed. Hair shall not cover the eyes; styled in any manner which attracts undue attention, or spiked more than 2 inches.
7. Dog collars with spikes or studs, spiked bracelets, or exposed chains (other than small necklaces)
8. Obscene language or symbols, provocative pictures, advertising of tobacco, alcohol, or narcotics on clothing, jewelry, or exposed body parts. Radically related symbols, emblems, pictures, words, or slogans.

Shirts/Blouses/Tops:
1. Clothing that exposes bare midriffs. Midriffs must be fully covered when arms are extended above the student's head.
2. Tank tops or clothing that has low necklines or low underarms.
3. See-through, provocative, or excessively tight clothing.
4. Pajama tops
5. Dusters, long coats, or blankets

Shorts/Pants/Bottoms:
1. In grades 3-12, dresses, skirts, split garments, and shorts that are shorter than 5" above the knee.
2. Excessively loose clothing resulting in "sagging"
3. Pajama bottoms
4. Torn clothing, showing skin above the knee
5. Leggings/yoga/form-fitting pants (unless top or dress is no shorter than 5" above the knee)

Shoes:
1. Appropriate shoes/boots are to be worn at all times. NO house slippers.

Face Coverings: Due to current health concerns, face coverings will be optional for all students in grades 6-12. Permissible Face Coverings: 1. Cloth Face Covering. Student face coverings should cover the nose and mouth and extend under the chin according to the CDC. b. Student face coverings should NOT be decorated in any gang-related symbols/emblems, obscene language or symbols, provocative pictures, advertising of tobacco, alcohol or narcotics, or radically related symbols, emblems, pictures, words or slogans.

EXTRACURRICULAR PICKUP

Students must be picked up within 5 minutes of the designated time or be subject to omission from the next scheduled activity. This will be at the discretion of the instructor in charge. This includes scheduled school dances. Dances will be scheduled periodically from 7:00 - 9:00 pm. Students must follow all school rules and dress code policies. Attendees must be Kilgore Middle School Students.

FIGHTING

Fighting is prohibited at Kilgore Middle School. Students need to learn other ways to solve problems rather than using physical force. Problems that may lead to a fight shall be reported to an administrator or teacher for conflict resolution. If you are involved in a fight during the school day, parents will be contacted immediately. Students who are involved in a fight will be suspended from school, and they will be placed in ISS until their parents arrive to pick them up. Subsequent disciplinary action will be determined by the severity of the incident. A mutual fight will carry 3 days of ISS and 3 days of OSS for each student, with increased penalties for repeated behavior.

FIRE, TORNADO, AND DISASTER DRILLS

There will be a number of fire, tornado, and disaster drills scheduled throughout the school year.

The Fire Alarm Drill signal is a pulsating ring. When the alarm goes off, leave the building in an orderly manner without rushing, crowding, or talking. An all-clear bell, one regular ring, will signal the return to class.

The Tornado Drill signal is one long continuous ring. Please move to the pre-instructed place of safety in an orderly manner without rushing, crowding, or talking. An all-clear bell, one regular ring, will signal the return to class.

Shelter in Place Drill signal is 4 short bells to begin. Please remain in your classroom: the teacher will give any further instructions. All clear, one long bell will signal the end of the drill.

GRADING

The grading range is from 0-100. The lowest possible passing grade is a 70. Progress reports will be issued once per reporting period. Report cards will be sent home with students every 9 (nine) weeks.

KMS Grading Policy (Grades 6–8)

General Expectations

Students are expected to complete all assignments to the best of their ability and submit work on time. Grades reflect mastery of curriculum standards and student demonstration of learning.

1. Late Work (Assignments Not Turned in On Time)

- All assignments are due on the date indicated by the teacher.
- If an assignment is not submitted by the due date, the student will receive a temporary zero until the work is completed.
- Students have up to 5 school days after the due date to submit late work.
- Late Work Penalty:
    - Day 1: Up to 10 points deducted
    - Day 2: Up to 20 points deducted

    - Day 3: Up to 30 points deducted
    - Days 4–5: Maximum grade of 50
- After 5 school days, the zero becomes permanent.

2. Work Missed Due to Absences

- Students are responsible for obtaining and completing assignments missed due to absence.
- For each excused absence, students have one school day per day absent to make up work without penalty.
    - Example: 2 days absent = 2 days to submit assignments without late deduction.
- Long-term assignments (assigned at least a week prior to the due date) are expected to be submitted upon return unless special arrangements are made.
- Unexcused absences follow the Late Work Policy above.

3. Retakes and Corrective Opportunities

- Students may request a retake or corrections on a failing major grade (below 70).
    - Determind & aligned by PLC groups & Instructional Specialist
- The highest possible grade earned on a retake or corrected assignment is 70.
- Retakes must be completed within 5 school days of the grade being posted and may require:
    - Attending tutorials
    - Completing missing classwork
    - Participating in reteach sessions

4. Zero Policy

- Zeros are used as placeholders to reflect missing work, not as a final grade, whenever a student still has the opportunity to complete the assignment.
- Once the Late Work or Absence window has closed, zeros will remain in the gradebook as the final grade for that assignment.
- Teachers will notify students of missing work, and students are expected to take responsibility for completing assignments.

5. Support & Accountability

To help students stay successful:

- Teachers will provide opportunities for tutorials and academic support.
- Students with multiple missing assignments may be:
    - Assigned detention or academic lab time
    - Placed on an academic improvement plan
- Parents/guardians will be notified if work completion becomes a concern

FOOD ON CAMPUS

Cafeteria expectations will be followed. Food will stay in the cafeteria. Outside food deliveries are prohibited. Kilgore Middle School maintains a closed campus. If parents want to bring their children lunch, they will be required to stay with the child for their lunch period. ONLY bottled water with a screw on cap or pop-up tops will be allowed outside these areas. Containers must be sealed. Containers with straws are not allowed. Students may not walk the hallways with open drinks. Teacher-sponsored awards and incentives will be allowed; however, these must not leave the classroom.

HAZING

No form of hazing will be permitted by any student attending Kilgore Middle School. Hazing activities that are outgrowths of school connections or class relationships shall be interpreted as under the direct supervision of the school. Disciplinary measures will be taken against the student responsible for engaging in hazing activities. Such activities may cause the student to forfeit his/her right to attend school in the Kilgore Independent School District.

HOMEWORK

The faculty and administration of Kilgore Middle School believe that homework is a valuable learning experience. We believe that skills and concepts are reinforced through assignments completed outside the school. Through homework, you have the opportunity for enrichment, extension, and/or remediation of instructional goals and the opportunity for practice of basic skills. Homework becomes more valuable when there is a strong partnership between home and school. The role of the home is to provide support, encouragement, and a place to complete homework. The role of the school is to assign meaningful homework. Through a strong home-school partnership, homework has the potential to increase learning time, accomplish academic goals, and advance the student's academic skills and achievement.

INCENTIVES

Students will earn the behavior incentive party unless they:

- Office referrals that results in < 3 days of ISS placement, OSS, DAEP
- Receive greater than 8 tardies within the semester
- Have a standing zero for not completing work at the time the incentive list is due. (You may accept late work after the incentive list is due for grading purposes; however, the incentive list will not be changed.)

8th Grade Fun Day:

- All 8th grade students will be eligible to attend the fun day at the end of the year, UNLESS they have had an assignment at DAEP during the normal school year.

KNOW YOUR WAY AROUND

- Be sure to follow traffic rules.
- Walk at a steady pace; DO NOT run
- Don't disturb classes already in session.

- Be in your room BEFORE the tardy bell.

Take the shortest route to class, and stay on the right side of the hall. Plan your day's work ahead and carry the books you need

Be sure you know what time school starts and be on time. The first bell rings at 7:40, and the tardy bell rings at 7:45. School life is regulated by a clock, so remember to give yourself plenty of time in the morning to get to school on time. You have 4 minutes to travel to your next class.

LOST AND FOUND

Any item that you find should be taken and placed on the stage in the cafeteria, except phones, headphones, and ear buds; they need to be brought to the front office and turned in. IF you have lost an item, be sure to check on the stage in the cafeteria or check with the front office for devices. Check more than once. We will keep items no longer than 2 (two) weeks.

LUNCH PERIODS

Please remember to remain quiet during the transition to and from lunch since other classes are in session. No students should be in or around any classroom during their lunch period.

MAKE UP WORK

Make-up assignments or tests shall be made available to students after an excused absence. A student will be allowed 1 day for each day of absence(s) to make up missed classwork or assignments. If you are absent for several days, a parent should call the office on the third day of absence and request assignments for pick-up. PLEASE allow 24 hours for teachers to get assignments ready. These assignments can be picked up in the front office. If the absence is one or two days, it is the responsibility of the student to secure the assignments from the teacher and make up the work. The student should contact the teacher to make arrangements to obtain the assignments on the day he/she returns to class. The 1-day period will begin at the point the student receives the assignment(s) from the teacher. Any extenuating circumstances or delay in completing the missed work must be approved by the principal.

NATIONAL JUNIOR HONOR SOCIETY

- Scholarship - earned and maintained a 90 in ALL CORE classes.
- Service - complete at least 8 - 10 hours of service to the school and/or community.
- Leadership - being positive and showing leadership qualities.
- Citizenship - take part in various clubs and activities
- Character - good behavior
- Teacher Recommendation
- NO office referrals, Membership fee, and t-shirt fee

A Ceremony is held each fall to induct new members for the next school year.

SCHEDULE CHANGES

Since students are pre-registered during the summer, according to their needs and desires as reflected by their schedules, there will be no schedule changes for the first two weeks of school unless: In the event an error has been made in the scheduling and or to equalize a teacher's load which could become unbalanced by the arrival of new students. After two weeks, any schedule changes/needs can be discussed with the grade level principal, pending a parent request.

New schedule changes will be made only after clearing with the principal. Requests to change teachers will not ordinarily be granted except in cases where the change will assist in equalizing another load, or as determined by the administration.

SKATEBOARDS AND SKATES

For safety reasons, skateboards, rollerblades, and skates will not be allowed on the KMS campus at any time.

STUDENT ID BADGES

Students are REQUIRED to wear school IDs and lanyards. These IDs will be issued at 6th grade orientation and the 7th and 8th grade Schedule pick-up dates. Students MUST wear an ID around their neck at ALL times while on school grounds during the school day. Students who do not have an ID may be denied access to school events. Students MUST present their ID to any school personnel upon request.
Students who repeatedly fail to wear their ID will be subject to more severe school consequences. IDs are required to Improve School Safety. There will be a $1.00 fee for a temporary replacement (good for 1 (one) day only), and there will be a $3.00 fee for a lost or damaged ID, and $2.00 for a new lanyard. Parents, please ensure your child wears their ID every day.

TARDINESS

A student is tardy if he/she is not in their assigned class when the tardy bell rings.

A) TARDY TO SCHOOL - If a student is tardy, he/she should report to the star area for a pass until 8:00 AM. After 8:00 AM, they will be counted absent.
B) TARDY TO CLASS - Students who are tardy 8 or more times to a class are placed on a “Drifters List” and are not allowed hall passes and are referred to the SST committee. This placement can cause the loss of extracurricular access.
C) LEAVING SCHOOL FOR THE DAY - When a student arrives on the school campus, he MAY NOT LEAVE under any circumstances without permission. A student needing to leave school before the end of the day for any reason must have a parent/guardian who is listed on their enrollment form sign them out in the front office, and they must have a valid picture ID. If you become ill at school and wish to leave, REPORT TO THE NURSE for evaluation. If the nurse determines you need to leave due to illness, she will contact the parent/guardian to pick the student up.

TARDY POLICY

The district has developed a district-wide tardy policy to be implemented by each campus. It is as follows:

Students will not be suspended from school because of tardiness or truancy issues. The district expectation is that ALL teachers monitor restrooms, gymnasiums, and classrooms during passing periods.

Tardy Consequences
Level 1 - 5 Tardies - One hour of after school detention
Level 2 - 6 Tardies - Three hours of after school detention
Level 3 - 7 Tardies - Saturday School and parent contact
Level 4 - 8 or more Tardies - Parent contact, Drifter’s List for the remainder of the quarter (loss of hallway privileges), Office referral, 1 Day of ISS

TELEPHONE

Our telephone is a business phone and must be used as one. Students will not be called out of class to answer the telephone, with the exception of emergencies. Telephones are available in the Coach’s office after ball games. Students are not allowed to use teacher phones in classrooms. There is a student phone in the front office.

TEXTBOOKS

Take good care of your books. They are provided for you by the state, but you are responsible for them. Be sure your name is in the front; be sure you inspect your book when issued for torn or missing pages,

blots, or ink so you will not be blamed. Report all damage, and keep textbooks covered. If a textbook is lost, it is the student/parent's responsibility to pay for the book.

TUTORIALS

Teachers will help you with homework or any type of tutoring. Each teacher will have their tutorial schedule attached to the syllabus issued in the first week of school.

VISITORS

All visitors are required to report directly to the main office and sign in. You must have a valid picture ID. You will be issued a Raptor visitor badge, which must be worn while on campus. Parents are invited to join us for lunch, but will be required to stay and eat with their student at the outside assigned tables.

Students from other campuses will NOT be allowed to visit during instructional time. This also includes former students who wish to visit teachers or friends.

WEAPON

A student shall not knowingly possess, handle, or transmit on school premises or off school grounds at any school activity, function, or event knives, metal rakes, guns, or other weapons, dangerous objects, fireworks, or any other object that can reasonably be considered a weapon.

WITHDRAWAL FROM SCHOOL

The enrolling parent or guardian must be present to request a student be withdrawn from school. Upon the request, the student will be given a Withdrawal Form that they will need to take to each of their teachers and the librarian, along with any textbooks and library books. Once all signatures have been secured, the student will return the form to the office, which will complete the withdrawal requirements. If you withdraw from school without formally following these procedures, you will go to the district records as a dropout.

REMINDERS

1. When you are absent, your parents should send a note to kmsattendance@kisd.org.
2. It is your responsibility to check with each teacher for make-up work.
3. Make sure you have all the required supplies/books for each class daily
4. You are expected to be in your assigned class when the tardy bell rings for each class

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Date