

2021-2022



**STUDENT
HANDBOOK
AND
DISTRICT
INFORMATION**



KILLEEN INDEPENDENT SCHOOL DISTRICT

200 North W.S. Young Drive, Killeen, Texas 76543
P.O. Box 967, Killeen, Texas 76540-0967 (254) 336-0000

John Craft, Ed.D.
Superintendent

July 15, 2021

Dear Parents or Guardians,

As Killeen ISD prepares to begin the 2021-2022 school year, the district continues to monitor and mitigate the effects of the COVID-19 virus. As a result of the interruptions experienced last school year, we recognize the importance of safely returning to in-person instruction so that we can appropriately assess and address learning losses our students have recently experienced.

The district is prepared to deliver instruction this academic year through an in-person instructional platform, while maintaining rigorous cleaning protocol and mitigation efforts. Should the COVID-19 environment warrant change, the Killeen ISD will adapt and transition to appropriate instructional modalities to ensure our students' academic needs are met.

As we open our doors to four new elementary campuses, a renovated Killeen High School and all 51 campuses, we remain committed to positively impacting the estimated 46,000 students we will serve over the course of this school year. Our teachers and staff recognize the importance of positive daily interactions as we reintegrate our classrooms, after enduring some very challenging times. We are prepared to address the academic needs of our students and assist with the mental and social support we understand and have come to realize to be of utmost importance for our students to be successful.

Our parents and community partners remain a vital factor in promoting the overall success of our school district. We are excited to resume these partnerships that had to be placed on hold in many cases over the past 16 months. We encourage open communication and collaboration as we embark upon the journey ahead, so please do not hesitate to reach out to your child's campus and the district as needs may arise. I remain confident and excited about the journey ahead. Your active participation and hard work are greatly appreciated in assisting our efforts towards resuming academic and extra-curricular activities we have long-awaited.

Again, we look forward to partnering with you and your student in fulfilling our Mission "so that all KISD students learn to their maximum potential" this school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "John M. Craft".

John M. Craft, Ed.D.
Superintendent of Schools
Killeen Independent School District

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Killeen Independent School District
Student and Parent Handbook

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- Freedom from Discrimination, Harassment and Retaliation (FFH – Local)
- Freedom from Bullying (FFI – Local)
- Wellness and Health Services/Physical Exams (FFA – Legal)

Other Attachments (Please return these forms to your campus)

- Acknowledgement of Receipt of 2021-22 Student Handbook
- Suicide Awareness and Mental Health Support Parent Letter
- Media Release Form

**Killeen Independent School District
Mission Statement**

“Teach so that students learn to their maximum potential.”

**Killeen Independent School
District Vision**

“Through the implementation of a full, innovative, rigorous, comprehensive education program, Killeen Independent School District will provide superior learning opportunities so that upon graduation, students are prepared for success in the workforce and/or in higher education.”.

Acknowledgement Forms Electronic Distribution of Student Handbook

Please complete and return to the student's campus the Acknowledgement Form for the Student Handbook. You will find this form in the back of this handbook.

Discipline, Attendance and Transportation

Bullying

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents. Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school;
- Infringes on the rights of the victim at school.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

Bullying includes cyberbullying. **Cyberbullying** is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

If a student believes that he or she has experienced bullying or witnessed the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website

Corporal Punishment

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct. (FO LOCAL)

Gang Free Zone

Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang free zone. For the purpose of the district, a gang free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Hazing

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

Search and Seizure

The district has the right to conduct administrative searches of personal property such as backpacks, clothing items, purses, and automobiles driven to school by a student and parked on school property when there is reasonable cause to believe they contain articles or materials prohibited by the district and to protect the safety and order of the learning environment. The district may also conduct administrative searches in accordance with board policy. Such searches may include parking lots, classrooms, lockers, and common areas of the school and may include the use of metal detectors and/or trained detection dogs.

Student Code of Conduct

Each family may request a copy of the Killeen Independent School District's Student Code of Conduct from the campus. Each campus adopts a school wide plan which is derived from the District's Student Code of Conduct. The KISD Student Code of Conduct may be found online at www.killeenisd.org under the Students and Parents Link.

Student Dress Code

Students shall be dressed or groomed in a manner that is clean and neat and that will not pose a health or safety hazard to themselves or others. The approved KISD Dress Code is printed in the Student Code of Conduct booklet. Campuses are given the option of adopting a standard dress policy for students. For campuses with Standardized Dress, please contact the campus office for policies and procedures.

ATTENDANCE

Texas law requires children ages six through nineteen to attend school. (TEC, 25.085b). A child who is required to attend school under the law (TEC, 25.85a) shall attend school each school day for the entire period the program of instruction is provided.

Accounting of Absences

- All campuses designate their official attendance time at the beginning of each school year, which cannot be modified and falls within the 2nd instructional hour of the day.
- Students **NOT** in the classroom at this time will be counted absent for the entire day.
- Time out of class due to tardies or leaving school early will be accumulated by semester. If time exceeds 3 hours, the time will count as a day's absence **for the purpose of awards for perfect attendance only.**
- Absences due to documented appointments with a health care professional (note from health care professional required) will not be counted as a day's absence provided the student attends class for some part of the school day and completes all work missed during absence. Also included in this provision are absences due to court appearances, Religious Holy Days, and for the purpose of sounding TAPS for a military funeral in the state of Texas (grades 6-12 only).
- Perfect attendance awards will be given at the end of each semester to a student who has no absences.

Attendance Hearings

Parents will be notified by letter when their child has accumulated more than the allowable unexcused absences and has been denied promotion. If parents think any of the absences were due to extenuating circumstances, they should file an appeal petition and documentation with the attendance committee requesting reinstatement of promotion. Students denied promotion by the attendance committee may

appeal the decision to the Board of Trustees.

Extracurricular Activity Absences

Extracurricular activities are school sponsored activities that are approved by the school board. Participation in extracurricular activities may not result in more than ten days absence. No more than seven of these absences may occur in one semester. Absences under this category are defined as exempt absences. (*Students are considered present while participating in extracurricular activities*)

It is important to note that student eligibility is based on grades not attendance. If the student is passing his/her classes with no grade lower than 70, the student is eligible to participate in extracurricular activities.

Procedures

Students who miss school are REQUIRED, upon their return to school, to turn in a note from their parent or guardian explaining the absence. When a student's absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. It is up to the discretion of the administrator to declare the absences as "extenuating circumstances." After a student has accumulated ten (10) absences at the elementary or middle school level, or three (3) absences per nine-week grading period at the high school level which have been excused by parent note(s), documentation from a health care professional will be required for any additional absences.

It is expected that all notes be turned in to the attendance secretary or other appropriate person at the child's school within five (5) days of the student's return to school.

Absences will remain UNEXCUSED until appropriate documentation is provided.

Pre-Kindergarten, Kindergarten and First Grade

On enrollment in Pre-kindergarten or Kindergarten, a child must attend school (TEC,25.085c). However, if a child has not reached mandatory compulsory attendance age (6 years old as of September 1 of the current school year) the child's parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance rules.

3-Year-Old Pre-Kindergarten Eligibility

Full-day Pre-kindergarten classes are available in KISD. A child must meet the following conditions to be eligible for this Pre-K program:

(1) Student must be 3 years old on or before September 1 (age verified)

AND

(2) Student must be a biological child, adopted child or stepchild of a military member who is on active duty, is MIA or was injured or killed during active military duty (includes activated Texas National Guard and all activated Reserves)

AND

(3) Student must reside in on-post housing and in the attendance zone of the school they will attend (special consideration transfers to attend a different on-post school may be approved but are evaluated on a case-by-case basis by Student Services)

Pre-Kindergarten Eligibility

Students must be 4 years old on or before September 1 of the current school year and meet one of the following conditions:

1. Student is LEP (Limited English Proficiency) – unable to speak and comprehend the English language, based on responses to Home Language Survey and a qualifying score on Oral Language Proficiency Test (OLPT).
2. Student is Economically Disadvantaged (eligible for free/reduced lunch); or
3. Student is Homeless as defined by Federal Law; or
4. Student is a dependent of active-duty military member (to include activated National Guard or Reserves) or a dependent of a person injured/killed/MIA during active

- military duty; or
5. Student has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing.

Kindergarten Eligibility

1. Students must be 5 years old on or before September 1 of the current school year. Kindergarten students may be older than 5, but not younger than 5 years of age, except for 4-year-old students who meet requirements of the Interstate Compact for Military Families. No other exceptions will be made due to enrollment in another state, district or educational setting.
2. State Law Requirements—Students enrolled in kindergarten during the 2000-2002 school year, and after, will be required to meet the new testing requirements of Texas Education Code 28.0211. This requires students to take reading tests in the third grade, reading and math in the fifth grade, and reading and math in the eighth grade.

First Grade

Students must be 6 years old on or before September 1 of the current year. EXCEPTIONS:

1. If a student is 5 on or before September 1 of the current school year, and has COMPLETED PUBLIC SCHOOL KINDERGARTEN in another state, OR
2. If a student is 5 on or before September 1 of the current school year and has been enrolled in and receiving instruction in the public 1st grade of another state.
3. If a student is 5 on or before September 1 of the current school year and meets the requirements of the district's First Grade Acceleration Procedure.
4. If a student is 5 on or before September 1 of the current school year and meets the requirements of the Interstate Compact for Military Families.

Students Leaving Campus

Students may not leave the school grounds once they have arrived on the campus except with a parent, guardian, or authorized person. Parents are required to sign their child out through the office. This is for the protection of all students. Parent and/or any other adult picking up a child will be required to show identification before a student will be released.

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day. For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note

provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day

Tardies

Any student not in his/her assigned classroom when the tardy bell sounds will be counted tardy. If the student is in the classroom but not in his/her seat, the teacher will handle the incident as a discipline problem, not an attendance problem. Disciplinary action may include after school detention, lunch detention or Saturday detention. Transfer students are to maintain good attendance, including no tardiness, or the transfer request may be revoked.

Unexcused Absences

Absences with parental knowledge for reasons such as missing the bus, shopping, babysitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as UNEXCUSED. Students who miss all or any portion of a school day without the parent's knowledge will be considered TRUANT and will be disciplined accordingly. Truancies will count toward unexcused absences. Disciplinary action may include mandatory attendance at Saturday detention. When students accumulate unexcused absences from school, attempts will be made to notify parents and truancy interventions will occur.

The person discharging the duties of attendance officer of the school may investigate any case in which an excused absence is requested.

Bus Rider Rules and Regulations

The KISD Transportation Department is dedicated to safely transporting students to and from school, and to and from various school-related events. To accomplish this task, the help and cooperation of students, parents, and drivers is essential. Students and parents should read the KISD Transportation Student Rider's Safety Handbook.

Accidents or Emergencies

- Follow the bus driver's instructions.
- If you are told to leave the bus, stay in a group, otherwise stay on the bus.
- The following procedures will be used for evacuation in emergencies:
 - The two students nearest the door will open the door and hold it open.
 - Leave the bus in single file as quickly and as quietly as possible.
 - Evacuation will start with the seat closest to the door and alternate from side to side.
 - When exiting through rear or side doors the "sit and scoot" method will be used, **jumping from the bus is not permitted.**
 - Once outside the bus, follow the driver's instructions completely.
- In the event of an accident, students are not permitted to leave the area unless cleared to do so by an appropriate KISD official.

Bus Rules

Parents should discuss the following basic bus rules with their child(ren):

- Students will abide by the district's rules and regulations concerning bus students, including conduct and dress code pertaining to respective campuses and grade levels.
- While on the bus, students are under the authority of the Killeen ISD. Students must follow the instructions from the drivers as they would a classroom teacher. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
- Students will identify themselves when asked to do so by the driver or other school official.
 - In order for bus drivers to verify identity, student ID cards will always be visibly worn above the waist while on the bus (grades 6-12). For proper identification hoods will be removed while boarding the bus. Provisions of the *Student Code of Conduct* apply.
 - Students must board and leave the bus only at the student's designated stop. In an emergency, approval for students to embark or disembark at a bus stop other than his or her own will be provided in writing on campus stationary, signed by the campus principal or assistant principal, and given to the bus driver when the student boards the bus. Drivers are not permitted to act on notes or letters from students or parents regarding a stop change.

- Only students who are eligible to ride may be transported and they must ride their assigned bus.
- The principal's jurisdiction extends to the bus stop. Inappropriate student behavior at bus stops will not be tolerated.
- The bus driver is required to assign seats. The student will remain in their assigned seat until instructed otherwise by the driver.
- A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
- Students will face forward for the duration of the trip and will keep their feet out of the bus aisle and on the floor in front of them.
- Remain seated while the bus is moving. Each student is expected to remain seated for the duration of the trip and until the bus door opens for departure.
- Normal conversation is permitted (no louder than classroom level); any loud noises may distract the driver and create an unsafe condition.
- In accordance with the *Student Code of Conduct*, harassment, in any form, is prohibited.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may bring about immediate bus suspension.
- Note: The appropriate law enforcement agency may be called in regard to any fight on the bus.
- Students will not extend any part of their body or any article out the window whether the bus is in motion or not.
- Do not spit or throw any object inside or outside of the bus.
- Safety hazards created when using a cell phone may result in a discipline referral.
- Photography is prohibited by everyone on the school bus unless the student has prior, written permission from the campus principal.
- Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid for by the person responsible.
- Students shall never attempt to operate the passenger door or other driver controls except in the case of extreme emergency.
- The emergency door and exit controls will be used by students only during supervised drills or actual emergencies. Unauthorized use of emergency equipment is prohibited.

Consequences for Bus Rules Violations

Failure to abide by these bus rules creates safety hazards for the student, as well as all other students on the bus. Student behavior while on the bus is governed by School Board policies and the ***Student Code of Conduct***. The school bus is an extension of the classroom, and as such, all rules that apply in the classroom carry over to the bus.

If any of the above student behavior rules are broken, the bus driver will take appropriate actions such as conferring with the student, recording the student's name and grade, assigning the student a different seat on the bus, and/or reporting the student to the appropriate school official.

After the bus driver makes a written report of the violation(s) to the campus administrator, appropriate action in accordance with the ***Student Code of Conduct*** will be taken. Consequences for violation of bus rules will be determined by the campus administrator and may include bus probation or bus suspension for a specified period of time.

Campus administrators may also suspend bus riding privileges for Pre-K and K grade students when the student has been returned to campus three times due to parental failure to be present (or have an authorized representative present) at the designated bus stop for afternoon delivery.

When a student is suspended from riding the bus, parents are responsible for providing transportation for the student to attend school. This is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and further disciplinary action may result.

Disruption of Transportation

Detaining a school bus is a crime. Please be aware of the provision below from the Texas Education Code:
A person (non-student) who intentionally disrupts, prevents, or interferes with the lawful transportation of students to or from school or an activity sponsored by a school on a vehicle owned or operated by the school district has committed an offense under Section 37.126 of the State Education Code. This is a Class C Misdemeanor and subject to a fine of \$500.
A student who commits this offense will be dealt with by the campus administration as an administrative issue under the Student Code of Conduct.

Extracurricular Trips

- Bus rider rules apply on all school-sponsored events.
- Discipline will be the responsibility of the building principal and the trip sponsor.
- Eating and drinking on buses used specifically for activity trips may be approved if requested by the trip sponsor in advance.
- The bus must be cleaned inside when returning from a trip. Students will assist the sponsors of trips by picking up trash on the bus and disposing of it properly.

Pre-K and K Student Accountability

KISD Transportation Services Department has a unique method to identify and account for Prekindergarten and Kindergarten students who ride school busses. Each student is provided a brightly colored pouch that is worn around the neck, and it contains bus stop information. This pouch allows bus drivers to readily identify these students and deliver them at the correct bus stop and to a properly designated individual.

Positive identification is required from any individual picking up a Pre-K or K student at the bus stop. As a safety measure, this positive identification is required daily from any individual (to include parents) picking up a Pre-K or K student at the bus stop. This ID must exactly match the pouch information. If a situation arises where District Pre-K or K student positive identification policies cannot be met, for safety reasons, the student will be returned to their campus. Please do not treat this request to present identification as harassment- our goal is to keep children safe!

Upon each return to campus, transportation personnel will document the event by submitting a referral to the campus. The referral becomes documentation but will not affect a student's discipline record. Upon three returns to campus, bus riding privileges may be suspended for three days. Depending on the number of returns, a student may receive up to 10 days bus suspension (assigned by a campus administrator). i.e., 5 returns may lead to 5 days of suspension of bus riding privileges.

Prohibited on School Buses

- Weapons, explosives (such as fireworks) **knives, tasers or stun guns, chains, water guns**, unsheathed pointed articles, laser light devices, or any other objects that could be considered dangerous or detrimental to safety, order, and discipline on the bus
- Live animals or insects. Plants in dirt or other growing medium not in an enclosed or sealed container or bag.
- Alcoholic beverages.
- Cigarettes, cigars, and any other tobacco products.
- Skateboards, rollerblades, Heelys shoes with wheels extended, or other items that may roll around on the bus.
- Walkie-Talkies, push-to-talk devices, or paging devices of any kind.

- Radios, tape or MP3 players, IPODs, or any recording or replay device (with or without headphones) may not be used if a distraction or safety hazard is created.
- Glass containers, matches or cigarette lighters.
- Sporting equipment (balls, bats, rackets, etc.) must be in backpacks, cased, or left in the front of the bus. Multiple or bagged golf clubs are prohibited. Cleats of any type will not be worn on the bus.
- ROTC weapons are not permitted beyond the driver's compartment area.
- Students are not permitted to conduct personal grooming (brush/comb hair, apply make-up, use perfume/cologne, etc.) while on the bus. Hair brushing/combing can contribute to spreading of lice and some individuals are allergic to grooming products.

Students will keep aisles and areas beneath seats clear of loose items and obstructions. Articles such as projects, large band instruments (i.e., tuba, baritone horn or saxophone, other large instruments, etc.) which are too large to be held in the student's lap or which may impose on other riders will not be allowed on the bus. Students are not permitted to wear book bags and backpacks while seated on the bus. These items will be transported on the floor between the student's feet, on the student's lap, or on the seat next to the student (only if this does not restrict another student's ability to ride). Musical instruments will not be played on the bus. Students with crutches will rest them on the floor and hold them vertically between the legs.

Students will not eat, drink, or chew gum on any route school bus. Bottles or cans, whether full or empty, open or closed, are not allowed on any route school bus. As an exception, water is allowed in a re-sealable plastic or aluminum container on the bus. Glass containers are prohibited.

Rider Eligibility

Bus transportation provided by the district is a privilege and not a right, whether to and from school each day or on school-sponsored trips and should be treated as such.

The Killeen Independent School District provides transportation services for elementary students who reside one or more miles from the home school, for highschool and middle school students who reside two or more miles from the home school, or in a hazardous area as determined by the district. Special education students requiring transportation are transported in accordance with their Individualized Education Program (IEP).

Special Provisions

Students riding the bus to and from school are under the direct supervision and control of the bus driver. Riding the bus is a privilege provided by the district and the privilege will be withdrawn if students fail to cooperate in following the bus rules or authority of the bus driver. Special rules are necessary for the safety and well-being of everyone on

The bus. Failure to abide by these rules creates safety hazards for the student as well as all other individuals on the bus.

Parents will plan to have children at the bus stop five minutes prior to the scheduled pick-up time. Driver will not wait or honk and will not pick up a student unless he or she is at the designated stop. The Transportation Services Department uses an atomic clock web site (www.time.gov) to maintain bus route time schedules. Parents should instruct their children on procedures to follow if the bus is missed. It is the responsibility of the parent to provide transportation to school if a child misses the bus. Students will actively participate in scheduled School Bus Emergency Evacuation Drills. Drivers and school officials are not responsible for stolen articles or items left on the bus.

The district may use the necessary equipment, resources, and personnel (including Video/Audio Monitoring System) to monitor student behavior while providing safe transportation. Only district employees involved with the specific incident may view the recordings. Parents, guardians, or other non-district personnel may not view the videos.

Curriculum

Killeen ISD implements the TEKS Resource System Curriculum K-12 in the four core content areas, Language Arts, Mathematics, Science and Social Studies. TEKS Resource System is a guaranteed and viable curriculum that clarifies and specifies the Texas Essential Knowledge and Skills (TEKS) in a vertical alignment format.

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

Our district offers a program of study in career and technology. This program provides a rigorous course of study consistent with the required curriculum and under which a student may receive specific education in career and technology.

The KISD Career Center offers the following programs of study:

- Animal Science Video
- Architectural Design
- A/V Production Auto
- Collision
- Animation Accounting
- Automotive Technology
- Business Management
- Certified Medical Assistant
- Certified Nurse's Aide
- Commercial Photography Entrepreneurship
- Cosmetology
- Cyber Security
- Construction Welding
- Dental Assistant Design
- Networking
- Digital Audio Technology (Radio)
- Education and Training
- Electrical Technology

Emergency Medical Technician
Engineering Option 3 (Robotics)
Game Design
Graphic Design & Illustration
Hospitality Services Marketing
Medical Informatics
Natural Resource Systems/Plant Systems
Pharmacology
Phlebotomy
Pre-Nursing
Renewable Energy
Robotics

-For more information, please see your school counselor.

College Credit Courses (Secondary Grade Level Only)

Students in grades 9 – 12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB) or collegepreparatory.
- Enrollment in an AP or dual credit course through the Texas Virtual School Network(TXVSN).
- Enrollment in approved courses taught and colleges and universities.
- Certain CTE courses.

For more information, please see your school counselor.

College and University Admissions and Financial Aid (Secondary Grade Levels Only)

For two school years following graduation, a district student who graduates in the top ten percent and, in some cases, the top 25% of his or her class is eligible for automatic admission into public four-year universities and colleges in Texas, if the student

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II As one of the four required math courses), or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

For more information, see your school counselor.

Grading Policy

Guidelines are set by the District for teachers to follow in determining grades for students. Each campus or instructional level has developed guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that enough grades are taken to support the grade average assigned.

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.
- Complete the required number of credits established by the state and any additional credits required by the district.
- Complete any locally required courses in addition to the courses mandated by the state.

Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE); and

- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

Homework Guidelines

Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete them independently and successfully.

- Homework or the threat of additional homework will not be used to enforce discipline in the classroom.
- Homework will not be assigned during the following time with an exception made for study/review guides.
 1. Group standardized testing, district-approved criterion-referenced tests, and state assessments.
 2. Semester exams (grades 9-12)
 3. Official school holidays (does not include teacher workday)

NOTE: Items 1, 2, and 3 apply only to those students who are involved in the testing. **NOTE:** If long-term assignments are made, it is the responsibility of the teacher to plan those assignments and periodic progress checks for times that do not compel students to work during holidays (e.g., assignments should not be made shortly before holidays and be due shortly after holidays).

- The recommended amount of time that students spend on homework varies by grade level:K-2
Total not to exceed 30 minutes per day (includes long-term projects)
3 - Total not to exceed 45 minutes per day (includes long-term projects)
4 – 5 Total not to exceed 60 minutes per day (includes long-term projects)6 – 8
Total not to exceed 90 minutes per day

9 – 12 Total not to exceed 120 minutes per day

- Teachers will consider the cumulative effect of homework assignments (i.e., math + language arts + social studies, etc.; one-day assignments + prorated time for long-term assignments + study or reading time)
- It is anticipated that students will not have homework assignments in every class every day.
- Time recommendations are for diligent students taking regular level classes. Students who work more slowly, who work with distractions (*television, iPods, text messaging, radio, and cell phone interruptions*) or who take honors-level classes (TAG, Pre-AP and AP) may exceed these estimates.
- It is the student's responsibility to prorate the time needed for long term assignments.
- Each campus shall define late homework. Teachers shall have a flexible and consistent procedure to address late homework that is distributed to students and parents in written form. Some possible options are:

1. Homework turned in within 5 days shall be accepted for full credit.
2. Homework turned in within 5 days may be accepted for partial credit: 50%-70%.
3. Teachers choose not to accept late homework; however, lowest homework grade(s) will be dropped.

Make-up work will not count as homework unless the original assignment was homework.

Homework Procedure

Philosophy

The Killeen Independent School District endorses the use of homework as a research-based instructional strategy that can increase student achievement, foster independence, and responsibility, and serve as a vital link between school and home.

Definition

Homework is defined as any learning activity completed by the student as an extension of classroom instruction, not including the self-assigned activities voluntarily undertaken by the student. The additional practice and application of knowledge and skills deepens understanding and proficiency; thereby, increasing student achievement.

***NOTE:** Class work that could have been completed during the class time allowed is not considered homework even if the student is given the opportunity to complete the assignment at home.*

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials. State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction. State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age.
- Devote more attention to abstinence from sexual activity than to any other behavior.
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional

trauma associated with adolescent sexual activity.

- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details).

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Make-Up Work

Students absent from school shall have the opportunity to make up all schoolwork assigned during their absence.

- Work assigned prior to the student's absence shall be turned in or completed on the day the student returns to school.
- For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
- Students shall receive credit for satisfactory make-up work after an unexcused absence. The highest grade, however, for satisfactory make-up work after an unexcused absence shall be a grade of 50 percent. [KISD School Board Policy EIA Local]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Physical Education

The law requires elementary students to participate in physical education classes. Parents who have a child who is ill or has physical problems should send a note to the P.E. teacher. The teacher will adjust the class requirements accordingly. If the child's condition lasts more than three consecutive days, the principal or administrative designee may request a doctor's statement.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the student's school to obtain the results of his or her child's physical fitness assessment conducted during the school year.

A notice of progress must be provided to the parent or guardian of all students. Elementary progress reports are provided during the fourth week of each nine-week grading period and secondary campus progress reports are provided during the third and sixth week of each nine-week grading period. Parents are encouraged to schedule a conference with teachers so that both parent and teachers might work together to improve the student's achievement.

Progress reports regarding goals contained in Individualized Education Plans for students receiving Special Education support will be sent home every 9 weeks in conjunction with report cards.

Progress Reports

A notice of progress must be provided to the parent or guardian of all students. Elementary progress reports are provided during the fourth week of each nine-week grading period and secondary campus progress reports are provided during the third and sixth week of each nine-week grading period. Parents are encouraged to schedule a conference with teachers so that both parent and teachers might work together to improve the student's achievement.

Progress reports regarding goals contained in Individualized Education Plans for students receiving Special Education support will be sent home every 9 weeks in conjunction with report cards.

Promotion Policy

A student may be promoted only based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level. [Texas Education Code 28.021a]

- In grades 1-5, promotion to the next grade level shall be based on the following:
 1. an overall yearly average of 70 or above in language arts, mathematics, science, and social studies.
 2. a yearly average of 70 or above in language arts.
 3. a yearly average of 70 or above in mathematics. [KISD School Board Policy EIE Local]
- In grades 6-8, promotion to the next grade level shall be based on the following:
an overall average of 70 on a scale of 100 based on course-level, grade level standards (essential knowledge and skills) for all subject areas.
 1. a grade of 70 or above in each of the four core academic areas: language arts, including reading improvement if required; mathematics, including mathematics improvement if required; social studies; and science.
- In grades 9-12, grade-level advancement shall be earned by course credits. [See EIE]
- A retained student is provided the opportunity to earn promotion by attending the district-provided extended year program (summer school)
- A student may be retained in the current grade level, but the negative consequences of retention should be considered.
- Students receiving Special Education support may be considered for promotion by an Admission, Review and Dismissal (ARD) Committee if the student does not earn promotion based on the criteria above.

- A parent may request in writing that a student repeat prekindergarten, kindergarten, or grade 1, 2, or 3. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Report Cards

In accordance with Board Policy EIA (Local) report cards will be issued every 9 weeks. The report card should be checked carefully, signed, and returned to the school as soon as possible.

SAT and ACT

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

- In addition to the above local standards for promotion, students in grades 5 and 8 must meet the passing standard on the state assessments in math and reading in order to be promoted to the next grade.
- Fifth and eighth grade students have three opportunities to meet the passing standard on both the reading and math STAAR tests. If a student in grades 5 and 8 fails to demonstrate proficiency on a state-mandated assessment, the student is provided accelerated instruction in accordance with state law.
- If a fifth and eighth grade student does not meet the passing standard after the 2nd administration, a grade placement committee, comprised of the principal, teacher, and parent or guardian, meets to create an accelerated instruction plan for the student to complete prior to the 3rd testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained. If the parent appeals the retention and the grade placement committee is in unanimous agreement, the student may be placed in the next grade level after additional accelerated instruction.

Students receiving Special Education support who do not meet the passing standard after the 1st administration will have their state assessment results reviewed by an ARD Committee. Determinations regarding participation in subsequent assessment administrations, as well as the development of an acceleration instruction plan, will be conducted by the ARD Committee. Retention and promotion decisions will be made by the ARD Committee. Also, refer to **KISD School Board Policy EIE Local-X**.

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. [See the school counselor for more information on the state testing requirements for graduation.]

Texas Virtual School Network (TXVSN) **(Secondary Grade Level Only)**

Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course enrolled in, the course may be subject to the “no pass-no play” rules. In addition, for a student who enrolls in a TXVSN course for which an EOC (end of course) assessment is required, the student must still take the corresponding assessment. **For more information, see your school counselor.**

Special Programs

In order to meet the needs of all students, the Killeen Independent School District provides a variety of special programs.

Bilingual/English as a Second Language/Migrant Program

- The Spanish Bilingual Program helps students with Limited English Proficiency (LEP) to master the state curriculum and teaches English to all participating students. The Bilingual Program provides access to the state curriculum, builds knowledge and learning of academic subjects in the student’s first language and English, and instills self-assurance, confidence, and cultural pride in the participating student.
- The ESL Program provides instruction using second language methods in English. Identified ESL students receive support in academic content areas that is structured to ensure that the students master the required essential knowledge and skills.
- The Migrant Program provides high-quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves. The program ensures that migratory children who move among the states are not penalized in any manner

by disparities among the states in curriculum, graduation requirements, state academic content and student academic achievement standards.

Counseling

- The District has a comprehensive school counseling program that includes:
- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal and social development of students.
- The District will make a preview of the program, including all materials and curriculum, available to parents to review during school hours. Social Emotional Learning content and Mental Health Awareness information is also located on the district's Guidance and Counseling webpage at https://www.killeenisd.org/guidance_and_counseling.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or mental health issues or substance abuse. The school counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the school counselor should schedule an appointment through the school counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

Killeen Independent School District's Response to Intervention provides a variety of opportunities that students may participate. These opportunities include groups or individual sessions regularly (weekly, every two weeks, monthly) and several activities related to counseling or intervention to provide them with support for school success. Before starting those interventions, the parent/guardian will receive a permission slip from the school counselor. At that time, the parent/guardian may approve or decline these group or individual counseling services by completing and returning the form to the campus counseling office.

Dyslexia

Students who are identified through an evaluation process as exhibiting characteristics of dyslexia may be served in the dyslexia reading program. The program provides multisensory reading instruction specifically designed to meet the needs of students with dyslexia characteristics. For specific information on dyslexia, please contact your campus.

Early College High School (ECHS)

Killeen ISD ECHS makes college success a reality for students. By working in close partnership, Killeen ISD and Central Texas College are able to serve students in a more personalized and efficient manner that leads to higher levels of student success.

By combining the high school and college curriculum, students have a more affordable and accessible path to higher education. Some of the benefits of ECHS include:

- High school diploma and Associate's degree earned;
- Financial savings;
- Technology as a central tool - Laptop provided for each student;
- Smaller learning environments;
- Project based activities that are student centered and integrated with real world experiences;
- Dual credit classes, earning high school and college credit;
- An easier transition to a four-year university.

For more information, please see your counselor or visit the ECHS website at www.echs.killeenisd.org

Gifted and Talented Program (GT)

Each school district must have standards and procedures in place for the evaluation and placement of students in the district. The district's program for gifted and talented students is designed to serve those who perform or show potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment. The identification process begins with a nomination and parent permission to test. Parents may contact the campus GT coordinator for more information and GT identification forms. Testing for students in grades 1-12 occurs throughout the school year. The KISD GT program follows the guidelines of the Texas State Plan for the Education of Gifted and Talented Students.

Homeless Students/Homeless Awareness Response Program (HARP)

Killeen ISD is committed to ensuring that all KISD children in homeless situations can enroll, attend, and succeed in school. For more information on services for homeless students, contact the KISD Liaison for Homeless Children and Youth at 254-336-0208 or the HARP Counselor at 254-336-0266.

Parent's Right to Know Qualifications of Your Child's Teacher

As a parent or guardian of a student in Killeen ISD, you have the right to know the professional qualifications of your child's teachers. Specifically, you have the right to ask for the following information about your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact the campus principal.

Response to Intervention Committee (RtI)

If a parent is concerned about his/her child's performance in school, he/she should contact the campus Response to Intervention Coordinator. The RtI Coordinator will refer the student to the RtI Committee. The RtI Committee is made up of teachers, administrators, specialists, counselors and other staff who will gather information regarding your child. This committee can make recommendations for immediate interventions and additional evaluation if necessary.

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. Under Section 504, a student is considered “disabled” if he or she suffers from a physical or mental impairment that substantially limits one or more major life activity. For additional information or answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the campus 504 coordinator or call 254-336-0374 or 254-336-0207.

Special Education Program

The Killeen Independent School District provides special education services to students with disabilities as provided in the Individuals with Disabilities Education Act, 2004. A child with a disability means a child who was evaluated according to the evaluation frameworks and determined by an Admission, Review and Dismissal Committee to have an intellectual disability, a hearing impairment, a speech or language impairment, a visual impairment, a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness or multiple disabilities and who, by reason thereof, needs special education and related services.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time. For those students who are having difficulty in the regular classroom, KISD schools will consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of the campus to meet needs of all struggling students.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education services.

However, a verbal request does not require the district or charter school to respond within the 15 school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Special Education/504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: **Campus ARD Administrator**

Phone Number: **Contact Campus** Section 504 Referrals: **Campus 504 Administrator**

Additional information regarding special education is available from the district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Students in Protective Custody of the State/Foster Care

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. Please contact the KISD Foster Care Liaison at 254-336-0240 with any questions.

NOTE: IF A CHILD HAS PARTICIPATED IN ANY SPECIAL PROGRAM AT A PREVIOUS SCHOOL, PARENTS SHOULD NOTIFY THE CAMPUS SO THAT RECORDS MAY BE REQUESTED FOR REVIEW. SPECIAL SERVICES WILL NOT BE PROVIDED UNTIL ELIGIBILITY FOR SUCH SUPPORT HAS BEEN VERIFIED OR DETERMINED.

MORE INFORMATION ABOUT ANY OF THESE PROGRAMS MAY BE OBTAINED AT THE CAMPUS OR BY CALLING THE DEPARTMENT OF CURRICULUM AND INSTRUCTION AT 254-336-0250.

Student Records

Armed Services Vocational Aptitude Battery Test (ASVAB)

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Please contact the principal for information about this opportunity.

Directory Information

It is important to know that:

- Directory information is open to the public and will be released to all who file a written request with the Superintendent or designee. It includes the following: the student's name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous school attended by the student, and other similar information. KISD School Board Policy FL (Local)
- A parent may file a written request with the principal stating that he/she does not want directory information released. This objection must be made in writing to the campus principal within ten days of the issuance of this notice. Family Education Rights and Privacy Act, 20 U.S. C. SEC 12342G.
- A request to deny the release of information must be submitted within ten (10) days of the student's enrollment in school; however, principals may accept a written request at any time special circumstances arise.
- The restriction cannot be selective as to which requestors to honor.
- The restriction must be requested prior to the school delivering directory information to a requester.
- The school takes no responsibility to notify a parent of the request for directory information.

Emergency Telephone Numbers

It is very important for the school to have current home, work, and emergency telephone numbers. These numbers are necessary in case a child becomes ill, is injured, or any other emergency occurs during the day. If these phone numbers change during the year, parents should contact the school immediately so that their child's emergency information may be updated. **Students may not be released to those not listed on the registration card (natural parent may be an exception).**

Falsifying Official Documents

It is against the law to falsify any official document, including school registration forms or birth certificates. "...a person who knowingly falsifies information on a form required for enrollment of a student in a school district is (financially) liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of: (1) The maximum tuition fee the district may charge... or (2) The amount the district has budgeted for each student..." 25.001 (h) TEC

Release of Student Information for Military Recruiters and Higher Ed.

Unless a parent has advised the district not to release his or her student's information, Every Student Succeeds Act (ESSA) requires the district to comply with requests by military recruiters or institutions of higher education for the student's: Name, Address, and Telephone listing.

Student Educational Records

A parent has the right to:

- Inspect and review the education records of the student unless his/her rights have been removed by a court order. The parent may request that the information in the records be corrected if he/she believes it is inaccurate, misleading, or violates the privacy or other rights of the student.
- A hearing, and to place a statement commenting on the information in the student's record if the District refuses to amend the records.
- File a complaint with the U.S. Office of Education if he/she believes that the District is not in compliance with the law regarding student records.
- Request a copy of the student's academic record.

Access to student education records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by KISD Board Policy FL. Copies of these documents are located in the Central Administrative Office of the District and in the office of the principal of each school.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated. **The address of the Superintendent's office is: 200 North W.S. Young Drive, Killeen, Texas 76543**

Transfer of Student Records

- Students moving to another school or school district should notify the school office by sending a note or telephoning. The office needs at least two days' notice in order to prepare the records.
- Records for in-district transfers will be sent through school mail. Records for out-of-district transfers will be sent upon request from the new school district or may be picked up in the school office to be hand carried.
- The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

Withdrawal Procedures for Students

To ensure a smooth withdrawal for students from KISD, parents should begin the withdrawal procedure several days prior to the student's last day of attendance. A general withdrawal form will be given to students and parents at the time of withdrawal; this document is usually sufficient for enrollment in another school. Copies of additional documents such as special education or gifted education records will be provided with 48 hours' notice. The withdrawal process will take place at individual campuses through the third week of June; between fourth week of June and third week of July. The withdrawal process for elementary and middle school students will take place at Student Services, Killeen Learning Support Services, 902 North 10th Street, Killeen, Texas.

Suicide Awareness and Mental Health Support

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please visit [Texas Suicide Prevention](#) or contact your school counselor for more information related to suicide prevention services. Please see the parent letter at the end of this handbook on suicide ideation and self-injurious behavior.

HEALTH INFORMATION

When your child is ill, please contact the school to let us know he or she will not be attending that day. State rules require schools to exclude students from school with certain illnesses for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours. A parent should contact the school nurse if a student has been diagnosed with COVID-19 or may have COVID-19. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home. The nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

Athletic Participation (Secondary Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.
- Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of sudden cardiac arrest for more information.

Bacterial Meningitis

Is an inflammation of the covering of the brain and spinal cord and can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and least serious form, but bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, elevated temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pain, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing their air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

There are ways to prevent you from contracting the disease. Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7-10 days for up to 5 years. **If you think you or a friend might have bacterial meningitis, seek prompt medical attention.** These communicable disease policies may be altered by the student's physician to fit special cases. However, a statement from the physician must be presented to the school authorities. It should be noted that this is not an all-inclusive list. If you have a question concerning your child's illness, please confer with the school nurse.

What Is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature,

vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, most people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

How is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing a drinking container, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How Can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are only used in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups of college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What Should You Do If You Think You or a Friend Might Have Bacterial Meningitis?

Seek medical advice immediately.

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.). The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order. Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Food Allergies

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at Allergies and Anaphylaxis. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment

Injury or Illness at School

The school will care for minor injuries which occur at school but are not responsible for the treatment of injuries that occurred at home. In case of serious injury, the parent/guardian will be called immediately. If parent/guardian cannot be contacted in the event of a serious injury, the school will get immediate medical attention for the child. If the service of an ambulance is necessary, THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST.

MEDICATION PROCEDURES FOR THE ELEMENTARY STUDENT

At times a student may have an illness/condition which does not prevent the student from attending school, but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**
4. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epipens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:
 - The student's name
 - The name of the medication

- The prescribed dosage
- The condition or disease necessitating the medication administration
- The time(s) or circumstances under which the medication is to be administered
- The student can self-administer the medication
- The period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

Parents shall be solely responsible for the actions of their students with regard to self-administered medications.

5. Over-the-counter medication will not be administered to students without written permission from the parent/legal guardian **AND** the physician that specifies:

- The student's name
- The name of the medication
- The dosage
- The condition or disease necessitating the medication administration
- The time(s) or circumstances the medication is to be administered
- The medication must be in the original bottle. It can have a prescription label, but it is not required.

Elementary students are not allowed to self-administer nonprescription medication except for applying personal use items which requires a parent signing a personal use consent form.

Personal use items include sunscreen, lip balm, and lotion.

Please ask your clinic staff for the parent consent for applying these items. Parents shall be solely responsible for the actions of their students with regards to self-applying personal use items.

6. Dosage changes must be accompanied by written permission from the parent/legal guardian and physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

7. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF(Legal)*]

8. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.

9. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. Elementary Students **should not** be transporting medication to or from school. School personnel **may not** send home any medication of any type at any time with a student unless the requirements have been met for the student to self-administer the medication. The parent must pick up the medication or give written authorization for another responsible adult such as a daycare provider or friend to pick up the medicine. **The school district is not responsible for any medication sent to the school with a student.**

10. Any unused medication left in the school clinic at the end of the school year or when a student withdraws must be picked up by the parent/guardian or responsible person designated in writing by the parent/guardian. Any medication that is not picked up on the last day of classes will be destroyed at the end of that day by school officials.

11. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.

12. The school principal will appoint a responsible employee to supervise the storage and administration of medication.

13. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.

14. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.

15. Non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. The parent/guardian may administer the products so long as the use does not interfere with the health or well-being of other students.

16. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and saltwater gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.

17. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.

18. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.

MEDICATION PROCEDURES FOR THE MIDDLE SCHOOL STUDENT

At times a student may have an illness/condition which does not prevent the student from attending school, but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school or on the KISD website.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. Written permission from the parent/guardian and physician must accompany the medication container. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**
4. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. The school district is not responsible for any medication sent to the school with a student until the medication is received by the nurse or clinic aide.
5. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (EpiPens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:

- The student's name
- The name of the medication
- The prescribed dosage
- The condition or disease necessitating the medication administration

- The time(s) or circumstances under which the medication is to be administered
- The student can self-administer the medication for the period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

6. Middle school students may **self-administer** over-the-counter medications, if they possess a note from a parent/guardian that gives them permission to self-administer a specific over the counter medication.

The note must specify:

- A. The reason the medication is to be taken
- B. The dose
- C. The time(s) the medication is to be taken
- D. The student's name
- E. Name of medication
- F. Date(s) to be taken and date that the note was written.

The medication must be:

- A. In the original container
- B. The student's name must be on the container.

Parents shall be solely responsible for the actions of their students regarding self-administered medications.

7. **Nonprescription** medication can be given in the clinic if the medication is in a bottle and accompanied by written permission from the **parent and physician**.

8. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]

9. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.

10. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**

11. Dosage changes must be accompanied by written permission from the parent/legal guardian and physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

12. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.

13. The school principal will appoint a responsible employee to supervise the storage and administration of medication.

14. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.

15. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.

16. Non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel.

Middle School students may self-administer with parent note so long as the use does not interfere with the health or well-being of other students.

17. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and saltwater gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.

18. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.

19. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.

20. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs.

MEDICATION PROCEDURES FOR THE HIGH SCHOOL STUDENT

If a parent and/or physician deem it essential for a student to take medication during school hours, the following procedures will be followed:

1. Secondary students are assumed to be mature enough to dispense whatever medication might be approved by their parents. Therefore, the school will not become involved in monitoring, administering, or storing medication for secondary students unless specifically requested by the parents in accordance with the procedures outlined below for the administration of medication by school employees.

If the parent believes it to be essential for a student to self-administer nonprescription (over the counter) or prescription medication other than an asthma inhaler or anaphylaxis medication at school, **the student must have a note in his/her possession** stating that the parent has given permission for the student to self-administer a specific nonprescription (over the counter) or prescription drug.

The note must specify:

- A. The reason the medication is to be taken.
- B. The dose.
- C. The time(s) the medication is to be taken.
- D. The student's name.
- E. Name of medication.
- F. Date(s) to be taken and date that the note was written.

The medication must:

- A. Be in the original container.
- B. If the medication is non-prescriptive (over the counter), the student's name must be on the container.
- C. If the medication is prescriptive, the student's name must be on the prescription label.

2. If a student needs to carry an asthma inhaler or anaphylaxis medication, the parent must provide written permission from the parent/legal guardian **and** the physician.

The written permission must specify:

- A. The student's name
- B. The name and purpose of the medication
- C. The dosage
- D. The condition or disease necessitating the medication administration
- E. The time(s) or circumstances the medication is to be administered
- F. The student can self-administer the medication**

The physician's written permission and a copy of the parent's permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

Parents shall be solely responsible for the actions of their students with regard to self-administered medications.

3. Prescription and Nonprescription medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**. A prescription label is not required on the Nonprescription medication.
4. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [See policy online FFAF(Legal)]
5. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
6. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**
7. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
8. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
9. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
10. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
11. Non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. High school students may self-administer with parent note so long as the use does not interfere with the health or well-being of other students.
12. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and saltwater gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.

13. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
14. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.
15. Parents and students should be familiar with policies which have been adopted by the schoolboard pertaining to the possession and use of drugs.

Notification Regarding Required Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained online at Affidavit Request for Exemption from Immunization or by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

Additional information can be found on the Texas Department of State Health Services

website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

Notification Regarding Spinal Screening

Spinal screening is conducted in the fall. Boys in the 8th grade and girls in the 5th and 7th grades will be screened for spinal problems as mandated by the Texas Department of State Health Services. Advance notice will be sent out to the parents. For information on exemption from spinal screening, see policy FFAA (LEGAL).

Lice

Head lice is very common among children. Although not an illness or a disease, it spreads easily 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 can be obtained from the DSHS website Managing Head Lice in School Settings and at Home.

Mental Health Support (All Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;

- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

Parents and students in need of assistance with physical and mental health concerns may contact the following school district resources:

Vhonda Gilmore, Coordinator of Health Services, 254-336-1684

Shannon Lumar, Director of Elementary Guidance Services, 254-336-0282

Josh Olsen, District Investigator 254-336-8600

Reasons for Exclusion

Contagious Diseases - students are to be excluded from school and school activities when the possibility of spreading a disease from person-to-person is high. Some contagious diseases from the State of Texas found in the TAC Title 25 Part 1 Chapter 97 "Control of Communicable Diseases" are listed below with their re-admission criteria.

- Amebiasis – exclude until treatment is initiated
- Campylobacteria – exclude until after diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications.
- Chickenpox—exclude until the lesions become dry or if lesions are not vesicular, until 24 hours has passed with no new lesions occurring.
- Common Cold—exclude until fever free for 24 hours without the use of fever suppressing medications.
- Conjunctivitis (Pink Eye), bacterial and/or viral-exclude until permission and/or paperwork is issued by a physician or local health authority or until symptom free.
- COVID 19/(SAR-CoV-2) infection- exclude until permission and/or paperwork is issued by a physician or local health authority.
- Fever—a temperature of 100 degrees Fahrenheit or higher, exclude until fever free for 24 hours without the use of fever suppressing medications.
- Fifth disease—exclude until fever free for 24 hours without the use of fever suppressing medications.

- Gastroenteritis-exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications.
- Giardiasis-exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications.
- Hepatitis A - exclude until one week after onset of illness.
- Infections (wounds, skin and soft tissue) – exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage: restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised.
- Infectious mononucleosis – exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications.
- Influenza—exclude until fever free for 24 hours without the use of fever suppressing medications.
- Live Head Lice - may return to class after treatment and re-examined by the clinic
- Measles (Rubeola)—exclude until four days after rash onset or in the case of an outbreak, unimmunized children should also be excluded until at least 21 days after the onset of the last rash.
- Meningitis, Bacteria - exclude until 24 hours after start of effective treatment and approval by health care provider.
- Meningitis, Viral—exclude until fever free for 24 hours without the use of fever suppressing medications.
- Meningococcal infections (invasive disease) – exclude until 24 hours after start of effective treatment and approval by health care provider.
- Mumps—exclude until 5 days after onset of swelling.
- Pertussis (whooping cough)—exclude until completion of five days of antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier.
- Ringworm – none, if infected area can be completely covered by clothing or a bandage, otherwise, exclude until treatment has begun.
- Rubella (German Measles) – exclude until 7 days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least 3 weeks after the onset of the last rash.
- Salmonellosis— exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications.
- Scabies—exclude until treatment has begun.
- Shigellosis—exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications.
- Streptococcal sore throat and scarlet fever —exclude until 24 hours from the time antibiotic treatment has begun and fever free for 24 hours without the use of fever suppressing medications.
- Tuberculosis pulmonary exclude until antibiotic treatment has begun AND physician's certificate or health permit obtained.
- Typhoid fever – exclude until diarrhea (a watery or loose stool that takes the shape of the container that holds it) free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications and 3 consecutive stool specimens have tested negative for Salmonella Typhi.

School Health Advisory Council (SHAC)

(All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from the KISD's Director of Community Relations, Angenet.Wilkerson@killeenisd.org.

Seizures

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. (Contact the school nurse for more information).

Steroids (Secondary Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

General Information and Expectations

Campus Visitors

All visitors, including parents/guardians, family members, staff, state/county/local personnel not on official duty must report to the office and register with our computerized Visitor Management and Alert System using a personal driver's license, military or state issued ID card. While visiting in the school, **you must** wear a visitor's badge. This process serves as a protective measure for your child, other students and campus personnel. Parents and family members are welcome to visit the classroom with principal's approval; however, keep in mind that uninterrupted instruction is vital to student learning.

Check Acceptance Policy

All checks written to Killeen Independent School District must be imprinted with name and address of check writer (**NO TEMPORARY CHECKS WILL BE ACCEPTED**).

We will gladly accept your checks if you provide the following information:

- Current home address
- Home phone number
- Work phone number

By signing your check, you authorize **Checkredi** (if your check is returned by your bank unpaid) to electronically draft your account for the check amount plus the maximum legal returned check fee and tax provided by state law.

Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse and other maltreatment of children (refer to KISD School Board Policy FFG Legal – Student Welfare: Child Abuse and Neglect). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of Classes

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity;
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Students may be subject to disciplinary consequences for the disruption of classes or transportation.

Emergency School Closing

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause. The district will rely on contact

information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes. If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways; post a notice on the district website, send alerts to local news sources as well as send notices through all communication channels, to include Facebook and Twitter.

Fees

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
 - Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. {See policies FJ and GE for more information.

Harassment

Anyone who has a complaint alleging harassment by other student(s) or harassment or abuse by an employee should request a conference with the principal, the principal's designee, or the District's Title IX coordinator. A conference will be scheduled within five (5) days after receiving the complaint.

An investigation will be coordinated by the principal or Title IX coordinator and should be completed within ten (10) school days. Parents will be informed of any delays due to extenuating circumstances. Any complaints should be made in writing.

Student Title IX Coordinator

Jennifer Washington
4100 Zephyr Road
Killeen, Texas 76543
(254) 336-2827

Adult Title IX Coordinator

Mike Harper
200 North W. S. Young Drive Killeen,
Texas 76543 (254) 336-0041

Interstate Compact

An Educational Opportunity for Military Children Enacted by S.B. 90, State of Texas

The purpose of the Compact is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. Some of the areas in which the Compact may apply are as follows:

- Enrollment
- Class/grade placement
- Extracurricular activities
- Special programs
- Attendance/absences
- Power of Attorney/guardianship

Senate Bill 90 may be found on the KISD website at www.killeenisd.org under the Superintendent link.

Law Enforcement

Law Enforcement Agencies (All Grade Levels) Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection. Students Taken into Custody State law requires the district to permit a student to be taken into legal custody:
 - To comply with an order of the juvenile court.
 - To comply with the laws of arrest.
 - By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
 - By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.

- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody. Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student. Education Code 37.0012(d)–(f) Family Code 52.01(a), 58.0021, 58.0022; Chapter 262 GRA(LEGAL) and (LOCAL)

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender. [See policy GRAA(LEGAL) for more information.]

Parent, Family and Community Engagement Programs

Parent-Teacher Conferences

KISD believes that strong Parent/Teacher relationships are important to support student learning. All teachers have a scheduled conference period. Parents/guardians and/or family members who desire a conference should feel free to set up an appointment with the teacher. This may be done by sending a note to the child's teacher, logging onto the school's staff website or calling the school office. Conference days are decided at the campus level. *Check with your child's school for specific dates and to determine your child's teacher/s daily conference period/s.*

Volunteers: TEC Chapter 22.0835

Everyone wanting to volunteer must clear a background check. Volunteerism is one of the greatest gifts that parents, family members, students and community members can give to support our schools and give back to our community. Parents, family members, students, community members

and our military/local heroes have given thousands of hours of volunteer service. We encourage you to continue this wonderful effort. You give time selflessly. We deeply appreciate your efforts and know that all our wonderful volunteers are ***Very Incredible People***. Your service reminds us of just how wonderful and caring a community we all reside. If you are interested in volunteering your time, expertise, or talent during the 2020-2021 school year, contact your campus volunteer coordinator, parent liaison, child's teacher or the KISD Special Programs Department at (254) 336-0211, 0208 or 0240. Thank you for all that you have done and all that you will do. Help us make **this** school year an even greater year of volunteer service that impacts student success!

Parent, Family and Community Engagement:

Parent, family and community engagement in KISD effects the lives of families and students daily. We believe that relationships between **all stakeholders** (*parents/guardians, family members, schools and community*) are essential to a comprehensive well-rounded education for **all students**. Years of research (*Harvard University and other family engagement research entities*) support the benefits of the engagement of parents, family members and other significant adults in a child's life. Engagement is a significant impacting factor on the learning and future productivity of students. Activities and opportunities that have developed because of these relationships have allowed KISD to evolve into a district that not only exhibits the rewards of parent and family engagement, but truly values this component. Our campuses continue to offer multiple ways in which parents, family and community members may become partners working together to improve academic achievement and student success, as well as meet social, athletic, emotional and vocational needs of our students. **KISD supports parents, families, schools and community!** The district's **Special Programs Department- Parent, Family & Community Engagement and the Student, District and Community Relations Department- Student Services** work together to ensure that all needs and concerns are addressed.

The district has 21 parent liaisons, including 4 that are bilingual. All are housed on ***Title I and Bilingual*** services campuses to support their schools, parents and family members. At campuses without a parent liaison, other staff, (***Parent Program Contacts***) take on the role of ensuring that parent/guardian, family and community member partnerships thrive. **The following are some activities offered at the campus and/or district levels*.**

Empowered Parents Workshops/Learning Opportunities:

Offered on the fourth Wednesday morning of each month at the Jackson Professional Learning Center, the sessions focus on school/district information, family dynamics and learning related topics of interest to parents/guardians, family, and community members as well as concepts and strategies that have an immediate impact on student performance and success. Most of the topics are identified by parents/guardians, family, and community member participants. During these sessions, we address a broad range of topics that focus on challenges, questions and needs of the families. A schedule for the 2020-2021 school year will be available on the KISD Special Programs –

Parent, Family & Community Engagement and the Student,
District, and Community Relations websites. Call (254) 336-0211/0208 for more information.

Computer Skills for Parents & Others:

This initiative's purpose is to assist parents/guardians, family members, grandparents, and others (community) in becoming computer literate and proficient. Participants are empowered to support student learning more effectively, increase their own skill level

and discover a newsense of accomplishment, while remaining technologically in sync to what students are experiencing in school daily. We invite you to take the challenge and become a **KISD PIP – (Plugged in Parent)** during our CFPOsessions. Check the **Special Programs –Parent, Family & Community Engagement** or the **Student, District/Community Relations websites** for the 2021-2022 schedule of sessions.

Early Literacy Clubs:

This activity is offered by campus-based parent liaisons or program contacts through-out the school year. Early Literacy Clubs offer content designed pre-reading/language, math and science early learning opportunities for young ones not yet enrolled in school. The activities focus on fostering a love of learning, reading, oral language development, movement, socialization, and fine & gross motor skill development, incorporating music to help lay the basic foundations of learning skills necessary for student success. A **free healthy snack** is provided during each session. Targeted audience, children 0-4 years of age not enrolled in school. **Age ranges served may vary slightly by campus.** Check with your campus parent liaison, parent program contacts or **KISD Special Programs Department** at (254)336-0211/0208/0240 for more information.

Summer Early Learners Club:

District level – Two-week (8 days) summer program offered at a specified location each summer. Open to children 0-4 not enrolled in school from all over the district. This summer enrichment program is an extension of the early literacy clubs offered at campuses during the regular school year. Look for flyers and announcements about the program or call (254)336-0211/0240.

English Language Learners (ELL/ESL):

Those wishing to improve or master the English language can begin to do so by attending our **ESL workshops. Sessions for the 2021-2022** school year are offered on **Monday, Tuesday, Thursday and Friday mornings, from 9:00am - 12:00pm** at Jackson Professional Learning Center (JPLC), 902 Rev. R.A. Abercrombie Dr., Killeen, TX 76543-0429. Call 254-526-1120 to register. Call 254-336-0211/0208/0240 if you have questions.

GED - TxCHSE:

Sessions are also held at **JPLC on Monday and Wednesday evenings 5:00p.m. 8:00pm.** We can provide the ELL & GED classes thanks to partnership between CTC & KISD. Call 254-336-0208/2811/0240 for more information.

For Kids' Sake Seminars:

A **court-mandated and/or attorney recommended** four-hour seminar provided as a service for divorcing/or foster care applicant parents. The seminar is designed to support families through the difficult challenge and transition of divorce. The focus is on the child. Targeted discussions explore what parents should do to support children at each developmental age and stage as they face the stresses and strains of divorce. Additional discussions identify behaviors that parents engage in that have a negative impact on and provide suggestion tools to showcase collaborative and effective co-parenting skills. The course convenes once per month on the *first Saturday of the school year. Seminar cost is \$40.00 per person. Session time is from 8:30 a.m.-12:30 p.m. You **may preregister by calling (254)336- 0208/0211/0240.**

Parent Academy:

Offered twice annually, once during the fall and spring of each schoolyear. This series is an early evening collection of multiple information sessions of topics designed to meet student and family needs at all levels. Advertising and flyer announcements are disseminated throughout the community via our District main page as well as department sites announcing event dates and topics. Check KISD Special Programs Parent and Family Engagement website or call (254) 336-0208/0211/0240 for more information.

Rising to the Top Workshops:

Workshop sessions that explore and present many different topics of interest that support parents as we learn the latest research-based information to enhance skills for one of the most difficult jobs in existence: *parenting*. Our parenting program curriculum, **PPE-Practical Parent Education** is used at the campus and district levels. Varied topics of interest are covered such as “The Bully and How to Handle it”; “When It Happens to Your Child”; “Helping Your Child with Homework”; “Keeping My Child Safe Sexting/Texting”; “Preparing for College”; and many other topics of interest for today’s busy parents. Check with your *campus parent liaison, parenting program contact, or district Parent, Family & Community Engagement Specialist* for more information. Suggestions for topics you would like to study contact our office @ (254)336-0211 or email Brenda.Smith@killeenisd.org.

It is our goal to support our parents/guardians, our families, however possible. If you have a concern or question, want to give feedback or just say “hello”, give us a call. Let us know your view on how we are doing at meeting *your* needs. We are here to help you find answers, navigate the system, find resources to assist in your child’s academic success and utilize the most current research-based strategies that will support you, our community and your family as partners in the journey of educating your child/ren. *Thank you for the opportunity to support you and your family. Contact us at (254) 336-0211/0240. Visit KISD Special Programs-Parent, Family & Community Engagement website on our KISD web page: www.killeenisd.org click on “Departments”, select “Special Programs” then click the link for “Parent, Family & Community Engagement”. You can also find us by clicking the Students & Parents tab from our KISD main page.*

Killeen ISD Written Parent and Family Engagement Policy

Parents and family members play a vital role in the education of their children and are an important part of the school community. The Killeen ISD Written Parent and Family Engagement Policy (WPFEP) outlines the beliefs and practices that foster positive relationships between the school and home with the goal of improving student achievement. The policy describes the role the district plays in supporting parent and family engagement at both the campus and district level. In addition, it outlines programs and opportunities for parents and family members to actively participate in the educational process and/or build their own capacity for supporting their child’s learning at home. The WPFEP can be found by clicking the link for Parent, Family and Community Engagement on the Parents and Students tab of our district website. For additional information, please contact us at 254-336-0211.

The Killeen ISD Written Parent and Family Engagement Policy is reviewed annually through the District Parent Advisory Council (PAC). Thank you, District PAC, for being a strong voice in this process. Do you want to participate as a PAC member? Here is how: Call 254- 336-0211/0208/0240 with comments or questions.

Lend your voice and be heard by serving on the Parent Advisory Council. PAC meets the first Wednesday of every month at JPLC from 9:30 – 11:30 a.m. Join us!

Notification of Rights under FERPA for Elementary and Secondary Schools the Family Educational Rights and Privacy Act (FERPA)

affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- ❖ The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- ❖ The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- ❖ The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Killeen Independent School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. *A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*
- ❖ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Killeen Independent School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students is required to submit to a survey that concerns one or more of the following protected areas (protected information survey”) if the survey is

funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Killeen Independent School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes,

Killeen Independent School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. **Killeen Independent School District** will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-4605

Notification for Asbestos

Memo To: Parents, Staff, Contractual Workers

From: **Paul W. Duerre**, CIE, KISD Environmental Specialist

Reason: AHERA Notification for 2021/2022 School Year

As required by the Environmental Protection Agency regulation 40 CFR Part 763.93 and Texas Asbestos Health Protection Rules (TAHPR) [§295.31](#)- [§295.73](#), hereby notifies staff, contractual workers, and parents, guardians, managing conservators of students that KilleenISD has inspected all facilities for the presence of asbestos-containing building material (ACBM). If an asbestos management plan is warranted (required) due its presence in a facility, it is available for review in the administrative office of that school.

Original documentation may be viewed at Killeen ISD

Administration, Facilities Services, Environmental Division, 110 North W.S. Young Drive, Killeen, Texas 76543-4025. Periodic surveillance is performed by staff personnel, while 3-year re-inspections of the asbestos-containing material within a school is performed by a state licensed asbestos inspector.

Please note that during the course of the year maintenance work or abatement may be needed to repair or remove damaged ACBM. This work will be done by trained asbestos (TDH licensed) personnel. ACBM removal activities or projects will be performed when students, staff and other workers are not on-site, whenever possible.

No work should be performed on or near known or suspected asbestos-containing material (ACM) until the work has been approved by either:

- Paul Duerre (KISD Asbestos Designated Person) @ (254)336-0071 or
- Killeen ISD Facilities Services @ (254)336-0074.

All questions regarding the school's asbestos management plan should be directed to Paul Duerre.

Parking and Parking Permits

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit. Students must request a parking permit and pay a fee to park in a school parking lot. As long as space is available, parking permits may be issued throughout the year. Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

Students may be subject to disciplinary action for violation of these rules.

The district may tow cars that are parked in violation of these rules.

Pesticides

As part of our commitment to provide your child with a safe, pest-free learning environment, the Killeen Independent School District (KISD) may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control.

Pesticide applications on KISD property are made only by trained and/or licensed applicators. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide applications, please submit your request(s) by e-mail or in writing to the district's IPM Coordinator, Paul Duerre, Environmental Specialist/IPM Coordinator, 110 North W. S. Young Drive, Killeen, TX 76543, (254) 336-0071 or Paul.Duerre@killeenisd.org

Pledges of Allegiance to the U.S and Texas Flags and a Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. State law requires that one minute of silence to follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day. [See policy EC for more information.]

Prayer

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification. The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security’s Stop the Bleed and Stop the Bleed Texas.

School Nutrition

**Please Note: For the 2021-22 school year, all student meals will be served to every student at NO charge to the student/parent.*

Contact the School Nutrition Office if you have questions at 254-336-0775.

Service Animals

A parent of a student who uses a service/assistance animal because of the student’s disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

Smoke-Free Policy

Under no condition will smoking be allowed inside school facilities regardless of the time or the event. The use of any other tobacco/E-cigarette product is also covered in this policy. The basis for the policy is an underlying conviction by the administration and the school board that the use of tobacco products and tobacco smoke creates substantial health risks to students, employees, and the general public.

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities.

Statement of Non-Discrimination

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups. In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment.

Inquiries about the application of Title IX may be referred to the district’s Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both. Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Title II, Title IX and Section 504 are specific laws that protect you against discrimination.

Should you have any concerns of violation of these rights please contact:

Professional Standards Administrator

Mike Harper
200 North W.S. Young Drive
Killeen, Texas 76541
(254)336-0041

Title II Rights

Angenet Wilkerson
Student/District/Community Relations
(254) 336-1707

Student Acceptable Use Agreement

District

With this educational opportunity comes responsibility. It is important that you and your parent read the Student Responsible Use Agreement, ask questions if you need help understanding them, and sign the form. Inappropriate use of the district's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Killeen ISD provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual.

Policies

Users of the Killeen ISD network are required to adhere to state and federal law as well as board policy. The following Student Responsible Use Agreement is based on district policy and regulations. For more information, refer to the following laws and Killeen ISD documents.

Federal and state mandates including the Family Education Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), the Individuals with Disabilities Act (IDEA), and the Health Insurance Portability and Accountability Act (HIPAA)

- Student Code of Conduct, Student Device Agreement
- Board Policy CQ (Technology Resources)
- Board Policy FNCE (Personal Telecommunications/Electronic Devices)
- Board Policy FFH (Freedom from Discrimination, Harassment, and Retaliation)
- Board Policy FFI (Freedom from Bullying)

Other Associated Board Policies

If a violation of any of the policies, including this Student Responsible Use Agreement occurs, you must immediately report to a supervising teacher or district technology representative any known violation of the policies and guidelines. You must also report any requests for personally identifiable information (name, address, phone number, age, sex, race, etc.) or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Access

You are being given access to the following technology resources:

- A district email account, including access to cloud-based (online) document storage and collaboration
- space
- District computer hardware, software, and printers on your school campus
- District networks, including file storage space
- Access to District-owned technology resources for use at home
- District-filtered Internet access, wired and wireless

The District permits use of personal telecommunications or other electronic devices by students for instructional purposes while on campus only as authorized by your teacher. When using the device for instructional purposes while on campus, you must join the District wi-fi network and are prohibited from using personal wireless service. When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non-instructional use as published in the student handbook.

Safety and Security

Killeen ISD is committed to creating a safe and secure digital environment for you.

Please note that it is possible you may run across areas of adult content and some material you (or your parent) might find objectionable. While Killeen ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use. Parents and students should contact the school with concerns when objectionable content has been discovered.

Also know that all contents of email and online communications accessed through Killeen ISD technology resources are the property of the District. Students should have no expectation of privacy on any information stored on Killeen ISD's network, accessed from Killeen ISD's network, or used within Killeen ISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this agreement and applicable law.

Student

Responsible Use Pledge

I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, social media, and other means of communications responsibly. I will not send or post hateful or harassing email, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school, whether on a school issued or personal device.

I AM RESPONSIBLE FOR USING SCHOOL-ISSUED TECHNOLOGY DEVICES PRIMARILY FOR EDUCATIONAL PURPOSES. I understand that Internet, bandwidth, and email usage at school should be related to school assignments during class time. I understand that websites, content, and media should be properly cited with respect to copyright. I will also report any suspicious behavior or other misuse of technology to my teacher or other campus administrator.

I AM RESPONSIBLE FOR USING MY PERSONAL DEVICE ACCORDING TO DISTRICT GUIDELINES AND IN AN ETHICAL MANNER. I understand that personal devices must remain turned off during all testing and cannot be used in the classroom unless they are approved by the teacher for instructional purposes.

Student Safety

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports 24/7 about safety concerns Via phone: 254-526-TIPS ☑ Online:

bellcountycrimestoppers.com ☑ P3 Campus Mobile App (on Goggle or Apple)

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Textbooks

Student textbooks are the property of the State of Texas. Textbooks must be covered at all times. Book covers are furnished and are free to the student. Students losing or destroying a textbook will be charged the purchase price for replacement. Fines may be assessed for minor damage. This policy applies to library books also. By state law, schools have the right to deny the assignment of textbooks to students until all previous textbook records have been cleared. Consequently, a text for classroom use only may be issued until resolved.

Textbook Returns: Students must return textbooks to their campus on the last day of school or no later than the 3rd Friday in June. Property Management will not accept textbooks from students after this date.

Textbook Refunds: Students may receive a refund of lost textbook **at their campus** up to the 3rd Friday in June.

Textbook Refunds: Students may receive a refund of lost textbooks **at Property Management** up to the 3rd Friday in July.

Textbook refunds after the third Friday in June, will not be processed.

Trained Dogs

The District employs a K-9 Detection dog as part of the Killeen Independent School District Police Department (KISD PD). Visits to schools shall be unannounced or coordinated with campus administrators. The dog shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dog shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials.

Transfer to a Safe Public School

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE for more information.]

Use of Computers

KISD incorporates many forms of technology into our daily instructional lessons and activities. Students engaged in KISD classrooms will from time to time have access to numerous forms of technology resources such as online content offerings and media sites via the internet. With this student access comes student responsibility. We encourage students and parents to familiarize themselves with district policies and procedures addressing this access. A copy of the Student Acceptable Use Policy may be found in the Student Code of Conduct. A parent/student permission form is included. Violation of the KISD Student Acceptable Use Policy could result in termination of network access and disciplinary action,

Unacceptable Use of Technology Resources

Students are prohibited from possessing, sending forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another person's reputation. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district or personally owned.

Unauthorized Person

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Vandalism

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Vehicles on Campus (Secondary Levels)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines for student access to vending machines. (Board Policy FFA)

Video Cameras

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal to coordinate the implementation of and compliance with this law. (See policy EHBAF(LOCAL) for more information)

Withdrawal from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

**KILLEEN INDEPENDENT SCHOOL DISTRICT
ELEMENTARY SCHOOLS**

Campus	Address	Phone
Alice M Douse	700 Rebecca Lynne Lane, Killeen	254-336-7480
Brookhaven	3221 Hilliard Avenue, Killeen	254-336-1440
Cedar Valley	4801 Chantz Dr, Killeen	254-336-1480
Clarke	51612 Comanche Avenue, Ft Hood	254-336-1510
Clear Creek	4800 Washington Blvd, Ft. Hood	254-336-1550
Clifton Park	181 S. 2nd Street, Killeen	254-336-1580
Dr. Joseph A Fowler	4910 Katy Creek, Killeen	254-336-1760
Harker Heights	726 S. Ann Blvd, Harker Heights	254-336-2050
Hay Branch	6101 Westcliff Rd, Killeen	254-336-2080
Haynes	3309 West Canadian River Loop, Killeen	254-336-6750
Iduma	4400 Foster Lane, Killeen	254-336-2590
Ira Cross Jr	1910 Herndon Dr, Killeen	254-336-2550
Killeen	1608 E Rancier Ave, Killeen	254-336-1830
Maude Moore Wood	6410 Morganite Ln, Killeen	254-336-1650
Maxdale	2600 Westwood Dr, Killeen	254-336-2460
Meadows	423 27th Street, Ft. Hood	254-336-1870
Montague Village	84001 Clement Dr., Ft. Hood	254-336-2230
Mountain View	500 Mountain Lion Rd., Harker Heights	254-336-1900
Nolanville	901 Old Nolanville Road, Nolanville	254-336-2180
Oveta Culp Hobby	53210 Lost Moccasin, Ft. Hood	254-336-6500
Pat Carney	5501 Azura Way, Killeen	254-336-1940
Peebles	1800 N WS Young Dr, Killeen	254-336-2120
Pershing Park	1500 W. Central Texas Expy, Killeen	254-336-1790
Reeces Creek	400 W. Stan Schlueter Loop, Killeen	254-336-2150
Richard Cavazos	1200 N. 10th, Nolanville	254-336-7000
Seagart	5600 Schorn Dr., Killeen	254-336-6660
Skipcha	515 Prospector Trail, Harker Heights	254-336-6690
Timber Ridge	5402 White Rock Dr., Killeen	254-336-6630
Trimmier	4400 Success Dr., Killeen	254-336-2270
Venable Village	60160 Venable Road, Ft. Hood	254-336-1980
Willow Springs	2501 W Stan Schlueter Loop, Killeen	254-336-2020

Killeen ISD MIDDLE SCHOOL CAMPUSES

CAMPUS	ADDRESS	PHONE
Audie Murphy	53393 Sun Dance Drive, Fort Hood	254-336-6530
Charles Patterson	8383 West Trimmier Road, Killeen	254-336-7100
Eastern Hills	300 Indian Trail, Harker Heights	254-336-1100
Gateway Middle	1307 Gowen Drive, Killeen	254-336-1690
Liberty Hill	4500 Kit Carson Trail, Killeen	254-336-1370
Live Oak Ridge	2600 Robinett Road, Killeen	254-336-2490
Manor	1700 South WS Young Drive, Killeen	254-336-1310
New Nolan	1600 Warriors Path, Harker Heights	254-336-1150
Palo Alto	2301 West Elms Road, Killeen	254-336-1200
Rancier	3301 Hilliard Avenue, Killeen	254-336-1250
Roy J. Smith	6000 Brushy Creek, Killeen	254-336-1050
Union Grove	101 East Iowa Drive, Harker Heights	254-336-6580

HIGH SCHOOL CAMPUSES

KISD Career Center	1320 Stagecoach Road, Killeen	254-336-3800
Early College High	51000 Tank Destroyer Blvd., Ft. Hood	254-336-0260
Ellison	909 Elms Road, Killeen	254-336-0600
Harker Heights	1001 FM 2410, Harker Heights	254-336-0800
Gateway High	4100 Zephyr Road, Killeen	254-336-1700
Killeen	500 North 38 th Street, Killeen	254-336-7208
Pathways	1322 Stagecoach Road, Killeen	254-336-7250
Shoemaker	3302 South Clear Creek Road, Killeen	254-336-0900

Board Policy Attachments:

Student and Parents Complaints and Grievances (FNG-Local)
 Freedom from Bullying (FFI-Local)
 Freedom from Discrimination, Harassment and Retaliation (FFH-Local)
 Wellness and Health Services/Physical Exams (FFA-Legal)

Required Forms



KISD Guidance & Counseling
902 North 10th Street
Killeen, TX. 76541
Phone (254) 336-0282

2021-2022 School Year

Dear Parent,

Killeen Independent School District takes suicidal ideation and self-injurious behavior very seriously. The following outlines the District's protocol procedures:

When a student expresses suicidal ideation, expresses/engages in self-injurious behavior, and/or attempts suicide, parents will be notified immediately. In the event your child may need to be referred for out-patient mental health services, the District will not be responsible for the costs associated with the visit. Upon your child's return to school, documentation will be requested from a doctor, licensed counselor, or other mental health professional to clear your student's return to school.

Please consider having the following discussions with your child:

1. Discuss how play language and actions can be perceived by others at school. Words, phrases, and actions seen on video games, online, or on TV may not be appropriate for school play.
2. Discuss how to appropriately express emotions when angry or frustrated. Your school counselor will be happy to give you resources and techniques, if you need further assistance.
3. Encourage your child to talk to you or another safe and trusted adult, if your child has feelings of depression or hopelessness.

Your child's safety is our utmost concern, and we appreciate your attention to this very important matter.

Sincerely,

Killeen ISD Guidance & Counseling

Mental Health Awareness Acknowledgement Form

Student Name: _____

Homeroom: _____

I acknowledge that I have been informed of the KISD protocol procedures for suicidal ideation and self-injurious behavior.

Parent Name: _____
(please print)

Parent Signature _____

Date



STUDENT MEDIA RELEASE

Dear Parents/Guardians,

Many opportunities will arise during the course of the school year to showcase the talents and accomplishments of students. Our district is blessed to have a number of outlets including local television stations, our own district-operated cable TV channel, social media channels, district publications and website. Of course, our wish is that all students and their work can be highlighted but we understand that parents might have reservations about their children appearing on some of the outlets available to us. Requests can vary from a photo only to being videotaped and interviewed.

With prior parental permission only, our KISD communications department and other media like to mention the name of students who appear on shows that air and are published in newspapers and magazines. Some of district publications mention students by name, as well.

I am the parent/guardian of _____ and agree to indemnify and hold harmless the Killeen Independent School District, its agent, trustees, employees and volunteers from any and all damages, injuries, or causes of action, which may result from the photography of my child or the publication thereof.

Please check one of the following choices:

I DO grant permission for still photos, videotape or interviews with my child to be used by the Killeen Independent School District for publications, newspaper and television news (local and national) stories and on the KISD website.

I DO NOT grant permission for still photos, videotape or interviews with my child to be used by the Killeen Independent School District for publications, newspaper and television news (local and national) stories and on the KISD website.

Please clearly print the below information in the event your child is featured:

Student First Name _____ Student Last Name _____

Student ID Number _____ Grade _____ Teacher _____

Parent Name _____ Phone Number _____

Parent Signature _____ Date Signed _____



STUDENT MEDIA RELEASE

Estimados padres / tutores,

Surgirán muchas oportunidades durante el curso del año escolar para mostrar los talentos y logros de los estudiantes. Nuestro distrito tiene la bendición de tener varios medios que incluyen estaciones de televisión locales, nuestro propio canal de televisión por cable operado por el distrito, canales de redes sociales, publicaciones del distrito y sitio web. Por supuesto, nuestro deseo es que todos los estudiantes y su trabajo se destaquen, pero entendemos que los padres pueden tener reservas sobre la aparición de sus hijos en algunos de los medios disponibles para nosotros. Las solicitudes pueden variar desde solo una foto hasta ser grabadas en video y entrevistadas.

Solo con el permiso previo de los padres, a nuestro departamento de comunicaciones de KISD y otros medios les gusta mencionar el nombre de los estudiantes que aparecen en programas que se transmiten y se publican en periódicos y revistas. Algunas de las publicaciones del distrito también mencionan a los estudiantes por su nombre.

Soy el padre / tutor de _____
y estoy de acuerdo en indemnizar y mantener indemne al Distrito Escolar Independiente de Killeen, su agente, fideicomisarios, empleados y voluntarios de todos y cada uno de los daños, lesiones o causas de acción que puedan resultar de la fotografía de mi hijo o la publicación de la misma.

Marque una de las siguientes opciones:

SÍ otorgo permiso para que el Distrito Escolar Independiente de Killeen utilice fotografías, cintas de video o entrevistas con mi hijo para publicaciones, noticias de periódicos y televisión (locales y nacionales) y en el sitio web de KISD.

NO doy permiso para que el Distrito Escolar Independiente de Killeen utilice fotografías, cintas de video o entrevistas con mi hijo para publicaciones, noticias de periódicos y televisión (locales y nacionales) y en el sitio web de KISD.

Imprima claramente la siguiente información en caso de que su hijo aparezca:

Nombre del estudiante _____ Apellido del estudiante _____

Número de identificación del estudiante _____ Grado _____ Maestro(a) _____

Nombre del padre _____ Número de teléfono _____

Firma del padre _____ Fecha de la firma _____

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with EF.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	<p>deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set

reasonable time limits for the conference. The administrator may, but is not required to, record the conference. If such recording is made, it shall become part of the Level One record.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.
5. A recording of the Level One conference (if made).

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference. The Superintendent or designee may, but is not required to, record the

conference. If such recording is made, it shall become part of the Level Two record.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.
5. A recording of the Level Two conference (if made).

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The presiding officer may set reasonable time limits and guidelines for the presentation and rebuttal by the student or parent and administration, plus an opportunity for questions from the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board denies the grievance appeal.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

	<p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<i>Transfers</i>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
Improper Conduct	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
Confidentiality	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
Appeal	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
Records Retention	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
Access to Policy and Procedures	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>

Note: This policy addresses discrimination, harassment, and retaliation against District students. For provisions regarding discrimination, harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by law and this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Sex-Based
Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment
By an Employee**

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

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For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

**Reporting
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Employee Report

Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

Definition of District
Officials

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

*Title IX
Coordinator*

Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

*ADA /
Section 504
Coordinator*

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

Alternative Reporting Procedures

An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

Notice to Parents

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Investigation of Reports Other Than Title IX

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

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District Investigation	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
<i>Notification of Outcome</i>	<p>Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.</p>
District Action <i>Prohibited Conduct</i>	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.</p>
Corrective Action	<p>Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of</p>

areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Response to Sexual Harassment—Title IX

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

General Response

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal
Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;

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10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

Access to Policy and Procedures

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

Wellness

The District shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

Development, Implementation, and Review of Guidelines and Goals

The District shall develop nutrition guidelines and wellness goals in consultation with the local school health advisory council (SHAC) and with involvement from representatives of the student body, school nutrition staff, physical education teachers, school health professionals, school administration, members of the Board, parents, and members of the public. [See BDF and EHAA]

Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

Nutrition Guidelines

The District shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all food available on each campus are in accordance with the United States Department of Agriculture (USDA) Smart Snacks in School standards and the Texas Department of Agriculture (TDA). [See CO]

According to USDA, the "school day" shall begin at midnight until 30 minutes after the last bell.

Smart Snacks Guidelines

Smart Snacks are science-based nutrition standards for food and beverages provided to students at school during the day. Smart Snacks guidelines pertain to a la carte, competitive foods, fundraisers, and classroom snacks provided to students in elementary and middle schools. However, this policy shall only pertain to food sold in high schools. Smart Snacks shall not apply to food sold during nonschool hours, weekends, and off-campus fundraising events.

Food items shall:

- Be a “whole grain-rich” grain product that contains 50 percent or more whole grain;
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food;
- List the second ingredient as one of the above if water is the first ingredient;
- Contain ten percent of the daily value (DV) of a naturally occurring nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber) (on July 1, 2016, foods may not qualify using the ten percent DV criteria); or
- Be a combination food that contains at least one-fourth cup of fruit or vegetable.

Food shall also meet several nutrient requirements as follows:

- Calorie limits:
 - Snack items: 200 calories or less
 - Entrée items: 350 calories or less
- Sodium limits:
 - Snack items: 200 mg or less
 - Entrée items: 480 mg or less
- Fat limits:
 - Total fat: 35 percent of calories or less
 - Saturated fat: Less than ten percent of calories
 - Trans fat: Zero grams
- Sugar limits: 35 percent of weight from total sugars in food or less

The following nutrition standards for beverages shall apply:

All schools may sell:

- Plain water (with or without carbonation);
- Unflavored low-fat milk;

- Unflavored or flavored fat-free milk and milk alternatives permitted by the National School Lunch Program (NSLP)/School Breakfast Program (SBP);
- 100 percent fruit or vegetable juice; and
- 100 percent fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners.

Elementary schools may sell up to eight-ounce portions, while middle and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

High schools may sell:

- Other flavored and/or carbonated beverages less than 20-ounces that are labeled to contain less than five calories per eight-ounce portion, or less than ten calories per 20-ounce portion; and
- Other flavored and/or carbonated beverages less than 12-ounces that are labeled to contain less than 40 calories per eight-ounce portion, or less than 60 calories per 12-ounce portion.

In addition to legal requirements, the District shall establish age-appropriate guidelines for food and beverages at classroom parties or school celebrations and for competitive foods, as well as school-sponsored fundraising activities that involve serving or selling food as specified within the USDA Smart Snacks in School guidelines [see CO].

The following guidelines shall apply:

1. Competitive foods are food and beverages sold or made available to students that compete with the school's operation of the NSLP, SBP, and/or After-school Care Program (ASCP). This includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores, or as part of school fundraisers during the school day.
 - a. Elementary schools: Not allowed to be provided to students anywhere on school grounds from 30 minutes before to 30 minutes after meal periods.

Parent involvement activities (i.e., "Muffins for Mom" and "Donuts for Dad): Not allowed to be provided to students during meal periods in areas where reimbursable meals are served and consumed.

- b. Middle schools: Not allowed to be provided to students anywhere on school grounds from 30 minutes before to 30 minutes after meal periods.
 - c. High schools: Not allowed to be provided to students during meal periods in areas where reimbursable meals are served and consumed.
2. Fundraisers are considered by the USDA to be events that include any activity during which tokens, currency, tickets, and the like are exchanged for the sale/purchase of a product in support of the school or school-related activity. These activities that involve the sale of food items for consumption during the school day must be in accordance USDA Smart Snacks in School standards. If items sold (via catalog sales) do not meet the Smart Snacks guidelines, they must not be distributed to the students until the end of the school day with the exception of the six fundraising days. Parents may pick these items up anytime during the school day. Students who ride the bus and/or are picked up by a day-care provider may take the catalog sale items home as long as they are not opened and consumed. High school students who drive their own POV and have catalog sales items may take their items home with them after the last school bell. However, items sold (via catalog sales, such as cookie dough, frozen pizza, and the like) that cannot be consumed may be distributed to the students after the last bell.

Accompaniments or combinations of food items that are provided to students in conjunction with the sale of another item must comply with USDA Smart Snacks in School standards since that involves the exchange of currency for the sale/purchase/donation of a food product.

Exempt fundraisers: Schools may sell food and/or beverages as part of a fundraiser that does not meet the Smart Snacks in School policy during the school day for up to six days per school year as long as no food and/or beverages are sold in competition with school meals served or consumed in the food service area. These six days are included in the count for six "Free Days" or Smart Snacks-exempt days. These days or fundraising events shall be reported to the school nutrition director by September 1 of each school year and shall be published on the school calendar.

All school-sponsored (or other nonprofit organizations selling items on school property) fundraising food and beverage items and items sold in vending machines shall be submitted to the school nutrition office using the District fundraising and

vending request form. The request shall include the nutritional values of the item(s) so they can be evaluated using the Smart Snacks calculator tool. Requests for items that are already being sold by school nutrition shall not be approved for sale during the school day.

No homemade food items may be sold for fundraisers or given away. Only store-bought items may be provided to students.

3. Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during meal times) under the teacher's guidance. The classroom snack may be provided by school nutrition staff members, teachers, parents, or other groups and should be at no cost to students. Snacks provided to students shall be in accordance with the USDA Smart Snacks in School standards. The only exception shall be for parents, who may provide any type of snack(s) they wish for their child only. A list of authorized snacks shall be available upon request and as a link on the District's website on the school nutrition page.

The District shall establish the following exemptions:

1. Smart Snacks "Free Dates": Up to nine "free" days or events during the school year shall be allowed in which students may be given candy items or other restricted food and beverages during the school day. Elementary campuses shall be permitted to have three "party" days and six "other" Smart Snacks-exempt days. Fundraiser events involving Smart Snacks-exempt foods are included in this six-day count. These days or events shall be reported to the school nutrition director by September 15 of each school year and shall be published on the school calendar. However, during these days or events, the items may not be given during meal times in areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) shall continue to be available to all students.
2. School nurses: This policy shall not apply to the school nurses' provision of health care to individual students.
3. Accommodating Students with Special Needs: This policy shall not apply to special needs students whose individualized education program (IEP) indicates the use of a restricted food item for behavior modification (or other suitable need).

4. Field Trips: This policy shall not apply to school-approved field trips. A school official shall approve the dates and purposes of the field trips in advance.
5. State-Mandated Assessment Test Days: Parents, teachers, and administrators may provide one additional snack to the entire class. These snacks shall follow the Smart Snacks policy. The only exception shall be for parents, who may provide any type of snack(s) they wish for their child only.
6. Instructional Use of Food in Classroom: Students may consume food prepared in class for instructional purposes. This should be done on an occasional basis, and these items may not be provided or sold to other students or other classes. Food and/or beverages provided for students as part of a class or cultural heritage event for instructional or enrichment purposes shall be exempt from the policy. However, these food and/or beverages may not be served during the meal periods in areas where school meals are served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students.
7. Athletic, UIL, Band, and Other Competitions: This policy shall not apply to students who leave campus to travel to athletic, UIL, band, or other competitions or functions. The school day shall be considered to have ended for these students.
8. Food from Home: This policy shall not restrict what parents may provide for their own child's lunch and/or snack, but they may not provide restricted items to other children at school.

Wellness Goals

Nutrition Promotion and Education

The District shall implement, in accordance with law, a coordinated health program with a nutrition education component [see EHAB and EHAC] and shall use health course curriculum that emphasizes the importance of proper nutrition [see EHAA].

The District's nutrition promotion activities shall encourage participation in the NSLP, the SBP, and any other supplemental food and nutrition programs offered by the District.

The District establishes the following goal for nutrition promotion: The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.

In addition, the District establishes the following goals for nutrition education:

1. Students shall receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.

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2. Nutrition education shall be a Districtwide priority and shall be integrated into other areas of the curriculum, as appropriate.
3. Staff responsible for nutrition education shall be adequately prepared and shall participate in professional development activities to effectively deliver the program as planned.
4. The school nutrition staff, teachers, and other school personnel shall coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
5. Educational nutrition information shall be shared with families and the general public to positively influence the health of students and community members.
6. Nutrition and fitness information shall be available on the District's website for employees, parents, administrators, and students to learn more about healthy lifestyles.
7. Guest speakers shall be available to address PTAs or other school-related groups regarding nutrition during National School Lunch week during the beginning of March each school year.

Physical
Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB and EHAC].

In addition, the District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Qualified teachers shall be hired to teach physical education and supervise physical activities in the District.
3. Students shall be provided many choices of physical activity, including cooperative and competitive games.
4. The District shall encourage teachers and other adults in the schools to serve as role models for students.
5. Resources shall be readily available for students and teachers about physical education.
6. Physical activity (recess) shall be scheduled, if possible, before lunch time. Students should not be denied the opportunity to participate in a scheduled recess activity. Denying a

student the opportunity to participate in recess should not be a punishment for the student.

Other School-Based Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

1. Sufficient time shall be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable. The USDA recommends 15–20 minutes for breakfast and 18–25 minutes for lunch.
2. Withholding food as punishment shall be prohibited. Denying students the opportunity to choose their food or beverage options shall be prohibited (e.g., restricting a child’s selection of milk at meal time or not allowing a la carte items because of behavioral problems) shall be prohibited.
3. Soda or chewing gum shall not be made available to students during the school day with the exception of the allowable free days.
4. All students shall be encouraged to participate in the school meal program. The identity of students who eat free or reduced-price meals shall be protected.
5. A variety of opportunities to participate in physical activities (recess, physical education, and outside school activities) shall be provided.

Implementation

The District athletic and school nutrition directors shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.

Texas Department of Agriculture (TDA) shall enforce and diligently monitor schools to ensure compliance with this policy.

If TDA determines that a school has violated this policy, TDA shall disallow meal reimbursement for the day(s) on which the violation occurred and require the school to reimburse the school nutrition account for the disallowed reimbursement.

Evaluation

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

Public Notification

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.

Records Retention

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA (LEGAL)]