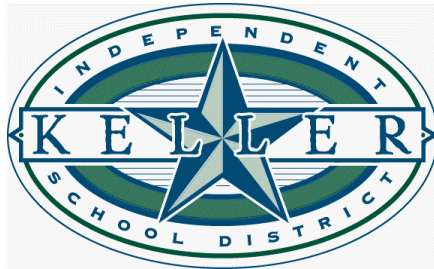


Keller ISD



Elementary and Intermediate Campus Handbook

ABSENCES AND TARDIES

When a student is absent, please call the school office on the day of the absence. When a student is absent or tardy, a note is required from the parent. When writing the note, please make sure the following information is included:

1. The child's name
2. The absence date(s)
3. The homeroom teacher's name
4. The reason for the absence
5. A Parent Signature

Each school day is important and each student should attend school every day unless ill. Students who are tardy arriving at school should go by the office before going to class.

ATTENDANCE

The school year consists of 178 days of instruction. Official attendance is taken at 10:00 A.M. each day. Afternoon kindergarten attendance is taken at 12:30 P.M. According to state law, students must be present at least 90% of the school year.

BICYCLES, SKATEBOARDS, AND SCOOTERS

Students who ride bicycles or scooters to school should park them immediately upon arrival in the area designated for such vehicles. The school encourages all students to wear helmets and lock their bicycles to the bike racks. The school is not responsible for damage to, or loss, of a bicycle or scooter. Skateboards are NOT allowed on school property. Students are prohibited from entering any buildings while wearing rollerblades, skates, or while using bicycles, scooters, skateboards, or other similar items. Prohibited areas will be clearly communicated to students each year.

BUS RULES

In order to provide a safe and enjoyable transportation experience, the following guidelines must be followed by all students.

1. Obey all instructions given by the driver. Drivers may assign seats for management and/or disciplinary reasons.
2. Board and leave the bus at designated home and campus stops only.
3. Only students who are eligible (2 miles from school) may be transported. (Pay for Ride, where available, is an exception.)
4. Bus routes are designed to provide transportation for students to their own home. Do not ask to ride home on another bus or get off at a different stop.
5. The bus routes are also designed to provide maximum efficient loading. Please do not ask for extra students to ride home with your child.
6. Violations of bus rules or any behavior problems may result in disciplinary action by the school administration including, but not limited to, loss of bus privileges.

Cases of misconduct are reported to the campus administration. The above regulations are necessary to prevent costly repairs to the vehicle and to prevent injuries to the students.

BUS CONSEQUENCES

1 st report	Conference with student. Report is sent home for parent signature and returned to the principal.
2 nd report	Conference with student. Report is sent home for parent signature and returned to the principal.
3 rd report	Conference with student. The student is denied bus privileges for three (3) days. Report is sent home for parent signature and returned to the principal.
4 th report	Conference with student. The student is denied bus privileges for ten (10) days. Report is sent home for parent signature and returned to the principal.
5 th report	Conference with student. The student is denied bus privileges for twenty (20) days. Report is sent home for parent signature and returned to the principal.
6 th report	Conference with student. The student is denied bus privileges for the rest of the year. Report is sent home for parent signature and returned to the principal.

CONDUCT

Reference the KISD Student Code of Conduct.

CELL PHONES

Reference the KISD Student Code of Conduct.

DRESS CODE

Reference the KISD Student Code of Conduct.

EARLY DISMISSAL FROM SCHOOL

No student is allowed to leave the school without parental permission. When a student must leave school early, a parent must come to the office to sign the student out. Identification will be required of anyone who picks up a student. A school employee will notify the student to come to the office. A student WILL NOT be released by the teacher directly to the parent, unless directed to do so by the office.

EMERGENCY INFORMATION

It is extremely important in case of an emergency at school that student records be accurate. Parents must update records when there is any change in address, home or work phone, or guardianship.

FOODS OF MINIMAL NUTRITIONAL VALUE

An elementary school campus may not serve or provide access for students to Foods of Minimal Nutritional Value (FMNV) at any time anywhere on school premises during the school day. For purposes of this policy, an elementary school is defined as any campus containing a combination of grades EE-6. Schools must prevent students from accessing FMNVs on school premises. Such food and beverages may not be sold or given away on school premises by the school, school or non-school organizations, teachers, parents, or any other person or group during the school day. This policy does not address a student bringing such items to school as long as the student is not selling or providing the items to other students.

Restricted Foods

The foods that are restricted from sale to students are classified in these four categories:

- **Soda water** – any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- **Water ices** – any frozen, sweetened water such as "...sicles" and flavored ice **with the exception of products that contain fruit or fruit juice.**
- **Chewing gum** – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- **Certain candies** – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

Hard candy – A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after-dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.

Jellies and Gum – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

Marshmallow Candies – An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.

Fondant – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn and soft mints.

Licorice – A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.

Spun candy – A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

Candy coated popcorn – Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

FUND RAISERS

It is against KISD policy for students to go door-to-door for fundraising or other purposes. All fundraisers must be approved by the KISD School Board. Students are not required to participate in any fundraising activities.

GIFT DELIVERY

Any gifts delivered to school for students (i.e. candy, flowers, etc.) will be kept in the office until the end of the school day.

INCLEMENT WEATHER

In the case of lightning during arrival and dismissal of students, staff members will not be available to help with traffic. In the case of lightning during dismissal, students will be kept inside the building until the storm has passed. "Severe Weather" signs will be posted in order to communicate severe weather arrival/dismissal procedures. Parents may choose to pick up their child in person from within the building.

INJURIES/INSURANCE

The Keller ISD is prohibited by law from using public funds to purchase insurance to cover students (KISD Policy FDD (Legal)). The District does, however, cooperate in a program to offer low-cost accident insurance for students.

Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents or guardians are accepting full responsibility for costs associated with a student's accident or injuries. **The District, by law, is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.**

LUNCH

Students may purchase breakfast and/or lunch meals in the cafeteria. Children may bring their own lunches from home. Milk is sold daily. Lunch tickets are sold each morning. Charging is allowed on a limited basis. Information concerning free or reduced-price is available in the office.

MEDICAL INFORMATION

It is required that each school have an Emergency Form on file for each student. This form gives the school the authority to deal with an emergency when the parents or guardians cannot be reached. Students having the following illnesses are excluded from school until they have obtained medical treatment and/or are clearly free from the disorder: Chicken Pox, Flu, Conjunctivitis (Pink Eye), Head Lice, Impetigo, Ringworm, Streptococcal Sore Throat (Strep Throat), and Scarlet Fever. Students must be fever free for 24 hours before returning to school.

MEDICATION

Reference the KISD Student Code of Conduct.

PARTIES AND PARTY INVITATIONS

Two classroom parties per year will be provided by PTA and volunteers. Personal party invitations may only be given to the entire class, all girls, or all boys within a classroom. No party invitations will be distributed to other classrooms/students. Teachers will not be responsible for distributing invitations.

PETS

Students, parents, and community members are not allowed to bring pets of any kind to school or on school property unless instructed by his/her teacher and approved by the principal. Pets that are brought to school under these circumstances must have full supervision of the parent and the teacher.

PLAYGROUNDS AND PLAYING FIELDS

Due to safety and instructional concerns, non-school age children, including siblings of students, are not permitted on any campus playgrounds during school hours. Exceptions may be made at the discretion of the principal for special campus activities.

PLEDGE/RECITING DECLARATION OF INDEPENDENCE EXEMPTION

Two pieces of recent legislation require actions on the part of your child during the school day. The first, Senate Bill 83, directs school boards to require students to recite the pledges to the United States and Texas flags once each school day. This legislation also directs school boards to provide for a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. The second, House Bill 1776, changes Celebrate Freedom Week to the week including November 11. This legislation also directs the State Board of Education to adopt rules to ensure students in grades 3-12 study and recite a passage from the Declaration of Independence.

Both pieces of legislation outline procedures for parents to exempt their child(ren) from the requirement to recite the pledges or study and recite a passage from the Declaration of Independence. If you would like to exempt your child from one or both of these activities, then please present a written request to the campus principal. Please include the date, child's name and grade, and a signature of a parent or guardian on all written requests.

PROGRESS REPORTS

First Nine Weeks

Grades K-6 will send home interim progress reports to all students during the fourth week of instruction or will conduct conferences with parents.

Second-Fourth Nine Weeks

Grades K and 1 will send home interim progress reports to all students during the fourth week of instruction.

Grades 2-6 will send home interim progress reports to all students during the third and sixth week of instruction.

Report cards will be sent home with all students at the end of each nine week grading period.

SCHOOL HOURS

Due to various beginning and ending hours, please check the hours of operation for your school.

Students should be picked up promptly at the end of classes. Students may not be dropped off on campus without adult supervision. Please refer to your campus arrival and dismissal procedures. Parents may pay for onsite childcare before and after school, if available at your campus.

SEE YOU AT THE POLE

In the 1995 publication Religion in the Public Schools: A Joint Statement of Current Law, the following statement is made regarding "See You at the Pole":

"Student participation in before-school or after-school events, such as "see you at the pole", is permissible. School officials, acting in an official capacity, may neither discourage nor encourage participation in such an event."

The most common interpretation of this statement is that teachers, administrators, etc. may be in the area of the event in a supervisory role only. School officials are not to actively participate nor actively prohibit the assembly as they are in the role of "school official" when on campus in the presence of students.

TEACHER CONFERENCES

Parents are welcome to meet with and should contact the school office to make an appointment for a parent-teacher conference at a mutually convenient time. Teachers have many responsibilities and duties, which prohibit them from participating in "drop in" or unscheduled conferences.

TEACHER GIFTS

During Teacher Appreciation Week, holidays, or special occasions, parent groups may not send out letters to school parents requesting specific donations.

TELEPHONE USAGE

Students may only use the school telephones in cases of emergency or teacher permission. Plans for rainy days and other days requiring alternate scheduling should be made in advance. The office will deliver phone messages to the child's teacher.

TEXTBOOKS

The Texas Education Code 31.104(d) specifies: "Each student or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. If a textbook is not returned or paid for, the district or school may withhold the student's record...Each textbook, other than an electronic textbook, must be covered by the student under the direction of the teacher."

TOBACCO

All KISD campuses are tobacco free. The use of any tobacco product on school property is prohibited. Texas law mandates that all public schools be tobacco free.

TOYS OR ELECTRONIC DEVICES

Toys, electronic devices or laser pointers are not allowed in school unless under the direction of the teacher and approved by the principal. The school or district is not responsible for lost or stolen toys, or any unapproved item.

VISITORS

Parents and visitors are always welcomed on KISD Campuses, but must adhere to the following guidelines:

- Make an appointment at a mutually agreeable time with the teacher at least one day in advance before visiting
- Visits are limited to thirty minutes, or less, depending on the special needs of the classroom

These guidelines allow for visitors, but also help to minimize interruptions to the instructional day for our students and teachers. All visitors are required to come to the main office to obtain a visitor's pass when entering the school. Personal identification will be required for the protection of the children.

WEATHER-RELATED CLOSINGS

In the event of inclement weather, you are asked to listen to radio station WBAP (820 AM) for school closing or delayed starting times. Each campus will provide information regarding one-hour and/or two-hour delays in school starting times. NO ANNOUNCEMENT WILL BE MADE WHEN SCHOOLS REMAIN OPEN AS USUAL.

WITHDRAWAL

When a student is withdrawing from school, the parent should contact the school one (1) day prior to the request for withdrawal so the proper information can be processed. The parent or guardian must come to the office to sign the completed withdrawal form by the end of the student's last day. School records will be sent upon a written request from the new school.