

STUDENT HANDBOOK

2019-2020



HOME OF THE MIGHTY LOBOS!

Wanda J. Stidom, Principal

Name:

Grade:

Locker #:

Copy Your Schedule Below

Period	Room No.	Subject	Teacher
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			

Live Oak Ridge Middle School's Support Team

Wanda J. Stidom, Principal

Mahalia Scott, Assistant Principal (students A-K)

Crisanta Tidwell, Counselor (students A-K)

Nicole Gayfield, Assistant Principal (students L-Z)

Deborah Fay, Counselor (students L-Z)

Point of Contacts:

Department	Name	Phone Number
Main Office	Tammy Hoffman	336-2490
Principal's Secretary	Leslie Mintz	336-2492
Assistant Principal's Secretary	Latrisha Wallace	336-2494
Counselor's Secretary	Jacqueline Martinez	336-2505
Attendance Secretary	Jasmine Jett	336-2493
Curriculum Specialist	Wendy Gamble	336-2526
Clinic	Laura Bailey	336-2504
Librarian	Denene Barnes	336-2525
Boys & Girls Club	Gerald Walker	254-251-7420

Live Oak Ridge Student Handbook 2019-2020

SCHOOL HOURS

Breakfast	7:30 a.m. – 7:55 a.m.
Students enter the building	7:50 a.m.
Morning Announcements	8:59 – 9:58 (Pledge US/TX Flag...Moment of Silence) Senate Bill 83 Mandate
Dismissal Bell	3:30 p.m.

SCHOOL SUPPLIES

- 12 Pencils**
- 12 Pens – blue or black**
- 2 packages wide ruled notebook paper**
- 2 Erasers**
- 5 spiral notebooks (70-page count)**
- 5 Composition Books**
- 1 box of Colored pencils (12 count)**
- 2 Highlighters**
- 2 glue sticks**
- Hand-held pencil sharpener**
- 3” binder with 8 dividers-Strongly encouraged at LORMS**
- Ear buds**
- Pencil pouch**
- Combination Lock for their locker (Master Lock brand preferred)**



Students enrolled in PE need:

- **PE Uniform consisting of shorts, T-shirt, and tennis shoes (All clothing should be marked with student name.)**
- **Combination Lock for the locker room (Master Lock brand preferred)**



2019-2020



REGULAR BELL SCHEDULE

- 1st 8:00 a.m. – 8:55 a.m.**
- 2nd 8:59 a.m. – 9:58 a.m. (Pledges)**
- 3rd 10:02 a.m. – 10:57 a.m.**

6TH GRADE

- *4th 10:57-11:34**
- 5th 11:38-12:33**
- 6th 12:37-1:32**

7TH GRADE

- 4th 11:01-11:56**
- *5th 11:56-12:33**
- 6th 12:37-1:32**

8TH GRADE

- 4th 11:01-11:56**
- 5th 12:00-12:55**
- *6th 12:55-1:32**

- 7th 1:36 p.m.-2:31 p.m.**
- 8th 2:35 p.m.-3:30 p.m.**

***Indicates LUNCH**

Required Tutoring Days (3:35 p.m. – 4:30 p.m.)

Monday	Tuesday	Wednesday	Thursday
Science	ELA/Reading	History	Math
Electives		Electives	

- Other days may be offered by teachers

VISION STATEMENT

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

MOTTO

Leading the pack through
Ownership of our future by
Believing in ourselves,
Opening our minds, and
Striving to excel.

KISD Mission is OUR mission

Teach so that students learn to their maximum potential.

LEARNING GOALS

1. To improve student achievement.
2. To foster a safe, inviting and supportive atmosphere that involves home, school, and community.

Texas Education Code 25.082 – Mandatory Moment of Silence and Pledges to U.S. And Texas Flags

Section 25.082 of the Texas Education Code mandates that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remains silent and does not act in “a manner that is likely to interfere with or distract another student.” A student may be excused from the pledge of allegiance (**but not from observing the moment of silence**) if the student’s parent or guardian provides a written request.

ACADEMIC RECOGNITIONS AND CELEBRATIONS

Students are recognized throughout the year for academic achievement. Ways in which we recognize student achievements are:

- Academic Awards
- A/B Honor Roll
- Grade Level Awards

ATTENDANCE

State law requires that your child be in attendance at school (Compulsory Attendance Requirement 25.085, 25.087, 25.092). If your child is unable to attend due to illness or appointments, please call the school office or the attendance number at **336-2493**. You will need to send a note to the school in addition to your telephone call. If your child is not at school and we have not heard from you, we will contact you (and your emergency contacts) to check on your child.

ATTENDANCE 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. Only in extenuating circumstances may the school nurse serve as the health care professional.
- 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.
- Unexcused Absences-Absences with parental knowledge for reasons such as missing the bus, shopping, baby-sitting, 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. When students accumulate unexcused absences from school, attempts will be made to notify parents as a courtesy. The person discharging the duties of attendance officer of the school may investigate any case in which an excused absence is requested. Disciplinary action may include mandatory attendance at Saturday detention.
- Teachers are expected to contact parents regarding student's excessive absences. Teachers must cc Ms. Jett, the attendance secretary as well as Mrs. Scott, the Assistant Principal when doing so. The email will be used as a tool to keep track of the school truancy prevention measures.

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).
- Extracurricular Activity Absences-Extracurricular activities are school sponsored activities that are approved by the local board of trustees. 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. It is important to note that student eligibility is based on grades not attendance. As long as the student is passing his/her classes with no grade lower than 70, the student is eligible to participate in extracurricular activities.
- 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.

ADDRESS AND/OR TELEPHONE CHANGE

If your child's home address and/or telephone number change during the year, please inform the school counselor's office immediately (336-2505). Also, please inform that office if your child's emergency contact changes.

ATHLETICS

5th- 6th- 7th Graders wanting to get into Athletics and Pre-Athletics:

LIVE OAK RIDGE has a long history of having an outstanding athletics program. We take pride in opening the program to all upcoming 6th Graders for Pre-Athletics, 7th and 8th graders wanting to be the best of the best. Here is how you can become a LOBO...

1. Maintain good grades. Students cannot fail two consecutive or more Nine Week Periods on their report cards for any subject.
2. Be a leader among your peers. Students cannot be assigned more than six days of In School Suspension (ISS) and no Out of School Suspension (OSS), or the student will be removed from the program.
3. Never give up. Any student returning from an alternative school setting will be welcomed to join our athletics program after a Nine-week probationary period with no failing grades or disciplinary issues. They will be allowed to participate before and after school.

Criteria for removal from athletics:

Athletes are supposed to have grades and behavior above and beyond everyone else and are therefore held to a higher standard. We have a 3-step process for removal from athletics due to any behavior or academic concerns. If an athlete receives three steps (write ups) while in the athletics program, they can be removed from athletics on the Fourth write up. See LORMS Athletics Procedures for Step Process.

Athletes may be removed from the athletics program if they commit the following offenses: fighting or altercation during a game or failure to pass the UIL drug test, see Athletic Handbook.

BICYCLES

Students who ride bicycles to school must dismount the bicycle upon entering school property and "walk" the bicycle to the bicycle rack. All bikes must be stored in the rack and locked securely to help prevent theft. The school bike rack will be located in the back of the school. Live Oak Ridge Middle School is not responsible for lost or stolen bikes.

BOYS & GIRLS CLUB

The Boys & Girls Club of America provides child care services here at Live Oak Ridge Middle School FREE of charge. Students must have an application on file to participate in the program. Applications can be picked up in the front office. The Boys & Girls Club provides mentoring, tutoring, planned activities, snacks, etc., both before and after school. The hours of operation are 6:30-7:30 a.m., and 3:30-6:30 p.m. Students who participate in the Boys & Girls Club must use the rear cafeteria entrance to enter & exit from the program daily. Look for the blue doors.

BREAKFAST INFORMATION

Those who want to eat breakfast in our cafeteria will be served from 7:30 a.m. to 7:55 a.m., breakfast is **free** for all students. Students who do not eat breakfast at school will remain outside at the end of their grade level halls where they are supervised. Students are not to leave grade level common area until dismissed by an adult. On mornings when it is raining or very cold, all children will be supervised on their grade level hallway until the 7:55 a.m. bell rings.

BULLYING/CYBERBULLYING

Means 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 occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

1. 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;
or
2. is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Such conduct as described above is considered bullying if that student:

1. materially and substantially disrupts the educational process or the orderly operation of a classroom/school;
or
2. infringes on the rights of the victim at school; and includes cyberbullying.

CELL PHONE USE-STUDENTS

Cell phones must be kept in student lockers and locked. Students may NOT use electronic devices during the school day, lunches, or throughout the building. Violations of this policy may result in the phone being confiscated and turned into the front office for parent/guardian pickup in addition to a documented SCOC violation. Students are not required to have electronic devices on campus. We have ample electronics for instructional purposes.

CHECK ACCEPTANCE POLICY

All checks written to Killeen ISD must be imprinted with name & address of check writer (no temporary checks).

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

1. Texas Driver's License or Military ID
2. Current Home Address
3. Home Phone Number
4. Work Phone Number

By signing your check, you authorize CHECK redi to electronically draft your account for the check amount plus the maximum legal returned check fee & tax provided by state law. This procedure will be implemented only if a check is returned for insufficient funds.

CLINIC

We have a full-time registered nurse in the clinic. Students are sent to the clinic when sick, injured, or for personal medication. **A STUDENT MUST HAVE A CLINIC PASS FROM THEIR TEACHER TO ENTER THE CLINIC.** Students **MAY NOT REPORT TO THE CLINIC BETWEEN CLASSES** without first going to their assigned class for a clinic pass. The nurse will give the student a time/dated pass when he/she leaves. Emergencies that occur before school, during lunch, or after school must be reported immediately to the school nurse.

COMMUNITY SERVICE

Community service may be assigned as a consequence in conjunction with any other KISD disciplinary consequence. Students assigned ISS may perform community service also.

CYBERBULLYING

Engages in 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, or any other Internet-based communication tool. (TEC §37.0832)

DISCIPLINE PLAN

Student conduct and discipline are governed by school board and campus policies in the interest of providing a safe school environment that is conducive to learning. **EVERY CHILD ENROLLED** is expected to abide by the school rules. Appropriate action will be taken when there are violations. It is the intent of the Campus Discipline Management Plan to enhance the implementation of the KISD Student Code of Conduct may be found online at www.killeenisd.org under Students and Parents Link.

CAMPUS EXPECTATIONS:

1. Students show self-discipline by keeping hands and feet to themselves.
2. Students use appropriate manners in speech and actions toward other students and all KISD personnel.
3. Students dress appropriately and remove hats and head coverings while in the building. Hats must be placed in your locker and not worn on your belt loop.
4. Students must leave inappropriate items at home see p.10 for **ITEMS NOT ALLOWED** section and the SCOC booklet.
5. Students are in regular attendance and bring a written excuse for absences (see **ATTENDANCE** section).
6. Students remain on campus once they arrive and leave promptly when dismissed.
7. Students demonstrate an awareness of safety procedures within the building and on the campus. (Oversize, fake glasses or sunglasses will not be worn in the building).
8. Students practice respect for personal belongings and property of others. If you find an item, please turn it in to the front office.
9. Students demonstrate good citizenship in the classroom, hallway, bus, cafeteria, field trips, and school-related events and on campus.
10. Students are on time to class (see **TARDINESS** section).

11. Students do not eat, drink, or chew gum in the classrooms or hallways. No food should be consumed outside of the cafeteria.
12. Students bring appropriate materials to class to include notebooks, books, handouts, and supplies.

DANCE EXPECTATION:

1. The dance at Live Oak Ridge Middle School is for LORMS students only. No guests allowed.
2. Students are required to place all items in their lockers. They will be allowed to go to their lockers after the dance where they will exit their grade level door. **THE GATE WILL BE DOWN TO PROHIBIT ACCESS TO THE FRONT OF THE BUILDING.**
3. When: Once students enter the dance, they may not leave before (5:15 p.m. 6th graders), (5:20 p.m. 7th graders) and (5:30 p.m. 8th graders) unless accompanied by a parent. Students should have rides planned prior to the dance and will exit the dance through their grade level hallway. Parents are welcome to stop-in anytime. Students are allowed to use the Gym bathroom only and the rest of the school is off limits. A School ID should be worn at all times.
4. How Much: \$2.00 per student.
5. Students that are suspended or in ISS cannot attend the school dance. (A list will be used to verify)
6. Students are encouraged to dance (in socially appropriate ways), chat with friends, enjoy the music and enjoy snacks from the concession stand.
7. **Appropriate Dancing:** Students shall dance in a manner that does not create inappropriate body contact with another student. **Students may not dance or have contact with another student from behind.** Students shall face the student(s) they are dancing with or dance independently. **A visible gap of space** between individuals dancing is required at all times. Dancing suggestively, grinding, having lively hands, or any type of dancing that appears sexually explicit will not be tolerated. Students dancing inappropriately or in any kind of sexually-based manner will be immediately removed from the dance and parents will be contacted.
8. Horseplay, running, and wrestling are not permitted. Violators will be asked to call their parents for a ride home.
9. Students are expected to adhere to school dress code AND ELECTRONIC DEVICE policy. Violators will be asked to call their parents for a ride home.

A Final Note: All school rules and expectations apply at the dance...have fun, dance appropriately and contribute positively to the event so everyone can enjoy the activity.

STUDENTS WHO DO NOT ADHERE TO THE RULES WILL BE ASKED TO LEAVE.

LIVE OAK RIDGE MIDDLE SCHOOL DETAIL ON DISCIPLINE PLAN

ALL referrals should be signed by student, teacher, and administrator

For violations of the Student Code of Conduct not considered serious infractions:

STEP 1:

- a) Teachers will issue a written warning during talk with student, teacher may assign a consequence.
- b) Parent will be contacted via phone, email, person, or certified letter.
 1. Teacher must receive verbal or visual confirmation of contact.
 2. Teacher must retain documentation to be used if necessary for STEP 3 meeting.
 3. Enter Step in the system.

STEP 2:

- a) Student will be issued a teacher consequence.
- b) Parent will be contacted via phone, email, person or certified letter.
 1. Teacher must receive verbal or visual confirmation of contact.
 2. Teacher must retain documentation to be used for STEP 3 meeting.
 3. Enter Step in the system

STEP 3:

Parent will be contacted via phone, email, person, or certified letter and a conference will be held with student, parent(s), team, counselor and administration. Student's Step 3 will be entered into the system.

Future disciplinary actions may be placed on a referral to the Assistant Principal's Office.

DRESS CODE POLICY

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action.

Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
 - Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, and shorts or pants with holes any higher than 6" above the knee are not permitted: (Grades 6-12). Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
2. "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable. **ELEMENTARY ONLY:** Shorts, and skirts can be no more than 4" above the knee. Tank tops and similar apparel may be worn by students in grades Pre K-2, especially in hot weather.
5. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
6. Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
7. Head coverings, bandanas (in any manner), hoods, and sweatbands (any form ie Nike, Under Armour, and Jordan) may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, slides with no heel or heel strap and shoes with metal spikes.
9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
10. Photo ID cards will be issued to all secondary (grades 6-12) students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

Students who attend schools where a **standard dress policy** has been approved may have additional dress code provisions. The additional dress code requirements will be disseminated to students by the campus personnel.

CAMPUS RELATED ISSUES (DRESS CODE)

- Shower shoes are not permitted in school or school related events. (Slides or Thin thongs)
- Shoes must have a heel or a heel strap for safety. Students should not wear shoes that exceed 3" in height.
- Stuffed animals, pillows and blankets are not permitted.
- Backpacks and drawstring bags must be placed in your locker.
- Administration has discretion to determine what is appropriate or distracting to the learning environment
- Students who are chronically accumulating minor violations may receive a consequence from a classroom teacher.
- Replacement IDs can be purchased for \$5.00 if lost, stolen, or damaged. Lanyards are \$1.00

- Students who elect to wear hair of unnatural hair colors such as, but not limited to pink, red, blue, green, purple, yellow, orange, etc. may be excluded from performing in selected extracurricular activities/programs.

DROPPING OFF/PICKING UP YOUR CHILD

When dropping off students, you may drop off in front (west) of the building (without blocking other cars). Parents and guardians may NOT enter the bus loop either before or after school (the bus loop is on the south side). Supervision of students begins at 7:30 a.m. Please do not drop your child off at school before that time. Please pick your child up at the front of the building or at the front entrance. **CARS ARE NOT PERMITTED IN THE BUS LOOP.** You may check your child out through the front office (with picture identification) until 3:20. Students not attending tutoring are supervised until 4:00 p.m. Parents must pick up their children before that time. A letter will be mailed to the home of any student on campus repeatedly after that time. A conference with a building administrator will result with parents of students regularly on campus after 4:15 p.m., and consequences may be utilized.

EMERGENCY CARDS

It is very important to inform the Counselor’s Office (336-2505) when information on the emergency card changes, such as phone numbers (home, work and emergency contact) and who is allowed to take your child from school. We will not release your child to anyone whose name is not on the card. Picture IDs are required for student pickup.

FIGHTS

Fighting is a serious offense and is treated as such. The 1st time a student fights at school, he/she should expect a consequence in alignment with SCOC. A citation may be issued by a KISD Police Officer depending on the severity of the incident. The first fight may result in a due process hearing. The second fight shall result in a due process hearing for possible placement at the Gateway Middle School.

Please do not tell your child --- “If someone hits you, hit them back.” At Live Oak Ridge, there are always adults to help your child when assistance is needed. Any child who participates in a fight, regardless of who started the fight, may be assigned consequences. The outcome of the fight does NOT determine the consequence.

We work hard at getting our students to obey the rules of respecting others. We want Live Oak Ridge to be a safe and happy place for every child.

FRIDAY DETENTION HALL

Live Oak Ridge Middle School will be providing Friday Detention Hall Sessions as needed throughout the school year. These sessions will be held from 3:40 pm to 4:30 pm, students are encouraged to complete missing assignments during Friday detention.

GRADES

Grade Determination for all Regular Courses:

(Per District Policy)

Formative	45%
Summative	55%

Grade Determination for Pre-AP/TAG Courses/High School Credit Courses:

Formative	40%
Summative	60%

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
Angela Tekell
200 North W. S. Young Drive
Killeen, Texas 76540
(254) 336-0041

HOMELESS STUDENTS/HOMELESS AWARENESS RESPONSE PROGRAM (HARP)

Killeen ISD is committed to ensuring that all KISD children in homeless situations have the opportunity to enroll in, attend, and succeed in school. For more information on services for homeless students, contact the KISD Liaison for Homeless Children and Youth, Phyllis Rosen at 336-0327 or via email at Phyllis.Rosen@killeenisd.org.

HOMEWORK PROCEDURE

Philosophy

The Killeen Independent School District endorses the use of homework as a researched-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.*

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 8-12)
 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:
- 6th-8th Total not to exceed 90 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. The teacher will provide guidance.
- 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.
 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.
 3. Teachers may choose not to accept late homework; however, lowest homework grade(s) will be dropped.
 4. Make-up work will not count as homework unless the original assignment was homework.

HORSEPLAYING

Students shall not engage in behavior that interferes with the safe and purposeful order of a school or which could result in injury to others even though there was no intent to injure. Horseplay involves physical contact or intended physical contact that occurs between two or more students and is inappropriate in a school setting but does not rise to the level of being a serious offense. Consequences will be determined on a case by case basis. Consequences can include detention, in school suspension or out of school suspension.

INCLEMENT WEATHER

Students are encouraged NOT to arrive early especially on inclement weather days. Students will be allowed to enter the building at 7:30 AM on inclement weather days. All outside duty teachers will remain inside to supervise. Students will be asked to go inside and be seated on their grade level hallway. Students will be allowed to enter breakfast from their grade level hallway.

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.**

ITEMS NOT ALLOWED ... CONFISCATED ITEMS

There are certain items that students are prohibited from using, displaying, or possessing at school, on a school bus, or while attending a school activity on or off school property. Prohibited items include, but are not limited to:

- Dice (for non-educational purposes)
- Fidget spinners
- Perfumes/Body spray
- Guns
- Hair picks
- Knives

- Laser pointers
- Opaque bottles/cups with liquids (Water as an exception in clear, re-sealable plastic containers)
- Pacifiers
- Pornographic material
- Recreational Sport Items: personal basketball, soccer ball, etc.
- Self-defense items: Mace, Tasers, etc.
- Skateboards / rollerblades / scooters / heelys
- Trading cards
- Weapon/Imitation weapon
- Any other item which the administrator deems will be detrimental to the safety, order, and discipline of the educational environment.

INTERSTATE COMPACT on 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. Type in Interstate Compact in the search box.

LIBRARY

The LORMS library is staffed by one full-time certified librarian and one full-time aide. Normal hours are 7:30p.m. to 4:30p.m. on regular school days. The library has over 8000 books and audio/visual items on a variety of subjects and several computers devoted to research, word processing, and browsing the catalog.

Students come in every two weeks with their Language Arts teachers and are allowed to check out two items for two weeks with their student identification cards. Students are encouraged also to visit the library during class times with passes or before and after school and during lunch.

Students are required to keep a reading book with them in all of their classes. These books are to be read when all work has been completed within the regular classroom.

Students are strongly encouraged to bring in library materials before the due dates and may re-check those items with which they are not finished. Students who have lost or damaged books or other materials will pay the cost of the items. Parents may consult with the librarian to see what other options are available to address library fines.

Students may checkout laptops- See Librarian

LOCKS

Each student is responsible for purchasing a combination lock before they can use their locker. Students are required to remember their locker combination. Students in a PE class will need a 2nd combination lock. Keyed locks are NOT permitted including military grade locks.

LOCKERS

Students will be assigned a hall locker to secure all books/supplies. Students must have a combination lock. If a student needs a lock removed, they must report to the Counselor's office.

LOST AND FOUND ITEMS

If a student loses anything (i.e. clothing, lunch boxes, watches, eyeglasses, etc.), he or she should check with the classroom teachers and in the lost and found area which is located in the front office. All unclaimed items are donated to various agencies quarterly. Please write your child's name on all items!

MAKE-UP WORK

Student 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 EIAB Local]

Students may be required to attend a Friday ZAP, or Saturday D-hall session to complete any missing work.

MEDICAL REASONS FOR EXCLUSION FROM SCHOOL

- Live Head Lice - may return to class after treatment and re-examined by the clinic
- 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 has begun.
 - Campylobacteriosis – 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.
 - 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.
- Measles (Rubella)—exclude until four days after rash onset or in the case of an outbreak, unimmunized children should also be excluded until at least two weeks after the onset of the last rash.
- Meningitis, Bacterial-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.
- 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 and fever free for 24 hours without the use of fever 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 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 a physician’s certificate or health permit obtained.

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 (epi-pens) 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 is capable of self-administering 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.

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 with regard to self-administered medications.

7. 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.
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. School personnel may administer only prescribed medications that are FDA approved.
17. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water 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.

PARENTAL ENGAGEMENT POLICY

Vision: KISD focuses on cohesive partnerships between parents/guardians, students, campuses, district & community members to make sure a well-rounded comprehensive educational program is in place that honors our diversity in culture and learning styles while enhancing the students' academic abilities. Students will be engaged in superior, meaningful, relevant learning opportunities daily, which prepare them for future success.

Purpose: To build and nurture strong relationships between schools, parents & community; enhancing the capacity for strong, meaningful parental engagement and increased student achievement.

KISD Parent Involvement Program Expectations are:

- To increase the effectiveness of our parental program by conducting winter & spring evaluations, using data & technology to identify and develop new strategies that will guide revision of our policy annually.
- To ensure coordination and integration of parental engagement strategies and activities with other programs at the district and campus levels targeted at increasing student achievement.
- To provide schools coordination, technical assistance, and planning support in program implementation resulting in effective parental engagement activities that support increased student academic achievement in all core subject areas, and promotes healthy eating and lifestyle choices.

The Written Parent Engagement Policy is designed around our district's vision, mission, objectives and values.

As a result of these shared ideas:

- KISD, parents, community & schools will work together as a team to ensure superior academic achievement for all students.
- Schools will provide a friendly, responsive environment in which parents feel welcome as partners in the comprehensive, rigorous, educational process built upon integrity, respect, and a caring attitude.
- KISD will provide technology innovation for classroom support, leadership development, and parent and community engagement; so that diverse learning styles are honored & students learn to their maximum potential.
- District financial accountability which will allow transparency and input from all concerned parties as a key component to providing maximum efforts focused on educating all students to their full potential for future success in the endeavors of their choice.

As a result of our stated vision, purpose, expectations, mission, objectives and values, we pledge to:

- Improve home & school communication via: websites, newsletters, phone calls, home & campus visits, voicemail, Home Access Center, on-going conferences, Special Programs, Parenting, parent resources and other forms of written communications in the language parents can understand.
- Maintain our Volunteer Program, parent learning opportunities, parent sharing of knowledge/skills in schools, support for at home learning, and increase attendance at district/campus level learning opportunities.

These are a few examples of the types of activities provided. (Visit Special Programs Department-Parent, Family & Community Engagement)

Thank you to our District PAC (Parent Advisory Council) for being the parent & community voice in this process! If you'd like to actively participate, see the contact information below.

Call 336-0211/0208 or email: Brenda.Smith@Killeenisd.org with comments, questions, or to serve on PAC (Parent Advisory Council).

The district has 16 parent liaisons, 4 that are bilingual and all are housed on Title I and Bilingual campuses to support their school and parents. At non-TI schools, Assistant Principals, Counselors, CISs, and others take on the role of ensuring that the parenting partnerships thrive. The following are some activities offered at the campus and/or *district wide levels.

- ***Empowered Parents Workshops**: 2 hour workshop sessions on current topics of interest offered on the last Wednesday mornings of each month, unless there is a conflict. These sessions focus on school/district information, family dynamics and learning related topics of interest to parents/guardians, family, community members as well as topics that have an immediate impact on student performance and success. Most of the topics are identified by parents/guardians and community members participants. During these sessions we address a broad range of topics to include the challenges, questions and needs of families. A schedule for the 2019-2020 school year will be available on the Parent & Community Engagement website and the Student, Parent, and Community Relations website or call (254-336-0211/0240).

- **Computer Skills for Parents & Others**: This initiative's purpose is to assist parents/guardians, grand-parents, and others in becoming more computer literate and proficient. They will become enabled to more effectively support student learning, increase their own skill level, and discover a new sense of accomplishment, while remaining technologically in tune to what students are experiencing in school on a daily basis. We invite you to take the challenge and become a KISD PIP – (Plugged in Parent). Check on the parenting website for the 2019-2020 schedules of sessions.

- **Early Literacy Clubs: (Names vary by campus-“The ELF Club, etc.)**: This activity is offered by campus based parent liaisons/program contacts through-out the school year. Early Literacy Clubs offer content designed pre-reading, math and science early learning opportunities for young ones not yet enrolled in school (targeted 0-4 years of age). Age ranges may vary slightly by campus The activities focus on fostering a love of learning, reading, and oral language development, movement & socialization skills and fine & gross motor skill development while incorporating music to help lay the basic foundation learning skills necessary for student success. A free healthy snack is provided during each session. For the 2019-2020 school year, early literacy sessions will be offered at various days and times at specific campuses. Check with your campus parent liaison or the district office for Parent & Family Engagement at (254)336-0211/0240 for more information.

- **EL & GED LEARNING OPPORTUNITIES**: Those wishing to improve or master the English language can begin to do so by attending our English Language Learners workshops. These are currently offered during the regular school year on Monday, Tuesday, Thursday, and Friday mornings-9:00-12:00. Our GED Learning Sessions: These sessions are held on Monday and Wednesday evenings from 5:00 – 8:00 p.m. We are able to provide the ELL & GED classes thanks to the partnership of CTC & KISD. Call 254-336-0208/0211 for more information at Jackson Professional Learning Center (JPLC) 902 Rev R.A. Abercrombie Dr. Killeen Call 254-526-1120 to register.

- **For Kids' Sake Seminars**: Court mandated and or attorney recommended four hour seminar that is provided as a service for divorcing parents or foster care applicant. The seminars are designed to support families through the difficult challenge and transition of divorce. The focus is on the child and what parents should do to support children at each developmental age as they are faced with the stresses and strains of divorce. The course is held once per month (1st Saturday). Seminar cost is \$40.00 per person. Session time is 8:30am- 12:30pm. You may

register by phone by calling (254)336-0240/0211. You can call our Parent, Family & Community Engagement Office for specific dates, additional information, or to request a schedule for the 2019-2020 school year. Schedule posted on the parenting website.

PARENT’S RIGHT TO KNOW

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 feel free to contact the campus principal.

PARENT-TEACHER CONFERENCES

KISD believes a strong Parent/Teacher relationship is important to support student learning. All teachers have a scheduled conference period. Parents 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.

PARTIES

Parties for birthdays, farewells, etc. are not permitted at school. No ballons/flowers can be delivered or accepted to the campus.

PERFECT ATTENDANCE

Perfect attendance awards will be given at the end of the year to a student who has no absences or whose absences are due to documented appointments with a health care professional if that student commences classes or returns to school on the same day of the appointment.

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 technicians. Should you have questions about this districts’ 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. His contact information is listed below.

Paul Duerre
Environmental Specialist
110 North W. S. Young Drive
(254) 336-0071
Paul.Duerre@killeenisd.org

PHYSICAL EDUCATION

The law requires ALL students (K-7) 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.

PROGRAMS OFFERED AT LIVE OAK RIDGE MIDDLE SCHOOL

Live Oak Ridge offers a variety of programs to meet the needs of ALL students. For questions regarding special programs, contact the counselor's office at 336-2505.

AVID

The purpose behind AVID (Advancement Via Individual Determination) is to advance the "middle student" who simply needs a little assistance through one or more of the following methods: teacher and/or counselor encouragement; parental support; note-taking skills; additional tutorials, etc. They frequently are the "B" and/or "C" students that are not reaching their academic potential. Students must complete an application to be considered in this course.

BILINGUAL/ENGLISH AS A SECOND LANGUAGE/MIGRANT PROGRAM

- The 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 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.

INCLUSION

Inclusion is an instructional arrangement where students with disabilities are included in the general education classes to the maximum extent possible. Special Education staff members that provide inclusion support monitor students in general education classes and often team teach with a general education teacher providing services in the general education classroom.

DYSLEXIA PROGRAM

Students can be referred for dyslexia screening by parents or by school personnel. Once a referral is requested, a specially trained district assessment team will come to test students. A campus Section 504 or ARD Committee reviews test results to determine eligibility. Students who are identified as having characteristics of dyslexia based upon state criteria may be served through Section 504 or IEP modifications. The program provides multi-sensory reading instruction specifically designed to meet the need of students with dyslexia characteristics.

SKILLS

The Skills Program is a self-contained classroom in which students has access to academic, functional, vocational, and social skills opportunities in accordance with the students' Individual Education Plans. The class broadens the scope of opportunities for all students who were currently served in SKILLS classes. Individual need guides the involvement in academic, functional, vocational, and social skills offerings.

LEVEL 3 THERAPUTIC LEARNING CLASSROOM (TLC)

The TLC Program will occur in a special education class in which students will have access to academic, functional, vocational, and social skills opportunities in accordance with the students' Individual Education Plans. Students will participate in regular classes whenever possible.

PRE-AP

Pre-Advanced Placement curricula are founded in a set of content specific strategies designed to prepare students for advanced courses in high school. Pre-AP builds rigorous curricula, introduces skills, concepts, and assessment methods that prepare students for success when they take advanced placement and other challenging courses in the high school. In Pre-AP classes' emphasis is placed on promoting the essential habits of mind necessary for success in the College Board's Advanced Placement Program. Students will read more challenging literature and be taught to write more complex and mature responses.

GIFTED AND TALENTED (GT)

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 contact for 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.

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 @ (254)-336-2505.

RESPONSE TO INTERVENTION (RTI)

Students who experience academic and/or behavioral challenges will be reviewed by campus referral team to determine appropriate strategies and actions needed.

PROGRESS REPORTS

During the third and sixth week of each nine-week grading period, a notice of progress must be provided to the parent or guardian of all students. 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.

PROHIBITED DELIVERIES

Balloons, cakes, mums, flowers, etc. are prohibited from being delivered to students.

PROMOTION/RETENTION POLICY

KISD's grade 6-8 promotion policy is as follows: To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. The overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain an average of 70 or above in each of the four core academic areas: Language Arts, Science, Social Studies, and Math. Additionally, 8th grade students must pass STAAR Reading and STAAR Math in order to be promoted. A committee may convene to promote students who did not meet above criteria.

PTA

Live Oak Ridge has established a Parent Teacher Association. We encourage you to consider joining. Anyone interested please call the front office at 336-2490 and provide your name/phone number. Parents will be notified of dates/times of the PTA meetings and of all fundraisers and volunteer opportunities.

REDO POLICY

The Middle School Grading Policy states a student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade (below 70%). The teacher will average the original failing grade with the second attempt grade in order to create a new grade from the average. The new grade shall not exceed a 70%. The student or parent must request the additional opportunity in writing within 10 days of the grade being posted in the grade book and within the grading period. The redo request form can be found on the LORMS Website under Students and Parents. **Students are NOT permitted to redo Nine-Week, Semester Exams or long-term projects.**

REPORT CARDS

In accordance with Board Policy EIA (Local) report cards will be issued every 9 weeks. Students are encouraged to attend tutoring for all courses assigned a 75% or below grade.

SATURDAY DETENTION HALL

Live Oak Ridge Middle School will be providing Saturday Detention Hall throughout the school year. These Saturday sessions will not be held following a Friday holiday or before a student holiday. These sessions will be held from 8:00 am to 12:00 pm. Failure to attend an assigned detention may result in a referral for insubordination and additional consequences may be assigned. If your student is unable to attend, please notify their administrator PRIOR to the session at 254-336-2494.

SCHOOL MEALS = FREE MEALS

Under the Community Eligibility Provision (CEP), all enrolled students at Live Oak Ridge will receive **FREE** breakfast and lunch. **There is no application form to complete.**

SCHOOL SAFETY

Throughout the year school safety procedures are implemented for the purpose of ensuring that all students and staff are prepared in the event of a crisis. Examples of these procedures are as follows:

- Fire/Shelter in place drills
- Tornado drills
- Lockdown drills
- Drug dogs/Metal Detecting Devices

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.

SELF- HARM NOTIFICATION

Any student engaging in self-harm or the intent to harm others (verbal or nonverbal) will receive parent notification from the counseling office. Students sent home for such may not return to school until they are seen and cleared by a medical provider. Documentation is required upon return.

SMART CHECK

The district has implemented a smart check system at each campus. When presented with a picture ID, staff will swipe the ID through the smart check system and wait for clearance from the system before allowing the person to pick up a student or have access to the building. This is an additional safety precaution for our students and staff.

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 product is also covered in this policy. 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 ASSIGNED TO IN SCHOOL SUSPENSION (ISS)/SUSPENSION (OSS)

Students that have not completed their assigned ISS or suspension will not be allowed to attend any extra-curricular/celebratory activities during the school day or after school. This includes athletic events and fine arts performances. However, students are permitted to attend tutoring and Boys and Girls' Club.

STUDENT CODE OF CONDUCT – KISD RULES

Each family may request a hard copy of the Killeen Independent School District's Student Code of Conduct from the campus. Each campus adopts a discipline plan which is derived from the district Student Code of Conduct. Parents should check with the school office if a copy of the campus plan is needed. A Student Code of Conduct Acknowledgement Card must be signed by the student and parent THEN RETURNED to school. Failure to return the white card does not exempt the student from complying with guidelines of the SCOC. The KISD Student Handbook and Code of Conduct may be found on line at www.killeenisd.org under Parents and Students.

STUDENTS ON DISTRICT PROBATION

Students that are on district probation may be referred to the office if they violate the Student Code of Conduct (SCOC). Students may be sent directly to the office upon their first **major** violation of the SCOC.

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 Phyllis Rosen, the KISD Foster Care Liaison, at 336-0372 or via email at Phylls.Rosen@killeenisd.org with any questions.

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 336-0215.

STUDENTS LEAVING DURING THE DAY

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. Early pick up from school ends at 3:10 p.m. on regular school day and 1:10 pm. on early out days.

STUDENT PLANNERS

AVID students on campus are given a planner at the beginning of the year (or upon enrollment). Students are to record in their planners **EACH PERIOD** of the day their homework assignments, upcoming tests, project deadlines, and other important class information. There is also a section where students can keep track of their grades in the different subject areas. The planner is a **WONDERFUL** communication tool between home and school. Parents can write a teacher a note and have it answered. Parents are encouraged to sign the planner **EVERY DAY**. 6th-8th Grade parents are encouraged to purchase a planner for their student if desired from a local store such as Wal-Mart.

STUDENT RECORDS

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

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 1232G.
- 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 requesters 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.

TRANSFER OF STUDENT RECORDS

- Students moving to another school or school district should notify the Counselor's office by sending a note or telephoning at 336-2505. 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 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 the Student Services, Killeen Learning Support Services, 902 North 10th Street, Killeen

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 records

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 76541**

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**.

STUDENT SUPERVISION BEFORE/AFTER SCHOOL

Live Oak Ridge has a duty schedule for its staff to ensure that children are well supervised while at school. **Official student supervision begins at 7:30 a.m., so students are encouraged not to arrive on campus before 7:30 a.m. Students who arrive before 7:30 a.m. must report to Boys & Girls Club located in the cafeteria.**

The staff is not required to stay with the students after 4:05 p.m. – so students will not be supervised after that time. All students should leave the campus no later than 4:00 p.m. unless participating in an after-school activity. When school is dismissed, children are expected to leave the campus immediately. If teachers hold an after-school activity, they are expected to wait with the children until parents arrive. Children on campus after 4:15 p.m. will be asked to contact parents and emergency contacts, and a certified letter will be mailed to the parent when problems persist. A conference with a building administrator will result with parents of students regularly on campus after 4:15 p.m. and consequences may be utilized.

IT IS CRITICAL THAT STUDENTS LEAVE CAMPUS BEFORE 4:15 p.m. WALKERS & BIKE RIDERS MUST LEAVE IMMEDIATELY AFTER THE DISMISSAL BELL.

STUDENTS WHO RIDE BUSES

Many of Live Oak Ridge students will have the privilege of riding to and from school on a bus. 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.

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 high school 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 a Video/Audio Monitoring System) to monitor student behavior while providing safe transportation. Only district employees involved with the specific incident may view the recordings. Based on legal guidelines, parents, guardians, or other non-district personnel may not view the videos.

Parents should discuss the following basic rules with their child:

- 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 be visibly worn above the waist at all times 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 handbook, harassment in any form is strictly 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 regards 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 action 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.

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.

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.
- Alcoholic beverages.
- Cigarettes, cigars, and any other tobacco products.
- Matches or cigarette lighters.
- Live animals or insects. Plants in dirt or other growing medium not in an enclosed or sealed container or bag.
- 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.
- Students will keep aisles and under the bus seats clear of any obstructions. Loose items may not be transported on the floor of the bus. Any articles such as projects, large band instruments (tuba, baritone, baritone saxophone, other large instruments), etc., which are too large to be held in the student's lap or which impose on other riders will not be allowed on the bus. Musical instruments will not be played on the bus. Book bags and backpacks must be transported in the student's lap, not on the seat or floor. 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 in plastic, re-sealable containers is allowed on the bus.
- Glass containers.
- 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 makeup, 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.

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:
 - 1) The two students nearest the door will open the door and hold it open.
 - 2) Evacuation will start with the seat closest to the door and alternate from side to side.
 - 3) Leave the bus in a single file as quickly and as quietly as possible.
 - 4) When exiting through rear or side doors the “sit and scoot” method will be used; jumping from the bus is not permitted.
 - 5) 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.

Extracurricular Trips

- Bus rider rules apply on all school-sponsored events.
- Discipline will be the responsibility of the administrator 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.

Disruption of Transportation

Detaining a school bus is a crime. Please be aware of the below provision from the Texas Education Code: A person (including students and parents) commits an offense if the person 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 a county or independent school district. An offense under this section is a Class C Misdemeanor and a fine of \$500 may be levied under § 37.126 of the Texas Education Code.

TARDY, ID AND DRESS CODE POLICY

The passing time from one class to another is four (4) minutes. Students will take care of their personal needs and be present in the classroom before being considered tardy. Tardy is defined as not being in the classroom when the bell finishes sounding with all necessary supplies. Transfer students are to maintain good attendance, including no tardiness, or the transfer request may be revoked.

A student who violates the dress code or one whose clothing is questionable should be sent to the assistant principal’s office **PREFERABLY IN FIRST PERIOD**. An administrator will determine if the clothing is appropriate.

Tardy, ID, Dress Code and Electronic Devices Violations will be combined together and tracked throughout the semester. Per KISD Administrative Guidelines, **Tardy, ID, Dress Code and Electronic Devices Violations** will be tracked together and the school will use the following guidelines for these infractions:

Violation #4 (Code 200)	Warning Letter
Violation #8 (Code 200)	Friday Detention
Violation #12 (Code 200)	Saturday Detention
Violation #16 (Code 199)	In School Suspension/ Two Saturday Detentions
Violation #20 (Code 109 – Serious)	In School Suspension AND Campus Probation
Violation #24 (Code 109 – Serious)	DAEP Hearing

TEXTBOOKS

Student textbooks are the property of the State of Texas. Textbooks must be covered at all times. 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 textbook for classroom use only may be issued until resolved.

- Textbook Check-Outs: Textbooks are available to all students for their current course enrollment. LORMS will NOT issue hard back textbooks to students. Any parent desiring their student to be issued these textbooks (ELA and History) may contact the APs office at 336-2494.
- Digital Textbooks: Some textbooks are available via on-line access. Access codes for these books will be provided by teachers of the corresponding course.
- 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 after this date.
- Textbook Refunds at campus: Students may receive a refund of lost textbook at their campus up to the 2nd Thursday in June.
- Textbook Refunds at Property Management: Students may receive a refund of lost textbook at Property Management up to the 3rd Thursday in July. Textbook refunds after this date will not be processed.

TESTING

State of Texas Assessments of Academic Readiness (STAAR) are administered to all 6th, 7th, and 8th graders during the spring semester. Please see the 2018-2019 KISD Calendar for STAAR testing dates.

During testing sessions, students are expected to sit and work quietly until all students in the class have completed the test. Students who disrupt the testing environment will be subject to disciplinary action through the Assistant Principals' office. Parents may be called in certain circumstances to pick up disruptive students.

TUTORING

After school sessions are offered to reinforce concepts taught in class. Any student who has a grade average below 70% is REQUIRED to attend tutoring.

Tutorial Schedule: 3:35 p.m. – 4:30 p.m.

Monday – Science and Electives*

Wednesday – History and Electives*

Tuesday – Language Arts/Reading

Thursday – Math

*Electives teachers will select one of the two days. They will notify your student.

Live Oak Ridge offers additional assistance with course work through the Home Work Center, the center operates Monday through Thursday from 4pm to 6pm.

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.

USE OF THE SCHOOL TELEPHONE BY STUDENTS

Students are discouraged from utilizing the office phone unless it is an emergency. Students will not be called from the classroom to receive telephone calls. AFTER 1st period, students will not be allowed to call home for IDs or any other forgotten items. Students will be allowed to use the office(s) phone after dismissal.

VISITORS

All visitors, including parents and guardians, 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, as a visitor, you must wear a visitor's badge. This is done as a protective measure for your child and campus personnel. Parents are welcome to visit the classroom with principal's approval; however, keep in mind that uninterrupted instruction is vital to student learning. Lastly, visitors are not allowed to visit with students or staff in the cafeteria during the lunch periods, and the recording of staff and students is strictly prohibited.

VOLUNTEERS

Volunteerism is one of the greatest gifts that parents and community members can give to support students and our schools. We are excited because the spirit of volunteerism is exhibited by our students as well. Parents, students, community members and our military heroes have given thousands of hours of volunteer service. We encourage you to continue this wonderful effort. You make a difference in our community daily and truly exemplify the 2015 national volunteer theme of...Volunteers a work of heart. For your service of over 87,000 hours contributed by 15,700 plus volunteers, we are eternally grateful and appreciative. If you were not involved as a volunteer during the 2017-2018 SY and are interested in volunteering your time, expertise, or talent during the 2018-2019 school year, contact your campus volunteer coordinator, parent liaison, child's teacher, or the District Parent, Family & Community Engagement Specialist at (254)336-0211/0208. Thank you for all that you have done and all that you will do. Let's make 2019-2020 an even greater year!

ZEROES AREN'T PERMITTED (ZAP)

In an effort to help students achieve, students who have two or more zeroes in any class will be required to attend ZAP on Fridays from 3:35-4:30 p.m. to complete missing assignments.

STATEMENT OF NONDISCRIMINATION

The Killeen Independent School District does not discriminate on the basis of race, color, creed, national origin, religion, age, gender, or disabilities in the benefits, programs, activities, or services offered by the district.

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
Angela Tekel
200 North W.S. Young Drive
Killeen, Texas 76541
(254)336-2780

Should you have any concerns about Section 504 Student Rights, contact:

Content Development
Christina Walker
902 North 10th Street
Killeen, Texas 76541
(254)336-0207

Should you have any concerns about Title II Rights, contact:

Coordinator State & Federal Funds
Christianne Shinn
902 Rev R A Abercombie Dr
Killeen, TX 76543
(254)336-0224

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 20202-8520

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 are 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:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- 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 20202-8520

ANNUAL NOTIFICATION FOR ASBESTOS

Memo To: Parents, Staff, Contractual Workers

From: Paul W. Duerre, CIE

KISD Environmental Specialist

Reason: AHERA Notification

As required by the Environmental Protection Agency regulation 40 CFR Part 763.93 and the Texas Asbestos Health Protection Rules (TAHPR) §295.31- §295.73, hereby notifies staff, contractual workers, and parents, guardians, managing conservators of students that Killeen ISD 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 a 3-year

re-inspection of the asbestos-containing material within a particular 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 Construction Services) @ (254)336-0079.

LIST OF KISD CAMPUSES

Elementary Schools:

1. Alice Douse 700 Rebecca Lynn Drive, Killeen 76542 – 336-7480
2. Bellaire 108 West Jasper, Killeen 76542 – 336-1410
3. Brookhaven 3221 Hilliard Avenue, Killeen 76543 – 336-1440
4. Cedar Valley 4801 Chantz Drive, Killeen 76542 – 336-1480
5. Clarke 51612 Comanche Avenue, Fort Hood 76544 – 336-1510
6. Clear Creek 4800 Washington Boulevard, Fort Hood 76544 – 336-1550
7. Clifton Park 2200 Trimmier Road, Killeen 76541 – 336-1580
8. Dr. Joseph A. Fowler 4910 Katy Creek, Killeen 76549 – 336-1760
9. Harker Heights 726 South Ann Boulevard, Harker Heights 76548 – 336-2050
10. Hay Branch 6101 Westcliff Road, Killeen 76543 – 336-2080
11. Haynes 3309 West Canadian River Loop, Killeen 76549 – 336-6750
12. Iduma 4400 Foster Lane, Killeen 76549 – 336-2590
13. Ira Cross, Jr. 1910 Herndon Drive, Killeen 76543 – 336-2550
14. Maude Moore Wood 6410 Morgonite Lane, Killeen 76542 – 336-1650
15. Maxdale 2600 Westwood Drive, Killeen 76542 – 336-2460
16. Metroplex BHC 2201 S. Clear Creek Rd, Killeen 76549 – 336-0372
17. Meadows 423 27th Street, Fort Hood 76544 – 336-1870
18. Montague Village 84001 Clement Drive, Ft. Hood 76544 – 336-2230
19. Mountain View 500 Mountain Lion Road, Harker Heights 76548 – 336-1900
20. Nolanville 901 Old Nolanville Road, Nolanville 76559 – 336-2180
21. Oveta Culp Hobby 53210 Lost Moccasin, Fort Hood 76544 – 336-6500
22. Peebles 1800 North WS Young Drive, Killeen 76543 – 336-2120
23. Pershing Park 1500 West Central Texas Expressway, Killeen 76549 – 336-1790
24. Reeces Creek 400 West Stan Schlueter Loop, Killeen 76542 – 336-2150
25. Richard E. Cavazos 1200 North 10th, Nolanville 76559 – 336-7000
26. Saegert 5600 Schorn Drive, Killeen 76542 – 336-6660
27. Skipcha 515 Prospector Trail, Harker Heights 76548 – 336-6690
28. Sugar Loaf 1517 Barbara Lane, Killeen 76549 – 336-1940
29. Timber Ridge 5402 White Rock Drive, Killeen 76542 – 336-6630
30. Trimmier 4400 Success Drive, Killeen 76542 – 336-2270
31. Venable Village 60160 Venable Road, Fort Hood 76544 – 336-1980
32. West Ward 709 West Dean Avenue, Killeen 76541 – 336-1830
33. Willow Springs 2501 West Stan Schlueter Loop, Killeen 76549 – 336-2020

Middle Schools:

1. Audie Murphy 53393 Sun Dance Drive, Fort Hood 76544 – 336-6530
2. Charles Patterson 8383 West Trimmier Road, Killeen 76542 – 336-7100
3. Eastern Hills 300 Indian Trail, Harker Heights 76548 – 336-1100
4. Gateway Middle 1307 Gowen Street, Killeen 76543 – 336-1690
5. Liberty Hill 4500 Kit Carson Trail, Killeen 76542 – 336-1370
6. Live Oak Ridge 2600 Robinett Road, Killeen 76549 – 336-24
7. Manor 1700 South WS Young Drive, Killeen 76543 – 336-1310
8. Metroplex BHC 2201 S. Clear Creek Rd, Killeen 76549 – 336-0372
9. Nolan 505 East Jasper Road, Killeen 76541 – 336-1150
10. Palo Alto 2301 West Elms Drive, Killeen 76549 – 336-1200
11. Rancier 3301 Hilliard Avenue, Killeen 76543 – 336-1250
12. Roy J Smith 6000 Bushy Creek Drive, Killeen 76549 – 336-1050
13. Stem Academy 6000 Bushy Creek Drive, Killeen 76549 – 336-7836
14. Union Grove 101 East Iowa Drive, Harker Heights 76548 – 336-6580

High Schools:

1. KISD Career Center 1320 Stagecoach Road, Killeen 76542 – 336-3800
2. Ellison 909 Elms Road, Killeen 76542 – 336-0600
3. Harker Heights 1001 FM 2410, Harker Heights 76548 – 336-0800
4. Gateway High 4100 Zephyr Road, Killeen 76543 – 336-1700
5. Killeen 500 North 38th Street, Killeen 76543 – 336-7208
6. Metroplex BHC 2201 S. Clear Creek Rd, Killeen 76549 – 336-0372
7. Pathways Academic Campus 1322 Stagecoach Road, Killeen 76542 – 336-7250
8. Shoemaker 3302 South Clear Creek Road, Killeen 76549 – 336-0900
9. Early College High (9th & 10th Grade Campus) 51000 Tank Destroyer Blvd., Fort Hood 76544 – 336-0260
10. Early College High (11th Grade Campus) 6200 W Central Texas Expressway, Killeen 76549 – 336-0260
11. Specialty Campus 4800 E. Rancier Ave, Killeen 76543 – 618-4268

Live Oak Ridge Middle School 2019-2020

I have received and read the contents of the 2019-20 handbook for LORMS.

- Notification of Rights under FERPA for Elementary and Secondary Schools
- Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)
- LORMS STUDENT HANDBOOK (on the LORMS website)
- Notificación de los derechos bajo FERPA par a las escuelas primarias e intermedias
- Notificación de los derechos bajo la Enmienda de Protección de los Derechos del Alumno (PPRA, por sus siglas en ingles)
- MANUAL DE ALUMNOS LORMS (en la página web LORMS)

Student Name

Print Signature

Parent/Guardian Signature

Date

Students are required to return to the school the 2019-2020 KISD Student Code of Conduct Acknowledgement Card and this signature page.

The 2019-2020 KISD Student Code of Conduct is available via the internet. It may be found at the KISD web site (killeenisd.org). From the web site click on Parents and Students; Student Handbook and Code of Conduct. You may also choose a more direct route by typing into the address box: <https://www.killeenisd.org/WebData/DocumentViewer/studentcoc-english.pdf> and then click on Student Handbook and Code of Conduct.

If you do not have Internet access, or if you wish to have a hard copy of the Student Code of Conduct OR the LORMS Student Handbook, you may request one directly from your student’s campus.

PLEASE RETURN this page.