



# KHS Campus Policies and Procedures

---

*This document does not include all policies written in the [Humble ISD Parent/Student Handbook](#). It is intended to serve as a guide to campus processes and procedures. These policies and procedures may be altered at any time by the administrative team to better meet the needs of the campus and its students.*

## Table of Contents

- Attendance
- Cheating / Academic Dishonesty
- Check In / Check Out Procedures
- Dress Code
- Drop Offs and Deliveries for Students
- Drop Off and Pick Up of Students
- Electronic Devices / Phones
- Final Exams / Exam Exemptions
- Grading
- Checking Grades
- ID Badges
- Level Changes
- Mustang Hour
- Parking
- Pass / Fail
- Tardies
- Verification of Enrollment (VOE) / Transcripts

## ATTENDANCE

*Please review the district Parent/Student Handbook for a complete overview of Compulsory Attendance and Attendance for Credit Policies.*

### A. Attendance Notes

1. When a student is absent from school, he/she – upon arrival or return to school – must provide documentation of the reason for his/her absence to the attendance office. **The student has 48 hours (2 days) after his/her return to school to provide an absence excuse.** After 2 days, the absence will remain unexcused.
2. Excuse notes may be submitted: via the Online Absence Excuse Form, via email *from the parent/guardian email address that is on file in school*, via parent phone call to the attendance office at 281-641-6919, or in writing.
3. Five days of absences per semester may be excused by parent notifications. Beyond that, medical or other official documentation may be required in order for an absence to be excused.

### B. College Days

1. Students are allowed up to 2 college days during their junior year and 2 college days during their senior year.
2. For all college days, written documentation from the college, on campus letterhead and including the student's name and date they visited, is required for the absence to be excused. College days do not count as an absence for perfect attendance or exemption purposes.

- ### C. Doctor's Visit:
- If a student is present any part of the school day in which a doctor's visit occurred, the student will not be marked absent if the medical documentation is submitted to the attendance office upon the student's return. Always turn in all doctor, court, and college notes promptly, as this does affect the coding of the absence.

## CHEATING / ACADEMIC DISHONESTY

Cheating on an assignment or test will result in a zero being recorded for that assignment or test. Academic dishonesty is considered a Code of Conduct violation and may result in additional disciplinary measures or consequences.

## CHECK IN / CHECK OUT

*KHS is a closed campus.* Students are not allowed to leave campus for any reason during the school day without written permission from a parent or guardian. Anytime a student leaves campus, he/she must check out through the attendance office. Anytime a student returns to campus during the school day, he/she must check in through the attendance office. Telephone check-outs are to be used only for emergency situations. Parents are strongly encouraged to arrange for student checkout in advance.

### A. Procedure to leave campus during the day

1. Students who need to leave campus during the day should bring a note from their parent/guardian to their House Office before school begins to obtain a check out pass.

2. Parent phone calls or emails requesting a check out pass should be directed to the student's House Office **prior to 9:30 am**. The House Assistant will provide the student with a check out pass.
  3. The student must submit the check out pass to the teacher whose class the student is leaving. The student must then **report to the ATTENDANCE OFFICE to sign out**.
  4. If there is an emergency and a request for a check out pass must be made **after 9:30 am**, the parent/guardian must contact the Attendance Office directly. *Please be aware that attendance office staff may not be immediately available to fulfill these requests.* Whenever possible, students should make every effort to obtain necessary check out passes before the school day begins.
  5. Students may check out of school early after 2:15 pm, unless it is arranged with a parent note before school. Last minute in-person or telephone check-outs cannot be accommodated after 2:15 pm.
- B. Check In Procedures
1. Students must check in through the Attendance Office upon their return to school from being off campus, or if they arrive more than 15 minutes late to their first scheduled class of the day.
  2. Students who are more than 15 minutes late to class will be considered absent and must provide documentation from a parent/guardian or doctor in order for the absence to be excused.
  3. Checking in without proper documentation and/or checking in late after One Lunch without a doctor's note may result in a disciplinary consequence.

### **DRESS CODE**

*KHS will follow and enforce the district's dress code as outlined in the Parent/Student Handbook. Parents and students should refer to the handbook for a full list of dress/grooming expectations.*

If an administrator determines that a student's grooming or clothing violates the school's dress code, the student will be given the opportunity to correct the problem at school, either by changing into provided clothes or calling home to request a change of clothes. Students who are not in dress code will receive an infraction, which may result in a disciplinary consequence.

### **DROP OFFS AND DELIVERIES FOR STUDENTS**

1. **No drop-offs or deliveries allowed.** Parents should communicate directly with students to make arrangements if academic or personal items are left at home.
2. Deliveries from outside vendors (such as DoorDash, Grubhub, etc) are also prohibited and will be turned away. Students may not order nor accept orders of food or other items from outside vendors.

### **DROP OFF AND PICK UP OF STUDENTS**

The back parking lot off of Valley Manor is reserved for **bus drop-off/pick-up only** in both the morning and afternoon. Parents are able to drop off students in the front circle drive or Sports Commons entrance in the morning. In the afternoon, the circle drive (front office entrance) is available for student pick-up, as well as the student parking lot and Sports Common/gym entrance. Since this area is also used for our special services buses, the right lane is for drop off and pick up only, and the left lane is used for through traffic. Please do not block traffic in the left hand lane.

### **ELECTRONIC DEVICES / PHONES**

Students may bring personal electronic devices for academic use.

Teachers set and communicate specific expectations regarding the use of phones and electronic devices in their classrooms. Students are expected to follow each teacher's requirements for the use of these devices during class time and may receive consequences for failure to adhere to classroom expectations. Devices should never be out or used during classroom assessments/exams unless specific permission is given by the classroom teacher.

### **FINAL EXAMS / EXAM EXEMPTIONS**

In high school, final exams will count for 20% of the semester average in all courses except 2nd semester of End-of-Course (EOC) assessed courses. The final exam schedule will be released each semester; exams will not be given early.

Students must submit a completed exemption form in order to exempt. Exemption forms will be available during final exam weeks before school, during lunch, and after school only. Students must pick up an exemption form from their House Office, obtain required signatures, and return their form to the House Office prior to the scheduled time for his/her first exempted exam.

Students who meet exemption criteria may exempt up to 2 final exams each semester. Second semester graduating seniors may exempt all exams, as long as all other criteria are met.

1. A student must have a grade average of 80 or above in the course for which he/she is seeking an exam exemption.
2. A student is not eligible for exemptions if he/she has been assigned more than one Extended D-Hall (Thursday/Saturday class), In-School Suspension, or Out-of-School Suspension during the semester, or if he/she has been assigned to DAEP.
3. Students who registers after the 5<sup>th</sup> day of the semester are not eligible for exemptions.
4. Students may not exempt the exam in the same course for both semesters.

There is no spring semester final for courses with an End-of-Course exam.

Students enrolled in AP courses who take the AP exam and meet all other exemption requirements may be exempt for the final exam in that AP course in addition to standard exemptions.

## GRADING

*Complete district grading guidelines are outlined in the Parent/Student Handbook. Each teacher will provide specific grading guidelines for his/her course through the course outline/syllabus.*

### A. **Category Weights** (for core and academic courses)

- For On Level/Academic Courses: 60% Summative, 40% Formative
- For Pre-AP/AP/Advanced Courses: 70% Summative, 30% Formative

In all classes, no test or assignment may count for more than 25% of the 9-week average.

### B. **Late Work**

1. Assignments and tests must be completed and turned in on the assigned date in order to receive full credit unless the student has been absent.
2. Grades for late assignments will be recorded as follows:
  - 1 day late = minus 20 points
  - 2 days late = minus 40 points
  - 3 days late = minus 60 points
  - 4 days late = minus 80 points
  - 5 or more days late = no credit

### C. **Reassessment**

Students in On Level/Academic courses and Pre-AP courses will be allowed to reassess ONE summative assignment per 9-week grading period, per subject, in which they have earned less than a 70% on the assignment.

1. The student must *schedule* the reassessment within one calendar week from the date on which the original graded assessment is returned. It is up to the teacher and student to determine the best manner and most appropriate time to reassess.
2. The maximum reassessment score that a student may earn is a 70%, and the student will receive the higher of the 2 grades earned.
3. This reassessment policy does not apply to Advanced Placement or Dual Credit courses.

### D. **Make Up Work**

Students are expected to make up work missed while they were absent in a timely manner and within the guidelines set forth in the Parent/Student Handbook. If students are aware of an absence ahead of time, they are encouraged to speak with teachers before the absence to make arrangements.

1. Immediately upon returning to school, the student must communicate with his/her teachers to make arrangements for make-up work. If a student is absent for 3 or more days, the parent/guardian may request make-up work through the student's House Office while the student is out.
2. The following is a timeline for the completion of make-up work.
  - 1 day absence – work is due the day following student's return to school
  - 2 day absence – due 2 days after return to school
  - 3 day absence – due 3 days after return to school

Students absent more than 5 days must make arrangements with teachers for making up the work missed within one week (5 school days) after their return to school.

3. If students are absent on a predetermined due date, the assignment is due on the day he/she returns to school.
4. Late work guidelines apply to make-up work.

## **CHECKING GRADES**

Students and parents are encouraged to check grades and review student progress frequently through Home Access Center (HAC). Parents may set up HAC Alerts to assist in monitoring their student's performance. Instructions for managing HAC Alerts can be found [here](#).

## **ID BADGES**

Students will be issued a school identification badge and lanyard at the beginning of each school year. A current ID must be worn on a lanyard around the neck at all times and may not be drawn on, decorated, or defaced in any way. Failure to wear an ID badge will result in an infraction.

1<sup>st</sup> incident: Warning

Incidents 2-4: Detention

Incidents 5-7: Extended Detention (Thursday/Saturday Class)

Repeated failure/refusal to wear an ID badge may result in additional consequences, such as placement in ISS.

Students without a badge should request a temporary badge from their House Office *prior to the start of the school day*. Students will be charged \$1.00 for each temporary ID. Replacement ID badges may be requested through the student's House Office; replacement IDs cost \$5.00, and replacement lanyards cost \$1.00.

## **LEVEL CHANGES**

Students enrolled in a PreAP, AP, or Dual Credit course may request to 'drop' to an equivalent on-level course ONLY at 3 designated times during the year: after the 3<sup>rd</sup> week of school, after the 6<sup>th</sup> week of school, and at the end of the first semester. Any student who wishes to change to a level class at one of these designated times must complete an online drop form. Once the form is completed, the teacher of the course the student is requesting to drop will contact the parent for verification. After the teacher has spoken with the parent and the parent agrees to the request, the counselor will make the schedule change. Deadlines will be communicated by teachers, via weekly KHS Connect emails, and posted on the KHS website and will be strictly followed.

## **MUSTANG HOUR**

Mustang Hour is one hour during the school day aimed at providing opportunities for intervention, enrichment, and involvement in the campus community. Students are expected to take personal responsibility for managing their time during Mustang Hour. All Code of Conduct and campus rules are in place during Mustang Hour. Students must remain in designated areas during Mustang Hour. They are not allowed to leave campus for lunch, and drop offs/deliveries are not permitted. Mustang Hour information and daily tutorial/activity schedules can be found on the [KHS website](#).

## **PARKING**

Only juniors and seniors are eligible to park on campus. Spaces are limited and are assigned through a random lottery following the parking application process. Parking on campus is a privilege. Parking privileges may be revoked for violations of the Student Code of Conduct or for failure to follow campus parking guidelines. Refer to the parking page on the campus website for a complete list of parking regulations.

## **PASS/FAIL**

A student may take a total of 8 semesters for pass/fail; any course taken Pass/Fail will not be included in a student's grade point average. This option is available for any course above and beyond graduation requirements. Students choosing this option for a course must submit a Pass/Fail form to his/her counselor by the designated deadline each semester. Deadlines will be communicated via the Mustang Counselors News newsletter, via weekly KHS Connect emails, and posted on the KHS website and will be strictly followed.

## **TARDIES**

Students are expected to be in class before the bell rings. Students who arrive to their classroom after the bell rings to begin class will be asked to report to the nearest House Office for a tardy. Students who are more than 15 minutes late to a class will be marked absent.

Tardies may result in disciplinary consequences. Tardy counts are cumulative, per semester.

Incidents 1-3:               Warning, no consequence assigned

Incidents 4-6:             Detention

Incidents 7-9:            Extended Detention (Thursday/Saturday Class)

Excessive tardies (10+ per semester) may result in ISS placement.

## **VERIFICATION OF ENROLLMENT (VOE)/TRANSCRIPTS**

Students may request Verification of Enrollment (VOE) or transcripts online through the [KHS Registrar's Office](#). Please allow 2 business days for processing.