



# SECHS 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.*

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### ***AFFECTION (Demonstration of)***

Inappropriate demonstration of affection while on the school campus or at a school-sponsored event may result in parent contact and/or school consequences.

### ***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 eschool*, via parent phone call to the attendance office at 281-641-7301, 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 or the Sconzo College Visitation Form (available on-line or in the front office). College days do not count as an absence for perfect attendance or exemption purposes.

- C. Doctor's Visit: If a student is present at 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 (documentation required within 48 hours after students return to campus).

D. Humble ISD does not sanction or promote "Senior Skip Day". Students' absences for senior skip-day will be recorded as an unexcused absence.

E. Early Release

**ANY STUDENT WHO ARRIVES LATE OR LEAVES EARLY DURING THE SCHOOL DAY MUST SIGN IN/OUT AT THE RECEPTION DESK. ALL CHECK OUT PASSES MUST BE PRE-ARRANGED BEFORE 3:30pm. Walk-in check outs cannot be processed in the last 30 minutes of the school day.**

### **Procedures to leave campus during the school day**

1. If a student knows in advance of the need to leave campus during the school day, the parent/guardian should email Ms. Parker at kim.parker@humbleisd.net and include the following information:

- Date
- Student Name
- Student ID#
- Time for the student to be released
- Reason for checking out
- Phone Number where the parent can be reached to verify the note.
- Copy of parent driver's license or another type of photo I.D.

The student should report to the reception desk before school. Upon receipt of the email requesting checkout, the receptionist will call the parent to confirm. Once confirmed, a check-out pass will be issued. When it is time to leave, student should present the **check-out pass** to the teacher and then proceed to the reception desk to sign out.

2. The student must show a **check-out pass** to the facilitator whose class they are leaving. **A STUDENT WILL NOT BE ALLOWED TO LEAVE ANY CLASSROOM WITHOUT THIS CHECK-OUT PASS.**

3. If a student is ill, they should go to the CLINIC with a Clinic Pass from their teacher. **Students should not contact parents via cell phone to check out for an illness. Students must go through the Clinic. If it is determined the student needs to go home, the nurse will then call the parent to arrange for pick up.** Parents must sign out the student at the reception desk.

4. Regardless of which method a student obtains a check out pass, **they must report to the RECEPTION DESK and sign out before leaving campus.**

5. Students must have a **check-out pass ISSUED FROM THE RECEPTION DESK** in order to be in the parking lot when leaving campus.

6. Please come to the Reception Desk with your note (parent, doctor, college, court, etc.) when returning to school, whether it is the same day or the following day.

Reminder: Notes are to be turned in within 2 days of returning to school.

7. These same procedures must be followed even if the student is 18 years of age or older.

### **Procedures to leave campus for Early Release or to attend Lonestar College classes**

1. Students who need to leave campus due to early release or to attend Lonestar College classes must sign out at the RECEPTION DESK before leaving campus.

2. Students who return to campus after attending Lonestar College classes must sign in at the RECEPTION DESK.

Early release forms are submitted to the counselor's office prior to the start of school and approved after a review of transcript, attendance and discipline.

### **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**

*SECHS 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.

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 the Attendance 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 Attendance Office **prior to 9:30 am**. The Attendance Office 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 not check out of school early after 3:05 pm, unless it is arranged with a parent note before school. Last minute in-person or telephone check-outs cannot be accommodated after 4:00 pm.

Check In Procedures

1. Students must check in through the Attendance Office upon their return to school from being off campus.
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 without a doctor's note may result in a disciplinary consequence.

### **DRESS CODE**

SECHS 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.

- The district's dress code is established to teach grooming and hygiene, prevent disruption, minimize safety hazards, and maintain a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following during instructional time:
  - District-issued student identification badges shall be worn by all middle and high school students.
  - Any form of dress or grooming that attracts undue attention, disrupts school, is considered gang related, or detracts from the learning process is unacceptable.
  - No sleepwear is to be worn at school.
  - Dresses, skirts, fashion slits, and holes higher than mid-thigh are not permitted.

- Spaghetti straps, tube tops, leotards and halter-tops are not to be worn as outer garments. O
- Excessively loose or tight garments are not acceptable; all clothing should be appropriately fit.
- Shirts must be worn so as not to expose the bare chest. Male students may not wear shirts without sleeves, and tank tops or undershirts are not to be worn as outer garments. The midriff must not be exposed when a student goes through the normal activities of a school day (bending, stretching, reaching, etc.)
- Garments with inappropriate decorations or advertisements are not acceptable. The American flag is not to be worn as an article of clothing. A depiction of the American flag on clothing, in a respectful manner, is acceptable.
- Appropriate foundation garments must be worn at all times
- Shoes are to be worn. Steel-toes shoes, house slippers, cleats and roller/wheeled shoes are not permitted. Additionally, at elementary level campuses, heels over ½ inch and flip flops are not permitted.
- Piercings:
  - Students may wear earrings.
  - No other piercings are allowed.

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**

Except in emergencies, delivery of messages or packages to students will not be allowed during instruction time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch. **Campuses will not accept food deliveries for students from third-party vendors.**

**No drop-offs or deliveries allowed.** Parents should communicate directly with students to make arrangements if academic or personal items are left at home.

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 Will Clayton Pkwy East entrance (Entrance near Rustic Timbers) is the entrance for **drop-off/pick-up only** in both the morning and afternoon. In order to ensure a safe drop-off/pick up, please do not enter the SECHS parking lot using any other entrances. In the afternoon, please do not park in the West (Parking lot in front of the tennis courts) parking lot.

## **DROPPING COURSES**

Students enrolled in advanced courses will not be allowed to drop the course. A student may request to drop a Dual Credit course during the drop dates determined by Lone Star College each semester. The drop packet must be picked up from Mrs. Burke’s office during the “course drop window.” This is only a request, drops are not guaranteed. If a course drop is approved after meeting with the counselor, students will not be allowed to attend FLEX during the Learning Labs. Deadlines will be communicated by Mrs. Burke, via Sconzo Connect emails and Schoology,

## **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**

### Final Exams

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. Students in middle school taking high school credit courses that are not EOC-assessed courses will have their finals count as 20% of the semester grade. In courses where no final exams are required or where the student has the opportunity to exempt the final exam, the grades for the nine-week grading periods will be averaged equally. The actual score on the comprehensive final will be recorded to help determine the semester average.

Final exams will not be given early.

### Exemption Plan for Final Exams – High School

- A student must have a grade average of 80 or above in the course for which he/she is seeking a final exam exemption.
- An exemption from a final exam is not granted if during the semester the student is sent to Saturday class more than once, serves any time at the alternative school, or receives any suspension or expulsion.
- Any student meeting these criteria may earn exemptions from no more than two final exams in a semester. Students may not be exempt from a final in the same course for consecutive semesters in the same school year.
- Students who register after the fifth day of a semester are not eligible for final exam exemptions. Transfer students have the responsibility to provide attendance and disciplinary information from the previous school to be considered for exemptions.
- Second semester graduating seniors are eligible for exemption from all final exams if all eligibility criteria are satisfied.
- Any student who qualifies for an exemption has the option to take the final exam. The grade received on the exam, however, will be computed in the final semester average. The final exam is weighted at 20% of the semester grade. The numerical average for the 2 nine-week periods will be the semester grade if the student is exempt and does not take a final.
- A student enrolled in dual-credit courses with Lone Star College may not exempt those classes based on the above-mentioned guidelines.
- Note exception to EOC-assessed courses.

For courses with an End of Course exam, students will take the semester exam for semester A, but will not take a semester exam for semester B. The five courses with End of Course Exams are Algebra I, English I, English 2, Biology, and US History.

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. Dual credit courses do not qualify for exemption.

Students must submit a completed exemption form in order to be exempt. Exemption forms will be available during final exam weeks with your family facilitator during family time onl. Students must pick up an exemption form from their Family Facilitator, obtain required signatures, and return their form to their family facilitator 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 register 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.
5. There is no spring semester final for courses with an End-of-Course exam.

## **FLEX**

Flex Time is 30 minutes during the school day aimed at providing opportunities for intervention, enrichment and involvement in the campus community. Students are expected to take personal responsibility from managing their time during Flex Time. All Code of Conduct and campus rules are in place during Flex Time. Students must remain in designated areas during Flex Hour. They are not allowed to leave campus during this time, and drop offs/deliveries are not permitted.

## **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.

- Dual Credit & PreAP courses will be calculated using the 70/30 method, where summatives count

as 70% of the average and formative grades are 30%. Level courses will use a 60/40 calculation, with summative grades making up 60% of the average and formative assignments are 40%.

**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 10 points
  - 2 days late = minus 20 points
  - 3 days late = minus 30 points
  - 4 days late = minus 40 points
  - 5 or more days late = no credit

Students in On Level/Academic courses and Advanced 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 summative.

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 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.
4. For Dual Credit courses, the numerical semester grades for SECHS and LSC\* will be the same, even if the letter grades differ. See the chart below for details.

Lone Star Grade Scale	Humble ISD Grade Scale
A= 90-100	A= 90-100
B= 80-89	B= 80-89
C= 70-79	C= 70-79
D= 60-69	F= 0-69
F= 0-59	

**\*LSC grades -Per professor’s syllabi points/letter grades may be used.**

**For Transcription Purposes Only**

For semester grades earned with Lone Star personnel (who are not Humble ISD employees), the following grades will be transcribed:

Lone Star Grade	Humble ISD Grade
A	95
B	85
C	77
D	73

### C. Make Up Work

Students are expected to make up for 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. Students should expect to do more paperwork than those who were in attendance because it is necessary to make up for classroom experiences missed. The following is offered as a timeline for make-up work.
  - 1 day absence - class period following return to school
  - 2 day absence - 2 days after return to school
  - 3 day absence - 3 days after return to school
  - 4 day absence - 4 days after return to school
  - 5 day absence - 5 days after return to school

Students absent more than five (5) days must make arrangements with their teachers for making up the work missed within 5 school days after their return to school. Late work guidelines also apply to make-up work.

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](#).

#### HAC-Gradebook Coding

- Z- Code will be used for any assignment that is not submitted.
- X- Code will be used for an assignment that the student is exempt from.

### 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 disciplinary action. Students without a badge will not be allowed to enter class and will be issued a one day temporary badge to be worn on the chest. Students will be issued four temporary badges for free: They will be charged 5.00 for a replacement badge for every fifth temporary.

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

Incidents 2-4: Detention

Incidents 5-7: Extended Detention Friday (Parent Pick Up)

Repeated failure/refusal to wear an ID badge may result in additional consequences.



Students without a badge should request a temporary badge in the commons area *prior to the start of the school day*. Students will be charged \$1.00 for each temporary ID. Replacement ID badges may be requested in the front office. Student replacement IDs cost \$5.00, and replacement lanyards cost \$1.00.

## **LEARNING LABS**

The purpose of learning labs is to provide students with a period of time each week to work productively on high school and dual credit courses and/or enrich their academic progress towards personal and educational goals.

- The first 45 minutes of every learning lab is a silent, academic work time for high school and/or college course work, test prep, or mastery enrichment
- The second 45 minutes of the learning lab can be used for collaborative study groups, peer tutoring, teacher-student academic support, etc.
- Student who have A's and B's are allowed to sign out and go to the Flex area
  - Students who are disruptive or out of designated areas will be sent back to learning lab and lose the privilege of signing out
- Students must remain in their assigned learning lab unless given a pass from a receiving teacher or facilitator for academic support purposes

## **LONE STAR SHUTTLE**

Lone star shuttles are provided on average twice daily to Lone Star Kingwood College Campus. Bus shuttles are added and eliminated based on student usage. Only students with class scheduled for LSC classes may use the shuttle. District school buses leave promptly to assure that students arrive at LSC campus on time for classes. Students must sign out in the SECHS front office prior to boarding the shuttle and leaving campus. Upon arrival at the Lone Star Kingwood College Campus, students must sign in with the SECHS adult campus representative housed on LSC Campus. The late shuttle leaving LSC around at 4:30 pm will transport students to their PM bus stop location.

## **NURSE**

Students need a nurse's pass from a teacher to go to the nurse's office when leaving class. **Students must always sign in and out at the nurse's office. Please see the Humble ISD Parent/Student Handbook for further information on Student Illness, Clinic Services and Immunizations.**

## **PARKING**

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. 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**

Courses taken as pass/fail will not count toward graduation requirements, including endorsements. Students may earn up to four credits (eight semesters) as pass/fail. These pass/fail courses will be excluded from the computation of grade point averages and class rank.

Pass/fail applications must be submitted each semester.

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 Sconzo Counselors, via Sconzo Connect emails, and posted on

the Sconzo website and will be strictly followed.

Students who select this option for Fall 2022

- must submit the application with all appropriate signatures and turn into the Grade Level Counselor
- must complete the application for EACH course requesting to take for pass/fail
- may not request a change back to a traditional numerical grade on the transcript once the pass/fail option is approved
- will receive numerical grades on progress reports and report cards for eligibility purposes
- will receive a P (Pass) or F (Fail) for the semester grade associated with that course(s) on the transcript
- may NOT pass/fail a course needed for graduation or a dual credit course

**SERVICE:** service learning and lunch sites are an extension of SECHS. It is an expectation that all campus policies and procedures are followed.

### **TARDIES**

Students are expected to be in class before the bell rings. Students who arrive at their classroom after the bell rings to begin class will be asked to report to the Campus Secretary in 2112. 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 1-2: Warning, no consequence assigned

Incidents 3-4: Lunch Detention

Incident 5: Friday Detention 1:15 pm to 4:15 pm (Parents are responsible for transportation)

Incidents 6-7: 2 Consecutive Lunch Detentions per incident

Incident 8-9: Saturday Detention 8 am to 12 pm (Parents are responsible for transportation)

Incident 10+: NO SERVICE and Friday DHALL until 4:15 (Parent Pick Up)

### **TRESPASSING**

Students who are on a campus other than their assigned campus are considered trespassing unless they have checked in with the front office and have permission to be on the campus. A trespassing citation may be issued to students who are caught trespassing.

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

To obtain a VOE, a student or parent should notify Mrs. Parker at the Sconzo ECHS reception desk. A 24-hour notice is required, but this does not mean that we will always be able to provide a VOE in 24 hours. The following criteria must be met by the student:

1. Currently enrolled.
2. Awarded credit for each class the previous semester.
3. In attendance at least 90 percent of the time each class was offered.