

KILGORE HIGH SCHOOL
MISSION STATEMENT

We believe that universal education, or more precisely, equality of educational opportunity, is a basic tenet of a democracy. The concept appears neither in the constitution nor in its amendments, but is implicit in the promises of America.

This campus is an educational agency of the community established to maintain, strengthen, and improve the way of life of its students. Through the levels in the schools, students have the opportunities to acquire the kind and amount of education that their capacities warrant.

The program of this campus is designed to provide for each of its students, regardless of abilities or environments, the opportunity to develop and achieve success mentally, physically, socially, morally and spiritually.

“KILGORE HIGH SCHOOL ALMA MATER”

Let’s sing a song to Kilgore High. Cherish her name as days go by, the grandest school
from East to West, Here’s to old K. H. S. Kilgore High, oh how we love to sing thee.
Kilgore High, our grateful hearts we bring thee. Here’s to thee our Alma Mater,
Here’s to old K. H. S.

“KILGORE HIGH SCHOOL FIGHT SONG”

Stand and clap your hands for the high school we adore
Shout the bells ring out - we’re going to fight for one more score. Rah-Rah-Rah
Team that’s on the beam we’ll show the world that we’re the best.
Fight! on to victory for K. H. S.
K-K-KIL-L-L-LGO-O-O-ORE. K-I-L-G-O-R-E (repeat song)

SCHOOL COLORS

Red and White

MASCOT

Bulldogs

KILGORE HIGH SCHOOL **STUDENT/PARENT HANDBOOK**

KILGORE I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services. The **superintendent** has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. The **superintendent** has been designated to coordinate compliance with the requirements of Section 504 of the Rehabilitation Act of 1973.

KILGORE I.S.D. does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the **superintendent**.

WELCOME

Welcome to Kilgore High School - home of the BULLDOGS. This handbook is for information and guidance in an effort to make your high school years both rewarding and productive.

Included are policies, both board and administrative, suggestions, advice, and time-honored traditions.

Please keep this booklet in your notebook for ready reference. All students and parents need to sign the statement in the front of this handbook verifying that they have read and understand its provisions, in addition to the provisions in the Kilgore I.S.D.'s Student Code of Conduct.

To all who are coming for the first time, the KHS Student Council would like to take this opportunity to welcome you to KHS. To those returning, we hope to make this year even better than last year. To those of you coming to KHS for the first time, we would like to wish you luck and hope each of you will join us in making this year the most memorable for ever.

The KHS Student Council is for the student, so feel free to offer any suggestions or ask any questions so that we may serve as a better bridge between the students and faculty.

Welcome to KHS and remember that its success depends on each student, as well as the parents and faculty. The PARENT-TEACHER-STUDENT ASSOCIATION (PTSA) would like to encourage all parents, teachers, and students to become active members in this important organization. Join the KHS PTSA and help us make an important impact on today's youth - the generation of tomorrow. **GO DOGS!!**

PREFACE

The student/parent handbook contains both required and useful information for students and parents. Because it cannot be personal, students are addressed as “the student”, “students”, or “children”. Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

ADMISSIONS

A student (or the student’s parent) seeking enrollment in the district for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program, should contact the principal or counselor.

AEC (ALTERNATIVE EDUCATION CENTER)

AEC is Kilgore High School’s in-school suspension center. It is located across Longview Street in AEC/Credit Recovery Building. When a student is assigned to AEC, he/she must wear the proper ID card and work on assignments sent by the teachers or given by the AEC supervisor. Failure to wear the proper ID will result in the day not counting toward fulfilling student’s AEC assignment. **Cell phones are not allowed in AEC.** Students will have the opportunity to turn in their cell phone to the AEC supervisor upon arrival. A student possessing a cell phone after the school day has started in AEC will forfeit that day of attendance plus have another day added. While in AEC, students may order a lunch from the school cafeteria or bring a lunch with them from home. No other food will be allowed in AEC unless it is medically required by a doctor. **After a student has been assigned to AEC five times during the school year, a meeting with the student and their parent/guardian will be required before the student returns to class.**

ANNOUNCEMENTS

At the beginning of the second period each day, the Student Council will make announcements concerning high school activities. Announcements should be submitted typed or written neatly and signed, no later than 8:00 a.m. the day it is to be announced. All announcements are subject to approval by the administration.

ARRIVING AND LEAVING THE SCHOOL

If a student arrives more than 15 minutes late to school, the student must first check in at the office. Once a student arrives on campus, if he/she has to leave school for any reason before normal dismissal time, the student must sign out at the office. Failure to check out will result in disciplinary action. Each student should leave

campus immediately following his/her last class unless he/she is actively participating in a supervised after-school activity.

ASBESTOS

A copy of the district's asbestos plan submitted to the Department of Health is kept in the Central Administration office and the principal's office. It is available for inspection during normal business hours.

ASSEMBLIES

Assemblies may be held during the school year as scheduled by the administration. Attendance to all assemblies is mandatory. Failure to attend an assembly can result in disciplinary action. A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not abide by district rules of conduct in an assembly shall be subject to disciplinary action.

ATTENDANCE

Texas state law requires high school aged students to attend school until the age of 18 unless exempted by law. The attendance law also applies to any district-required tutorial sessions. School employees investigate and report violations of the state compulsory attendance law to the appropriate law enforcement officials.

The law also requires students to be in attendance for 90% of the days in which a class is offered during a semester in order to be eligible to receive credit. **A student who is in attendance for fewer than 90% of the days shall not be given credit unless extenuating circumstances are presented to the school. It is the student's responsibility to arrange make-up time in order to receive credit due to excessive absences.**

If the number of unexcused absences begins to escalate, possible consequences could include a formal warning letter or loss of credit. Furthermore, a parent/guardian and student may also face a court appearance and fine if the student accumulates 10 or more unexcused days or parts of days within a six month period, or 3 or more unexcused days or parts of days within a four-week period.

If a student must be absent, he/she must bring a note of explanation signed by a parent/guardian to the school office **within 2 days after the absence**. According to the Texas Attendance Accounting Handbook, if a student must be away from school due to a health care appointment, he/she will not be counted absent if he/she brings a note from the health care official, signed by the parent/guardian, and the student is in school either before or after the appointment that same day. The note must be given to the school office **within 2 days after the absence**.

Failure to bring a note will result in the student being considered truant.

The Kilgore Independent School District accepts the following as circumstances for the purpose of excusing absences:

1. Personal illness, death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the superintendent, principal, or attendance clerk
2. Days of suspension
3. Participation in court proceedings or child abuse/neglect investigations
4. Late enrollment or early withdrawal for a migrant student
5. Days missed while classified as a runaway
6. Completion of a competency-based program for at-risk students
7. Late enrollment or early withdrawal of a student under the Texas Youth Commission
8. Days missed to care for a student's child or children
9. Participation in a substance abuse rehabilitation program

An attendance committee will hear petitions for credit filed by students who do not make-up the required days for credit. If the attendance committee finds that there are not extenuating circumstances for the absence(s), or if conditions established by the committee for earning credit or regaining credit are not met, the committee will deny credit for the class(es). A student whose petition for credit is denied may appeal the attendance committee's decision to the Board of Trustees.

The district's alternate way for a student to make up excessive absences is to attend Saturday School from 8:00 a.m. to 12:00 p.m. Saturday School will be held on the high school campus.

A student who has been absent for any reason is required to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Failure to make up work within the time allotted by the teacher will result in a grade of zero (0) for the missing assignment(s).

A student who is up to 15 minutes late to class is considered tardy and may be subject to disciplinary action. (For details, see the section entitled **Tardies**)

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

A student who must leave school during the school day must bring a note that morning from his/her parent. The note must be presented to the attendance clerk before 1st period begins or when the student arrives at school, and the student must sign-out with the office before leaving campus. **A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.** A student

may be picked up from school only by a parent/guardian or a person listed on the student's enrollment form.

Bullying

Bullying occurs when a student or a group of students direct written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. The Board has established policies and procedures to prohibit bullying and to respond to reports of bullying FFI(LOCAL).

CHECK POLICY

Kilgore ISD has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. Also, if you have a check returned for non-payment, checks may no longer be an acceptable form of payment.

CLASS RANKING

The District shall name the following honor graduates from each graduating class:

Valedictorian - the top ranked qualified graduate

Salutatorian - the second ranked qualified graduate

Honor Graduates - the third through tenth ranked qualified graduates

To be eligible to be named an honor graduate, a student must have completed the recommended program as well as the courses listed below. A student must attend Kilgore High School the entire last two years of high school to be eligible for valedictorian or salutatorian awards. A student must attend Kilgore High School for his or her entire senior year to be eligible to be named an honor graduate.

A student graduating early will be eligible to be named an honor graduate. The student must make his/her intentions known in writing by the end of his or her sophomore year. Early graduates will be ranked with the class in which they graduate. An early graduate can tie but cannot displace a four-year graduate as an honor graduate.

The categories of courses and number of classes listed below will be used to compute class ranking. Semester grades will be used through the first semester of the senior year. The fourth and fifth six weeks grades will be averaged for the second semester grade of the senior year. All courses will be counted in their entirety.

Class of 2011 and beyond

<u>Subject</u>	<u>Credits</u>	<u>Grades</u>
English	4	8
Math	4	8
Social Studies	4	8
Science	4	8
Foreign Language	2	4
Computer Science	1	2
Health	.5	1
Speech	.5	1
Total	20	40

**Class of 2014 and beyond are not required to take Computer Science. Therefore, Computer Science will not be used to calculate their Class Ranking.

Classes designated as Advanced Placement, Honors, GT, Dual Credit, and/or Pre-Advanced Placement will receive five extra points per semester. These points will be added for computing class ranking only. Students who are taking Advanced Placement courses and fail two 6 weeks in a semester will be removed from that course and placed in a regular course.

Correspondence courses and credit by exam grades will count for ranking purposes, but will be counted as regular, not honors, courses.

Summer school courses will also be counted as regular courses.

Courses taken at middle school for high school credit will count for ranking purposes. Algebra I taken at the middle school will be computed as an honors course. All other courses taken at middle school for high school credit will be computed as regular courses.

In case of a tie for valedictorian or salutatorian, covaldictorians or cosalutatorians will be named. In case of a tie for honor graduate #10, the number of honor graduates will increase to cover all students tied for tenth place. Ties from number 3-9 will be recognized up to a total of ten students, or until all those tied are included.

Final senior class ranking will be computed after the end of the fifth six-week grading period of the senior year.

If a student transfers to Kilgore High School from a school that uses letter grades, the following scale will be used if one is not provided by the previous school:

A+ = 98	A = 95	A- = 92
B+ = 88	B = 85	B- = 82
C+ = 78	C = 75	C- = 72
D+ = 70	D = 70	D- = 70
F = 60		

CLUBS AND ORGANIZATIONS

Many clubs and organizations are available to students at KHS. During the 1st six weeks of the school year, many of these clubs and organizations will conduct membership drives. For more information, the student should see the sponsor of the organization or the counselors' office.

Student clubs and performing groups such as the band, choir, drill team, cheerleaders, and athletic teams may establish rules of conduct - and consequences for misbehavior - that are stricter than those for students in general. If a violation of the rules of an organization is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

COLLEGE DAY POLICY (SENIORS ONLY)

SENIORS MAY HAVE ONE COLLEGE DAY DURING THE SCHOOL YEAR. If there are extenuating circumstances, a student may be considered for a second day upon written request. Students must follow these procedures:

- (1) The student must notify the attendance clerk three days in advance.
- (2) The student should contact the office of admissions at the prospective college in order to make an appointment.
- (3) The student must be passing all classes.
- (4) The student must not have excessive absences for the semester.
- (5) The student must have his/her teachers sign the permission form the day prior to leaving.
- (6) No college days may be taken after May 1st, unless a scholarship is in question and must be approved by the principal.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. For additional information, please contact the school nurse.

CONDUCT

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, regularly and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being properly dressed
4. Showing respect towards others
5. Behaving in a responsible manner
6. Paying required fees and funds, unless they are waived
7. Refraining from violations of the student conduct code
8. Obeying all school rules, including safety rules
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through the appropriate channels
10. Cooperating with staff in investigations of disciplinary cases and volunteering information relating to a serious offense.

For additional information on conduct, see the KISD Student Code of Conduct.

The district has authority and control over a student during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The district's student code of conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary actions and shall be referred, when appropriate, to legal authorities for criminal prosecution for violations of law.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another student
2. Sleeping in class.
3. Throwing objects, outside supervised activities, that can cause bodily injury or damage property
4. Leaving school grounds or school-sponsored events without permission
5. Directing profanity, vulgar language, or obscene gestures toward other students
6. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations
7. Being disrespectful or directing profanity, vulgar language, or obscene gestures towards teachers, or other school employees
8. Playing with matches or fire, or committing arson
9. Committing robbery or theft
10. Damaging or vandalizing property owned by the district, other students, or district employees
11. Disobeying school rules about conduct on school buses

12. Fighting - * See zero tolerance policy
13. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
14. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence
15. Engaging in inappropriate physical or sexual contact disruptive to the school's environment or disturbing to other students or staff members
16. Assaulting a student, teacher, or other individual
17. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug; abusable glue; aerosol paint or other volatile chemical; or an alcoholic beverage.
18. Possessing any weapon prohibited by law or school policy, including a firearm, knife, explosive weapon, switchblade knife, metallic knuckles, ammunition, chemical-dispensing device, zip gun, club, fireworks, razor, chains, or any other object used to threaten or injure
19. Possessing, smoking or using tobacco products
20. Hazing
21. Possessing a prohibited electronic device; any electronic device that is confiscated by school personnel will only be returned to a parent or guardian and administrative fees may be charged at a time designated by the administration
22. Leaving the cafeteria area or tables littered with trash and/or trays
23. Behaving in any way that disrupts the school environment or educational process
24. Engaging in any conduct constituting felony criminal mischief as defined by law
25. Possession of or riding skateboards, roller skates, etc. on campus
26. Using school equipment without proper permission.

CONSEQUENCES:

Violations of the above can result in the following possible consequences as assigned by an Administrator:

1. Conference with administrator
2. Corporal punishment
3. Morning detention
4. Friday detention
5. In-school detention
6. Out of school suspension
7. Saturday School
8. Placement on an alternative campus
9. Expulsion

ZERO TOLERANCE FOR FIGHTING POLICY

IN AN EFFORT TO MAINTAIN STUDENT SAFETY, KILGORE HIGH SCHOOL HAS A ZERO TOLERANCE FOR FIGHTING POLICY. STUDENTS

FIGHTING ON SCHOOL GROUNDS OR AT SCHOOL FUNCTIONS MAY BE CHARGED WITH DISORDERLY CONDUCT, A CLASS “C” MISDEMEANOR. A COMPLAINT WILL BE FILED ON THE STUDENT(S) INVOLVED. THE POLICE WILL BE CONTACTED AND THE STUDENT(S) UNDER 17 MAY BE TRANSPORTED TO THE JUVENILE DETENTION CENTER. STUDENTS 17 AND OVER MAY BE TRANSPORTED TO THE POLICE STATION. PARENTS WILL BE NOTIFIED BY SCHOOL OFFICIALS OR LAW ENFORCEMENT OFFICIALS EXPLAINING WHERE THEY MAY PICK UP THEIR STUDENT(S). A CLASS “C” MISDEMEANOR IS PUNISHABLE BY A FINE UP TO \$500. STUDENTS FIGHTING ON CAMPUS OR AT A SCHOOL SPONSORED FUNCTION WILL ALSO BE SUSPENDED FROM SCHOOL FOR UP TO 3 DAYS. UPON RETURNING TO SCHOOL, STUDENTS WILL BE ASSIGNED TO AEC FOR A MINIMUM OF 3 DAYS. STUDENTS INVOLVED IN FIGHTS AT SCHOOL OR SCHOOL-SPONSORED ACTIVITIES WILL ALSO RECEIVE A CRIMINAL TRESPASS WARNING AND WILL NOT BE ALLOWED TO ATTEND ANY AFTER SCHOOL FUNCTIONS. FOR MORE INFORMATION, SEE THE KISD STUDENT CODE OF CONDUCT.

CORPORAL PUNISHMENT

Corporal punishment is a possible disciplinary action at KHS and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment may be given by the principal, assistant principal, or a teacher.
3. The instrument to be used shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other district professional employee and out of view of other students.

A record shall be maintained on each instance of corporal punishment.

CORRESPONDENCE COURSES

A student in grades 9 - 12 may earn a maximum of one (1) unit of credit by correspondence. This credit may be applied toward state or local graduation requirements. For more information, see the counselors.

COUNSELING

Academic Counseling

Students are encouraged to talk with a school counselor, teacher, or principal in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the minimum program and any advanced programs. All students in grades 9 - 12 and their parents shall be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they may take the high school courses that will best prepare them for future work. The counselor can also provide information about entrance exams required by many colleges and universities, as well as information about financial aid and housing.

Personal counseling

The school counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns.

COURSE CHANGES

At the beginning of the fall semester, a student will have five days to request any adjustment in his/her schedule. During this time, the student may be allowed to drop or add a course to his/her program if his/her schedule can accommodate the change, and it is approved by his/her counselor and/or the administration. Changes after this time may only be approved by an administrator or designee.

CREDIT BY EXAMINATION

Without prior instruction

State law allows students to take credit by examination exams in any academic course offered. In order to receive credit, a student must score in the 90th percentile or above on the examination. Students wishing to take a credit by exam without prior instruction must notify his/her counselor no less than 30 days prior to when the exams are given. A request allowing less than 30 days notice will be denied. For more information please contact a counselor.

With prior instruction

Students may earn credit for courses they have not satisfactorily completed by applying for and passing a credit by exam with prior instruction from Texas Tech University or the University of Texas. Students are required to pay for the cost of the exams at the time they are ordered. The grade earned on the exam will be the grade used on the student's transcript for the course. Each test covers one semester of credit. Denial of credit due to excessive absences is not an acceptable reason to take credit by exam.

DELIVERIES

No deliveries of flowers, balloons, candy, or other items for students will be accepted during the school day. Food may be brought to a student by a parent only. If these items are brought to the school, they will be returned to the person or company making the delivery. Deliveries of essential items, i.e. lunch money, PE clothes, etc., will be made at the discretion of the campus administrator.

DETENTION

Morning Detention will be held in Room 114 from 7:35 to 7:55 in the morning before school in a room to be determined. Students are required to wear their ID cards to detention. Students who are assigned to morning detention must arrive to detention prior to 7:35. Students will not receive credit for detention if they are not on time. Students should bring something to work on while they are serving morning detention. Failure to serve morning detention will result in extra detentions being added.

Friday Detention will be held on Friday afternoons from 3:30 - 6:30 p.m. **No student will be allowed in the detention room after 3:35 p.m.** Students will be required wear their ID cards and to hand write a copy of the student code of conduct as well as have school work to complete during the detention time. The hand written copy of the student code of conduct must be turned in to the detention supervisor before the student will be released from the detention room. **Students who miss an assigned detention will be assigned to 1 day of AEC plus they will still have to do their Friday detention.** Continued absences from detention will result in additional days of AEC and assignment to additional detentions. **Attendance at school sponsored activities will not be an excuse to miss a detention. Detention can be re-scheduled in advance of the day assigned with approval of an administrator. Students must attend the next scheduled detention if absent from school on the day of the original detention.**

DISCIPLINE

A student who violates the K.I.S.D. Student Code of Conduct shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits a drug or alcohol-related offense or any other criminal act, he/she may be referred to legal authorities for criminal prosecution. The principal or superintendent can provide more information about the K.I.S.D. Student Code of Conduct or copies of the code, if requested.

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activity by a student or others is prohibited, and the person is subject to disciplinary action and/or referral for criminal prosecution.

The district will pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

DISTRIBUTION OF MATERIALS

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the sponsoring teacher and campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, displayed, or distributed on any school campus by a student or non-student without the approval of the principal.

All such material over which the district does not exercise editorial control and which is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it is submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board of Trustees at its next regular meeting when the student shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

The high school's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

General Guidelines:

1. All forms of headgear (hats, caps, headbands, bandanas, hoods, etc.) are not to be worn in the building. Any headgear worn in the building will be confiscated, unless approved by an Administrator.
2. Sunglasses will not be worn inside any buildings or classes (including on one's head) except by written order of a physician.
3. Tattoos deemed inappropriate by administration must be covered by clothing.
4. Bandanas and any gang related items are prohibited.
5. Male students are not allowed to wear earrings or other objects to keep pierced holes open, even if covered by a bandage or tape. All other body piercing except females' ears are prohibited.
6. Hair must be of a natural color (black, brown, blonde, red).
7. Choker collars (i.e. dog collars with spikes or studs) and spiked bracelets are prohibited.

8. Exposed chains other than small necklaces are not allowed.
9. Hair must be neat, clean, and well groomed. It should not cover the eyes or styled in any manner which attracts undue attention. Unnatural hair color is not allowed. Hair may not be spiked more than 2 inches.

Shirts/Blouses/Sweaters/Sweatshirts

1. All shirts/blouses/dresses will have sleeves. No sleeveless shirts/blouses/dresses will be allowed.
2. Shirts/Blouses/Sweaters/Sweatshirts will be sized appropriately. (No more than one size larger than the student's normal clothing size)
3. Low-cut necklines, suggestive, see-through, or revealing clothing, including bare midriffs are not acceptable.
4. Boys: All shirts must be tucked in.
5. Shirts/Blouses/Tops must be long enough so that the midriff is not exposed when the student's arms are raised above his/her head.
6. Advertisements of alcohol, tobacco, drugs, or sexually suggestive images or words are not allowed.
7. Dusters and long coats are not allowed.

Pants/Shorts/Skirts/Skorts/Dresses

1. Pants/Shorts/Skorts may not be more than one waist size larger than the actual waist size of the student. These garments should fit at the waist. Belts must be worn on clothing designed for belts. (with belt loops)
2. Shorts/Skirts/Skorts/Dresses will be no shorter than 5" from the knee when kneeling on the floor. If an item of clothing does not fit the length requirement it is not allowable. Tights or leggings worn underneath an item of clothing **does not** alter the length and make it acceptable.
3. Sagging is not allowed. Pants must be worn no lower than the point of the hip.
4. No pajama bottoms or tops are to be worn.
5. Clothing with holes that are deemed inappropriate by campus administration will not be allowed.

Shoes:

Appropriate shoes/boots are to be worn at all times. No house slippers may be worn.

A student will be given the opportunity to correct a dress code violation, but if it cannot be corrected within one class period, then the student will be assigned to AEC for the remainder of the day. Repeated violations of the dress code will result in disciplinary action.

Any other dress deemed inappropriate by campus administration will not be allowed. **The dress code will be amended, if needed, as fashions change.**

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm sounds, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner. **A false alarm pull is a state jail felony and will be handled by the proper authorities.**

DUAL CREDIT POLICY

Kilgore High School is providing dual credit course wherever possible. For dual credit information, contact a counselor. Dual credit courses will receive the same weighted grade as Advanced Placement, Honors, and GT courses.

EMERGENCY BUILDING EVACUATION

Upon the necessity of making an emergency building evacuation, the principal will notify both the Kilgore Police Department and the superintendent. The principal will make an announcement over the public address system for teachers to take students and their class roll to the student parking lot. In case of bad weather, they will go to the gym, if possible, and remain there until notified. Parents are requested **NOT TO COME** to school to pick up students that ride school buses. The school will take these students home if the students have to be dismissed. This will prevent traffic problems and confusion.

EXEMPTION POLICY

During the fall semester, absences and tardies will be counted for the 1st, 2nd, and 3rd six weeks grading periods; absences and tardies for the 4th, 5th, and 6th six weeks will be counted for the second semester. Requirements for earning exemptions shall be as follows:

1. The number of exemptions shall be determined by the classification, grade average, and number of absences.
2. Three unexcused tardies per six weeks grading period in any one class will equal one absence in that class for exemption purposes.
3. Students must be enrolled in KHS the entire 3rd six weeks and/or 6th six weeks grading periods to be eligible for an exemption.
4. Students assigned to **5 or more days of AEC** during the semester shall not be eligible for exemptions from **any semester exam**.
5. Any student who has been assigned to **AEP** during the semester as a result of a discipline referral shall not be eligible for exemptions from **any semester exam**.

6. Any student who has been **suspended** from school during the semester as a result of a discipline referral shall not be eligible for exemptions from **any semester exam**.
7. Should they desire, students shall have the opportunity to take an exam even though they qualify for an exemption. Performance on an optional exam will not lower the student's grade average. **If a student chooses to take an optional exam, he/she must inform the teacher of the course for the exam at least one week prior to the scheduled exam.**
8. Determination of the grade average to qualify for exemptions shall be accomplished by calculating the arithmetic average (mean) of the three six weeks' grading periods which constitute the semester. The cut-off date for determining grades utilized for the 3rd and 6th six weeks averages shall be the end of the week prior to the exam.
9. If a student wants to appeal his/her absences due to hospitalization or other extenuating circumstances, the request must be in writing and submitted to the principal. A committee made up of the student's teachers will meet to decide the appeal. The committee will review the attendance records and other documentation on file in the attendance office. The appeal must be requested at least 5 school days before the first exam. (Grades cannot be appealed)
10. The teacher's record of attendance is the sole verification for exemptions.

Absences due to the scheduling of vacations, camps, etc., during the last week of school will result in zeroes for any exam missed unless arrangements have been made with the high school principal **NO LATER THAN MAY 10th.**

The attendance and grade qualifications for exemptions for all grade levels that can earn exemptions are:

- 1 absence – Semester average of 70 or above
- 2 absences – Semester average of 80 or above
- 3 absences – Semester average of 90 or above
- 4-5 absences – Semester average of 95 or above

The number of exemptions that can be earned each semester is:

SENIORS: - 7 exemptions

JUNIORS: - 4 exemptions

SOPHOMORES: - 3 exemptions

FRESHMEN: – 0 exemptions

EXTRACURRICULAR ACTIVITY

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the initial six-week period of the school year, a student must have been promoted into the next grade level or must have accumulated the required number of units toward graduation. (At least 5 credits per year)
2. During subsequent six-week periods, a student who received a six-week grade below 70 in any class or a special education student who fails to meet the standards in his/her Individual Education Plan (IEP) may not participate in extracurricular activities during the following three-week period. Students who do not pass an Honors/Dual Credit course may retain their UIL eligibility in that course at the discretion of the Principal. **No grade below 60 will be considered.** The suspension from extracurricular activities goes into effect seven days after the last day of the six-week period. **ELIGIBILITY WILL BE RESTORED, IF PASSING ALL CLASSES, 7 DAYS FOLLOWING THE END OF THE THIRD WEEK OF THE SIX WEEKS.** With the two grace periods canceling each other out, there will be a net of 15 days in which a student will be ineligible. Students may practice during the suspension, **BUT PLAYING OR PERFORMING IN GAMES OR IN PUBLIC APPEARANCES IS PROHIBITED.**
3. A student is permitted up to ten (10) activity-related absences during a full-year course and five (5) in any one-semester course in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.
4. Students who are absent from school due to an extra-curricular event/trip will be responsible for turning in all class work and taking any test missed on the day he/she returns to class. He/She is also responsible for taking any test scheduled on the day of his/her return.

Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused unless prior approval is obtained from the principal.

FOOD/DRINK IN CLASSROOMS

No food or drink is allowed in classrooms (unless approved in writing by an administrator) or any carpeted areas. Candy sales will not be allowed during class times. Students are prohibited from using drink or candy machines during class times.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Club dues
 2. The materials for a class project the student will keep.
 3. Personal physical education and athletic equipment and apparel.
 4. Voluntary purchase of pictures, publications, class rings, etc.
 5. Student accident insurance
-
6. Fees for lost or damaged library books, lost or damaged textbooks, and school-owned property or equipment.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

FOOD POISONING (PLAN)

Any student with symptoms of food poisoning shall be seen by the school nurse. The nurse will contact the parent(s) of the student and other necessary school authorities.

GRADE CLASSIFICATION

After the beginning of the ninth grade, students are classified according to the number of units earned toward graduation (credits).

Units of credit earned	Grade placement
5	10 (sophomore)
11	11 (junior)
17	12 (senior)

GRADING POLICY

Six - Weeks Grading Policy

The following method is to be utilized in determining the six-weeks' grade for all subject areas in regular classes: (a minimum of 10 total grades is required)

50% Daily Grades - Quizzes, daily work, pop tests, etc.

50% Major Grades - Three (3) grades are required in this area and may include chapter tests, projects, term papers, or comprehensive exams over more than one chapter. Notebooks that require work to be completed may count as major grades. Copies of these major exams must be kept by the teacher for each six weeks.

Honors/AP courses will use 35% daily grades and 65% major grades.

English IV Dual Credit is a combination of class work between Kilgore Junior College and KHS. The grade for KJC will be based solely on the work done with the KJC teacher. The grade at KHS will reflect the work in both classes. The following Formula will be used to compute the grade:

60% KJC
40% KHS

Extra Credit Policy

Any project or assignment given for extra credit in a class at KHS should pertain to the topics the class is covering at the time. All such assignments should be academic in nature requiring additional research or experimentation. Extra credit should not be used to directly raise a six weeks or semester grade, but may be used to raise a major or minor grade during the six weeks. If extra credit is offered to any student in a class, it should be available to all students in a class.

Semester and Final Grading Policy

For the semester grade, the three six-weeks will be added together and divided by three (3) to get an average which will be taken 9 (nine) times and then added to the semester exam and divided by ten (10) to determine the student's semester average.

For the final average for the year, take each semester average, add them together and divide by two (2) to get the final grade average.

***For students taking the End of Course (EOC) tests, the EOC test will count as 15% of the students grade and will be taken in place of the Second Semester exam.

GRADING POLICY - MARKING

Semesters will be averaged together at the end of the year to determine credit. No credit is given where a course is dropped before the end of the semester. All marks on report cards will be numerical.

Student's unsatisfactory work reports will be sent to the parent or guardian on a three week basis. (See Report Cards)

The following grading system will be used:

90 - 100 =	A
80 - 89 =	B
70 - 79 =	C
below 70 =	F (failure)

Grades in all subjects or courses shall be reported to parents and students at the end of each six-weeks period. Report cards are usually given out on the Wednesday following the end of the six-weeks period. The report cards will include the number of times the student has been absent.

GRADUATION REQUIREMENTS

In order to graduate from Kilgore High School, a student must successfully complete a certain number of units and pass examinations of basic skills. The State of Texas requires all students to complete a certain series of course. Those requirements are as follows:

<u>SUBJECTS</u>	<u>SEMESTER UNITS</u>	
	Min. Prog.	Rec. Program/ Texas Scholars
English	4	4
Math	3	4 *
Science	2	4
Social Studies	4	4
Physical Education	2	2
Health	.5	.5
Speech	.5	.5

Fine Arts: Band, Choir, Drama		
Art, Orchestra	0	1
Foreign Language	0	2**
Technology	1	1
Electives	7	3
<hr/>		
Total	24	26

*- Algebra I, Geometry, Algebra II, and a fourth Math class

**3 units required for Distinguished Achievement Program (for both Recommended and Distinguished Achievement Program must be from same language)

To qualify for the Distinguished Achievement Program, the student must complete the requirements in the recommended program and receive any combination of four of the following advanced measures:

- (1) Original research project
- (2) Test data
 - a) a score of three (3) or above on a college board advanced placement examination
 - b) a score of four (4) or above on an international baccalaureate examination
 - c) a score on the PSAT that qualifies for recognition by the National Merit Scholarship Corporation
 - d) a grade of 3.0 or higher on courses that count for college credit
 - e) license - earn a license awarded by a professional board or association.

Upon the recommendation of the ARD committee after involvement of the parent, a student in special education may be permitted to graduate under the provisions of his/her IEP.

For more information concerning graduation requirements, contact the counselors' office.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. **Students are responsible for obtaining this written pass. A student should return to the sending class or teacher before going to his/her next class.**

HONOR ROLL

At the end of each six weeks an honor roll will be announced. The first honor roll consists of students making all A's. The second honor roll consists of students making all A's and one (1) B.

IDENTIFICATION CARDS

One KHS identification card and lanyard will be provided each year to each KHS student when the student registers. **This card must be worn around the neck on a lanyard by the student at all times when on the KHS campus during school hours.** This card is used for library privileges, cafeteria plans, and identification to faculty and staff. Failing to wear the proper, current card, wearing another student's card or giving a card to another student will result in disciplinary action. Defacing or writing on the front of an ID card is prohibited and will result in disciplinary action. Students who do not have their ID cards after classes begin must obtain a temporary card from the Discipline Center (Room 111). **The fifth and each additional time a student has to get a temporary card in a six weeks period will result in consequences. The fifth time will result in two morning detentions. The sixth time will result in Friday detention. The seventh time will result in one day of AEC. Each subsequent time will result in 2 days of AEC.** Temporary IDs must be worn on the upper chest area on the outer layer of clothing. **Failure to obtain and wear a temporary card before a student's school day begins will result in an automatic morning detention.** Lost or stolen cards must be replaced as soon as possible. The charge for replacing an ID card is \$3.00. Lanyard replacements are \$2.00. Replacement ID cards and lanyards may be purchased in office.

ILLEGAL DRUGS

Kilgore I.S.D. employs the use of trained dogs in aiding the removal of illegal or dangerous drugs from school campuses since **state law** and school policy prohibits the possession and use of such items.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that for medical or religious reasons the student should not be immunized. The following immunizations are required: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, and hemophilus influenza. The school nurse can provide information on age-appropriate doses or an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U. S. licensed physician that states, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contra-indication.

If a student's religious beliefs conflict with the requirements that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunizations conflict with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

INJURY POLICY (Students)

If a student is injured while under supervision, the teacher or another student is to assist that student to the office. If the injury is severe or the student is not able to ambulate, the teacher is to send a student to the office for assistance while he/she remains with the student.

At no time is a teacher or employee to do anything except administer emergency first aid; i.e. stop bleeding, check for shock, protect the injury, or transport to medical personnel.

The principal's office will be required to determine the extent of the injury and call the nurse or appropriate personnel and the parent or guardian.

After the injured student has been administered to, the teacher is to write down the event and circumstances causing the injury and turn this information into the office.

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the superintendent's office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

LASER POINTERS

Laser pointers or other light emitting items are prohibited on campus. These items will be confiscated and will not be returned to the owner.

LIBRARY SERVICES

The KHS library will open at 7:35 each morning. Students are encouraged to use the library as much as possible, but failure to follow the rules of the library will result in the loss of library privileges.

LOANING MONEY

KHS does not loan money to students for any reason.

LOCKERS

Each KHS student will be issued a locker when the student registers for school. These lockers remain under the jurisdiction of the school at all times. The student assigned to the locker has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. **KISD will not be responsible for any items missing from locker.** Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present.

LUNCH

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained in the principal's office or from the cafeteria manager.

KHS juniors and seniors may leave campus for lunch. These students must show the proper ID card to the school official or security officer in the parking lot. All students must leave through the student parking lot during the lunch periods. Students leaving the campus from areas other than the student parking lot, or students leaving campus without proper permission will be subject to disciplinary action. Eligible students who transport ineligible students off-campus during lunch will be subject to disciplinary action. If a student does not leave campus for lunch, he/she must remain inside the cafeteria or in the designated picnic area outside of the cafeteria. Students are not allowed any other place inside the building during lunch.

MEDICINE AT SCHOOL

A student who must take any medication during the school day must bring a written request from his/her parent and the medicine, in its properly labeled container, to the school nurse. The nurse will either give the medication at the proper times or give the student permission to take the medication as directed. Students **will not** be allowed to go to the parking lot to get medications.

MESSAGES TO STUDENTS

If a parent or guardian must get in contact with a student, the parent/guardian must call the school office. The secretary will take the message and have it delivered to the

student. Only in extreme emergencies will a student be taken out of class to come to the phone. **Only messages from the student's parents or guardians will be delivered.**

NATIONAL HONOR SOCIETY

KHS has a chapter of the NHS named the Ruth Ross Chapter. Selection to this organization shall be as follows:

1. To be eligible, a student must have attained junior or senior classification and be in attendance at KHS for one full semester.
2. Candidates must have a grade point average of 90 or better from the ninth grade to the semester preceding selection. Each candidate must have completed Algebra I, Geometry, and currently be enrolled or completed either Algebra II or Pre-Calculus. Candidates also must have completed two years of college prep science.
3. Students who are eligible scholastically shall be notified, and told that for further consideration for selection they may complete the Student Activity Information Form and submit it to the faculty council.
4. Candidates will be evaluated by the faculty on the basis of service, leadership, and character.
5. The selection of members to the chapter shall be by a majority vote of the faculty council.
6. Students who are selected, and their parents, will be notified of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NHS.

For further information about the NHS, contact the faculty advisor.

PARENTS AND STUDENTS RIGHTS (SEXUAL HARASSMENT)

(Frequently asked questions)

What is the district policy concerning sexual misconduct?

The district forbids employee conduct constituting sexual harassment or sexual abuse of students. The district forbids students from engaging in unwanted and unwelcomed verbal or physical conduct of a sexual nature directed toward another student or a district employee.

What is sexual harassment?

Sexual harassment of a student by an employee includes any welcomed or unwelcomed sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual contact of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual harassment of a student **by another student** includes unwanted and unwelcomed verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as “illegal sex acts performed against a minor...” It may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by district employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The district will notify parents of students involved in sexual harassment by student when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the district do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he/she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by another student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal’s designee, or the district’s Title IX coordinator. The conference will be scheduled and held as soon as possible within five school days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the district’s investigation.

A complaint may also be filed separately with the Office of Civil Rights at the following address:

Office of Civil Rights - Dallas Office
U. S. Department of Education
1999 Bryan St., Suite 2600

Dallas, Texas 75201
Phone: (214) 880-2459

Who is the Title IX Coordinator and how do I contact that person?

The Title IX Coordinator for KISD is:
Bobbie Wheeley
301 N Kilgore St
Kilgore, Texas 75662 – Phone – 903-988-3900

The Title IX Coordinator is a district employee who has the responsibility to assure district compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The district has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or the Title IX Coordinator. The student may be accompanied by his/her parent or other advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the district’s resolution of my complaint?

If the parent is not satisfied with the district’s initial response to the complaint, he/she has ten school days to request a conference with the superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains a statement of the complaint, any evidence to support the complaint, the resolution sought; the student’s and/or parent’s signature, and the date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he/she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BE(LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT AND PARENT COMPLAINTS

FNG
(LOCAL)

The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this policy.

CERTAIN COMPLAINTS

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process: (found in the district policy manual)

1. Discrimination on the basis of gender: FB
2. Sexual abuse or sexual harassment of a student: FNCJ
3. Loss of credit on the basis of attendance: FDD
4. Teacher removal of a student for disciplinary reasons: FOAA
5. Removal of a student to a disciplinary alternative education program: FOAB
6. Expulsion of a student: FOD and the Student Code of Conduct
7. Identification, evaluation, or educational placement of a student with disability within the scope of Section 504: FB
8. Identification, evaluation, or educational placement of a student with disability within the scope of IDEA: EHBA and the parents' rights handbook provided to parents of all students referred to special education
9. Instructional materials: EFA
10. On-Campus distribution of non-school materials to students: FMA
11. Complaints against District peace officers: CKE

GENERAL PROVISIONS

Unless otherwise provided by a policy referenced above, students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

The student may be represented by an adult at any level of the complaint.

For purposes of this policy, "days" shall mean calendar days.

Announcement of a decision in the students' or parents' presence shall constitute communication of the decision.

LEVEL ONE

A student or parent who has a complaint shall request a conference with the principal within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the student or parent within 7 days of the request. The principal shall have 7 days following the conference within which to respond.

LEVEL TWO

If the outcome of the conference with the principal is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may request a conference with the Superintendent or designee. The request must be filed within 7

days following receipt of a response or, if no response is received, within 7 days of the response deadline. The Superintendent or designee shall hold the conference within 7 days after receiving the request.

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. The Superintendent or designee shall have 7 days following the conference within which to respond.

LEVEL THREE

If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction or if the time for a response has expired, the student or parent may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing and must be filed within 7 days of the response or, if not response is received, within 7 days of the response deadline.

The Superintendent shall inform the student or parent of the date, time, and place of the meeting.

The presiding officer shall establish a reasonable time limit for complaint presentations. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

CLOSED MEETING

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

CELLULAR PHONES/PAGERS/ELECTRONIC DEVICES

Cellular phones and pagers must be turned off during class time and should be used only in the foyer by the receptionist's office or outside the building and **never during class time**. The cell phone policy begins when a student arrives at school and ends at 3:10. If a cell phone or electronic device sounds or is being used in class or an area that is prohibited, the cell phone/pager is subject to being confiscated. Cell phones or pagers are not allowed in the AEC room for any reason. **Cell phones or pagers that are confiscated will be returned to parents or guardians only, no matter the age of the student. A \$15.00 administrative fee will be charged to return pagers or cellular phones. All other electronic devices that are confiscated by school officials will not be returned until the end of the current school year. All cell phones, electrical**

devices, etc. that are not picked up within 30 calendar days of the end of the school year will be discarded.

PARKING ON CAMPUS (STUDENTS)

All vehicles that are parked on campus must be registered in the high school office and **DISPLAY THE PROPER DECAL IN THE APPROPRIATE LOCATION ON THE VEHICLE.** These decals are to be purchased from the high school office at a cost of \$5.00. Vehicles should be registered by the end of the fifth school day. Students who change vehicles or begin to drive after the beginning of school must register their vehicles. **STUDENTS PARK IN ANY KISD LOT AT THEIR OWN RISK. KISD IS NOT RESPONSIBLE FOR ACCIDENTS, DAMAGE, OR THEFT.**

Once a student drives a vehicle on campus, he/she must park the vehicle in the student parking lot and come in to the school building. **STUDENTS ARE NOT TO SIT IN THEIR VEHICLES BEFORE SCHOOL OR DURING LUNCH AND ARE NOT TO CONGREGATE IN THE PARKING LOTS AT ANY TIME BEFORE, DURING, OR AFTER THE SCHOOL DAY.**

Traffic rules:

1. Observe 15 m.p.h. speed limit
2. Drive carefully
3. Use space marked for parking vehicles- do not park in un-marked spaces
4. Park inside the lines of a space -- Do not take more than one space
5. Do not double park at any time
6. A student without a driver's license will not be allowed to drive a vehicle on campus.
7. Do not park in the bus driveway
8. Do not make excessive noise
9. Do not litter
10. Use appropriate driveways when entering or leaving parking lot
11. Exit the parking lot only through the driveway area- do not jump the curb

Students who have to drive a different vehicle than the one that is registered may get a temporary parking pass from the assistant principal. These passes are good for up to 5 days and can be renewed one time.

Students who continue to violate traffic rules, after being warned, will have their right to drive any automobile or motorcycle on campus suspended.

No guns, knives, or weapons of any nature should be stored in vehicles. Vehicles should be locked to prevent theft.

Vehicles are subject to be searched any time there is reasonable cause to do so.

THE OWNER/DRIVER OF ANY VEHICLE FOUND PARKED ILLEGALLY OR WITHOUT A VALID PERMIT WILL BE SUBJECT TO THE FOLLOWING CONSEQUENCES:

1. 1st Offense: Warning
2. 2nd Offense: Assignment to Morning Detention
3. 3rd Offense: Friday Detention
4. Subsequent offenses: Parking privileges will be suspended a minimum of 6 weeks to a maximum of the remainder of the school year and the vehicle will be subject to towing at the owner's expense.

The following guidelines will also apply to student parking:

1. **SENIORS AND JUNIORS** who are authorized to leave campus for lunch must have the proper decal and ID card and must leave from the student parking lot. When returning from lunch, students are to return to the student parking lot.
2. All students **must** park in the student parking lot directly across Longview Street from the high school. After lunch, parking is allowed in the field house area or the gravel parking lot behind the school; **this includes students returning to campus for pep rallies or other activities.**
3. **All other parking lots are off-limits to student parking unless authorized by school administration.**

PARTIES AND SOCIAL EVENTS

The rules of good conduct and school dress shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. For all school dances, IDs are required, guests must be signed up in the office prior to the dance, and have some type of ID to enter. Metal detectors and/or intoxilizers may be used by the administration for admission. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted. **No middle school students are allowed at high school social events.**

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the superintendent's office.

PLAGIARISM

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student

shall be subject to disciplinary action which may include loss of credit for the work in question.

POSTERS

Signs and posters students wish to display must first be approved by an administrator. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

PROCEDURE FOR LEAVING CLASS

1. Students will not be allowed to roam throughout the building. Teachers will excuse students from the classroom only in emergency cases, and if so, a properly written "Corridor Pass" must be issued by the teacher.
2. Any student in the hall during a class period will be required to have a properly written "Corridor Pass". Those who do not comply are subject to disciplinary action.
3. Any student desiring to see the school nurse must receive written permission from the classroom teacher before going to see the nurse.
4. Permission slips are signed by the teacher excusing the student and by the teacher or person to whom they are sent. The time leaving and destination are to be included on the permit.
5. When a student leaves a class with a permit, he/she must return to that class before going to his/her next class.
6. One teacher cannot issue a permit allowing a student to be absent from another teacher's class without consent of the teacher whose class will be missed.
7. **Students who walk out of class or away from the class area without permission will be considered truant and be subject to disciplinary action.**

Public Display of Affection

A public display of affection is not acceptable behavior at school. School is not the place for long embraces or kisses. Students may not kiss or maintain close body contact for affectionate purposes. Students are expected to respect each other and to act appropriately.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with permission from the principal's office. The student pick-up and drop-off area is the circular drive in front of the entrance to the high school administrative office area.

REPORT CARDS

Written reports of student grades and attendance will be issued to parents at least once every six weeks. **It is the responsibility of the student to take his/her report card to his/her parent/guardian. Report cards should be signed by the parent and returned to the student's second period class. If a student receives a six-week grade of less than 70 in any class, the parent will be requested to schedule a conference with the teacher of that class.**

SCHOOL BUSES AND OTHER SCHOOL VEHICLES

See the KISD Bus Conduct Code. Copies of this code are available from the Director of Transportation.

SEXUAL HARASSMENT

See Parent and Student Rights

SMOKING OR USE OF OTHER TOBACCO PRODUCTS

A student will not use or have in his/her possession any tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property. Violation of this provision will result in disciplinary action and notification of law enforcement authorities.

SPECIAL PROGRAMS

The district provides special programs, classes, and/or modifications for gifted and talented students, bilingual students, dyslexic students, students who are not mastering on-level work, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, programs, and services offered by the district or by other organizations. A parent or student with additional questions about the programs should contact the superintendent's office.

STUDENT COMPLAINTS

See Student Rights and Responsibilities

STUDENT OFFICES AND ELECTIONS

All major elections are conducted strictly under the supervision of school personnel with each eligible member of the student body able to cast a secret ballot to determine the winner. Winners are those who receive a plurality of the votes cast.

STUDENT RECORDS

A student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from campus to campus.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or is a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned campus. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interest are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employees, agents, or trustees of the district, or cooperatives of which the district is a member, or facilities with which the district contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. working with the student;
2. considering disciplinary or academic actions, considering an Individual Education Plan (IEP) for a student with disabilities under IDEA, or considering an individually designed program for a student with disabilities under Section 504;
3. compiling statistical data; or
4. investigating or evaluating programs.

Certain other officials from various government agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or students.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; and (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

TARDIES

A student who arrives at school or to any class up to 15 minutes after the start of the class is considered tardy. If he or she does not have a written excuse from a parent (first period only) or a KHS staff member (2nd-7th periods), then the tardy is unexcused. A student with excessive unexcused tardies (more than 2 per six weeks) will be subject to the following disciplinary action:

- 4th Tardy - Assigned to 1 Morning Detention
- 5th Tardy – Assigned to Friday Detention
- 6th Tardy- Assigned to AEC for 1 day
- 7th Tardy- Assigned to AEC for 2 days

Each subsequent tardy will be 2 days of AEC

JUNIORS AND SENIORS WHO LEAVE CAMPUS FOR LUNCH:

Tardies returning from off-campus lunch will be dealt with as follows:

3rd Tardy - six weeks off-campus lunch privilege suspended plus Friday detention

4th Tardy - off-campus lunch privilege suspended for remainder of the semester
(minimum of 9 weeks) plus Friday detention

TELEPHONE POLICY

The school telephones are for school business only. Social calls will not be permitted. Students will not be called from class for a telephone message unless it is an emergency. Teachers will not allow students to leave class to use the phone unless it is an emergency as determined by the teacher.

TESTING

In addition to the regular classroom testing, other types of standardized tests will be given each year to the Kilgore student body. These tests will aid in the evaluation of the student's mental ability, achievement, and aptitude. State required tests will be given each year to grade levels designated by the state of Texas. Juniors and sophomores who elect to pay for the Preliminary Scholastic Aptitude Test may take the test at school during a scheduled testing period.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. A student is required to use these books carefully. Books must be covered by the student, as directed by the teacher. A student who is issued a damaged book should report that fact to the teacher immediately. **Any student failing to return a book issued by the school or damaging a book shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent, guardian, or student. In this case, the student will be given textbooks to use at school only.**

TRYOUTS

Students involved in trying out for cheerleader, twirler, flag corps, drill team, etc. must be in attendance the entire day of the tryout. If a student is absent from school or leaves school early on the day of the tryout, then the student will be ineligible to tryout.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his/her vehicle and will make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her vehicle and will be subject to disciplinary action by the district as well as referral for criminal prosecution. **Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.** KISD will not be responsible for any accidents, damage, or thefts that occur on any parking lot.

VISITORS

Parents are welcome to visit district schools. All visitors must first report to the principal's office and present a picture ID to obtain a visitor's badge. Visits to individual classrooms during instructional time will be permitted only with the principal's approval, and such visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visitor parking is in the parking lot adjacent to the multi-purpose building.

WITHDRAWAL FROM SCHOOL

Parental contact will be needed for a student to initiate a withdrawal from school. A student withdrawing from school will go to the principal's office for a grade and a textbook clearance form. The form should be brought back to the office after each classroom teacher signs the sheet. The KHS ID card must be surrendered when the student withdraws from KHS. After the form is signed by the principal and parent/guardian, and if all books and fines are cleared, the student will be officially withdrawn. Students who have withdrawn from KISD are not allowed to return to the high school campus without written permission from the school administration. **If a student re-enrolls in KHS but did not surrender his/her ID card when withdrawn, then the student will have to purchase a replacement card.**