Kilgore Independent School District

Kilgore High School



2026-2027

Student Handbook Addendum

KHS Contact Information



301 North Kilgore Street
Kilgore, Texas 75662



(903) 988-3901



https://www.facebook.com/kilgorehighschool



https://khs.kisd.org/

KHS Administration

Mr. Otis Amy, KHS Principal
oamy@kisd.org

Ms. Bethanie Williams, KHS Assistant Principal, 9th Grade

Mr. Tim Banks, KHS Associate Principal, 10th Grade
tbanks@kisd.org

Ms. Karla Square, KHS Assistant Principal, 11th Grade
ksquare@kisd.org

Ms. Stephanie Hinojosa, KHS Assistant Principal, 12th Grade

Mrs. Carey Murphy, 9th Grade Counselor
cmurphy@kisd.org

Mrs. Jennifer Quine, 10th and 12th Grade Counselor
jquine@kisd.org

Mrs. Jennifer Hattaway, 11th and 12th Grade Counselor
jehattaway@kisd.org

Mrs. Misty Lewis, CTE/CCMR Director
mlewis@kisd.org

Mr. Clint Fuller, Athletic Director
mwood@kisd.org

KHS Regular Bell Schedule

Kilgore High School

2026-2027 KHS REGULAR DAY BELL SCHEDULE

Period	1st Lunch	Period	2nd Lunch	Period	3rd Lunch
1st	7:45 - 8:35	1st	7:45 - 8:35	1st	7:45 - 8:35
2nd	8:39 - 9:31	2nd	8:39 - 9:31	2nd	8:39 - 9:31
3rd	9:35 - 10:25	3rd	9:35 - 10:25	3rd	9:35 - 10:25
4th	10:29 - 11:19	4th	10:29 - 11:19	4th	10:29 - 11:19
Lunch	11:19 - 11:54	5A	11:23 - 12:13	5A	11:23 - 12:13
5B	11:58 - 12:48	**Lunch**	12:13 - 12:48	6A	12:17 - 1:07
6B	12:52 - 1:42	6B	12:52 - 1:42	**Lunch**	1:07 - 1:42
7th	1:46 - 2:36	7th	1:46 - 2:36	7th	1:46 - 2:36
8th	2:40 - 3:30	8th	2:40 - 3:30	8th	2:40 - 3:30

2026-2027 KHS PEP RALLY BELL SCHEDULE

Period	1st Lunch	Period	2nd Lunch	Period	3rd Lunch
1st	7:45 - 8:31	1st	7:45 - 8:31	1st	7:45 - 8:31
2nd	8:35 - 9:21	2nd	8:35 - 9:21	2nd	8:35 - 9:21
3rd	9:25 - 10:11	3rd	9:25 - 10:11	3rd	9:25 - 10:11
4th	10:15 - 11:01	4th	10:15 - 11:01	4th	10:15 - 11:01
Lunch	11:01 - 11:31	5A	11:05 - 11:51	5A	11:05 - 11:51
5B	11:35 - 12:21	**Lunch**	11:51 - 12:21	6A	11:55 - 12:41
6B	12:25 - 1:11	6B	12:25 - 1:11	**Lunch**	12:41 - 1:11
7th	1:15 - 2:01	7th	1:15 - 2:01	7th	1:15 - 2:01
8th	2:05-2:50	8th	2:05-2:50	8th	2:05-2:50
PEP RALLY 2:52 - 3:30					

KHS 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 KHS.
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 KHS!

KHS Fight Song

Stand and clap your hands,
For the high school we adore.
Shout, the bells ring out,
We're gonna fight for one more score.
RAH! RAH! RAH!
Team, that's on the beam,
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!



ATTENDANCE/ABSENCES

Regular school attendance is essential for a student to make the most of their education - to benefit from teacher-led and school activities, to build each day's learning on the previous day, and to grow as an individual. Absences from class may result in disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.
Within two (2) days of returning to school, a student absent for any period of time because of a personal illness must bring a statement from a doctor, health clinic, or parent verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Up to five (5) parent notes will be accepted throughout the school year.

Release of Students from School

All schools of Kilgore ISD are closed campuses. After arriving on campus during a school day, students must remain on campus for the duration of the school day unless they are checked out of

school through the office by their parent/guardian or parent-approved adult. If a student leaves campus before the normal end of school, that student will be subject to disciplinary action. The end of the instructional day is at 3:30.

Leaving Campus/Closed Campus

Students cannot sign out without permission from the attendance clerk or principal. A student who will need to leave school during the day must bring a note from his/her parent that morning or send an email to the receptionist, contacting the front office and verifying they received the email. A student who becomes ill during the school day should, with permission from the classroom teacher/campus office, 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.

BULLYING

Bullying is considered detrimental to the learning environment and is considered a serious offense. Bullying occurs when a student or a group of students engages in written or verbal expression or physical action against another student and the behavior results in harm to the student or the student's property or places a student in fear of physical harm or damage to the student's property, or the behavior is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. In some cases, bullying can occur through electronic methods, called "cyberbullying". Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged act to a teacher, counselor, principal, or other district employee. The Board has established policies and procedures to respond to allegations of alleged bullying. FFI (LOCAL)

CHAIN OF COMMAND

Usually student or parent concerns can be addressed informally by a phone call or a conference to the teacher. If the concerns cannot be resolved informally, the parent and/or student is encouraged to meet with the student's grade level administrator. If the concern is not resolved at that level, a student or parent may request a conference with the campus principal.
To file a formal complaint, a parent should complete and submit a formal complete form. In general, the written complaint (form found on the KISD website at www.kisd.org), should be completed and submitted to the campus principal in a timely manner as outlined in policy FNG (Local).

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 on the foundation graduation plan with an endorsement. A student must attend Kilgore High School for his or her entire senior year to be eligible to be named an honor graduate.

Semester grades will be used through the first semester of the senior year. The third nine weeks and grades collected at the six weeks mark of the fourth nine weeks will be averaged for the second semester grade of the senior year. All courses will be counted in their entirety.

Summer school courses will also be counted as regular courses in GPA. Courses taken at middle school for high school credit will count for ranking purposes. Algebra I taken at Middle School will be computed as an honors course.

Students enrolled in an honors level course will be required to complete an honors contract agreeing to adhere to the honors level requirements.

Weighted GPA

For students enrolled in a dual credit course, an additional 8 points will be added to the student's semester grade.
For students enrolled in an honors course, an additional 5 points will be added to the student's semester grade.

Honors Courses Requirements

To be enrolled in honors courses at KHS, students should meet the following criteria:

- Score in the Approaching category or above on the previous STAAR test for the respective course.
    - English courses will consider the previous year's STAAR test
    - Math courses will consider the 8th grade Math STAAR for incoming 9th graders, and the Algebra I STAAR EOC for subsequent course enrollments.
    - Science courses will consider the 8th grade science STAAR for incoming 9th graders and the Biology STAAR EOC for subsequent course enrollments.
    - Social Studies courses will consider the 8th grade Social Studies STAAR for incoming 9th graders, the English STAAR EOC for sophomore and junior year enrollments, and the US History STAAR EOC for senior year enrollments.
    - Students enrolling in Humanities I and Humanities II will need to satisfy the requirements for English and Social Studies.

COLLEGE READY ASSESSMENTS

Many colleges require students to complete either the American College Test (ACT) or Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the student's junior year. Kilgore High School is a testing site and will administer the ACT and/or SAT throughout the school year for students interested in taking. Testing fees can be assessed.
Prior to enrollment in a Texas public college or university, most students also take a standardized test called the Texas Success Initiative (TSI) assessment. Kilgore High School administers this assessment routinely at the KHS campus throughout the school year. If the student does not master the assessment during the first administration, fees can be assessed for retakes.

COLLEGE VISITATION DAYS

Seniors and Juniors are allowed two (2) days during the year to visit colleges of their choosing. To arrange for a College Day, the following procedures must be followed:

- The student must notify the attendance office three (3) days in advance.
- The student should contact the office of admissions at the prospective college to make an appointment.
- The student must be passing all classes.
- The student must not have excessive absences for the semester.
- The student must have his/her teachers sign the permission form two days prior to leaving.
- The campus principal must sign and will return to the attendance office. Deadlines and blackout dates will apply.

A form will need to be signed by a person assigned to the admissions office of the college being visited before a student may be granted an excused absence.

CAREER INVESTIGATION DAYS

Seniors and Juniors are allowed two (2) days during the year for career investigation.

To arrange for a Career Day, the following procedures must be followed:

- The student must notify the attendance office three (3) days in advance.
- The student should contact the business they wish to visit to make an appointment.
- The student must be passing all classes.
- The student must not have excessive absences for the semester.
- The student must have his/her teachers sign the permission form two days prior to leaving.
- The CTE Coordinator and Campus Principal must sign and will return to the attendance office. Deadlines and blackout dates will apply.

A form will need to be signed by an employee of the business the student is visiting and will need to be returned to the attendance office before a student may be granted an excused absence.

CONTACT INFORMATION

Students who change their residence, mailing address, or telephone number after enrollment should report this change to the Attendance Office as promptly as possible so that records may be corrected in case of emergencies at school or home. A student may be asked to verify his/her address.

COURSE CHANGES

Schedule changes will not be made during the first week of school. After the first week of school, a student will have five days to request any adjustment to 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.

DELIVERIES

If a parent needs to deliver items left at home by a student (lunch money, books, coats, etc.) please deliver these items to the campus office. Parents are encouraged to package and label all items with the student's name.

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Business Deliveries

Business deliveries such as gifts, flowers, balloons, candy, etc. for students must be delivered to the front office and students will be notified and allowed to pick up their deliveries at the end of the instructional day.

Food Deliveries

There will be no food deliveries to the Kilgore High School by food delivery services and/or parents/guardians. KISD provides free meals to students so there will be an opportunity for students to eat if they forget their lunch.

DETENTION

For minor infractions of the student code of conduct or classroom rules, administrators may detain students before, during, or after school hours on one or more days, as provided by the discipline management program and/or student code of conduct.

Detention and Saturday School will be held in Room 104. Students are responsible for bringing assignments to complete during their time in Detention. Parents/students are responsible for providing their own transportation before or after school detention. Students who fail to report to any detention will be subject to further disciplinary action.

After-school detention (1-hour) will be held Monday – Friday from 3:40 – 4:40
After-school detention (3-hour) will be held Monday and Thursday from 3:40 – 6:40.
Saturday School will be held Saturday from 8:00 – 12:00.

If a student is late for any reason, he/she will not be allowed to serve detention for that day, and the absence will be treated as any other failure to report to detention.

DRESS CODE

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

Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration, or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that, in the campus administration's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

Examples of inappropriate and unapproved choices of clothing, jewelry, body decorations, and hair-style include:

General:

1. All forms of headgear (hats, caps, bandanas, hoods, etc) covering any portion of the head at any time while on campus.
2. Dark glasses (except by written order of a physician)
3. Tattoos deemed obscene or offensive by administration must be covered (See #8)
4. Any gang-related items
5. Exposed body piercings other than earrings or nose studs .Plugs must be worn in gauged holes.
6. Hair MUST BE neat, clean, and well-groomed. Hair shall not cover the eyes; styled in any manner which attracts undue attention, or spiked more than 2 inches.
7. Dog collars with spikes or studs, spiked bracelets, or exposed chains (other than small necklaces) :
8. Obscene, inappropriate, or offensive language or symbols, provocative pictures, advertising of tobacco, alcohol or narcotics on clothing, jewelry, or exposed body parts. Radically related symbols, emblems, pictures, words or slogans.

Shirts/Blouses/Tops:

1. Clothing that exposes bare midriffs. Midriffs must be fully covered when arms are extended above the student's head.
2. Tank tops or clothing that has low necklines or low underarms.
3. See-through, provocative, or excessively tight clothing.
4. Pajama tops
5. Dusters or long coats
6. Visible Undergarments

Shorts/Pants/Bottoms:

1. Dresses, skirts, split garments, and shorts that are shorter than 5" above the knee.
2. Clothing resulting in "sagging"
3. Pajama bottoms
4. Torn clothing, showing skin 5" above the knee
5. Leggings/yoga/form-fitting pants (unless top or dress is no shorter than 5" above the knee)
6. Visible Undergarments:

Shoes:

1. Appropriate shoes/boots are to be worn at all times. NO house slippers.

Miscellaneous:

1. Blankets
2. Stuffed Animals

"Dress Up" Days:

Some clothing may be considered permissible ONLY on special "dress-up" days. You will receive notification from the campus on these occasions.

Any other dress deemed inappropriate by campus administration will not be allowed. The dress code may be amended if needed as fashion changes. Final decisions on the appropriate school dress with the Campus Administration. A student shall be given an opportunity to correct the dress code problem at school. If not corrected, he/she shall be subject to appropriate discipline according to the campus discipline matrix.

PERSONAL ELECTRONIC DEVICES

Students are prohibited from using personal electronic devices at any time during a school instructional day (7:15am-3:30pm). Personal electronic devices include, but are not limited to the following: cell phones, tablets, smart watches, radio devices, paging devices, personal computers, headphones, earbuds, or any other electronic device that has not been issued directly to the student by the school district.
Kilgore iSD encourages students to leave all personal electronic devices at home. However, KISD acknowledges that our students may have a need to be in communication with their family before and/or after the instructional day. Therefore, students shall be allowed to be in possession of a personal electronic device while attending school. The student shall be responsible for storing their personal device out of sight and powered off upon entering any campus building or facility. The school is not responsible for the loss, theft, or damage of any personal device.

SCHOOL ISSUED ELECTRONIC DEVICES

A mobile technology device will be issued to students as a tool to support their educational objectives. A parent and student agreement outlining the student and parent terms and conditions must be signed prior to the device being issued. Students will be responsible for the use/care of the mobile device and parents will be responsible for any damages that occur to the device when under the student's possession as a result of not following the guidelines outlined in the contract.

EMERGENCY DRILLS

KISD staff and students will routinely practice emergency drills throughout the school year. In the event of an emergency evacuation, the campus will only release students to an adult listed on the student's emergency contact list. For the student's safety, they will be required to show a photo I.D. before the student is released to their custody.

EXTRACURRICULAR ACTIVITIES /CLUBS AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, to receive individual recognition and to build strong friendships with other students. Participation, however, is a privilege, not a right. Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See http://www.uiltexas.org for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives, at the end of a grading period, a grade below 70 in any academic class – or a grade below a 65 in an honors or dual credit course in English Language Arts, mathematics, science, social studies, Economics or language other than English may not participate in extracurricular activities for at least three school weeks.
- An ineligible student may practice or rehearse but may not perform or compete.
- During a school year, a student is allowed up to 10 (ten) absences not related to post-district competition, a maximum of 5 (five) absences for post-district competition prior to state, and a maximum of 2 (two) absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, cheer and drill teams, and athletic teams, may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the ***Student Code of Conduct*** or by board policy will apply in addition to any consequences specified by the organization's standards of behavior. Students participating in extracurricular activities, including parking on school property, must sign a drug testing waiver to participate in activities and park on campus and are subject to random monthly drug testing. For more information regarding the KISD drug testing policy, see KISD School Board Policy FNF (Local).

Offices and Elections

Certain clubs, organizations and performing groups will hold elections for student officers. Each organization must have a constitution that outlines its organizational structure and the procedures for holding offices. Students may request an organization's constitution from a principal or the sponsor.

NURSE/MEDICATION/HEALTH SERVICES POLICY

Kilgore ISD requests that all students be free of fever (a temperature of less than 100 degrees F), diarrhea, and vomiting for 24 hours before returning to school. All students with a fever of 100 degrees F or greater, those that are vomiting, and/or experiencing diarrhea will be sent home from school. Those students should not return to school until symptoms and/or fever is gone for a

complete 24 hours. Please do not administer fever reducing medicine to your student and then send him/her to school.

Medical Excuse from P.E.

Written notes to excuse a student from participation in P.E. because of an illness or injury must be turned into the nurse's office and/or Physical Education teacher. Should the excuse be for more than three days, a note is needed from the doctor or athletic trainer. The doctor's note must also include a "return to activity" date, if known..

Emergency Medical Treatment

If a student should have a medical emergency at school or at a school-related activity, and a parent/guardian cannot be reached, 911 will be called and, if necessary, the student will be transported to the nearest hospital.

Medication at School

- Students are NOT allowed to carry medications, prescriptions, or over-the-counter, at school with the exception of emergency medications such as Epi-pen, diabetic supplies, or asthma inhaler.
- All medications must be brought to school by a parent or guardian who must complete and sign the district Medication Administration form in the nurse's office.
- Medications will need to be in the original/properly labeled container, up-to-date, and age appropriate in dose. Prescription medication must have the student's name.
- All medications, including Tylenol or Ibuprofen, must be supplied by parent/guardian.
- All medications must be picked up before the end of the school year by the parent/guardian, or it will be destroyed.
- Medications that can be administered before and after school hours should NOT be brought to school to be given by the nurse. These should be given at home.
- Authorized district employees may administer medication in the absence of the nurse.
- The first dose of a new medication needs to be given by parent/guardian at home and will not be given at school.
- Any herbal and/or supplement, oil, etc., will require physician orders to administer during school hours.
- No aspirin containing medications will be administered to any child under the age of 12.
- Any medication given for a period of longer than 10 days must be accompanied by a physician's note.

OUT OF CLASS DISCIPLINE PLACEMENTS

ISS (In-School Suspension)

Infractions that violate the Student Code of Conduct can result in administrators assigning students to ISS. In order to allow teachers to have time to submit student assignments to ISS, placements will not begin on the same day as the discipline conference, unless deemed necessary by the administrator. An administrator will notify the parent/guardian of the assigned period/dates and the infractions. The student will be responsible for getting all his/her work done while in ISS. Any work missed will be the responsibility of the student to make arrangements with the classroom teacher for make-up or alternative assignments.

OSS (Out-of-School) Suspension

An administrator may assign a student out of school suspension for Student Code of Conduct infractions. The student will be expected to stay in the care of his/her parent/guardian during the suspension period. The student may not attend any Kilgore extracurricular or other school related activities while assigned to suspension. The student is responsible for making up all classroom assignments missed while on suspension. The make-up work policy is two days for the first missed day and one additional day for each consequent day of absence. The exception to the make-up work policy is if an assignment had been given prior to the student's absence. In this case the assignment is due on the assigned date.

Disciplinary Alternative Education Placement (DAEP)

The Disciplinary Alternative Education Program (DAEP) is a program required by the State of Texas, Chapter 37, of the Texas Education Code (TEC). The program provides the school with an alternative placement center for students whose behavior warrants removal from their regular assigned campuses. The program focuses on students whose behavior is inappropriate for regular classroom setting. The program is designed to help students continue their education while modifying their behavior in a way that makes it possible for them to interact successfully on their home campus when their placement is completed.

PARKING AND TRAFFIC

Vehicles parked on school property are under the jurisdiction of the school. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

A current Kilgore parking sticker must be displayed in the upper left-hand corner of the windshield. The cost of a parking permit is fifteen dollars ($15.00), and must be purchased and displayed on cars within two weeks of the first day of school. Students who begin driving after the first two weeks of school will have five (5) days to purchase a permit. Permits are to be purchased from the high school office. You must have a license plate number, driver's license, and student ID to obtain a permit.

Students must park in one of the designated student parking lots and in their assigned parking spot. Student cars will not be permitted to stay parked illegally. The student will be called from class, and asked to move the car. If ownership cannot be established nor the driver found, the car may be towed away at the owner's expense. The district is not liable for any damage or theft of vehicles parked on school property.

Procedures

- When students arrive on campus, they must immediately exit their vehicles and walk to the school building.
- When students exit (leave) the building, they must immediately go to their vehicle and exit the campus immediately.

- No loitering (hanging around and visiting with other students) is allowed in the parking lot or non-designated pick-up areas at any time on school property.
- Students should never enter the parking lot unless entering a parked vehicle with the intention to leave campus.
- Designated pick-up areas are limited to the front of school.
- Students are not allowed to go to their vehicles from 7:45 a.m. – 3:30 p.m. without an administrator's approval. Students MUST check in with the parking lot attendant prior to going to their vehicles.
- The exception to this rule is students who have early or work release, attend Kilgore College, or a student who has officially checked out of school.

Traffic Regulations

The speed limit is 10 mph, no exceptions. Once parked, students are not to return to their cars unless they are leaving campus or have permission from an administrator. When buses pull out onto the road when departing, all cars are to stop and let buses have the right-of-way. All drivers must watch for students walking between cars. Violations of traffic and parking lot regulations can result in disciplinary action.

Parking Lot Violation Examples:

- No Parking Sticker
- Excessive Speed
- Peeling Out / Burning Tires
- No Parking Between Lines
- Not Following Traffic Flow
- Excessively Loud Music
- **Any other action that an administrator deems inappropriate**

RECRUITERS

Routinely during the school year, Kilgore High School may invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

SCHOOL PHOTO IDs

Students will be required to wear a photo ID daily during the school year. Students must not wear anyone else's ID. While on campus, IDs must be worn around the neck on a lanyard at all times so they are visible from the front and above waist level. Each student will be required to show their ID for school functions, library privileges, cafeteria plans, and identification to faculty and staff. IDs must not be marked on, pictures covered or removed or be tampered with in any other way. Failure to wear current school photo ID or temporary ID will result in disciplinary consequences. The replacement cost will be $5.00 ($3.00 for ID and $2.00 for lanyard). Temporary IDs must be worn on the front of the clothing, visible, and above the waist level. Students must get a temporary ID prior to the 8:00 a.m. bell and will cost $1.00.

SEARCHES

School officials may search students and their possessions, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found on their person, in their backpack/bag, in their lockers, or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials. The District shall use specially trained dogs to sniff out and alert officials to the current presence of concealed, prohibited items. Vehicles parked on school property may be sniffed by trained dogs at any time. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present. If a dog alerts to a vehicle or an item in a classroom, it shall be searched by school officials. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

SKYWARD FAMILY ACCESS

Students and parents are encouraged to routinely check the Skyward Family Access portal to review the student's grades, absences, and any discipline referrals. Upon student enrollment, parents and guardians should verify the contact information to ensure the phone numbers and email addresses are accurate. If there is a concern about a grade or discrepancy with a grade, please contact the student's teacher for more information.

TARDIES

Tardies to class interferes with instructional programs and create an atmosphere in which teaching and learning are interrupted. All students who are tardy must report to the designated areas located around the campus (Room 111 and front office) and receive a tardy slip to be admitted to class. After a student receives three tardies, an administrator can assign disciplinary action.

TRANSFERS

Out of District (Non-Resident) Transfers

The KISD Superintendent and campus principals authorize any and all out of district transfers. Transfer students will be monitored for continued success.

Non-Resident Students

A non-resident student who wishes to transfer into the district shall file an application for transfer with the campus principal for which the transfer is requested. Subsequent requests shall be considered by the campus principal on a case-by-case basis. Persons seeking transfer renewals must reapply each year. A decision not to approve a transfer request shall be final and may not be appealed. Nonresident students that have been accepted as interdistrict transfers may have such transfer status revoked by the Superintendent or Superintendent's designee at any time during the year i f the student falls below the standards for acceptance as outlined below.

Transfer Revoked Causes

1. The student or parent does not comply with district or campus policies, rules, or regulations, including but not limited to the Student Code of Conduct;
2. The student or parent has falsified information;
3. The student's attendance drops below 90 percent;
4. Class size exceeds state guidelines;
5. Facilities become overcrowded;
6. The education of district/campus is negatively impacted; or
7. The student has failed to maintain satisfactory academic progress, as determined by the district.

Transportation

The district shall accept no responsibility for transportation of students transferring into the district.

TRANSCRIPTS

Students needing a transcript of grades must make a written request to the Registrar, including the correct address of the college or scholarship agency where the transcript is to be sent. No charge will be assessed.

Official Transcripts

Students needing an official transcript of grades must make a written request to the Registrar, including the correct address of the college or scholarship agency where the transcript is to be sent.

Unofficial Transcripts

Students may request a copy of their unofficial transcript from their counselor.

TUTORIALS AND ACCELERATED INSTRUCTION

Tutoring outside of the instructional day will be provided to all students needing remediation in a core subject area Monday - Thursday from 3:40 - 4:40 in the Library. Students that have not mastered their End of Course Assessment or need additional assistance in Reading and/or Math will be scheduled into an accelerated remediation course during the instructional day or can attend after school accelerated instruction..

VERIFICATION OF ENROLLMENT

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the front office.