

*KHS students:*

*Welcome to Keller High School! The tradition of our school speaks for itself and is identified with the sense of pride, work ethic, and dignity of our school mascot, the American Indian. Each and every one of you are Indians as well. As we move into the future, it is up to you to continue the traditions of the students before you. Our expectations for you are high, and we are confident in your abilities. In striving to exceed even your own expectations, you will be successful both today and in the future. As principal of Keller High School, I am honored to work with you in continuing the excellence of Keller High School. We will provide you with the best faculty and staff in the state of Texas expecting each of you to take advantage of the opportunities available to you.*

*As you go through your years at Keller High School, please be reminded the future is not something you enter, it is something we create. You begin creating your future today!*

*Very sincerely,*

*Jamie Wilson  
Principal  
Keller High School*

**Keller I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.**

**KELLER HIGH SCHOOL  
MISSION STATEMENT**

Keller High School serves as the pathway to the future of its students, according to the direction chosen by each. This pathway equips a student with the foundation of self-esteem, the light of independent thought, the vigor of physical fitness and the grace of social awareness. With such abilities, each graduate may achieve heightened opportunities in the pursuit of directed productivity, informed citizenship and lifetime learning.

**INDIAN LOYALTY**

When representing Keller High School in any way, I will conduct myself in such a way as to bring credit to my school and community. I will behave toward others, as I would expect them to behave toward me. Good sportsmanship and good manners show a willingness of the student body to unite its efforts behind the traditionally outstanding image of Keller High School.

**ALMA MATER**

*High above old Trinity's waters  
Up where things are right  
Hail to thee our alma mater  
Towering in her might.  
Keep her colors ever flying  
Keep her victory nigh  
Hail to thee our alma mater  
Hail old Keller High.*

## FIGHT SONG

*C'mon and fight boys of KHS  
We're all for you  
GO BLUE  
C'mon and show that good ol' Keller Spirit  
Through and through  
GO BLUE  
C'mon and fight boys of KHS  
You Indians of bold  
And win all our victories  
For the blue and gold.*

## SCHOOL COLORS

*Blue and Gold*

## SCHOOL MASCOT

*American Indian*

*The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of Keller High School as the contents now appear in the handbook or may be amended in the future.*

### TABLE OF CONTENTS

Mission Statement, School Song, School Colors .....	1
<b>GENERAL INFORMATION</b>	
Calendar .....	4
Inclement Weather Information .....	4
Block Schedule .....	5
Bell Schedule .....	5
Important Dates .....	6
Clubs and Organizations .....	7
<b>ACADEMICS</b>	
Absence/Make-up Work Policy .....	18
Attendance for Course Credit .....	18
Compulsory Attendance Law .....	18
Distinguished Achievement Program .....	19
Eligibility .....	19
Exemptions .....	19
Grading Scale .....	19
Graduation Requirements .....	20
Retest Policy .....	20
Schedule Change Policy .....	21
Texas Scholars .....	21
<b>IMPORTANT THINGS TO KNOW</b>	
Attendance .....	22
Assistant Principals .....	23
Counselors .....	23
Library .....	23
Lunchroom .....	24
Nurse .....	24
TEA Forms .....	25
Visitors .....	25
<b>CODE OF CONDUCT FOR KHS STUDENTS</b>	
Discipline Management Plan .....	30
Student ID Cards .....	33
Dress Code .....	34
Crimestoppers .....	36
Drug Dogs .....	36
Metal Detectors .....	36
Police Questioning of Students .....	36

School Resource Officer .....	37
Searches and Seizures .....	37
Sexual Harassment Policy .....	37
Tardy Policy .....	37
Electronic Communication Devices (Cell Phones/ Pagers) .....	38
Truancy Policy .....	38

#### **STUDENT INFORMATION**

Buses .....	39
Distribution of Material .....	40
Emergency Procedures.....	40
Fund Raising .....	40
Lockers.....	41
Parking .....	41
Property.....	42
Residence Requirements.....	42
Safety/Accident Insurance.....	42
Student Computer Use Policy .....	43
Student Records .....	43
Textbooks.....	44
"Work the Plan".....	44
UIL Eligibility Calendar.....	45

#### **INCLEMENT WEATHER**

In the event of bad weather, you are asked to listen to radio station WBAP 820 AM for school closings or delayed starting times. Information will also be posted on the district's website [www.kellerisd.net](http://www.kellerisd.net). No announcement will be made when schools remain open as usual.

### **GENERAL INFORMATION**

#### **BLOCK SCHEDULE**

Keller High School operates on the accelerated block schedule. This means that the school day consists of four, 90-minute blocks. Classes meet daily. Students earn what has been traditionally a year's credit in 18 weeks and what has been a semester's credit in nine weeks. The student has the opportunity under the block schedule to earn eight credits per year.

Freshmen, sophomores, and juniors must take all four blocks each term. Seniors must take at least three blocks each term. However, we strongly advise upperclassmen to take advantage of the educational opportunities and take four blocks. If not taking all four blocks, then seniors must leave campus during their free block. The free block must be either the first or last block of the day.

#### **BELL SCHEDULE**

##### **REGULAR SCHEDULE**

Period 1—7:30 - 9:00  
 Period 2—9:07 - 10:47  
 Period 3—10:54 - 12:53  
 Period 4—1:00 - 2:30

##### **ASSEMBLY SCHEDULE**

Period 1—7:30 - 8:53  
 Period 2—9:00 - 10:23  
 Period 3—10:30 - 12:30  
 Period 4—12:37 - 2:00  
 \*Assembly—2:05 - 2:30

#### **LUNCH SCHEDULE**

##### **REGULAR SCHEDULE**

1<sup>st</sup> Lunch—10:47 - 11:15  
 2<sup>nd</sup> Lunch—11:20 - 11:48  
 3<sup>rd</sup> Lunch—11:53 - 12:21  
 4<sup>th</sup> Lunch—12:26 - 12:53

##### **ASSEMBLY SCHEDULE**

1<sup>st</sup> Lunch—10:23 - 10:51  
 2<sup>nd</sup> Lunch—10:56 - 11:24  
 3<sup>rd</sup> Lunch—11:29 - 11:57  
 4<sup>th</sup> Lunch—12:02 - 12:30

\*During assemblies, students will be required to attend the assembly or a designated study hall.

For more information about Keller High School visit our campus website at:

**<http://www.kellerisd.net/schools/khs/>**

*Our campus webpage is proudly designed and updated by our very own Webmastering and A+ Programming instructor, Mrs. Mary Ann Mueller.*

For more information about Keller Independent Schools visit the website at:

**[www.kellerisd.net](http://www.kellerisd.net)**

**IMPORTANT DATES**

**SEMESTER EXAMS**

October 2 & 3  
December 18 & 19  
March 4 & 5  
May 26 & 27

**PROGRESS REPORTS**

August 22  
September 12  
October 31  
November 21  
January 23  
February 14  
April 16  
May 7

**REPORT CARDS**

Report cards will be given to the student to take home at the end of the first week back to school after semester exams.

**ACT ASSESSMENT TEST DATES**

For more information go to [www.act.org](http://www.act.org)

**TEST DATE**

**REGULAR  
REGISTRATION**

**LATE  
REGISTRATION**

9/25/04	8/20/04	8/21—9/3/04
10/23/04	9/17/04	9/18—10/1/04
12/11/04	11/5/04	11/6—11/18/04
2/12/05	1/7/05	1/8—1/21/05
4/9/05	3/4/05	3/5—3/18/05
6/11/05	5/6/05	5/7—5/20/05

**SAT TESTING DATES**

For more information go to [www.collegeboard.com](http://www.collegeboard.com)

**NATIONAL  
TEST DATE**

**TEST**

**REGISTRATION  
DEADLINE**

**LATE  
REGISTRATION**

10/9/04	SAT I & SAT II	9/7/04	9/11/04
11/6/04	SAT I & SAT II	10/1/04	10/13/0
12/4/04	SAT I & SAT II	10/29/04	11/10/04
1/22/05	SAT I & SAT II	12/20/04	12/29/04
<b>3/12/05</b>	<b>New SAT I only</b>	<b>2/7/05</b>	<b>2/16/05</b>
<b>5/7/05</b>	<b>New SAT I &amp; SAT II</b>	<b>3/25/05</b>	<b>4/6/05</b>
<b>6/4/05</b>	<b>New SAT I &amp; SAT II</b>	<b>4/29/05</b>	<b>5/11/05</b>

**CLUBS AND ORGANIZATIONS AVAILABLE TO KHS PARENTS**

Athletic Boosters	Gene Hodges	817-431-8094
Band Boosters	Julie McHugh	817-581-8484
CHEERS!	Joanne Swigart	817-577-8565
Choir Booster Club	Mary Ann Barnard	817-337-0202
Drama Boosters	Debbie Tedone	817-379-2261
Indianette Service Org.	Scott Windle	817-379-6138
PTSA	Deborah McMenamy	817-337-6422
Project Graduation	Donna Murray	817-271-5313

## CLUBS AND ORGANIZATIONS AVAILABLE TO KHS STUDENTS

### Academic Decathlon

*Students in grades 9-12 are eligible to compete for a position on the Academic Decathlon team. A two-semester class will prepare students for competition in 10 events: language and literature, science, social studies, math, art, music, super quiz, speech, interview, and essay. A nine-member team is composed of three students in each of three divisions: "A", "B", and "C". To qualify for the class, students must possess a highly competitive nature, coupled with a strong interest in academics and the ability to work together with others. Local scrimmages in the fall are followed by competition at the regional and state level in the spring.*

**Sponsor: Vicki Whitaker**

### Art Club

*Whether you have any talent or not, the Art Club is open to any student in grades 9 - 12. It just takes someone who has an appreciation for art and is not afraid to try projects that are not done in the regular art class. Members work closely with the National Art Honor Society. The Art Club creates special art projects, serves the community by helping the city "clean-up," and has art shows throughout the community and school. Meetings are usually twice a month.*

**Sponsor: Kay Wilson**

### Band

*The Band program at Keller High School has recently experienced its most successful year to date. The KHS Band program promotes mental and physical discipline, teamwork, time management, self-discipline, critical listening and creative self-expression. Concert Band is divided into four performing ensembles, all of which combine to make up the Marching Band. Students can earn Physical Education credit during marching season.*

**Director: Mark McGahey**

### Baseball

*Baseball is an extracurricular UIL sport that meets year-round. The class will emphasize team and individual fundamentals and include a weight training and conditioning program. A strong playing background is necessary and head coach's approval is required prior to enrolling.*

**Head coach: Rob Stramp**

### Girl's Basketball

*KHS women's basketball is an extracurricular sport for girls in grades 9-12. The varsity, junior varsity and freshmen teams are made up of those individuals who have experience and a basic knowledge of the fundamentals of basketball. Tryouts are held in the fall and once teams are designated, participants will take part in U.I.L. sponsored games and tournaments. In addition, participants are required to meet certain GPA and citizenship requirements.*

**Head coach: Sharon Driver**

### Boy's Basketball

*KHS men's basketball is an extracurricular sport for boys in grades 9-12. The varsity, junior varsity and freshmen teams are comprised of those individuals who have experience and a basic knowledge of the fundamentals of basketball. Tryouts are held in the fall and once teams are designated, participants will take part in U.I.L. sponsored games and tournaments. In addition, participants are required to meet certain GPA and citizenship requirements.*

**Head coach: Rod Johnson**

**Business Professionals of America**

*Business Professionals of America is open to any student interested in business. The purpose of BPA is to prepare students for a world-class business work force through the advancement of leadership, citizenship, academic, and technological skills. Members learn how to work effectively with others, demonstrate occupational and leadership skills in competitive events, serve their community, and develop a respect for business and office occupations through professional activities, workshops, and conferences. Involvement with Business Professionals of America gives students the opportunity to have fun, visit new exciting places, experience new activities, and grow both personally and professionally.*

**Sponsor: Sandy Landry**

**Cheerleaders**

*The purpose of the Keller High School cheerleaders is to create and promote school spirit in accordance to school rules, encourage quality performance, and high academic standards. Through the development of spirit and cheer technique, leadership, cooperation, self-discipline, and sportsmanship in each individual, the cheerleaders will encourage student body and community support in the promotion of athletic events and activities which will inspire the athletes to perform to the best of their ability.*

**Sponsor: Carla Garrett**

**Choir**

*The extremely successful choir program at KHS is made up of three choirs - concert, a capella and chorale - and a show ensemble, TRIBE. Each year the students perform in several concerts, including a scholarship concert to benefit senior members, stage a Madrigal Dinner, in which the commons is transformed into a medieval castle, compete in UIL contests, at which there are always several All-State Choir members selected from KHS, and travel to compete at the state or national level, as well as perform at many community events.*

**Director: Chi Chi King**

**Cross Country**

*This athletic program is offered to boys and girls in grades 9-12. The girls race approximately 3,200 meters and the boys race approximately 5,000 meters, typically on grass or through parks. The season runs from the beginning of school through the middle of November, culminating with a district, regional, and state championship. Competition is offered at the junior varsity and varsity levels. Workouts begin in the morning, before the start of school, and run through first period. See cross-country coach for more details or entry into the class.*

**Coach: David Park**

**DECA - An Association of Marketing Students**

*DECA is a national, state and local organization for students who have an interest in the field of marketing. DECA was established nationally in 1947 and has members from throughout the United States, Canada and the Virgin Islands. Students can become members while enrolled in a marketing class and remain members throughout their high school career. DECA members participate in a variety of civic, leadership and social activities at the local and state level and can participate in competitive events at the district, state and national level.*

**Sponsor: Natalie Eddleman**

**Drama Club**

*The official name of the drama club is the KHS Society for Theatre Arts. Its purpose is to further education in dramatic and performing arts, to help others develop talents in these areas, and to participate in and evaluate theatrical events. Membership is open to any KHS student at any time upon payment of dues. Monthly meetings are held throughout the school year culminating in an awards banquet in May.*

**Sponsor: Helen Lewis**

**Environmental Science**

*The Environmental Science Club is a club of students that are concerned with learning about and keeping our environment clean. This club meets on the first Monday of every month and has a trash pickup at least once a month. Each student is expected to attend and participate in at least 80% of all meetings and activities.*

**Sponsor: Brian Zaring**

**Family Career and Community Leaders of America**

*FCCLA is a national student organization that helps students become leaders, and address important personal, family, work, and societal issues through family and consumer sciences education. FCCLA offers members opportunities to expand their leadership potential and develop skills of life.*

**Sponsor: Tina Buice**

**Football**

*Football is an extracurricular U.I.L. sport. KHS fields two ninth grade teams, one junior varsity/sophomore team and one varsity team. Individual fundamentals and team concepts are stressed. The competitive season runs from August through December. An extensive off-season program is instituted from December to May with emphasis on building a true TEAM concept as well as increasing speed, strength and agility. All interested students meeting state eligibility requirements are welcome. Athletes should see the head coach of the respective team prior to enrolling.*

**Head Coach: Kevin Atkinson**

**French Club**

*The French Club is open to students who are currently enrolled in a French class or who have received credit for one or more French courses. The club, which meets approximately once a month, promotes French culture by encouraging participation in French-related activities, such as dining at a French restaurant, having holiday parties and taking field trips to language-appropriate exhibits.*

**Sponsor: Samantha Curry**

**Future Farmers of America (FFA)**

*The FFA is a national organization of students enrolled in agricultural education in the 50 states, Puerto Rico, Virgin Islands, the District of Columbia and throughout the world. The FFA is an integral part of the curriculum in agriculture education in public schools. Through active participation, members learn by taking part in areas such as leadership development and occupational skills development, earn awards and possible scholarships, and gain recognition on a local, state, and national level. Through the FFA and its programs, almost half a million young Americans are learning by doing.*

**Sponsor: George Smith**

**German Club**

*The KHS German Club is one of the most active clubs on our campus. We welcome any student who is interested in the German language and culture, whether presently or previously enrolled in German classes. The club generally hosts one event/outing per month, such as attending cultural events (a musical or play, a German opera, movie, or concert), eating a German dinner out, visiting a museum or the zoo and celebrating a German holiday or festival such as Oktoberfest and Fasching.*

**Sponsor: Gabriella Barwig**

**Golf**

*Golf is an extracurricular U.I.L. sport, which meets the entire school year. The class emphasizes teamwork, individual golf fundamentals, rules and etiquette of golf. A basic knowledge of golf is needed and you must qualify to be admitted into the class.*

**Coach: Joe Krznarich and Lora Folger**

**Ice Hockey**

*Keller High School and Fossil Ridge High School have joined together to form the K.I.S.D. Ice Hockey team through the Dallas Stars. The games start in October and end with play-offs in April. Most games are played at the Dr. Pepper Star Center in Euless. There will be two teams consisting of 20 players per team: 20 varsity and 20 junior varsity. Try-outs are held in September and members selected are required to meet the GPA and citizenship standards as in any other high school program. Basic knowledge of ice hockey is helpful but not required. Ice hockey is not a U.I.L. sanctioned sport and is not funded by the school. Players must provide their own equipment and pay for ice time. The team does hold several fund-raising events through the year to help with some of the expenses. Anyone wanting more information should contact either Doug Inscho or Karen Forslund through FRHS or KHS offices.*

**Indianettes**

*Indianettes is a precision dance team that performs at athletic and community events and competitions. A full year program, drill team aids each individual in developing dance skills, self-discipline, dependability, responsibility, maturity and strong citizenship skills. Each individual will be expected to set high goals and have a strong feeling of commitment and dedication to this organization.*

**Sponsor: Kim Burge**

**Interact Club**

*Interact is a service club for high school students. The name "Interact" comes from "International Action." The Keller Interact Club is sponsored by the Rotary Club of Keller. Club meetings are held on the first and third Monday of each month at 6:00 p.m. in the executive dining room of the Education Center. Any student who wants to become a part of a lively group involved in serving the community and promoting international understanding may see Jamie Wilson in the principal's office for more information.*

**International Thespian Society Troupe 4169**

*The purpose of this honor group is the advancement and improvement of theatre arts in secondary schools, to create enthusiasm for theatre, and promote leadership throughout high school theatre students. Membership is open to any student who has met the qualifications as established by both the local and international board of trustees of I.T.S. Once students have worked the required hours in theatre and have met the requirements, they are invited to become members of this honor theatre organization. Approximately 25 students are inducted yearly.*

**Sponsor: Helen Lewis**

**Multicultural Club**

*The KHS Multicultural Club seeks to highlight the cultural diversity of our students and to reduce prejudice and discrimination through building awareness that our differences can contribute to a more vital and productive society.*

**Sponsor: Joe Bogan**

**National Art Honor Society**

*The NAHS is a program of the National Art Education Association, which is the largest professional art education association in the world. NAHS is for high school students in grades 10-12. Its purpose is to inspire and recognize students who have demonstrated the highest qualities in art scholarship, service, and moral character. Membership into the NAHS is by nomination of the student's art teacher. The NAHS works closely with the Art Club. The NAHS creates special art projects, serves the community by helping the city "clean-up," and has art shows throughout the community and school. Meetings are usually twice a month. **Sponsor: Kay Wilson***

**National Honor Society**

*The NHS of KHS is sponsored by the National Association of Secondary School Principals. New members are inducted each fall, after the first semester grades have been submitted for consideration. These members are chosen from juniors or seniors who presently hold a 92.0 or better scholastic average and exhibit exceptional qualities in character, leadership and service. The candidates are screened by a faculty council, which consists of five academic department chairpersons. All members must fulfill a prescribed number of service hours within the community.*

**Sponsor: Ronnie Davis**

**Natural Helpers**

*Natural Helpers is a peer assistance organization encompassing students from all areas of the school population. Participants are chosen from a school-wide survey that is conducted at the beginning of each school year. The main functions of Natural Helpers are to be available to assist students with non-emergency type problems or concerns and to be involved in the school and community service activities.*

**Sponsor: Debbie Gutierrez**



**Powerlifting**

*The Powerlifting program at Keller High School is designed to teach safe, effective ways for students to develop strength. The athletes will work out three-four days a week on different parts of the body. During the spring, athletes will compete in local, state, and national competitions on an individual and team basis.*

**Coach: Bill Gambs**

**Robotics Club**

*The Robotics team is always looking for students who are interested in "designing and building people-powered, remote-controlled devices for performing specified tasks." The team participates in several competitions each year including the Cardboard Boat Regatta, the bridge competition at UNT, and ultimately, the robot competition, DC's B.E.S.T. They also prepare for careers as engineers by attending meetings of professional organizations, such as the American Society of Engineers.*

**Rodeo Team**

*To be a member of this team, you must be dedicated to practicing regularly to prepare for the twenty-eight week rodeo season required by the North Texas High School Rodeo Association, of which the KHS Rodeo Team is a part. The rewards for working hard and placing in an event include prizes, awards, and money! For more information, ask Mr. George Smith, Rm. 431, to direct you to a Rodeo Team member.*

**Science Club**

*The Keller High School Science Club is designed to promote interest in science and technology with emphasis put on real life applications and possible career choices. The club is open to any interested student grades 9-12. Club activities include Keller Adopt-a-Street program, guest speakers, and club projects (i.e. building a hovercraft). Club members will be encouraged to participate in the regional science fair and U.I.L. Science team. The club will go on one technology-related field trip in the spring.*

**Sponsor: Amy Richarme**

**"Spear It" Scouts**

*Indian Scouts is a senior group designed to promote spirit throughout the school by actively participating in the support of varsity athletic groups such as football, volleyball, and basketball. Indian Scouts will also help with open house and other duties deemed necessary through the school administration. Approval for participation is required through the sponsor.*

**Sponsor: Tracy Arsenault**

**STUDENT CODE OF CONDUCT****PURPOSE**

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. The Student Code of Conduct that follows is the district's specific response to requirements of Chapter 37 of the Texas Education Code. The law requires the district to define misconduct that may or must result in a range of specific disciplinary consequences. This code is an outgrowth of collaboration among district and campus staff, parents and other community members. This code, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior and consequences of misconduct.

**STANDARDS FOR STUDENT CONDUCT**

Each student is expected to:

- Demonstrate courtesy and respect even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class; take appropriate materials and assignments to class;
- Meet District and campus standards of grooming and dress;
- Obey all campus and classroom rules;

- Respect the rights and privileges of other students and of teachers and other District staff;
- Respect the property of others, including District property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

#### **KHS STUDENT CODE OF CONDUCT**

1. Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district or by district schools. Students shall be responsible for the care and return of state-owned textbooks and may be charged for lost or damaged textbooks.
2. Students shall not gain unauthorized access to any of the district's computer systems, whether stand-alone or networked. Students shall not alter or modify systems or files for which they do not have authorization. Students who cause a virus to be placed on a computer, disk, or system may be subject to disciplinary action and may be held liable for any resulting damage as set forth in the Student Code of Conduct.
3. Students shall not participate in hazing. "Hazing" means any intentional, knowing, or reckless act directed against a student by one person alone, or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members include other students.
4. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions.
5. No student shall during any school term and while on school premises or off-school premises at a school-sponsored activity, function, or event, sell, give, deliver, use, possess, or be under the influence of:
  - Marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801, et. seq.
  - A dangerous drug, as defined by Chapter 483, Health and Safety Code.
  - Alcohol.

**Keller High School has a "zero tolerance policy" regarding drugs on campus. Any amount of a drug will result in a consequence, a useable amount may result in expulsion.**

6. No student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in a manner:
  - Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
  - Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.
7. No student shall intentionally manufacture, deliver, or possess with intent to manufacture or deliver abusable glue, or aerosol paint that does not contain additive material in accordance with rules adopted by the commissioner of health.
8. No student who is 18 or older shall intentionally, knowingly or recklessly deliver abusable glue or aerosol paint to a person who is younger than 18 years old. No student who is 18 or older shall sell or deliver a substance containing a volatile chemical as described in Health & Safety Code 484.005 (a) (2) to a person younger than 18.
9. No person shall intentionally or knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest or otherwise introduce into the body an abusable glue, aerosol paint or other substance that contains a volatile chemical.
  - "Use" means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

- "Under the influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.
10. In addition to the statutory ban on the possession, use or transmittal of controlled substances, dangerous drugs and alcohol, the district prohibits:
    - The possession, use or transmittal of paraphernalia related to any prohibited substance.
    - The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.
  11. A student shall not knowingly, intentionally or recklessly go onto the school premises with a firearm, explosive weapon or illegal knife. The student shall not interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit a firearm, explosive weapon or illegal knife. Federal and state law requires expulsion for this conduct.
  12. In addition to the prohibition of firearms, students are prohibited from being in possession of, or bringing a weapon to school, on a school bus, or on a school-sponsored activity. This prohibition shall not normally apply to school supplies such as pencils, compasses and the like unless those instruments are used in a menacing or threatening manner.
 

Weapons shall include, but are not be limited to the following:

    - Knives of any size, including pocket knives;
    - Explosives, including fireworks, matches or lighters of any kind;
    - Clubs;
    - Razors;
    - Metal knuckles;
    - Chains;
    - Guns (including pellet, BB, starter and look-alikes);
    - Bow and arrows;
    - Laser pointers;
    - Any other object, including school supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the principal or designee determines that a danger exists for any students, school employees or school property by virtue of possession or use.

Note: Lockers are considered school property and may be inspected by school personnel at any time. Reasonable suspicion is cause for cars to be inspected by school personnel.

#### **Soccer, Girls**

*The KHS Girls Soccer program is open to all female students in grades 9-12. The program is active throughout the school year, beginning with off-season workouts during school in the fall months and concluding the year with off-season workouts during school in the spring. In addition, after school practices are allowed during the month of December. Interschool games begin in January and continue with inter-district competition lasting through March. The post season playoffs begin in March and conclude with the State Championship games in April. All interested players should possess a basic understanding of soccer techniques and tactics along with a high fitness level and a strong competitive attitude.*

***Coach: JoDee Campbell***

#### **Soccer, Boys**

*This extracurricular sport is for boys in grades 9-12 who want to participate in U.I.L. soccer matches. There is off-season program for grades 10-12. Freshmen are able to try out starting on the first Monday after Thanksgiving.*

***Coach: Colin Yokum***

### **Softball**

*Fast pitch softball is an extracurricular U.I.L. sport that meets in the fall and spring. The class will provide individualized instruction, weight training and a conditioning program. It is important to have had prior fast pitch experience. Coach approval is required before enrolling.*

**Coach: Maureen Fritz**

### **Spanish Club**

*The Spanish Club is open to students who are currently enrolled in a Spanish class or who have received credit for Spanish III or IV. The club, which meets approximately once a month, promotes Hispanic culture by encouraging participation in Hispanic-related activities, such as dining at Hispanic restaurants, celebrating Hispanic holidays and taking field trips to language-appropriate exhibits.*

**Sponsors: Virginia Casey and Pat Frisino**

### **Special Olympics**

*Each spring, the KISD hosts a track meet for Special Olympians. Students can volunteer to participate as athlete "buddies" or to help with events. Students must apply and are chosen based upon teacher recommendations, grades, and an essay about why they want to participate in the Special Olympics.*

**Coordinator: Marj Daggett**

### **Speech/Debate Club**

*The forensics program at Keller High School is made up of students in Intro to Speech, Public Speaking, Debate, and Oral Interpretation classes, as well as many students enrolled in the school but not in a speech class. Through participation in speaking contests throughout the metroplex area through the national Forensics League, the Texas Forensics Association, and the U.I.L., students qualify for state and national competitions and scholarship offers. Practical training in self-motivation, responsibility, and professionalism are additional benefits of this organization. Additionally, once each year, the speech students help the community by adopting underprivileged families or children for charitable donations.*

**Sponsor: Jennifer Dreiling**

### **Student Council**

*Student Council is a student-run governmental body made up of elected members and students who apply as members-at-large of each grade. Student council is responsible for many school functions, such as Homecoming, an annual clothes drive benefiting needy area families, anti-drug campaigns, environmental projects, Thanksgiving Baskets and all school elections. Elections for Student Council are held in the spring of every year. Candidates must meet certain GPA requirements, and receive recommendations from teachers and students.*

**Sponsor: Katie Keyes**

### **Student Trainer Association**

*The student training staff is composed of students interested in a medical career and students who want to be more involved with school activities and spirit. The purpose of this organization is to provide the highest level of medical coverage to all sports and encourage personal growth, academic excellence, leadership, and fun. As a student trainer you will make new friends, travel, and learn first aid, anatomy, physiology, nutrition, and dedication. We have monthly parties and a yearly charity project. Continued participation will qualify you to letter and also open doors for scholarships. To inquire, contact Coach Poer at the high school training room.*

### **Swimming**

*The Keller High School Swim Team is a competitive swim team that starts competition at the end of October and ends competition at the state meet in February. Anyone with swimming experience and a desire to be a part of the team can join the Keller High School Swim Team and continue a winning tradition.*

**Coach: Carey Ward**

### **TAFE**

*TAFE is a Future Teacher of America organization set up to give students an introduction to the teaching profession. It is co-sponsored by Texas Association of Secondary School Principals.*

**Sponsor: Clarissa Marchalk**

**Tennis**

*Tennis is an extracurricular UIL sport that meets in the Fall and Spring. The class functions on both the Junior Varsity and Varsity levels. On the Junior Varsity level, the emphasis is placed on hand-eye coordination and strengthening the fundamentals. On the Varsity level the emphasis is placed on technique, fine-tuning, and competitive play. Some playing experience is necessary and head coach's approval is required prior to enrolling.*

**Coach: Kenneth Collins**

**Track and Field, Girls**

*This extracurricular sport is for girls in grades 9-12 who wish to learn and participate in track and field meets. This is a spring sport only. Workouts are after school. Experience is not necessary. All events are taught by experienced staff. Come join a winning tradition. See Track and Field coaches or listen for announcements in December.*

**Track Supplement (Girls)--4th period**

*This class is designed for the athlete who will be competing in the after school program only. We will emphasize weight training, plyometrics training, agility work, and speed work to ready the athlete for competition in the after-school program. See track coach for entry into class.*

**Coach: David Park**

**Track and Field, Boys**

*This athletic program is offered to boys in grades 9-12. Sixteen athletic events including relays, open events, and field events make up the typical track meet. The season begins upon return from Christmas break, with the first meet occurring in mid-February, and runs through mid-May culminating with a district, regional, and state meet. Competition is offered at the freshman, junior varsity and varsity levels. See track and field coaches for more details or entry into the class.*

**Coach: Duane Kroeker**

**U.I.L. Academic Team**

*The Keller High School U.I.L. Academic team consists of students in various academic areas competing for the University Interscholastic League titles. Academic areas include Speech, Debate, Journalism, Computer Applications, Accounting, Computer Science, Ready Writing, Literary Criticism, Science, Mathematics, Calculator, Number Sense, Spelling, Current Events and the One-Act Play. Students compete at the district level with the ability to advance through regionals and on to state. KHS has had students compete on the state level in numerous events*

**Coach: Helen Lewis**

**Volleyball**

*Volleyball is an extracurricular sport, with eligibility requirements including but not limited to the "no pass, no play". The season coincides with football, with contests generally held on Tuesdays and Fridays. Practices are held during the athletic period and after school. Tryouts are in August and the season concludes in November. Spring practice is conducted during the last nine weeks of school. The head coach's approval is required.*

**Coach: Sylvia Ortiz**

**Wigwam**

*The Wigwam, the school newspaper, is published eight times during the school year. It is a project of the Journalism and Newspaper classes. Journalism is the prerequisite class, unless students have at least a B average and the permission of the Journalism teacher to go on to the Newspaper class. All students are encouraged to submit artwork, creative writing or letters to the editor. The newspaper acts as a public forum.*

**Sponsor: Jennifer Cross**

**Wrestling**

*The KHS wrestling program, though relatively new, has experienced great success. Wrestling meets after school from November through February and is open to any interested student. Wrestlers compete in individual and team UIL competitions against competitors in their own weight class. Fundamental wrestling skills are taught while sportsmanship and discipline are stressed.*

**Coach: Bill Middendorf**

## **Yearbook**

*Yearbook is a 27-week (first three nine-week blocks) course where the students plan and design the Chief yearbook. Students learn marketing, design, writing, photojournalism and desktop publishing. Students must make application in the spring semester for the following year and the staff is selected from these applicants.*

**Sponsor: David Williams**

## **Young Life**

*This non-denominational outreach organization meets weekly at the Roundhouse in downtown Keller. Any KHS student interested in fun, games, skits and singing will be welcomed. Members also participate in ski trips, camps, and hiking trips throughout the year.*

**Monitors: Paul Shabay and Rachel Nichols**

## **ACADEMICS**

### **ABSENCES/MAKEUP WORK POLICY**

Students who have excused absences are allowed two days for each day absent to make up missed assignments. It is the student's responsibility to contact the teacher and obtain the assignments and make up the work within this period unless another date is agreed upon by the teacher. On the morning of the third day of absence, parents may call Mrs. Tavlian at (817) 744-1400 to request your child's makeup work.

### **ATTENDANCE FOR COURSE CREDIT**

The Texas Education Code §25.092 "requires that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered." Failure to meet the attendance requirements may result in credit denial for the course(s) which reflect less than 90 percent attendance. Students who accumulate more than five absences in a nine-week period may be at risk for being denied credit. The Texas Education Code also requires that a student must meet the 90 percent requirement in order to obtain or renew a driver's license. (For more information on acquiring a TEA form see page 24)

Absences involving a doctor's care, court appearance, school-related activity, nationally recognized religious holiday, and/or funeral attendance of an immediate family member may be considered an excused absence. Should a student exceed the 10 percent limit on absences in a course which he/she has passed, credit retrieval may be obtained by attending assigned Saturday Schools. Assigned Saturday School(s) must be completed during the nine-week period which follows the nine-week period in which credit was denied (Example: Credits denied during the first nine-week period can only be retrieved by attending Saturday Schools during the second nine-week period).

### **COMPULSORY ATTENDANCE LAW**

Good attendance is necessary to obtain a quality education. Basic policy, therefore, is that all students should punctually attend school every day unless ill or involved in a family matter. In Texas, children are required to attend school unless exempted by law. School employees investigate and report violations of the state compulsory attendance law. Texas Education Code § 25.085(a) requires that a child attend school each day for the entire period that a school's program of instruction is provided. Attendance is compulsory for a child at least six years of age, or who is younger than six and has been previously enrolled in first grade, and who has not yet reached age 18.

Students who are absent from school on 10 or more days or parts of days within a six-month period, or on three or more days or parts of days within a four-week period may be referred to the district attendance officer. The district attendance officer is required to refer the child to the county juvenile probation department for a possible court hearing and/or fines. (There are **NO** school-recognized **SKIP DAYS**.)

### **DISTINGUISHED ACHIEVEMENT PROGRAM (DAP)**

The Distinguished Achievement Program (DAP) is the highest graduation plan offered by the State of Texas. Students must complete the Recommended High School Program, third level of a foreign language, and four advanced measures. Advanced measures include: score of 3 on an Advanced Placement exam, individual project qualified by a panel of judges, PSAT Scholar, grade of A or B in a college course, and a professional license. For more information please contact the DAP Coordinator at Keller High School. Also see *Texas Scholars* on page 21.

## ELIGIBILITY

The U.I.L., Texas Education Agency and/or the constitution of the organization govern eligibility requirements for club/organization membership. Students must meet the eligibility requirements to be active members and participate in organizational functions. This includes the "No Pass/No Play" provision.

A student participating in U.I.L. activities will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70. **SEE PAGE 45 FOR U.I.L. CALENDAR**

## EXEMPTIONS FROM FINAL EXAMS

Senior students meeting the guidelines listed may be exempt from mid-term/final exams:

1. The student may have no more than two absences (for any reason except for absences due to school-sponsored activities or college recruitment trips) for the course in which they are seeking an exemption during the nine-week period.
2. Two tardies within a three-week period equals one absence.
3. The student's semester grade average in the class, determined one week prior to the end of the nine-week period, must not be less than 85.
4. Students assigned In-School Suspension or CPC during the nine-week period will not be exempt.
5. A student who is exempt from an exam may take the exam if he/she wishes. The score from the exam may be averaged with the nine-weeks' grade to determine the final grade only if the test grade improves the student's grade for the nine-week period.
6. An absence will be counted when the student has missed more than 10 minutes of class.
7. Students must be in attendance the last school day before the final exam administered in that class.

## GRADING SCALE

The Keller ISD adheres to the following grade conversion scale when converting numerical grades earned in the district to letter grades:

**90 - 100 = A      80 - 89 = B      70 - 79 = C      below 70 = F**

For grades earned in other districts and transferred to the Keller ISD, the following conversion scale is to be used:

A+ = 97-100	B+ = 87-89	C+ = 77-79
A = 94-96	B = 84-86	C = 74-76
A- = 90-93	B- = 80-83	C- = 70-73

## GRADUATION REQUIREMENTS

Keller High School offers various graduation plans, depending on the year in which the student entered as a freshman. See the Course Guide or your counselor for more information.

Eleventh-grade students take the state competency test called Texas Assessment of Knowledge and Skills (TAKS). Students must pass the test or "exit level" test in order to be eligible for graduation and/or receive a high school diploma.

Only those senior students who have completed all requirements for graduation may participate in the graduation exercise held at the conclusion of the regular school year. Foreign exchange students will not participate unless they meet all state and local requirements.

Any student may graduate early if they complete all graduation requirements. At the time such requirements are met, the student is considered "graduated." A December graduation ceremony will be held for mid-term graduates. Students graduating in December will not be eligible for spring Graduation exercises or spring activities, which includes, but is not limited to prom.

## **RETEST POLICY**

Re-testing will be done following the re-teaching process. An alternate form of the test or the same test may be utilized in the re-testing process, except for major tests. An alternate form of the test must be used for major tests. Re-testing will occur by student/teacher arrangement outside the regular classroom time if the number of students involved is limited. The teacher will provide the opportunity for re-testing; the student must take the initiative to retake the test. Only one re-testing will be offered.

Opportunities are provided to address re-testing through one or more of the following methods:

- Demonstration of mastery of material through a medium other than the written test;
- Oral proof of mastery;
- 
- A different version of the test or the same test;
- Revision within the writing process;
- Test correction;
- Computer-aided testing.

## **RECORDING OF GRADES**

The highest score a student can earn on a retest is a 70. However, both the original score and the retest score will be recorded.

## **EXCEPTIONS TO RE-TESTING**

Grades for products that result from a full, extended process, such as process papers, research papers, lab practicals, etc., do not necessarily fall within the re-teaching/re-testing guidelines. The process itself, and adherence to it, will provide several opportunities for students to make improved scores.

Students who are found to be taking unfair advantage of the re-test opportunities will not be allowed to participate in the procedures. Unfair advantage is determined to be:

- Skipping school or class the day of either the test or re-teaching/re-testing;
- Refusing to or failure to complete and turn in class work or homework assignments designed to prepare students for either test;
- Habitually failing major tests on the first attempt and failing to take advantage of re-teaching opportunities, student/teacher conferences, and/or parent-teacher conferences, in order to catch up with the class;
- Creating a disturbance that results in an office referral during re-teaching and/or re-testing;
- Failing to consistently take advantage of mutually acceptable scheduled tutorials;
- Failure to take a retest at the appointed time. The original test grade will be recorded unless the teacher determines that credible extenuating circumstances exist.

## **SCHEDULE CHANGES**

Schedule changes may be considered in accordance with the S.A.V.E. process as set forth in the Course Guide.

## **TEXAS SCHOLARS**

Texas Scholars is a program that encourages students to follow a more rigorous course load in high school. Texas Scholar requires two of the following: independent research project, portfolio with presentation, score of 3 or better on an Advanced Placement exam, completion of Dual Enrollment Class, or a license through a licensing board (CATE class).

**More information on academics can be found in the Keller ISD Course Guide.**

### **IMPORTANT THINGS TO KNOW**

#### **Attendance Policy**

*We at Keller High School believe that good attendance is one of the most important steps to academic success. Every student knows the costs of being absent—makeup work, missed information, and the need to attend Saturday Schools if you miss too many days. All students must follow the stated guidelines regarding absences from school.*



## ATTENDANCE REGULATIONS

According to state regulations, a student must attend class for at least 90 percent of the time in which a course is offered in order to receive credit for the course. If a student accumulates more than five absences in any class they may be at risk for being denied credit for the course. Also, the Compulsory Attendance law state that students who are absent from school on 10 or more days or parts of days within a six-month period, or on three or more days or parts of days within a four-week period may be referred to the district attendance officer. **(Please see page 18 for important information regarding attendance.)**

## WHAT TO DO IF YOU ARE ABSENT

Parent/Guardian should call the attendance office on the day of the absence at one of the following numbers: (817) 744-1441; (817) 744-1442; or (817) 744-1443.

When a student returns to school (if no call is received from the parent), the student must report to the attendance office **before 1st period** with a note from the parent which includes a phone number where the parent may be contacted. Students who do not present a note or phone call within 48 hours of their returning to school may be considered unexcused and/or truant, and may be subject to disciplinary action. Notes from parents/guardians will be verified. **Students are responsible for insuring their absences are cleared.**

If a student is absent due to medical reasons, the student should bring a doctor's note upon returning to school. Doctors' notes are to be turned in to the attendance office or faxed to (817) 337-3362 **within three days of returning to school.** Forged doctor's notes could result in criminal charges being filed against the individual.

## SCHOOL-RELATED ABSENCES

Students shall be limited to five school-related activity absences per nine-week period.

## LEAVING CAMPUS DURING THE DAY

1. Students may not leave campus during the day without parent notification.
2. Parent permission requires a note from the parent to be presented by the student or parent to the attendance office before the school day begins. Parent notes must include a contact number.
- 3.
3. Students who are granted permission to leave campus by the attendance office will receive a pass from Attendance releasing them from class.
4. Students are required to sign out in the attendance office before departing; and they are required to sign in upon their return.

**NOTE: The parent will be contacted for verification of early dismissal. If a parent cannot be reached, the student will not be granted an early dismissal. Students leaving campus without clearing their departure through the attendance office may have their absence recorded as truant and be subject to disciplinary action.**

## ASSISTANT PRINCIPALS AND COUNSELORS

Student's Last Name	ASSISTANT PRINCIPALS (817) 744-1400	COUNSELORS (817) 744-1411
A—D	Ms. Hollis	Mrs. Hubbard
E—J	Mr. Hinson	Mrs. Dickinson
K—O	Mr. Roberts	Ms. Simmons
P—S	Mr. Burks	Mrs. Gibson
T—Z	Mrs. Cole	Mr. Kessel

Because of the numerous issues handled by the assistant principals' and the counselors' offices, parents and students who wish to see an assistant principal and/or a counselor are asked to schedule an appointment. Parents can make an appointment with the office secretaries, and students are requested to complete a request form available in the office. Students will be issued a pass for their scheduled appointment time. This process allows the offices to handle matters in

an expedient manner while protecting the confidentiality issues regarding our students. Counselors are available in the office for purposes of course selection and scheduling, occupational and vocational information, college selection, SAT and ACT testing, and personal problems.

#### **FLOWERS AND GIFTS**

It is not the responsibility of school personnel to deliver flowers and gifts to the students. Classes will not be interrupted in order to deliver such items. Students who expect such items should check with the office during their lunch period or after school.

#### **LIBRARY—(817) 744-1423**

The school library is an important part of your school life. It is provided for your use and we encourage you to use it whenever possible. Library hours are from 7:00 a.m. until 3:30 p.m.

A valid Keller High School student ID is required to check out materials from the library. All books, with the exception of reference and reserve books, may be checked out for a period of two weeks. Magazines and newspapers are for use in the library only. A fine of ten cents per day, excluding weekends and holidays, is charged for overdue materials.

Students are responsible for paying for lost or damaged materials. Report cards and/or student records may be held until library fines are cleared.

Students must have a pass and a valid Keller High School student ID in order to enter the library during school hours. Seniors who do not have a first or fourth period class, but would like to use the library, are asked to sign in at the main desk.

#### **LUNCHROOM**

Keller High School is a closed campus, therefore, students are not allowed to have food delivered. All students, whether they bring their lunch or purchase a lunch in the cafeteria, are required to eat in the commons. No food or drinks will be allowed in any academic areas of the building.

Students are to keep the lunchroom clean and neat by returning all trays and utensils to the disposal area and disposing of trash items. Upon completion of lunch, students must remain in the commons area until their lunch period ends.

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 from Ms. Cadden in the front office.

#### **MESSAGES**

The office will only deliver phone messages from the parent of the student in the event of an emergency.

#### **NURSE—(817) 744-1420**

Students must have a pass from their classroom teacher to be seen by the nurse, except for emergency situations. If the nurse is not available, students should report to the assistant principals' office.

Parents are required to fill out and sign an emergency information card. This card lists the parents' daytime phone numbers, places of employment and the names of other adults who may be called if parents are unavailable. Students will only be released to those designated persons. The card also provides medical information and gives permission for the school to obtain emergency medical treatment.

Students may not leave school for illness without first reporting to the nurse and the attendance office. Parents must be contacted by the school nurse before a student may leave campus due to an illness. Students who are ill should not go to the pay phone to call a parent requesting to go home. Every attempt will be made to contact parents when a student is ill and in need of going home. Failure to follow this procedure may result in disciplinary action accordingly. **NOTE:**

**Absences due to illness are only excused with a doctor's note.**

Parents of a student with a communicable disease are asked to telephone the school nurse in order that other students who may have been exposed to the disease can be notified. A student who has certain diseases is not allowed to come to school while the disease is contagious.

The school nurse will send students with a temperature of 100° or greater home. Any student with a fever should be kept home for 24 hours after they have been fever free without medication.

Parents should inform the nurse of a student's chronic illness or medical condition to ensure continuity of care.

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 immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, and haemophilus influenzae. The school nurse can provide information on age-appropriate doses or on 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.

A student who must take prescription (or non-prescription) medication during the school day must bring a written request from his/her parent and the medicine, in its properly labeled container, to the nurse's office. The nurse, or her designee, will either administer the medication at the proper times or give the student permission to take the medication as directed.

The school does not provide any medication, such as pain relievers and decongestants. All necessary medication must be brought from home to the nurse's office. A student may not carry any type of medication on school property except for certain asthma inhalers, which must be accompanied by a physician's order.

#### **TEA FORMS**

Students are required by the DPS to have a TEA form completed by school personnel in order to apply for a driver's license. This form certifies that the student is in compliance with the state compulsory attendance law by attending school at least 90% of the time. TEA forms must be requested two days in advance from Mrs. Tavlian. Requested forms can be picked up before school, after school or during lunch from Mrs. Tavlian.

#### **VISITORS**

All visitors must check in at the registrar's office. Visitors will not be allowed on campus without clearance through the office. Visitors must present a valid ID to obtain a visitor's pass which they will be required to wear while on campus. Student visitors will not be allowed to attend classes or have lunch in the school cafeteria.

13. A student commits an assault when he: (1) intentionally, knowingly or recklessly causes bodily injury to another; (2) intentionally or knowingly threatens another with imminent bodily injury; (3) intentionally or knowingly causes physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. Students are prohibited from assaulting anyone on school property or at school-sponsored events. **Keller High School has a "zero tolerance policy" regarding assaults on campus. Participants may receive a minimum assignment of 15 days in CPC and may be cited by the local law enforcement agency. During the CPC assignment, the student may not participate or attend extracurricular and/or co-curricular activities.**

#### **STUDENTS FOUND TO BE IN VIOLATION OF THIS POLICY SHALL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION, INCLUDING EXPULSION.**

IN ADDITION TO THE ACTIONS PROHIBITED IN THE POLICIES LISTED ABOVE, STUDENTS AT SCHOOL OR SCHOOL-RELATED ACTIVITIES ARE PROHIBITED FROM:

1. Cheating or copying the work of another student. 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 will be subject to academic disciplinary action that may include loss of credit for the work in question. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
3. Absence from school without permission of parent(s) or guardian or absent from class without the principal's permission. Students shall be considered truant and shall be subject to disciplinary action. Students who leave class without the teacher's permission will be considered truant.
4. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other school employees.
6. Possessing or using lighters, matches or fire, or committing arson.
7. Committing robbery or theft.
8. Disobeying school rules of conduct on school buses.
9. 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.
10. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
11. Engaging in inappropriate physical or sexual contact disruptive to other students or the school environment.
12. Engaging in offensive conduct of a sexual nature, whether verbal or physical, which may include requests of sexual favors or other intimidating sexual conduct.
13. Possessing a radio, CD player, or tape player on campus unless with permission of their teacher.
14. Using mace, pepper spray or similar irritants.
15. Possessing a beeper or other electronic communication devices defined by Texas Education Code 21.309/FNC
16. Directing profanity, vulgar or inappropriate language or obscene gestures toward other students.
17. Engaging in any other conduct that disrupts the school environment or educational process.
18. Engaging in any conduct constituting felony criminal mischief as defined by law.
19. Membership or participation in any secret society, fraternity, sorority, or gang.
20. Engaging in unruly, disruptive or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn.
21. Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
22. Violating safety rules.
23. Violating dress and grooming standards.
24. Repeatedly violating other communicated campus or classroom standards of behavior.
25. Bullying, the intentional intimidation, threatening, or physical contact with another individual, will not be tolerated and will result in punishment.
26. Threatening another student, faculty member or staff member will result in disciplinary consequences. Threats regarding firearms, knives, bombs, or other weapons will result in severe consequences.
27. Unless permission is granted by a school official, students are prohibited from visiting other campuses in the district during school hours.
28. Skateboards are not allowed on school property.
29. No visible tattoos.

### **DISCIPLINE MANAGEMENT PLAN**

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses).

#### **DETENTION HALL**

For minor infractions of the Student Code of Conduct or other policies and regulations, teachers and administrators may assign the student to a detention hall with 24 hours notice. Detention halls are served on Tuesdays and Thursdays in the Lecture Hall unless otherwise announced from 2:30—3:30 p.m. Students are responsible for their own transportation.

## **SATURDAY SCHOOL**

For more serious infractions or for repeat infractions of the Student Code of Conduct, an administrator may assign a Saturday School. Students serve this assignment from 8 a.m. until 12 noon. **Students who arrive late or without a valid Keller High School student ID will not be allowed to attend Saturday School.** Students are responsible for their own transportation.

A certified teacher is on duty to supervise the students in an academic setting and there is little or no opportunity for social interaction with peers. The student is responsible for bringing enough school related work to occupy themselves for four hours. The minimum stay shall be one day for a four-hour period. Lack of cooperation by the student may result in dismissal from Saturday School without credit for serving and may receive more serious subsequent disciplinary action.

## **FORMAL REMOVAL**

Formal removal may result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class, or behavior that is so unruly, disruptive or abusive that the teacher cannot teach. A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program.

When a student is removed from the regular classroom, the principal may place a student in:

- Another appropriate classroom.
- In-school suspension.
- A disciplinary Alternative Education Program in which the student must be separated from other students for the entire school day and will be provided instruction in the core subjects. Counseling may also be provided to the student.

## **ISS (In School Suspension)**

For more serious misbehavior or persistent misbehavior, an administrator may assign a student to ISS. In this setting, the student receives assignments/instruction in each course to the extent possible, with little or no opportunities for social interaction with peers. Supervised breaks for restroom and water privileges are provided morning and afternoon. The minimum stay shall be two (2) days. Lack of cooperation by the student may increase the length of the stay or result in additional disciplinary action.

Students assigned to ISS are not permitted to participate in any school-sponsored, school-related extracurricular, and/or co-curricular activity until they have completed their ISS assignment.

## **SUSPENSION**

In severe situations, a student may be given his/her assignments to complete at home. Students may be suspended for any reason that also requires placement in a disciplinary Alternative Education Program. State law allows a student to be suspended at home for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or a school year.

Students are not permitted to participate in any school-sponsored, school-related extracurricular, and/or co-curricular activity while they are suspended from school. The student shall receive an excused absence for this removal if the student satisfactorily completes the assignments for the period of suspension in the time designated by the teacher.

## **ALTERNATIVE EDUCATION PROGRAM (CPC/SRC)**

After reasonable discipline management techniques have been imposed, or the campus administrator determines that the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or to other individuals, or that the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of the Student Code of Conduct, the student may be removed to an Alternative Education Program (AEP). The board delegates to the principal or his designee the authority to remove a student to a disciplinary AEP. The principal/assistant principals will determine the duration of a student's placement in AEP.

Keller ISD's alternative education program consists of two levels. The Challenge Placement Center (CPC) which requires a minimum assignment of 15 days; and the Student Removal Center (SRC) for more serious offenses requiring a minimum assignment of 45 days. State law does not permit students who are in AEP to participate in any school-sponsored, school-related extracurricular, and/or co-curricular activity. A student who is placed in AEP will be provided transportation.

### **EMERGENCY REMOVAL**

A student who exhibits certain conditions or behaviors may be removed from the regular classroom, campus or AEP. Such conditions may include:

- Being under the influence of alcohol or drugs.
- Being highly agitated.
- Suffering from any other condition that temporarily threatens the student's welfare, other individuals' welfare, or the efficient operation of the school.

A student who is removed will be released to his/her parent, parent's representative, medical providers, or law enforcement authorities.

### **EXPULSION**

"Expulsion" means removal of a student from school to the Tarrant County Juvenile Justice Alternative Education Program (JJAEP) for a period of 90 school days or longer. The duration of an expulsion shall not exceed one (1) calendar year. The board delegates to the principal the authority to expel students. The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parent, the teacher and the student. The student's parent or guardian will be invited in writing to attend the hearing.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. Please see more detailed information in the KISD Student Code of Conduct.

### **JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

The Board of Trustees has entered into an agreement with the county juvenile board outlining the juvenile board's responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program and conditions of payments from the district to the juvenile board. Details of this relationship are defined in agreements available for public inspection upon requests made to the superintendent.

The goal of the discipline management plan is to work with each student who exhibits behaviors of concerns so as to assist the student to change his/her behavior and to successfully attend classes. More district-wide Code of Conduct and Discipline Management Plan information can be found in the KISD Student Code of Conduct booklet published by the administrative office, and distributed to students separate from this handbook.

### **STUDENT I.D. CARDS**

All students at KHS are required to wear a valid Keller High School I.D. card with them while on campus and when participating in school-related activities if requested to do so by school personnel. KHS IDs must be visibly displayed on the front of a student's clothing between the shoulders and the hips. First time issue of the KHS I.D. card will be free for students enrolling after the completion of a school year and upon enrollment at Keller High School. A fee will be charged for replacement cards and can be reissued in the counseling office.

A valid KHS I.D. card is required to be on campus, attend D-halls, Saturday Schools, purchase parking stickers, check out library books, vote in student elections, and for other student activities. Student must possess a visible Student ID and a hall pass if they have permission to be outside of the classroom during the class period. **Students must present their I.D. when asked to do so by any school personnel. Failure to present/surrender a school I.D. may result in serious disciplinary action. Any attempt to forge, alter, or deface a KHS I.D. card may result in disciplinary action.**

## **K.H.S. DRESS CODE**

The student's dress shall not cause school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb or detract from school activities and; shall not create a health or other hazard to the student's safety or to the safety of others. The school principal/assistant principals are charged with the responsibility of insisting that the student body maintain acceptable dress while in attendance during school hours and at school functions.

- Earrings may be worn; however, no other visible body piercing will be allowed.
- Student's hair will be neat, clean and well groomed. Hairstyles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process. Hair color should be of a single tone that is a natural color. (Black, brown, red or blonde.)
- Students shall wear clothing and undergarments in keeping with their gender.
- Blouses and dresses must cover shoulders and backs.
- No midriff tops or transparent clothing.
- No head coverings, caps, hats or bandannas shall be worn in the building.
- No athletic shorts, biking shorts/tights (spandex) or boxer shorts, except during athletic periods.
- No cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc.
- Any garment with legs in it, regardless of what it is called, must fall within the range of the tips of the fingers to the base of the fingers (knuckles).
- Skirts must be no shorter than fingertip length. If a skirt or dress has a slit, the top of the slit must not be shorter than this length.
- No chains or spiked dog collars.
- Pants must be worn at the waistline.
- Students shall wear shoes.
- Cutoffs or shorts or pants with torn edges will not be allowed.
- No "Wild Eyes" contacts will be allowed.

Students are not to wear shirts or other items of clothing with pictures, logos, phrases, letters and/or words printed on them that are obscene or disruptive in the judgment of the school administration. This shall include, but not be limited to:

- Clothing considered to represent illegal gangs or gang paraphernalia, including bandannas, colors, oversized saggy pants
- Clothing with satanic expressions
- Nude/semi-nude figures
- Pictures or logos of alcoholic beverages or tobacco, obscene gestures or words or pictures that depict prohibited substances, weapons, or violence
- Figures in sexually suggestive postures
- 

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The board authorizes school administrators to evaluate the dress and grooming of the students at their campus and employ appropriate disciplinary procedures to carry out and enforce this policy. Students attending school inappropriately dressed will be sent home or the parent contacted for a change of attire. Any period(s) missed will be considered an unexcused absence.

Additional information regarding student dress code can be found at [www.kellerisd.net](http://www.kellerisd.net) by clicking on Student Information.

### **CRIMESTOPPERS**

The campus Crimestoppers program is a student-run and operated project designed to help create a safe environment in our school. A student board of directors advertises the program and publicizes crimes that occur in the school or community. Any student may anonymously give information or a tip about a crime to the adult sponsor who passes it on to the police. If the tip leads to the solving of a crime, the board then votes on a cash reward for the informant. Campus Crimestoppers provides students an active role with the problem-solving process and helps them mature into good citizens by promoting responsibility to their school and community.

## **DRUG DOGS**

In an effort to provide for a safe campus environment, the Board of Trustees has employed the use of sniffer dogs (commonly called drug dogs) in the secondary schools of the district. The purpose of the program is to ensure that drugs, alcohol and weapons are not on the campus.

## **METAL DETECTORS**

KISD, in an effort to provide for a safe and secure environment for our students and staff, uses walk-through and handheld metal detectors. These metal detectors are similar to those in use at airports, courthouses, and some concerts. These detectors will typically not be set up at the entrance to the buildings, but will be used for random screening in the building.

If a prohibited item is discovered, proper school disciplinary procedures will be followed. If illegal weapons are found, the police may be notified and the student may face the possibility of expulsion.

## **POLICE QUESTIONING OF STUDENTS**

The following guidelines shall apply when law enforcement officer(s) or other lawful authorities desire to question or interview a student at school:

- The principal/assistant principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
- The principal/assistant principal shall ordinarily make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the principal/assistant principal considers to be a valid objection to the notification, parents will not be notified.
- The principal/assistant principal ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal/assistant principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

## **SCHOOL RESOURCE OFFICER**

In an effort to provide a safe, orderly and secure campus for our students, there is a police officer on campus. The officer is responsible for law enforcement on campus, participates in the educational program, assists in public relations, and may provide guidance to our students if requested.

## **SEARCHES AND SEIZURES**

Keller High School respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a right to search students or their property when there is reasonable suspicion, with the student's consent or with a search warrant. The alert of a trained dog is considered reasonable suspicion to search a car. School officials may search lockers at any time. School officials have reasonable suspicion to search a person upon alert of a metal detector. Anything found that is illegal or in violation of school policy will be handled as if school personnel made the discovery.

## **SEXUAL HARASSMENT POLICY**

The district forbids employee conduct constituting sexual harassment or sexual abuse of students. The district forbids students from engaging in unwanted and/or unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors, directed toward another student or a district employee.

A student or parent who has a complaint alleging sexual harassment or abuse should conference with the principal, the principal's designee, or the Title IX coordinator, Vicki Frost, Assistant Superintendent for Personnel. An investigation will be coordinated, as required by law.



## **TARDY POLICY**

Students are expected to be on time for all classes. Students are considered tardy if not in their class when the 'tardy bell' rings. Disciplinary actions for students who are tardy to class are as follows:

1. First tardy to any class **(in a 9-week period)**:
  - a. Conference with student.
  - b. Date and time of tardy is recorded in record book.
2. Second tardy (in any combination of classes **during a 9-week period**):
  - a. Tardy referral is issued by the attendance office..
  - b. Student is assigned a detention which must be served Tuesday or Thursday (as indicated on the referral) from 2:30—3:30 p.m. Transportation is the student's responsibility.
3. Third tardy (in any combination of classes **during a 9-week period**):
  - a. Tardy referral is issued by the attendance office..
  - b. Student is assigned a Saturday School which must be served on the designated date.
4. Fourth tardy, and subsequent tardies (in any combination of classes during **a 9-week period**):
  - a. Student may be assigned a minimum of two days of ISS.
  - b. Parents are contacted.
5. Students with serious and persistent tardy problems may be assigned to an alternative education program as determined by the assistant principal.

## **ELECTRONIC COMMUNICATION DEVICES**

Students may possess electronic communications devices including, but not limited to cell phones, pagers, PDA's, etc., during the school day from the first bell to the last bell under the following conditions:

- Must be turned off at all times.
- Must be out of sight at all times.
- May not be used at any time during the school day.

Electronic devices may be possessed and used after school and at school-sponsored or school-related events subject to appropriate rules of usage.

If an electronic device is seen or heard from the first bell to the last bell, the following steps may be taken:

1st Offense: Confiscated by the teacher and turned over to administration. Student may pickup after school with a phone call to parent. Student must sign for the electronic device.

2nd Offense: Confiscated by the teacher and turned over to administration. Phone call to parent. Parent must pickup and must sign for electronic device.

3rd Offense: Confiscated by the teacher and turned over to administration. Phone call to parent. Electronic device may be held until the end of term. Parent must pickup and must sign for electronic device. Disciplinary action may be taken in accordance with the Student Code of Conduct or campus handbook.

Based on recommendations from crisis experts, during a school-wide crisis situation, all student cell phones may be collected. These phones will be used to prolong the school's ability to maintain communication. **The KISD Crisis Management Plan provides for necessary, controlled communication in times of school-wide crisis.**

## **TRUANCY POLICY**

Students absent from school without permission of parent(s) or guardian(s), or students who arrive in class after the 10-minute tardy period, or students who leave class without the teacher's permission, will be considered truant. A disciplinary referral may be submitted to the assistant principal by the teacher. (Note: Truancy is a violation of the compulsory attendance laws, and may result in referral to court and/or fines.)

Any student who continues to have truancy problems may be assigned ISS, as is appropriate to their particular case, and/or a parent conference may be held with the principal/assistant principal to determine the student's educational placement.

## **STUDENT INFORMATION**

### **BUSES**

All students who are eligible will be permitted to ride the bus, provided they conduct themselves properly. Students who do not follow bus regulations may lose transportation privileges.

### **CONDUCT ON THE BUS**

1. Remain seated while the bus is moving.
2. Do not change seats. The driver is authorized to assign seats.
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
5. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
7. Do not throw objects inside or out of the bus.
8. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
9. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
10. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
11. Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle.
12. Students may get on and off the bus at their designated bus stop.

### **PROHIBITED ITEMS ON BUSES**

1. Tobacco
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages.
5. Weapons, explosive devices, harmful drugs or chemicals are not to be carried by the student. All other items must be kept on the student's lap at all times.
6. Matches or cigarette lighters.
7. Food or drinks (no eating or drinking on the bus is permitted).
8. Radios or tape players.
9. Skateboards.
10. Guns (BB, starter or look-alikes).
11. Paging devices.

### **DISCIPLINE ON BUSES**

The school bus is an extension of the classroom and discipline may be administered by the principal/assistant principal with assistance from the bus driver. All district policies that apply to student conduct and other student-related activities apply to the school bus.

Students are only allowed to ride the bus assigned to their area of residence unless they receive prior approval from the principal/assistant principal. High school students may not "catch" a bus at any school location other than their high school.

### **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal or his designee. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations. Any student who posts or distributes printed material without prior approval may be subject to disciplinary action.

## **EMERGENCY PROCEDURES**

### **FIRE DRILL PROCEDURE**

The State of Texas has adopted the following fire drill signals, which are standard in most of North Texas:

**Fire Drill**—3 long bells or intermittent ringing: File out of the building in an orderly manner--quickly without running.

**Return**—2 long bells: Return to your classroom

**Halt**—1 long bell: Stop and stand at attention and wait for an announcement

**After Halting**—3 bells: File back out of the building

### **TORNADO/DISASTER DRILL**

Several short bell tones will sound. Students and teachers are to quickly move to designated areas. Two short bell tones will signal when to return to class.

**STUDENTS SETTING OFF FALSE ALARMS MAY BE SUBJECT TO PUNISHMENT UNDER THE STATE PENAL CODE AND MAY BE SUBJECT TO DISCIPLINARY ACTION.**

## **FUND RAISING**

Because of concerns for students' safety, door-to-door fundraising by students or groups of students is specifically prohibited.

### **LOCKERS**

Students will be issued a locker for storage of books and supplies by their homeroom teacher. It is the student's responsibility to see that his/her locker is kept clean and secured.

The school is not responsible for items left in lockers. Although students are responsible for the contents of their lockers, lockers remain property of the school and are subject to search at any time. We strongly recommend that lockers be locked at all times. Only locks provided by the school may be used.

Students shall not deface the locker with writing, stickers or other non-removable items, nor disable the locks in any way. Locker damage may result in assessed fines, loss of locker privileges, and/or reimbursement for damages. A fee may be charged each time a locker has to be repaired due to student abuse.

Students should check their lockers for damages and the operation of locks when issued, and report any damages to their homeroom teacher. Students are to use only the locker assigned to them.

## **PARKING**

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, with or without the presence of the student. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs or weapons that are found in his/her car and may also be subject to disciplinary action by the district, as well as referral for criminal prosecution. Refusal to allow inspection of a vehicle under reasonable cause may result in intervention by local law enforcement, and may result in loss of parking privileges for the remainder of the year.

Any student wishing to park a vehicle in district parking lots must purchase a parking permit **prior to driving a car on campus**. A parking fee, determined by the superintendent or designee, may be assessed. As long as space is available, parking permits may be issued throughout the year. **Sharing of parking permits is not allowed.** To purchase a permit, students must provide a VALID driver's license, valid Keller High School Student ID and license plate number of the vehicle for which they are purchasing a permit. Parking permits can be purchased in the Assistant Principals' office.

Any student parked in handicapped parking, without a handicapped sticker, visitors' parking, any striped area, faculty parking, or any student parking without a permit is subject to being towed at the owner's expense and may lose parking privileges. Students have full responsibility for the security of their vehicle and must make certain it is locked and that the keys are not given to others. **Keller High School is not responsible for any damages which may occur to vehicles while parked on school property.**

## **PROPERTY**

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. School buildings are public property. Destroying or defacing public property is a violation of the law. A parent or other person who has responsibility for a child is liable for any property damage caused by the negligent conduct of the child and/or the willful and malicious conduct of the child. Therefore, any damages done to the building, equipment, buses or other school materials must be paid for and may result in disciplinary actions.

In order to maintain the facilities, food items will not be allowed in any area of the building except the commons area without permission from the principal.

### Student Property

Students are requested not to bring to school items of value (i.e., cameras, radios, headsets, etc). The school is not responsible for students' personal items. Students are required to report locker damage to their teacher so that the locker may be secured. Materials left on desks, in restrooms or locker rooms are not the responsibility of school personnel. The attendance office has a lost and found area that students should check if they have lost a personal item. Unclaimed articles are disposed of at Christmas and in June.

## **RESIDENCE REQUIREMENTS**

All students must be residents of the Keller Independent School District. All students must reside with a parent, court approved legal guardian, or in special cases, a previously approved (by the assistant superintendent) responsible adult. Address changes, changes in residence status, and/or phone number changes must be reported to the attendance office. Failure to meet these requirements may result in a student's withdrawal from school.

## **SAFETY/ACCIDENT INSURANCE**

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented policies and committed resources. However, the district can address only part of the challenge; an essential element is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk.
- Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal, assistant principals or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.
- Following immediately the instructions of teachers, bus drivers and other district employees who are attending to the welfare of students.

Parents can assist by keeping emergency contact information up to date. Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The district is not responsible for medical costs associated with a student's injury. The district does, however, make available an optional low-cost accident insurance program to assist parents in meeting medical expenses. See Mrs. Shumake in the front office for accidental insurance enrollment forms.

## **STUDENT COMPUTER USE POLICY**

All copyright laws and federal and state laws regarding electronic data transfer of communication will be strictly adhered to and strictly enforced. This means, but is not limited to:

- Making copies of copyrighted software.
- Logging onto bulletin boards.
- Invading networks or computer systems.
- Creating files to alter information (viruses or changing data).
- Bringing pirated software into the computer labs.
- Installing any software on the computers in the labs.
- Entering unauthorized menus, programs or other student's files.
- Sharing passwords.
- Misusing equipment.

- Bringing food or drink into the room.

Any student found violating these laws or rules may be assigned alternate non-computer activities for the remainder of the nine weeks and may be removed from the classroom at the end of the nine weeks.

The equipment is the property of KISD. Each student will be held financially responsible for any damage to the equipment he/she may cause.

### **STUDENT RECORDS**

A student's school records are confidential and 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 school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or 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 a court order to that effect.

The principal is custodian of all records of students who have attended the school. Records may be reviewed during regular school hours following completion of a written request form.

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 interests are the only persons who have general access to a student's records. Certain officials from various governmental 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.

### **TEXTBOOKS**

The Texas Education Agency provides to the student, at no charge, textbooks for state-adopted courses. Due to rapid growth in our district, certain subject areas may experience a temporary shortage of books at various times during the school year. Textbooks will be secured as quickly as possible from the state agency. Students are responsible for the textbooks issued to them. Damages to a textbook will require reimbursement. Books lost must be paid for before the student may be issued a new one. Student grades and course credit may not be granted and/or released until damages and/or book charges are paid.

### **"WORK THE PLAN"**

An important aspect of our District Crisis Management Plan is to do what is most important to us—take care of your child in the most effective way. As we have learned from schools who have experienced crisis, one of the most difficult areas to address is how to manage traffic flow and incoming phone calls from frightened parents, as well as media, while trying to access needed emergency and medical help. Northwood Community Church of Keller has been selected by our district as our Parent Information Center. Should a crisis occur at KHS, it is our request that parents "work the plan."

Please do not come to the school, instead go directly to the church where a committee from Keller ISD Central Administration will meet you with information on how to reconnect with your child. We ask for your cooperation and understanding as we continually search for ways to assure you that your child's safety is a primary concern of all caregivers in Keller ISD.

**KISD Crisis Management  
Parent Information Center**

**Northwood Church  
1870 Rufe Snow Drive  
Keller, TX 76248**

## **KELLER INDEPENDENT SCHOOL DISTRICT**

Explanation of eligibility dates, start and end times, breaks, etc. 2003-2004

8/4/03 KISD school year begins  
9/12/03 End of 1<sup>st</sup> 6 weeks (First grade check)  
9/19/03 Students lose eligibility (or gain) at the time the regular school day ends  
10/3/03 End of grading period (1<sup>st</sup> 9 weeks)  
10/3/03 All students become eligible at time regular school day ends (because of break)  
10/13/03 First day back after week of fall break 1  
10/13/03 (6 wk) Ineligible students become ineligible again at time school day begins  
10/20/03 (1<sup>st</sup> 9 wk) Students lose eligibility (or gain) at time regular school day ends  
10/31/03 Grade check for ineligible students  
11/7/03 Ineligible students regain or remain at time the regular school day ends  
11/21/03 Grade check for ineligible students  
11/21/03 All students become eligible at time regular school day ends (because of break)  
12/1/03 First day back after week of fall break 2  
12/1/03 Ineligible students become ineligible again at time regular school day begins  
12/8/03 Ineligible students regain or remain at time regular school day ends  
12/19/03 End of grading period (2<sup>nd</sup> 9 weeks)  
12/19/03 All students become eligible at time regular school day ends (because of break)  
1/6/04 First day back after two weeks of winter break  
1/6/04 Ineligible students become ineligible again at time regular school day begins  
1/13/04 (2<sup>nd</sup> 9 wk) Students lose eligibility (or gain) at time regular school day ends  
1/26/04 Grade check for ineligible students  
2/2/04 Ineligible students regain or remain at time regular school day ends  
2/13/04 Grade check for ineligible students  
2/20/04 Ineligible students regain or remain at time regular school day ends  
3/5/04 End of grading period (3<sup>rd</sup> 9 weeks)  
3/5/04 All students become eligible at time regular school day ends (because of break)  
3/22/04 First day back after two weeks of spring break  
3/22/04 Ineligible students become ineligible again at time regular school day begins  
3/29/04 (3<sup>rd</sup> 9 wk) Students lose eligibility (or gain) at time regular school day ends  
4/8/04 Grade check for ineligible students  
4/15/04 Ineligible students regain or remain at time regular school day ends  
4/30/04 Grade check for ineligible students  
5/7/04 Ineligible students regain or remain at time regular school day ends  
5/27/04 End of grading period (4<sup>th</sup> 9 weeks)  
5/27/04 All students become eligible at time regular school day ends (for summer break)

Respectfully submitted, Helen Lewis - KHS UIL Academic Coordinator

>Approved May 2, 2003 by: Mark Cousins, Assistant Athletic Director  
University Interscholastic League in Austin, Texas

**NOTES**  
**NOTES**