



Killeen High School

HOME OF THE KANGAROOS



Parent/Student Handbook 2024-2025

Roo Pride is Justified

PARENT AND STUDENT HANDBOOK

STUDENT WELCOME 2024-2025

Dear Parents/Guardians and Students,

I am honored to serve as the principal of the best high school in the Killeen Independent School District. You are now a proud member of the Killeen High School family. For over 100 years, our students have established a "Tradition of Excellence" and have distinguished themselves in all endeavors including professional, military, and public service.

KHS has a dedicated and talented staff that works as a team to meet the individual needs of our students and provide educational opportunities that will maximize their potential. We offer a wide range of challenging academic coursework and a variety of extracurricular activities for all students. We also encourage you to become involved in the social aspects of high school and participate in athletics, fine arts, JROTC, clubs, and dances, which will help make the most of your high school years.

This handbook is intended to serve as a convenient reference, and we encourage you to review it as safety is our number one concern. The KISD Student Code of Conduct may be found online at www.killeenisd.org under Students and Parent Link. One of our greatest strengths is the pride and support from our community and our parents/guardians, who are critical contributors to the success of our students. I welcome your involvement as we work to provide the best possible education to our students and encourage you to contact me with your ideas, suggestions, and concerns.

Exciting news for KHS this year is we are going to be a Title I school. The purpose of Title 1 is to provide assistance to students in need of additional support to meet or exceed state performance standards. We will be sending out information about meetings and how you can be involved in our parent and family engagement activities that will allow you to discuss decisions for the education of your child.

At Killeen High School, we are a family, and we value integrity, relationships, collaboration, success, and school pride. We are excited to begin a new school year full of new opportunities and experiences. Please reach out to us if you have any questions or need assistance. In our family, we stick together and take care of each other. I wish everyone a **ROOTASTIC** school year! **ROO PRIDE IS JUSTIFIED!**

Sincerely,

Kara Trevino

Roo Pride is Justified

CAMPUS CULTURE

KISD MISSION

Teach so that students learn to their maximum potential.

Killeen High School MISSION

For more than a century, Killeen High School has committed itself to academic excellence. We pledge ourselves to the continuation of the tradition of excellence in which all students, with the support of family, school, and community, prepare for successful and productive lives. Roo pride is justified!

Killeen High School VISION

Killeen High School will become a high performing, student centered school, highly regarded for academic excellence, where all students make yearly progress, feel empowered, and are inspired to reach their full academic, emotional, and physical potential.

Our Beliefs/Values

Integrity

Success

Collaboration

Relationships

School Pride

- **Integrity** – the quality of being honest and having the ability to being honest and having strong principles; traits of integrity are honestly (telling the truth...being honest with yourself – ex: Did I work hard to achieve a goal? Did I give it my best?), being respectful of oneself and of others, being responsible, committing to being kind to others; doing the right thing when nobody is watching.
- **Success** – the accomplishment of an aim or purpose; success heavily depends on the work you put in; Quote – “**Success is no accident.** It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.”; Success is the predictable result of hard work, patience, sacrifice, and learning put into every day practice.

Roo Pride is Justified

- **Collaboration** - the action of working with someone to produce or create something; the process of two or more people, entities or [organizations](#) working together to complete a task or achieve a goal; **Collaboration** is being open to each other's ideas and benefiting from each other's perspectives in an open way; "Coming together is a beginning, staying together is progress, and working together is success." Henry Ford.
- **Relationships** – the state of being connected; good relationships takes commitment, compromise, and forgiveness; quote – we can improve our relationships with others by leaps and bounds if we encourages and not critics; a good relationship is when someone accepts your past, supports your present, and encourages your future.
- **School Pride** – Being proud to represent your school and the values it stands for; participating in school eve

KILLEEN HIGH SCHOOL ADMINISTRATION

| | |
|-------------------------|--|
| Kara Trevino | Principal |
| Christina Walker | Dean of Instruction |
| Jessica Beeman | Assistant Principal |
| June James | Assistant Principal |
| Sheila Ransburg-Shepard | Assistant Principal |
| Matt Widacki | Assistant Principal |
| Scarlet Biggs | Coordinator of Student Activities |
| Tonya Brown-Johnson | Campus Instructional Coach |
| Roxanne Amador | Curriculum Instructional Specialist |
| Stacian Roberts | Curriculum Instructional Specialist |
| Christina Robinson | Curriculum Instructional Specialist |
| Dominique Zeigler | AVID Specialist |
| Bernard Ray | Attendance Officer |
| Cassandra Morrow | Special Education Coordinator 504 Facilitator |

KILLEEN HIGH SCHOOL COUNSELORS

| | |
|---------------------|-----------|
| Karla Braxton | Registrar |
| Donna Fritsche | Counselor |
| Amanda Guhlin | Counselor |
| Daniella Hernandez | Counselor |
| Shelley Juarez | Counselor |
| Marlena Kelly-Lopez | Counselor |
| Katrin Reddien | Counselor |
| Charity Staples | Counselor |

Our KHS Theme for 2024-2025 is ROO PRIDE IS JUSTIFIED

❖ What does ROO PRIDE IS JUSTIFIED mean?

- Know our history...KHS is The Original...every other campus began with the leadership of those who came from KHS.
- Honoring past traditions – Be mindful of those who came before us and what they accomplished. Be proud of our history.
- Leading by example and paving the way for future generations
- Being mindful of what we are here doing in the present...is what we do an illustration of ROO Pride?
- Exhibits KHS family values of integrity, collaboration, relationships, success and school pride
- Sports the school colors of maroon and white often
- Supports one another through thick and thin
- Never quits – works hard EVERY day
- Supports ROOS at all events
- Representation of all groups

ROO PRIDE IS JUSTIFIED - Being proud of where we came from; proud of where we are; and proud of where we are going!

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards or progress reports with each student's grades and absences in each class or subject are issued to parents at least once every 3 weeks. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent is encouraged to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines approved by the Principal /Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State

law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the supervisor of the teacher or the Dean of Students. Parents/guardians have access to their student's grades on Home Access Center. Please contact 336-7211 if you have any questions about the online grade access.

Tutoring is available all year in our homework center, Monday through Thursday before and after school. For information, please call the curriculum office at 336-7214.

EMERGENCY TELEPHONE NUMBERS

It is very important for the school to have current home, work, and emergency telephone numbers. These numbers are necessary in case a child becomes ill, is injured, or any other emergency occurs during the day. We also use the mass communication call out system to distribute important school information. If these phone numbers change during the year, parents should contact the school immediately so that their child's emergency information may be updated. **Students may be released only to those listed on the registration card.**

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and according to the campus sign-out procedures. Unless the Principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Students signed out during the day still need to bring a note for the absence to become excused.

REGISTRATION AND CHANGE OF ADDRESS

For registration you need the following: birth certificate, shot records, copy of credits earned, a photo ID, and proof of residence. Proof of residence is one of the following items dated

within the last 30 days: a water, cable, or light bill, lease or mortgage contract, which need to be in the parent or guardian's name. We cannot accept disconnect notices as proof of residency. We can also accept a notarized KISD proof of residence form along with proper documentation. If you are not the legal parent, a special application must accompany the registration paperwork and be approved prior to registration. For a change of address, you need to provide proof of residence in the parent or guardian name as listed in the paragraph above.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent/guardian. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature. The parent should notify the school at least two days in advance so that documents may be prepared. Prior to the student's last day, the student needs to turn in all books, any school-issued supplies (including calculators), uniforms, and school ID. Please return these items to the Registrar's office. The parent/guardian will need to come in and sign the withdrawal form.

TRANSCRIPT

Students must have parent signature form on file and request transcripts via Parchment.com, SENDedu, or common application. All **FINAL** transcripts must be requested through Parchment.com. Transcripts for scholarships may be requested in the registrar's office. Official transcripts must be sent directly to the authorized requesting institution and not hand-carried by the student or parent. If you have any questions, please contact the registrar's office at 254-336-7210.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Classification is determined at the beginning of the school year (as of the first day of school).

| <u>Credits Earned</u> | <u>Classification</u> |
|-----------------------|-----------------------|
| 6-11.5 | Grade 10 (Sophomore) |
| 12-16.5 | Grade 11 (Junior) |
| 17 | Grade 12 (Senior) |

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students are responsible for checking out and returning textbooks to the book room, or to the registrar's office if the student is withdrawing. The KHS bookroom is in room 111. The bookroom will be open regularly according to a schedule approved and this schedule is posted on the bookroom door. Any student failing to return a book issued by the school loses the right to free textbooks until such time as the book is returned or paid for by the

student/parent. Additionally, any damage to textbooks will result in a fine being issued. Fines must be cleared through the cashier before new/additional textbooks will be issued. By state law, schools have the right to deny the assignment of textbooks to students until all previous textbook records have been cleared. Damaging a barcode label (number can still be identified) will result in a \$5 fine to cover the cost of replacing the label(s). Removal of the barcode or damage beyond recognition results in the book being designated as lost and the student will be responsible for paying the full price of the textbook. Textbook fines can also prevent students from participating in school functions such as dances, prom, or graduation.

DISTRICT TEXTBOOK POLICY: Students must return textbooks to their campus on the last day of school or no later than the 2nd Thursday in June. Property management will not accept textbooks from students after this date. Students may receive a refund of lost textbook up to the 2nd Thursday in June. After that date refunds will not be processed.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of subject matter and concepts; therefore, the student and parent should make every effort to avoid unnecessary absences.

If you have questions about our attendance policies, please feel free to contact the KHS Attendance Office at **336-7204, 336-7205 or 336-7206** at any time. We are here to assist you, while assuring that your student attends school in accordance with both KISD and Texas rules.

KILLEEN HIGH SCHOOL ATTENDANCE

Bernard Ray Attendance Officer
 Vicky Erazo..... Attendance Secretary
 Jennifer Moody..... Attendance Secretary

ATTENDANCE POLICIES

Students are required to attend school a specific number of days during a school year to receive credit. Absences will be monitored, and parents will be notified regularly concerning absences. Communication may be via telephone, regular mail and email. If your student will be absent from school, you may call the morning of the absence to notify us of the absence. **Regular attendance is necessary for the proper academic growth of each student. Students should be in their classes each day to receive the maximum benefit from school.**

Parents may personally excuse a student from attending school no more than three **(3)** times during each nine-week period. Students may present medical notes for absences at any time. However, medical absences are subject to verification of authenticity. Failure to present

notes means that the absence will be recorded as an unexcused absence. If your child has a serious or recurring medical problem which may lead to excessive absences, it is recommended that the parent bring a letter from the student's physician which includes how often the student will be absent from school. A copy of the letter will be kept in the Attendance Office as well as the school clinic. However, parents must provide a written note stating that the student was absent for the reasons stated in the letter provided by the physician.

CONSEQUENCES OF EXCESSIVE ABSENCES AND TRUANCIES

Parents will be notified by mail when their student fails to attend school without excuse for 3 or more days (or parts of days) within a 4-week period. A second letter will be sent if the student fails to attend school on 10 or more days (or parts of days) within a 6-month period in the same year. **State law provides that when the student reaches ten (10) total unexcused absences a Final Warning Notice will be sent to the parent. If there is no response, a court case will be filed with the local Justice of the Peace against the student and his/her parent which can result in a monetary fine.**

Students who are not in their assigned classes may be declared truant by the Attendance Officer. His/her parent will be notified immediately. The consequences for truancy include the following:

- 1st Truancy.....Warning
- 2nd Truancy.....1 Saturday Detention
- 3rd Truancy.....2 Saturday Detention
- 4th Truancy.....3 days ISS

Excessive discipline referrals for truancies may result in a student being taken to court or taken to a DAEP hearing. Students may also be assigned mandatory tutoring for truancies.

***** With KHS being a closed campus, no student should leave campus unless they are checked out by a parent or guardian, going to the Career Center, Firefighter Academy, or CTC, or are eligible to leave with their CCMR documentation and special ID.**

AUTOMATED CALLS

Beginning in 2011, KISD instituted automated phone calls home twice a day. These phone calls are generated from data files at the central office and not from the school your child is attending. There is a call home in the mornings between **10:35 and 11:00** a.m. to notify parents that their child has been marked absent in their second period class. This call is partially in response to concern about children moving to and from their bus stops or walking to school early in the morning. If you receive a call, you may call the school to verify your child's absence. If you are aware that your child is not in school due to illness, field trip, etc., you may **disregard** the call.

A second call will be made in the evening to notify parents that their child has been absent one or more periods. Killeen High School reports absences the day that they occur. However, other high schools might not call the same day. If you know your student was on a field trip,

on a trip for athletics, home sick, or some other reason you are aware of, it is not necessary for you to contact the school. **Extracurricular absences are usually cleared within 48 hours after the activity.** Parents **are not** required to send a parent note to clear these absences.

If you receive a warning letter about absences which should have been cleared, please let us know and we will investigate. If you do not receive phone calls, it is possible the system has the wrong phone number and will correct it as soon as we know the correct number. **It is vital** you let the school know any time you change your home address phone or cell.

TARDY POLICY

A student is tardy if he/she arrives late to a class and within the first **14 minutes** of a class. However, after the **15 minutes** grace period, a student will be marked as an unexcused absence. A student tardy more than 4 times will be assigned consequences by their Assistant Principal. Parents may not excuse tardies. Car problems, oversleeping, etc., do not excuse a tardy. However, if a student has a medical appointment which results in the student arriving late to school, the tardy will be excused provided the student presents a medical excuse when he/she arrives at school and signs in. **STUDENTS THAT ARE TARDY TO 1ST AND 5TH PERIODS WILL RECIEVE A LUNCH DETENTION.**

EXTENUATING CIRCUMSTANCES

There may be times when unforeseen events occur which may prevent a student from attending school. This is particularly true due to the number of military dependents in our school district. Absences which are the result of a parent either being deployed or returning from a deployment are generally excused once we are notified. Other events for which a student may be allowed excused absences include weddings, funeral, college graduation, military promotions or emergencies involving an immediate family member. Generally, students are granted three (3) days for these events and students are asked to provide wedding notices or a copy of an obituary rather than a parent note. Absences which take the student out-of-state, or out-of-country will be excused for up to (5) days. Longer absences should be requested by letter through the principal's office for approval.

ATTENDANCE CODES

The following attendance codes may appear on a student's attendance report.

| | | |
|----------------------------|------------------------|---|
| A = Excused | P = Parent Note | DLP = Driver's License or Permit |
| U = Unexcused | I = ISS/TOR | PRE = Present |
| E = Extracurricular | O = Suspended | |
| M = Medical Note | T = Truant | |

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the **90 percent** attendance requirement for the semester preceding the date of application. The student can obtain this form **at the Attendance office**. Please allow 24 hours after submitting your paperwork to the attendance office before picking up your form. Parents cannot pick up VOE forms for students as students must sign for the form.

CHECKING A STUDENT IN AND OUT OF SCHOOL

A student under the age of eighteen may not check themselves out of school. An adult must sign the student out of school. We cannot accept telephone calls requesting that we allow a student to sign themselves out for an appointment or other reason. There is no way for us to verify the identity of the individual on the phone. In the past we have accepted a parental note to release a student for a medical appointment if it is accompanied by a copy of the parent's military identification or driver's license. We will continue this policy. It is not necessary for a parent to sign their child in to school. Remember, a student will need to sign in with a parent note or they might be unexcused.

MAKE-UP WORK

Routine and In-Depth Makeup Work Assignments

All students absent from school shall have the opportunity to make up all schoolwork assigned during their absence. Students have **five school days** after returning to school to complete make-up work. In unusual circumstances, the principal or his/her designee may extend this time period. **Work assigned prior to the absence shall be turned in or completed on the day the student returns to school.** If a test or major assignment had been previously communicated to students, it will be completed or due the day they return. A student shall be responsible for attaining and completing the make-up work.

Full credit will be awarded for make-up work. A student who does not make up assigned work within the time allotted by the teacher may, at the discretion of the teacher, receive a grade of zero for the assignment.

Communication with Teachers

Any classroom questions or concerns should be addressed first with your student's teacher since he or she will have first-hand knowledge of the situation. All teachers have a scheduled conference period. Parents who desire a conference should set up an appointment with the teacher. This may be done by emailing the teacher by firstname.lastname@killeenisd.org or contacting the front office at 254-336-7208 to leave the teacher a message to contact you.

ANNOUNCEMENTS

Section 25.082 of the Texas Education Code mandates the recitation of the Pledge to the U.S. and Texas flags once each day. Students have a choice to recite the pledge. If they

choose not to, they **must stand silently**. Students may be excused from the pledge of allegiance (but not from observing the moment of silence) if the student's parent or guardian provides a written statement which will be filed in their permanent record. **Teachers and others must ensure that all students remain silent, and do not act in any manner that is likely to interfere with or distract another person.** During the moment of silence, students may reflect, meditate, pray or engage in another silent activity that is not likely to interfere with or distract others. Announcements will also be placed on the KHS website.

CODE OF CONDUCT FOR SPECTATORS AT ATHLETIC EVENTS

1. All spectators should be in the stands throughout the game except for concession and bathroom use.
2. After halftime all students must go back up into the stands or into the gym and in the stands.
3. Fans should not obstruct the aisles, stand at railings, block walkways, or throw any items.
4. Fans should support their own teams with positive comments and actions. Spirit signs should be supportive. Negative comments or actions are not appropriate for contestants or game officials. Do not engage in cheers that are vulgar, or demeaning. Refrain from throwing objects for any reason.
5. By law, tobacco products and vapes are not permitted at any school function or facility.
6. Violators may be removed and could lose the privilege to attend events.
7. Participating contestants (in uniform) must remain with their team before, during, and after the contest (see coaches for further instructions).
8. Spectators may not cross the floor or field after the contest to congratulate players, coaches, or address them in any way (see administrators or police officers). Team and playing areas are off limits at all times.
9. Pets are not allowed at either indoor or outdoor events.
10. **ALL events happening at KISD athletic facilities are now clear bag procedures.** There is information on the athletic web site on what is acceptable for size. Prohibited bags include, but are not limited to: backpacks that are not clear, briefcases, camera bags, computer bags, coolers, diaper bags, fanny packs.

**Students who do not leave campus at least 30 minutes after an event are subject to being denied entry into future KHS events.*

KNOW THE RULES: DISCIPLINE

The purpose of discipline is to help the student develop increasing responsibility for the independent control of his/her own behavior while creating an atmosphere which will develop a mutual respect for each individual's rights. To this end, the Killeen Independent

School District firmly believes that to have an effective educational system for all students, it is necessary that proper behavior must be maintained in the classrooms, in the school buildings, on school grounds, and on school buses. The responsible behavior should continue between school and home.

The circumstances requiring discipline will determine the corrective strategies used. These may range from teacher guidance and parental awareness to suspension.

It is the intent of the Killeen High School discipline plan to enhance the KISD plan.

Parents/guardians are required to sign a Code of Conduct card acknowledging an understanding of the rules and consequences of misbehavior.

The Killeen High School guidelines for administering discipline can be found in the pamphlet, **KISD Student Code of Conduct** which is online at www.killeenisd.org under the *Parents or Students* section. Parents and students are asked to pay special attention to the sections: "*Student Offenses and Consequences*" and "*Unexcused Absences*."

Transportation riders also need to read the entire KISD Transportation Student Rider's Safety Handbook. All students on KISD transportation should have a visible ID. If you received a temporary, you will need to have that temporary ID on to get on your bus after school!

***When you completed your registration form, there was a place to "opt-in" for transportation. If you did not opt-in, you will not have transportation until you are added, which can take 2-3 school days.**

NEW***For school bus safety violations, and for serious violations that happen on the bus, the 3rd bus offense shall invoke at least a temporary removal (possibly a permanent removal), and the 4th offense will invoke a bus suspension for the rest of the school year. For students attending a DAEP, the 2nd bus offense will result in permanent bus suspension for the time the student is placed in DAEP; any flagrant bus offense prior to the 2nd violation may result in immediate bus suspension. Students who fight on the bus will be suspended for three days. If after a thorough investigation, fighting is confirmed, then the students involved will be removed from the bus for 30 school days. Under severe circumstances the Director for Transportation Services reserves the right to implement temporary or permanent bus suspension at a date earlier than prescribed by this regulation.

Bus Rider Rules and Regulations

The KISD Transportation Department is dedicated to safely transporting students to and from school and to and from various school-related events. To accomplish this task, the help and cooperation of students, parents, and drivers is essential. Students and parents should read

the KISD Transportation Student Rider's Safety Handbook. Should you have questions or concerns about transportation, you can contact the Operations Office at 254-336-0138.

Edulog

Real time bus information (location of the bus, when it will be at the bus stop, if there has been a bus change) can be attained through the transportation [Edulog Portal](#). You can view the video with how to sign up through the transportation web site. KHS will have the registration code available for you during readiness days.

Rider Eligibility

Bus transportation provided by the district is a privilege and not a right, whether to and from school each day or on school-sponsored trips and should be treated as such.

Special Provisions

Students riding the bus to and from school are under the direct supervision and control of the bus driver. **Riding the bus is a privilege provided by the district and the privilege will be withdrawn if students fail to cooperate in following the bus rules or authority of the bus driver.** Special rules are necessary for the safety and wellbeing of everyone on the bus. Failure to abide by these rules creates safety hazards for the student as well as all other individuals on the bus. Parents should instruct their children on procedures to follow if the bus is missed. It is the responsibility of the parent to provide transportation to school if a child misses the bus. Students will actively participate in scheduled School Bus Emergency Evacuation Drills. Drivers and school officials are not responsible for stolen or damaged articles or items left on the bus.

The district may use the necessary equipment, resources, and personnel (including a Video/Audio Monitoring System) to monitor student behavior while providing safe transportation. Only district employees involved with the specific incident may view the recordings. Based on legal guidelines, parents, guardians, or other non-district personnel may not view the videos.

Parents should discuss the following basic rules with their student:

- Students will abide by the district's rules and regulations concerning bus students, including conduct and dress code pertaining to respective campuses and grade levels.
- While on the bus, students are under the authority of the Killeen ISD. **Students must follow the instructions from the drivers as they would a classroom teacher.** At no time will a student act toward, or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
- **Students will identify themselves when asked to do so by the driver or other school official.**

- **Students must board and leave the bus only at the student's designated stop.** In an emergency, approval for students (eligible riders only) to embark or disembark at a bus stop other than his or her own will be provided in writing on campus stationary, signed by the campus principal or assistant principal, and given to the bus driver when the student boards the bus. Drivers are not permitted to act on notes or letters from students or parents regarding a stop change.
- **Only students who are eligible to ride may be transported and they must ride their assigned bus.**
- The principal's jurisdiction extends to the bus stop. Inappropriate student behavior at bus stops will not be tolerated.
- **Student ID cards will be worn above the waist at all times while on the bus.** Provisions of the ***Student Code of Conduct*** apply.
- In accordance with the ***Student Code of Conduct*** handbook, harassment in any form is strictly prohibited.
- **The bus driver is required to assign seats.** The student will remain in their assigned seat until instructed otherwise by the driver.
- A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
- Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid for by the person responsible.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may constitute immediate bus suspension. **Note: The appropriate law enforcement agency may be called in regard to any fight on the bus and Disruption of Transportation charges may be filed.**
- Students will face forward for the duration of the trip and will keep their feet out of the bus aisle and on the floor in front of them.
- **Remain seated while the bus is moving.** Each student is expected to remain seated for the duration of the trip and until the bus door opens for departure.
- Students will not extend any part of their body or any article out the window whether the bus is in motion or not.
- Do not spit or throw any object inside or outside of the bus.
- Normal conversation is permitted (no louder than classroom level); any loud noises may distract the driver and create an unsafe condition.
- Students shall never attempt to operate the passenger door or other driver controls except in the case of extreme emergency.
- The emergency door and exit controls will be used by students only during supervised drills or actual emergencies. Unauthorized use of emergency equipment is prohibited.

Consequences for Bus Rules Violations

Failure to abide by these bus rules creates safety hazards for the student as well as all other students on the bus. Student behavior while on the bus is governed by School Board policies and the *Student Code of Conduct*. **The school bus is an extension of the classroom, and as such, all rules that apply in the classroom carry over to the bus.**

If any of the above student behavior rules are broken, the bus driver will take appropriate action such as conferring with the student, recording the student's name and grade, assigning the student a different seat on the bus, and/or reporting the student to the appropriate school official.

After the bus driver makes a written report of the violation(s) to the campus administrator, appropriate action in accordance with the **Student Code of Conduct** will be taken. Consequences for violation of bus rules will be determined by the campus administrator and may include bus probation or bus suspension for a specified period of time.

When a student is suspended from riding the bus, parents are responsible for providing transportation for the student to attend school. This is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and further disciplinary action may result. **You may view the transportation information on the KISD website for more information as well as prohibited items on the school bus.**

IN-SCHOOL SUSPENSION

Students are assigned to a special classroom to complete a behavior modification program and then complete school assignments. The behavior program is designed to deter students from repeating negative behavior. No interaction with other students is allowed. The length of stay will vary depending on the misconduct and completion of all assignments. Lunch can be purchased from the cafeteria's main menu, or a sack lunch may be brought. Parents cannot deliver lunch to students in ISS. Students in ISS cannot receive lunch deliveries from vendors or other students. Cell phones or any other electronic devices are not allowed while a student is in ISS and are required to be checked in to the ISS teacher throughout each day. Phones will be kept in their pouches – and can be kept in the locked cabinet in the ISS room. Headphones are also to be put away unless a student is working on an assignment on the computer where headphones are necessary. **Students cannot participate in or attend extracurricular activities until the completion of their assignment.** There will be random metal detector checks of students in ISS.

LUNCH DETENTION / AFTER SCHOOL DETENTION

TEACHER'S DETENTION

Teachers may create their own detention hall for disciplinary action. When a student is assigned to the teacher's detention hall, it will begin no earlier than the next day and may be at the teacher's convenience. It is the student's responsibility to inform his/her parents or guardian of the detention and to arrange transportation if necessary. Any student who refuses to accept a teacher's detention hall will be referred to the appropriate Assistant Principal.

ADMINISTRATION ASSIGNED LUNCH DETENTION

Students may be assigned lunch detention from administrative staff for tardies, disciplinary issues, and attendance issues. Failure to attend tutorials may also result in lunch detention. Detention will be the first 30 minutes of power hour, and students need to report to detention no later than 12:27. Students in lunch detention may not socialize or have access to their electronic devices. Students who break lunch detention rules or do not report for lunch detention are subject to additional days of lunch detention, Saturday detention, or ISS/OSS. **Students will receive a lunch detention if they are tardy to first or fifth-period class.**

SATURDAY DETENTION

Students may be assigned to Saturday Detention for misconduct, violations of vape policies, or attendance issues. The length of the assignment will vary depending on the misconduct. Saturday SAC will be from 9:00-12:00. During a SAC assignment, students will complete school assignments or study. If students do not have academic work, work will be provided that will need to be completed. Transportation is the responsibility of the parent or guardian. Parent notes for one reassigned SAC may be brought to the student's AP before 9:00 AM the Monday following their assignment. No-shows to SAC will receive a referral for insubordination AND be assigned two days In School Suspension. **Students may also be assigned Saturday Detention for vape violations, and will be required to complete mandatory vape education courses while they are in SAC.

LEAVING THE CAMPUS

Once a student arrives at school, he/she is not permitted to leave campus at any time during the school day without administrative permission, except for students classified as seniors who have met the College, Career, and Military Readiness criteria AND have their parent's permission to leave campus during their respective lunch periods, or students who have completed their school day. Students who are enrolled in a work cooperative program may leave campus when their instructional day is completed.

***The only exit for students to leave the building at lunchtime is through door 22, which is across from the library. Students may also leave from the front office area if they are checked out through the attendance office by their guardians. Students will be scanned out of the building at door 22 as they leave for lunch, CTC, or the Career Center.** There will be consequences for students who leave from any other exterior door during lunchtime.

SPECIFIC RULES FOR KILLEEN HIGH SCHOOL

The following behaviors are prohibited and will be treated as disciplinary infractions:

- Loitering/standing in the hallways and/or intersections between passing periods. Walk and talk on your way to class.
- The hallways may be closed during advisory when students in that hallway are in class.

- 100, 200, 300, 500 hallways, and the tennis court area are off-limits in the morning. Students should go to the cafeteria or cafeteria courtyard for breakfast. **The tennis court area is off-limits for transportation riders after school.** Students should be waiting for their bus by the school.
- Food or drinks are not permitted in the auditorium lobby or gym lobby.
- Meals are not permitted in classrooms during class time or outside power hour. Water bottles are acceptable.
- Other than lunch money, **NO DELIVERIES FOR STUDENTS CAN BE MADE.** Deliveries from food delivery companies are not permitted (this includes Door Dash, uber eats, grub hub, etc.). Lunch may only be delivered to the front office vestibule from a parent or guardian that is on a student's contact list for their student to pick up from the table. Staff members will not contact students during classes or Power Hour, therefore parents should make students aware of food in the front area ahead of time. **KHS staff will not be responsible for ensuring food is delivered to the correct student.**
- No hats or head covering on your head in the building at any time. If seen, they will be collected and given to the AP office for parent pick up only.
- Any student who comes to school after 8:45 should enter the building from the front office area. All other outside doors lock at 8:45. There will be times all students will enter door 22 until 9:00 and go through the metal detector.
- No display of public affection.
- **KHS IS A TOBACCO-FREE FACILITY.** Possession of a tobacco product will result in serious consequences. Liquid nicotine/electronic cigarette products are also not to be on any campus or at any school related activity. Vaping can result in a citation and a DAEP placement hearing.
- **Students will be allowed to enter the building starting at 8:00 at door 22.** The hallways will be closed until the bell at 8:35. **By 4:30 all students who are not in tutoring or credit recovery must exit the building.**
- All students are expected to be enrolled in 7 out of 7 periods. Under certain circumstances, fourth year senior students who have passed STAAR exams and are on track for graduation, may be given off periods with parental approval. An application to take a Reduced Class Load may be obtained from the Guidance Center. **Students who have work release or reduced class load are not allowed on campus during the time of work release/reduced class.** Failure to leave campus may result in administrative/legal consequences. Students with an early release schedule may not enter the building until the start of their designated class period and must enter through the front office. You must also leave the building at the end of your schedule. You are responsible for arranging your own transportation.
- While on campus, students must ALWAYS have an ID visible on their person from the front (mid-chest or higher). The ID booth opens at 8:10, so no one should be on campus after 8:10 without an ID. ID cards must not have been mutilated or altered in any way. This could include partial IDs, broken IDs, or an ID with missing parts such as name, picture, or bar code.
- **Students are expected to get a temporary ID if needed as they enter door 22 in the morning.**
- Boom boxes, speakers, or music heard by others is not permitted.

- Students who have been suspended from school are not allowed on ANY KISD CAMPUS until the day they are scheduled to return. They are also not allowed at any extracurricular events on or off campus.
- **KHS has doors locked for security reasons. Students should not let other persons in through those doors. Exterior doors must not be propped open. Please help us with security!** Students and staff should never let anyone in an exterior door, and all classroom doors must remain locked and closed during instruction. Failure to follow this expectation will result in severe consequences (out of school suspension and in school suspension).
- Skateboarding is prohibited on campus. This includes on KHS property, tennis court area, parking lots, and Leo Buckley property. Wheels should not touch the ground at any time when on these areas.
- The courtyard is available for students before school and during lunch. There should be no running, throwing of balls, public display of affection, or sitting on tables. Students are required to dispose of all trash and keep the area clean.
- Laser pointers are not allowed for students due to their potential danger and distraction to the learning environment. When collected from a student a laser pointer will be returned only to the parent of the student.
- Students who must leave the classroom for any reason during instructional time (ex: restroom) must have a pass while in the hallway and have their school ID displayed.
- We have monthly drills to ensure our campus is safe, and this includes random metal detector checks and searches, as well as classroom/campus visits by our safety dogs. **We also conduct random tardy searches for students late to school or class and random metal detector checks before school.**
- **A fight at the high school WILL result in a campus-level conference with a recommendation for DAEP placement. Also, our KISD police officers are giving citations for fighting (disorderly contact). The citation for fighting may have a \$500 fine attached to it.**
- Students loitering in bathrooms or conducting suspicious activity subject themselves to an administrative search with a metal detector.
- Students are permitted to carry their backpacks to class but must follow the classroom teacher's procedure regarding storage and accessing them during class. Backpacks are subject to searches by administration and law enforcement upon reasonable cause per the KISD student code of conduct. AT THE END of the semester or end of the year a clear bag policy may be put in effect.
- **ALL events happening at KISD athletic facilities are now clear bag procedures.** There is information on the athletic web site on what is acceptable for size. Prohibited bags include, but are not limited to: backpacks that are not clear, briefcases, camera bags, computer bags, coolers, diaper bags, fanny packs.

Tardies, Dress Code (including ID), and Electronic Devices

A student who is more than 15 minutes late to class is to be considered absent rather than tardy. Students who come to school after 9:00 A.M. will be considered truant if a note is not brought in upon arrival.

Referrals for tardies, dress code (including ID), and cell phone violations are to be written in accordance with the following criteria:

| NUMBER OF VIOLATIONS | CONSEQUENCE |
|----------------------|---|
| 4 | Restorative discipline conference with student and referral |
| 8 | Referral and lunch detention |
| 12 | Referral and Saturday Detention |
| 16 | Referral and 1 day ISS |
| 20 | Referral and 2 days ISS |
| 24 | Referral, 3 days ISS, and campus probation |

Students who fail to attend lunch detention will be assigned Saturday SAC or ISS. A no-show to SAC is 2 days of ISS and a second referral. *****Students will be assigned administrative lunch detention for tardies to 1st and 5th period classes.**

**KILLEEN INDEPENDENT SCHOOL DISTRICT
CELL PHONE PROCEDURE FOR SECONDARY SCHOOLS *****NEW*******

To promote the best possible learning and social environment in Killeen ISD, students will not use their cell phones, smart watches, AirPods/earbuds, etc. during the school day. Secondary students will be assigned a personal secure pouch at the beginning of the school year. Students are expected to bring their secure pouch to school daily and return it in good condition at the end of the year.

Students, parents or guardians are responsible for the student's pouch once they have been issued to the student. This includes the return of the pouch to the issuing campus at the end of the term or year, when the student transfers to another Killeen ISD campus, or when the student withdraws from the district.

Student, parent, or guardian responsibilities are as follows. Students must ensure proper use of and care for the pouch. A pouch is in good condition if it:

1. Has a functional locking mechanism.
2. Is free from tears, holes, or fraying.
3. Is clean and odor-free.
4. Has secure, intact seams.
5. Effectively prevents access to the devices when locked.

Students must return the pouch to the issuing campus prior to the last day of school, prior to the end of the course, at the time of student withdrawal, upon transfer approval to another Killeen ISD campus, or whichever is applicable.

Students must reimburse the issuing campus for any lost, destroyed, or damaged pouch(es) issued to that student. Fines can be found in Exhibit A of Administrative Procedures III-A.

STATEMENT OF EXPECTATIONS

Campus staff and administrators will clearly state expectations and reinforce the importance of maintaining a cell phone-free environment at the beginning of each school year. Campus staff and administrators will monitor cell phone violations with a continued focus on the reduction of educational distractions caused by using cell phones, smart watches, AirPods/earbuds, during the school day.

PROCESS FOR CELL PHONE POUCH USE AND NEW CELL PHONE POLICY

Start of school day, students will:

- A. Turn cell phones/devices off, prior to entering the building.
- B. Place all cell phones, smart watches, AirPods/earbuds, in their secure pouch upon entering the building.
- C. Securely close the pouch with devices inside, using the pouch locking mechanism and store it in their backpack and/or locker until the end of the day.

During school day students will:

- A. Keep their cell phone, smart watches, AirPods/earbuds, inside their pouch for the duration of the school day.
- B. Unlock their bag in the designated area if leaving campus (for an appointment, for lunch, seniors only who meet CCMR requirements, to attend classes at the Career Center, to attend Central Texas College or to attend an after-hours UIL/campus sponsored event, etc.) and proceed to exit the building; place their devices back in their secure pouch upon returning to school and securely close it using the pouch locking mechanism; return it to their backpack and/or locker until the end of the day.
- C. Not access their devices during the school day unless receiving permission from a campus administrator and are in a designated area.

End of school day students will:

- A. Unlock their pouch at designated areas throughout the campus using an unlocking base.
- B. Remove their cell phone, smart watches, AirPods/earbuds, from their pouch.
- C. Be responsible to keep up with their pouch.
- D. Be allowed to use their devices once they leave campus. As a reminder, violations of the student code of conduct are enforceable while on campus, on buses and at bus stops.

VIOLATIONS

Each of the following violations will result in the student's cell phone, smart watch, AirPods/earbuds, and/or pouch being confiscated by school staff.

- A. Using a phone or device anywhere on campus during school hours without permission from a campus administrator and in a designated area.
- B. Physical damage to the pouch to circumvent its intended purpose. (Ex: inappropriate markings, holes, bent pin, stripped lock, etc.).
- C. Persistent loss of pouch or forgetting to bring the pouch to school.
- D. Damaging or taking someone else's pouch.
- E. If the pouch is damaged or lost, then the student/parent/guardian will be required to purchase a replacement pouch for the full replacement cost as determined by Administrative Procedures III-A Exhibit A.

CONSEQUENCES

The following chart outlines the progression of consequences for students who violate the cell phone-free environment procedure. Violations include having a cell phone, smart watch, AirPods/earbuds, or any similar device not in the secure pouch, visible during the school day, or found in use.

| | |
|--|---|
| Damaged pouch immediate consequence | <ul style="list-style-type: none"> • Parent/guardian contacted. • After-school or lunch detention within five school days. • If the pouch must be replaced, a reimbursement fee as determined by Administrative Procedures III-A Exhibit A, will be issued. • Repeated violations of this nature may result in further disciplinary consequences. |
| 1st Offense | <ul style="list-style-type: none"> • Phone is confiscated and kept in a campus-designated location for the day. • Offense noted on referral with cell phone violation action code 201. • Parent/Guardian contacted. • The device is returned to the STUDENT at the end of the school day. |

| | |
|-------------------------------|--|
| 2nd Offense | <ul style="list-style-type: none"> • Phone is confiscated and kept in a campus-designated location for the day. • Offense noted on referral with cell phone violation action code 201. • Parent/guardian contacted. • Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). • Student assigned one day of after-school or lunch detention. |
| 3rd Offense | <ul style="list-style-type: none"> • Phone is confiscated and kept in a campus-designated location for the day. • Offense noted on referral with cell phone violation action code 201 chosen. • Parent/Guardian contacted. • Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). • Student assigned one day of Saturday School. |
| 4th Offense | <ul style="list-style-type: none"> • Phone is confiscated and kept in a campus-designated location for the day. • Offense noted on referral with SERIOUS cell phone violation action code 198. • Parent/Guardian contacted. • Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). • In-person meeting scheduled with parent/guardian. • Student assigned one day of In School Suspension (ISS). |
| 5th Offense | <ul style="list-style-type: none"> • Phone is confiscated and kept in a campus-designated location for the day. • Offense noted on referral with SERIOUS cell phone violation action code 198. • Parent/guardian contacted. • Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). • Student placed on Campus Probation for 45 days. • Student assigned 2 days of In School Suspension (ISS). |
| 6th Offense and beyond | <ul style="list-style-type: none"> • Phone is confiscated and kept in a campus-designated location for the day. • Offense noted on referral with SERIOUS cell phone violation action code 198. • Violation of Campus Probation noted in the discipline referral notes. • Parent/Guardian contacted. • Parent/Guardian must pick up cell phone during school hours (no students will be allowed to retrieve their phone). • Student assigned three days of In School Suspension (ISS). • Campus-Level Conference (CLC) with a recommendation for |

| | |
|--|---|
| | placement in the District Alternative Education Program (DAEP). |
|--|---|

***Students receiving a parent or family phone call or text message during class is not a valid excuse to answer the phone and disciplinary consequences will occur. Any urgent messages should be directed to the front office to be relayed to your student.** Parents can call the front office at 254-336-7208.

ELECTRONIC DEVICES

Cell phones, iPods, laptops, iPads, and other electronic devices brought to school need to be secured as they are brought **AT YOUR OWN RISK**. We are not responsible for the security of these items. Cell phones will be put in the phone pouches as students enter the building. Investigations will not occur for lost or stolen cell phones and/or electronics. Video games, movies, etc. IPADS are to be heard by the individual student only.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made a substantial investment in computer technology for instructional purposes. These resources are restricted to students working under a teacher's supervision and for approved purposes only. A copy of the **Student Acceptable Use Policy** may be found in the **Student Code of Conduct**. **Violations of this agreement may result in termination of computer or network access and disciplinary action.**

With teacher approval, students may bring and use their own technology devices (smart phones, iPads, computers, etc.) in the classroom to access and save information from the internet. Use of these tools will be available through their student accounts once logged in to the KISD filtered wireless system. Students **MUST** use the KISD internet access. Your student is solely responsible for any equipment that he/she brings to school. In addition, Killeen High School is not liable for damaged, lost, or stolen equipment and unfortunately our staff is unable to provide technical support for personal devices brought to school. If a student uses technology inappropriately, the board approved Student Code of Conduct consequences still apply, regardless of who owns the device.

Students may not use devices (including cameras) to record, transmit or post images or video of a person, or persons on campus or during school related activities for non-instructional purposes.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

IDENTIFICATION CARDS

ID cards will be provided to all students at Killeen High School. **ALL** students are always to wear their ID cards when they are on campus, riding on district transportation, or at attendance at school functions. They will be required to be always worn, visible from the front mid-chest or higher, and not on a student's sleeves or book bag. **A student ID card must be surrendered when requested by any staff member. Failure to allow a staff member to see your ID card may result in a referral for failure to identify.** IDs are the property of the school.

The first ID is provided at no charge to the student. **If the ID card has come apart or been mutilated or altered in any way, it is no longer valid and must be replaced.** This could include partial IDs, broken IDs, or an ID with missing parts such as name, picture, grade, or bar code.

- **Students are expected to get a temporary ID if needed as they enter door 22 in the morning. All students should have their ID visible or a temporary before 8:45 / first period.**

Killeen High School Dress Code 2024– 2025 School Year

The dress and grooming standards of Killeen High School are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety. Students shall come to school looking clean, neat, and ready to learn. The school prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (1).

The school also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items are specifically prohibited. **All dress code issues will be subject to the campus administrator's judgment.**

All Dress Code regulations apply to ALL high school students. ALL students must always display their student identification card. Students are expected to be in dress code when they arrive on campus and remain in dress code throughout the school day. This includes while attending extra-curricular activities.

Students who are in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents/guardians for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action.

Exceptions to the dress code include students who wear principal-approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
3. Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. **Spandex pants or shorts, boxer shorts, and shorts or pants with holes any higher than 6" above the knee are not permitted.** Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
2. "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable.
5. Apparel designed as underwear may not be visible or worn as outer garments.
6. Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (i.e., no halter

tops, tube tops, spaghetti straps, etc.) and shoulders and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.

7. Head coverings, bandanas (in any manner to include covering the face), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well trimmed. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
10. Photo ID cards will be issued to all students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

SCHOOL FACILITIES

KHS Library Procedures

- **Students are required to follow the KISD / KHS Student Code of Conduct while in the Killeen High School library.**
- **Students must adhere to the dress code while in the library.**
- **The library is open from 8:00 until 4:30 on most school days.** Students need a blue pass completed by his/her teacher to use the library during class. The blue pass must be given to library staff at the circulation desk when entering the library. The student must sign in at the circulation desk. When leaving the library, it is the student's responsibility to sign out and pick up their pass at the circulation desk. Students are expected to return to class. The library observes school procedures. If 10 and 10 is in place, students are not allowed in the library for the first 10 minutes or the last 10 minutes of class time.
- **A Limited Number of Computers are available for use in the library.** Computers are for academic use only. The KISD Acceptable Use Policy applies.
- **Headphones or earbuds must be used when listening to audio.** Students must keep their device volume at a level that does not disturb others. and use only one earbud for safety purposes.

- **Personal Electronic devices may be used in accordance with school procedures.** When using personal devices, students are expected to be courteous and not disturb others.
- **Copying and printing are available for school assignments only.**
- **Digital Resources are provided by the district.** Access additional information by logging onto the library home page or by contacting a librarian. Online library catalog URL: library.killeenisd.org
- **Students may check out up to three library books at one time.** If more are needed, the student needs to speak with a librarian.
- **Books are checked out for 15 school days.** Weekends and holidays are not counted.
- **Students may renew books one time online or multiple times at the circulation desk.** If the book is on hold for another student, it may not be renewed.
- **Students may place up to three books on hold at one time.** This includes books requested from other KISD campuses. Students are responsible for checking online or with a librarian to determine the status of requested books.
- **Laptops and Calculators** may be checked out from the library. Both require special permission forms and a parent or guardian signature. Please refer to these permission slips for information about due dates, late fines, and fees for lost or damaged items.
- **Late fines / Replacement Costs:** No late fines are charged for library books. Students are encouraged to return books in a timely manner so others may enjoy them. If a book is not renewed and held by a student for more than 30 days, the book is considered lost, and a fine for the book's replacement cost is applied to the student's account. The library book may be returned at any time. If the book is returned in good condition, the fine is dismissed.
- **Students may work in the library before school, during lunch, or after school in exchange for library fines owed to Killeen High School.** See library staff for additional information.
- **Please utilize the library to complete assignments, read quietly, and study.**
- **Please enjoy the library and join us for special activities in the library throughout the year.**
- **Follow us on Schoology:** Students are automatically enrolled in the "Killeen High School Library: Student" course at the beginning of each semester. All library events and announcements are posted on the Updates page, and all library forms and other event documents are located on the Materials page.
- **Failure to observe library procedures may result in a student being asked to leave the library, loss of library privileges and/or a referral.**

HALLWAYS

The hallways are closed before school and at lunch. The cafeteria and auditorium lobby are the only places that students can hang out before school. **IDs need to be visible while students are in the cafeteria and auditorium lobby!** Most hallways will be closed during lunch.

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

A student will not be permitted to go to another area of the building or campus unless the teacher or sponsor overseeing the activity gives permission.

Unless involved in an activity under the supervision of a teacher, students must leave campus immediately after dismissal of school in the afternoon. Students not in activities or tutoring should have exited the building by 4:30. If you are waiting for a parent to pick you up, you must be up in front of the building.

Loitering or standing in the halls or intersections between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Students loitering in bathrooms or conducting suspicious activity subject themselves to an administrative search with a metal detector.

Visitor Entry: Visitor entry into KHS is through the vestibule in front of the building next to the flagpole. While visiting in the school, a visitor must wear a visitor's badge.

SECONDARY SCHOOLS AND NON-THC VAPES

****new DISTRICT POLICY

- A. When a secondary student (middle or high school) is in possession of a non-THC vaping device or using e-cigarettes, the incident is documented by school administration and the student receives a referral. The student's parent or guardian is notified about the incident and the assigned consequence.
- B. The student shall be assigned one day of In School Suspension (ISS) with a PEIMS action code of 28 and one day of Saturday School at KHS from 9-12.
- C. The student will complete a district-prescribed, grade-appropriate curriculum that focuses on nicotine addiction, the harmful effects of vaping, and develop a personal quitting plan. The lessons are designed to provide meaningful education on the

dangers of vaping, helping students understand the consequences of nicotine use and encouraging them to make healthier choices.

- D. The Saturday School supervisor will verify attendance for the full three hours and completion of the assigned work. A confirmation email will be sent to the principal or assistant principal. Students are allowed one make-up opportunity to complete Saturday School. Failure to attend and/or complete the assigned work will result in a district-level due process hearing with a recommended 10-day placement in the District Alternative Education Program (DAEP). For students serviced under 504 or Special Education, a campus-level conference and Manifestation Determination Review (MDR) or Manifestation Determination Evaluation (MDE) are required.
- E. A second violation of a student in possession of a non-THC vaping device or using e-cigarettes, within the same school year, will result in a district-level due process hearing with a recommended 20-day placement in the District Alternative Education Program (DAEP). For students serviced under 504 or Special Education, a campus-level conference and MDR/MDE are required.

This procedure is designed to educate students on the dangers of vaping, provide appropriate consequences, and support their academic and personal well-being. The goal is to create a safe and healthy learning environment for all students in Killeen ISD.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle at any time there is reasonable suspicion to do so with or without the presence of the student or parent. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

All vehicles **MUST** have a NEW PERMIT every year. Permits are FREE per vehicle and may be picked up at the cashier's window. Car registration, insurance, and the student's driver license must be shown to get the parking sticker. All of this must be completed by the student. Vehicles without a current-year sticker will be towed at the owner's expense. This permit allows you to park in the student parking area only. **You also need a current permit to park at Leo Buckley during the school day.** These vehicles are also subject to administrative searches.

Bus Loop: The Killeen High School bus loop, located at the back of the building, is closed to vehicles between 7:45AM and 4:45PM on school days. The field house can be accessed by driving around the backside of Leo Buckley Stadium and through the reserved parking lot. Parents--please reinforce safe driving habits for your student by not violating traffic control signs and markings. **Only students who are riding KISD bus transportation should be at the bus loop.**

Visitor Parking: Visitor parking is located in the front parking lot of the school. All visitors must enter through the front office vestibule.

Visitor Parking Special Events/Assemblies: When KHS is hosting special events/assemblies where an abundance of visitors are expected--please use the student parking lot and NOT the VISITOR, STAFF or FIRE LANES. Legally parked vehicles will not be marked or towed from the student lot during these events.

Search and Seizure: The district has the right to conduct administrative searches of personal property such as backpacks, clothing items, purses, and automobiles driven to school by a student and parked on school property when there is a reasonable cause to believe they contain articles or materials prohibited by the district and to protect the safety and order of the learning environment. The district may also conduct administrative searches in accordance with board policy. Such searches may include parking lots (which includes Leo Buckley parking area), classrooms, and common areas of the school and may include the use of metal detectors and/or trained dogs. **There will be random metal detector checks throughout the year at different times of the day. We will also conduct random tardy searches for students who are late to school or class.**

Students are permitted to carry their backpacks to class but must follow the classroom teacher's procedure regarding storage and accessing them during class. Backpacks are subject to searches by the administration and law enforcement upon reasonable cause per the KISD student code of conduct.

Injury or Illness at School: The school will care for minor injuries that occur at school but are not responsible for the treatment of injuries that occurred at home. The parent/guardian will be called immediately in case of serious injury. If the parent/guardian cannot be contacted in the event of a serious injury, the school will get immediate medical attention for the child. If the service of an ambulance is necessary, THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST. Please make sure all emergency numbers are correct!

POWER HOUR

Power hour is approximately one hour during the school day, during which students may eat lunch, attend tutoring, go to club meetings, or participate in other activities. It is designed to allow students to make the most of their lunchtime and receive the extra help they need without having to stay after school as often. It also allows students the opportunity to manage and make good use of their time in preparation for real-world experiences and life beyond high school. You can view our Power Hour handbook on our Killeen High School website for specific Power Hour expectations and guidelines.



A PARENT'S GUIDE TO ADDRESSING CAMPUS CONCERNS

Effective communication between parents and the school is essential for helping students reach their maximum potential. Addressing issues directly with your child's teacher often resolves concerns and leads to a plan tailored to your child's needs.

Open, one-on-one communication with the teacher is crucial, and following the outlined steps ensures prompt resolution of any school-related concerns.

START HERE

TEACHER

STEP 2

ASSISTANT PRINCIPAL

STEP 3

PRINCIPAL

For transportation concerns, please contact 254-336-0138

STEP 4

ADMINISTRATIVE SERVICES

STEP 5

ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES



If you have a concern regarding your child's teacher, grades, behavior, or classroom, please contact the classroom teacher for assistance.

If the concern is not resolved at the teacher level, or does not involve the teacher, please contact the Assistant Principal.

If the concern is not resolved at the Assistant Principal level, please contact the Principal.

If the campus principal has not effectively resolved your concerns, you may contact an Executive Director for Administrative Services.

Unresolved concerns regarding discipline, attendance, registration and transfer matters should be directed to

254-336-2822

General concerns, not related to discipline, attendance, registration and transfers should be directed to

254-336-0360

If a parent met with the Executive Director of Administrative Services, the next step for unresolved matters is to contact the Assistant Superintendent of Administrative Services.

254-336-2650

IF YOU HAVE AN EMERGENCY CONCERN, PLEASE CONTACT THE KISD POLICE DEPARTMENT AT 254-336-2815