

Kashmere Senior High School



Student Handbook 2013

Amber Williams, Principal

Dear Student,

Welcome to Kashmere Senior High School! Our goal at Kashmere is to provide you with a safe learning environment where you will receive a high quality education that will prepare you for entrance into the college or career of your choice. I have high behavior and academic expectations for you and the purpose of this handbook is to show you how you can meet those expectations. I know that, with the support of faculty, staff, and your family, you will be a model and example of the Kashmere Way!

Amber E. Williams
Principal

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The Kashmere Way

The Kashmere Way is the expectation of behavior for all Kashmere students and staff as well. The Kashmere Way is defined by R.A.M. behavior, which stands for RESPONSIBLE, AMBITIOUS, and MOTIVATED. R.A.M. behavior is expected in all areas of the school day, from arrival, to classroom behavior, to dismissal. Any negative behavior that is not guided by these principals is NOT the Kashmere Way!

re-spon-si-ble -- having a capacity for moral decisions and therefore accountable; capable of rational thought or action; Able to be trusted or depended upon; reliable; Based on or characterized by good judgment or sound thinking

Synonyms

- liable
- competent
- solvent
- honest
- capable
- trustworthy

am-bi-tious --Full of, characterized by, or motivated by ambition; Greatly desirous; eager; having a strong desire for success or achievement

Synonyms

- eager
- enthusiastic
- striving
- aspiring
- zealous

motivated -- provided with a motive or given incentive for action; working hard and wanting to succeed

synonyms

- driven
- inspired

Dress Code

Kashmere Senior High School is charged with the responsibility of maintaining an atmosphere conducive to learning. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. Since it is impractical to list every possibility of dress and grooming, final decisions concerning acceptable dress are left to a building administrator. Any form of dress that attracts undue attention, disrupts school, or detracts from the learning process, is not acceptable.

Shirt

Students in grades 9 through 12 will wear a red, white, or royal blue polo-style shirt.

- Cotton polyester blend button polo, long or short sleeves.
- All shirts must be appropriately tucked in pants so belts are visible.
- No logos on the shirt except the school logo.
- All shirts must be appropriately sized.

Under shirts

Gray

Royal Blue

White cotton

V-neck

Short sleeve

Long sleeve

- Undershirts are worn under the uniform clothing.
- The only visible underclothing that should be showing should be around the neck.
- Writing, pictures or designs are not allowed on the under shirt.

Pants

Blue Jeans (no holes) (Friday only with a college or spirit shirt)

Khaki/Tan

Solid Navy Blue

Cotton Polyester Blend

Twill/Poplin Straight leg

Ankle length

Dockers

Dickies

- Pants must fit snugly at the waist. Be hemmed.
- Stretch, spandex, or tight fitting pants are not allowed.
- Pant legs are not to be tied twisted or rubber banded at the ankles.
- Pant legs are not to be tucked inside of the shoes or boots

- No holes allowed in blue jeans.
- Bermuda shorts and capri pants are permitted and length must be at the knee or longer

Skirts or Dresses

Blue Jeans (no holes) (Friday only with a college or spirit shirt)

Khaki/Tan

Solid Navy Blue

Cotton Polyester Blend

Twill/Poplin Pleated

Straight

Long Skirt

- Must be no higher than 3 inches above the crease of the back of the knee.
- Short or low rider skirts are not allowed

Belts

Solid: Black, Brown, White, Navy, Khaki/Tan Leather or Canvas Solid leather or canvas Belts must be worn at the natural waistline.

No large belt buckles with names, slurs, studs, description

Shoes

Any color

Any material

- Must have back or strap.
- No boots allowed.
- No heelies or shoes with skates allowed.
- No house shoes.
- No flip flops.
- Tennis shoes must be laced and tied or Velcro must be strapped and closed.

Heavy Coats, Jackets for winter

Any color Any material Any style (Hoods are not to be worn on the head at any time)

No offensive logos or graphics

Jewelry

Any color

Chains must be worn inside the shirt.

Facial piercing jewelry (tongue, nose, eyebrow, etc...) is prohibited.

Teeth grills are not permitted.

Chains connecting wallets to pants cannot be worn.

I.D. Badges

Only school distributed lanyards may be worn with I.D. badges.

I.D. badges must be worn outside the shirt and visible at all times while on campus.

Defacing the I.D. Badge is not allowed. (drawing, stickers, etc.)

Wearing another student's I.D badge is not allowed.

Wearing multiple badges is not allowed

To replace the I.D. Badge a fee of \$5.00 will be needed. Temporary I.D. badges are \$1.00

Hair

Natural Hair colors (black, brown, blonde, etc..) Must be well-groomed.

Hair must not cover the eyes.

No headgear, such as hats, du-rags, caps, sunglasses or bands/bandanas/scarves, can be worn.

Hair scrunches must be worn in hair only.

Words or symbols must not be cut into the hair.

Other Dress Code Requirements

Nail polish containers are not permitted at school.

Black lipstick or polish is not permitted at school.

Hair spray is not to be used except in locker room and must be kept in gym locker.

All spray bottles/cans must be kept in the P.E. locker room

Students arriving to school in violation of dress code will first be given the opportunity to correct their dress code by having someone bring the appropriate clothing, purchasing a uniform shirt, and/or purchasing an ID badge. Students who cannot correct the dress code infraction will be assigned to In-School Suspension for the day.

Arrival to School

Students may arrive at campus as early as 7:15am. When students arrive on campus, they may assemble in the cafeteria to eat breakfast or assemble in the courtyard and Spark Park. Students are not permitted in the main building before 7:40am. Also, students are not permitted at any time to leave campus once they have arrived.

The morning bell rings at 7:40 to transition to first period classes. Students have 5 minutes to transition to class. When the bell rings at 7:45am, students are expected to be in their first period class, ready to learn. Students not in class at 7:45am are considered tardy. Tardy students must report to the attendance office to get a tardy pass before being admitted into class. The consequences for repeated late arrival are as follows:

1ST TARDY: Documented **Warning**

2ND TARDY: Documented **Warning** and Parent Contact

3RD TARDY: Documented **Warning** and Parent Contact

Excess of 3 tardy incidents; Consequences assigned by an administrator and parent contact.

Students arriving to school after 8:00am will not be permitted to attend their first period class. At Kashmere High School, instructional time is valued and protected and excessively tardy students will not be permitted to be a disruption to instruction.

Bell Schedule

Monday and Thursday (7:45 am – 4:15 pm) - 55 mins. per class

07:45 - 08:40	1 st Period
08:45 - 09:45	2 nd Period/ ADA
09:50 - 10:45	3 rd Period
10:50 - 11:45	4 th Period

11:50 – 12:15	1 st LUNCH (2 nd floor)
11:50 – 12:45	5 th Period
12:20 – 01:15	5 th Period
12:50 – 01:15	2 nd Lunch (1 st Floor and Outside)

01:20 – 02:15	6 th Period
02:20 – 03:15	7 th Period
03:20 – 04:15	8 th Period

Friday (7:45 am – 3:15 pm) - 45 mins. per class

07:45 – 08:30	1 st Period
08:35 – 09:25	2 nd Period/ADA
09:30 – 10:35	3 rd Period/Adv
10:40 – 11:25	4 th Period

11:30– 11:55	1 st Lunch (2 nd floor)
11:30 – 12:15	5 th Period
12:00 – 12:45	5 th Period
12:20 – 12:45	2 nd Lunch (1 st Floor and Outside)

12:50 – 01:35	6 th Period
01:40 – 02:25	7 th Period
02:30 – 03:15	8 th Period

The Kashmere Four

All Kashmere High School students are expected to abide by the Kashmere Four in all of their classrooms. The Kashmere Four are:

- **Be Prepared**
- **Be On Time**
- **Be Respectful**
- **Be Engaged**

Students who cannot abide by the Kashmere Four are subject to the following consequences:

1st classroom offense	Warning
2nd classroom offense	Student - Teacher Conference
3rd classroom offense	Contact Parent
4th + classroom offense	Administrative Referral

Students who commit serious infractions in the classroom environment are subject to immediate removal from the classroom and administrative consequences.

All Kashmere High School students receive a copy of Houston ISD's Student Code of Conduct. Students and parents are expected to read this document as it is enforced on campus.

Transitions Between Class Periods

Students attend 8 class periods per day and have 5 minutes to transition between classes. Students are expected to transition from class to class quickly and in an orderly manner and exemplify the Kashmere Way in the hallways and courtyard. Students must take care of their personal business during the 5 minutes, including taking rest room breaks. A warning bell sounds during transition to inform students that they have 1 remaining minute to arrive to class. If a student is not in their assigned classroom when the bell rings, they are considered tardy and are subject to disciplinary consequences.

If a student is not in their assigned classroom or is in an unauthorized place during the school day, they will be subject to disciplinary consequences.

Lunch

There are two lunch breaks and students are assigned their lunch period based on the class that they have scheduled for 5th period. During lunch, students are permitted to be in the cafeteria, the courtyard, and the Spark Park only. Students are expected to arrive in the cafeteria promptly and wait in the lunch lines in an orderly manner. Line skipping and horse playing are not permitted. Students may bring their lunch, purchase a hot lunch, or purchase snacks from the snack bar. If a parent chooses to bring their child outside food (such as McDonald's), the student may not eat that food in the cafeteria with the other students. Nor may students serve birthday cakes, pizza, or other foods in the cafeteria during lunch time. These students may contact an administrator so that they can be provided a place to eat their food.

Students found to be attending the wrong lunch period or not conducting themselves according to the Kashmere Way during lunch will be subject to disciplinary consequences.

Dismissal

School is dismissed at 4:15pm, Monday through Thursday, and at 3:15pm on Friday. At dismissal, students are expected to exit the campus in a calm and orderly manner. Students who participate in extracurricular activities must report to their designated location with their sponsor by 4:30pm. At 4:30pm, the building is secured and students are not allowed to roam around the campus. Students may not leave the campus and return.

Certain senior students and co-op students have schedules that allow them to be released from school before the normal dismissal time. These students are expected to exit the campus immediately, unless they have approval from a staff member and are participating in a supervised campus activity.

On early dismissal days, students are dismissed at 1:00pm. Students are expected to leave campus at this time. Students who loiter on campus will be asked to leave.

Discipline

Students who commit discipline infractions are subject to disciplinary consequences. These consequences may include:

- Administrator Conference
- Parent Conference
- In-School Suspension
- Assigned counseling hours
- Out of School Suspension
- Referral to an alternative disciplinary placement

Additionally, students who commit infractions that are also violations of the law, such as fighting, use of profanity, etc., may be subject to legal consequences which may include citations and/or arrest.

Rewards

At Kashmere High School, students are rewarded for appropriate behavior and exemplifying the Kashmere Way. Rewards may include, but are not limited to:

- free dress days
- pizza or ice cream parties
- special guests and concerts
- prizes
- gifts
- shout-outs
- and much more!

Attendance

Students must be present at school each and every day. This is the law. At Kashmere High School, our goal as a campus is to average 95% attendance. Attendance is taken every day during each class period. Average Daily Attendance, or ADA, is taken during 2nd period. A student must be in attendance at least 35 minutes during a regular class period to be counted present. A student who arrives in class at the significant period after the tardy bell but before official attendance is taken is to be counted "Tardy". During the significant period, a student not present at the time ADA attendance is taken is to be counted "Absent."

Absences

Students who do not attend school everyday are subject to truancy citations. The 18-year-old student who has more than five unexcused absences may be withdrawn due to nonattendance for the remainder of the semester after appropriate interventions have been documented.

If a student is absent, they must provide an excuse note in order for their absence to be considered "excused". Absence notes should be turned in to the attendance office the day that they return to school. Failure to bring a note documenting an acceptable reason for being absent will result in the absence being considered "unexcused". Students with 3 unexcused absences in a grade reporting period will receive an asterisk on their report card. This means that, even if the student earns a passing grade, credit will be denied due to poor attendance.

Asterisks Removal (Credit Appeal)

Students who have lost credit due to poor course attendance (asterisks) may appeal for restoration of credit directly to the campus principal. Upon successful completion of a plan approved by the principal, credit may be restored. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

Academics

Excellence in academics is Kashmere High School's primary goal. Kashmere students strive to perform and achieve in the core areas of Math, Science, English, and Social Studies, as well as earn credits necessary to progress towards graduation.

Grade Reporting

Course grades are reported in 6-week cycles and students receive report cards at the end of each cycle. Additionally, students receive progress reports every 3 weeks to inform them of their progress. Students are also encouraged to log on to Houston ISD's Parent Student Connect to check student progress. Kashmere High School celebrates its academic achievers by recognizing honor roll students. Each report card period, students are recognized for having all A's, or A's and no more than 2 B's.

Credits

Students on the Recommended Graduation Program need 26 credits to graduate. Each school year, students with a full schedule (8 classes) have the opportunity to earn 8 credits towards graduation. In order to earn your course credit, you must earn a passing grade of 70 or above and meet attendance requirements. All of the credits that you earn during high school are recorded on your high school transcript. This is the official record of your progress towards graduation.

Credit Recovery

If you fail to earn a credit, whether due to attendance or grades, you may need to recover credits. Kashmere offers several ways to help you recover your credits. This includes Summer School, Grad Lab, and Saturday School. We often offer credit recovery opportunities over student holiday breaks.

Testing

Students must fulfill state-mandated testing requirements in order to graduate. This may include TAKS or STAAR requirements. Additionally, students at Kashmere participate in PSAT, SAT, ACT, and COMPASS testing to prepare them for college entrance.

Extracurricular Activities

Kashmere High School offers many extracurricular activities for students to engage in. Many of these activities require extended hours after school and participation in weekend events. In order to participate in extracurricular activities, students must pass all of their classes and exemplify good behavior. Attendance and behavior infractions during the school day may result in suspension or removal from extracurricular activities.

Student Input

We strive to create a campus culture that encourages students to be vocal and take active leadership roles. Students have many opportunities to offer their input regarding campus activities. These opportunities include students organizations such as the Student Council, the Student Advisory Committee, class officers and various teacher-sponsored student organizations. Additionally, the principal and all other campus administrators maintain an open-door policy for students.

Communication

We strive to communicate with parents and students about updates and events happening at Kashmere. We do this through letters, phone calls, emails, announcements, and assemblies. It is important that the school has the most up-to-date contact information for you and your family.

Contact Information

Kashmere High School
6900 Wileyvale
Houston, TX 77028

tel. (713) 636-6400
fax (713) 636-6433

Connect!

Visit us at www.houstonisd.org/kashmerehs

Friend us at www.facebook.com/kashmere.high

Follow us at @kashmerehigh

THE KASHMERE CREED

We believe.

We are the young men/women of Kashmere Senior High School.

We are college bound.

We are exceptional – not because we say it, but because we work hard at it.

We will not falter in the face of any obstacle placed before us.

We are dedicated, committed and focused.

We never succumb to mediocrity, uncertainty or fear.

We never fail because we never give up.

We make no excuses.

We choose to live honestly, nonviolently, and honorably.

We respect ourselves and in doing so, respect all people.

We have a future for which we are accountable.

We have a responsibility to our families, community and world.

We are our brothers' keepers.

We believe in ourselves.

We believe in each other.

We believe in Kashmere Senior High School.

We believe.

Commitment Statement

I have read the Student Handbook and I understand what is expected of me at Kashmere Senior High School.

I pledge to do my best to demonstrate the Kashmere Way every day. This means that I will be Responsible, Motivated, and Ambitious and make good choices. I will abide by the Kashmere Four in all of my classes.

I commit to being an exemplary student on campus, both behaviorally and academically.

Print Name

Signature

Date