



# KINGWOOD HIGH SCHOOL

2701 KINGWOOD DRIVE • KINGWOOD, TEXAS 77339-3704 • 281-641-6900

## **Dr. Ted Landry**

Principal

281-641-6901

## **Matt Roser**

Associate Principal

281-641-6999

## **Dr. Robert Bell**

Assistant Principal

281-641-7220

## **Nancy Cozad**

Assistant Principal

281-641-6966

## **Dean Herbst**

Assistant Principal

281-641-6923

## **Liz Rogers**

Assistant Principal

281-641-6925

## **Dr. Doug Monk**

Assistant Principal

281-641-6924

## **Sarah Davidson**

Assistant Principal

281-641-6969

## **Counselors:**

### **Mary Ann Briggs**

**Kay Farris**

**Karen Kruger**

**Michelle Oliver**

**Stephanie Pelfrey**

**Lori Robinson**

**Melissa Whittington**

## **FAX**

281-641-7217

## HUMBLE ISD 2016-2017 LATE WORK POLICY

### **Assessment Make Up Work**

If a student is absent on an assessment day, the student has a **ONE WEEK makeup window** in which he/she can make up a missed assessment. At the end of that one week window a zero will be placed in the gradebook. The time period includes **block days**.

### **Non-Assessment Make-Up Work**

Students are expected to make up any non-assessment work missed while they were absent. They will be given full credit for work done that satisfies the conditions of the district policy for make-up work. **Immediately upon returning to school, the student must contact teachers concerning arrangements for making up work.** A zero will be given for work that has been required by the teacher and has not met the guidelines for make-up work. After a student has been absent for three days, the parent/guardian may request non-assessment make-up work through the appropriate office designated by the campus.

When an absence occurs, it is the student's responsibility **immediately upon their return** to inquire about, complete, and return all required assignments.

Students should expect to do more paperwork than those who were in attendance because it is necessary to make up for classroom experiences missed. The following is offered as a timeline for **non-assessment** make-up work.

- 1 day absence - day following return to school
- 2 day absence - 2 days after return to school
- 3 day absence - 3 days after return to school
- 4 day absence - 4 days after return to school
- 5 day absence - 5 days after return to school

Students absent more than five (5) days must make arrangements with their teachers for making up the work missed within one week (5 school days) after their return to school. Late work guidelines also apply to make-up work.

When in-school-suspension or discipline-program assignments have been given a predetermined date, no extra days are given for make-up work. If students are absent on a predetermined due date, the material is due the day the student returns to school. Kingwood High School teachers are encouraged to work with students and use professional judgment when students have extenuating circumstances that inhibit assignment completion.

### **Reassessment**

Reassessment is **not available** in Advanced Placement courses or in ANY course in which Dual Credit is being offered.

**Late Work Penalties:****Formative Assignments**

- 1 day late= 20 points off maximum score
- 2 days late=40 points off maximum score
- 3 days late=60 points off maximum score
- 4 days late=80 points off maximum score
- 5 days late=0 points; no score possible

**Summative Assignments**

- 1) 20 point deduction per day late
- 2) If student makes up assignment at end of grading period, maximum possible points are 50.

**Drop Policy**

Students who are enrolled in a Pre-AP or AP course will only be allowed to drop to the level course at the end of the 3<sup>rd</sup> week of school, the end of the 6<sup>th</sup> week of school and when the semester ends. For 2016-2017, the dates are September 9<sup>th</sup> and September 30<sup>th</sup>.

**Pass/Fail Credit Courses – High School**

A student may take a total of 8 semesters for pass/fail. This option is available for any course above and beyond graduation requirements. Any course taken on a Pass/Fail basis will not be included in a student's grade point average (GPA) determination. The date for a student to decide to take a course Pass/Fail for 2016-2017 is November 4<sup>th</sup> for the fall semester and March 30<sup>th</sup> for the spring semester.

**Cheating**

Cheating on an assignment or test will result in a zero being recorded for that assignment or test. In addition, cheating is considered a conduct violation and is subject to additional disciplinary measures as discussed in the Student Code of Conduct.

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