

Hawkins Middle School

Student Handbook

2016-2017

**Putting forth a Great Effort
To stay on the path for Success**

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Hawkins MS needs your assistance in putting forth a great effort at everything you attempt. We ask that you read this handbook and use it as a guide of expectations for your success not only in school but life.

It all starts with being on Time.

Regular Bell Schedule

First Bell.....	7:55
1 st Period.....	8:00- 8:49
2 nd Period.....	8:53- 9:42
3 rd Period.....	9:46-10:35
4 th Period.....	10:39-11:28
5 th Period.....	11:32-12:21
Lunch	12:21-12:56
6 th Period.....	1:00 – 1:49
7 th Period.....	1:53 – 2:42
8 th Period.....	2:46 – 3:35

GROOMING AND DRESS CODE

The middle school’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards, creating and maintaining a respectful and positive learning environment. Students and parents determine a student’s personal dress and grooming standards, provided that they comply with the following:

The middle school prohibits:

- * pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene
- * advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under the District’s drug and alcohol use policy
- * wearing dark glasses in school is prohibited unless prescribed by a doctor.
- * wearing caps, hats, bandanas, do-rags or other head coverings is prohibited in the building. These items may be confiscated and will be returned to student at the principal’s discretion.

Hair and Face

- Hair must be neatly groomed and not in a student's eyes. Mohawks are not permitted at this time. Hair can't be of unnatural hair color (unnatural would be pink blue etc.). Symbols, designs, words, or slogans cut into hair are prohibited.
- Any hairstyle that is deemed disruptive to the learning environment is prohibited.

Clothing

- Students may not wear t-shirts or other articles of clothing that have a vulgar or suggestive slogan, comment, or picture on them, or have pictures or persons on them that advertise alcoholic beverages, tobacco products, illicit drugs or encourages negative behavior or fails to meet the standards of good taste outlined in policy.
- Wearing clothing that is determined by the school administration to be racial, or deemed gang or cult related is prohibited.
- Students must wear appropriate undergarments and these must not be visible.
- Any fabric with holes above the knee must have covering underneath. No skin should be visible four inches above the knee when seated.
- Wearing shirts or tops that expose the midriff when the arms are extended out to the side, see-through tops and other "abbreviated" clothing is prohibited. Shirts must conceal all underarm hair, cleavage and undergarments.
- Wearing leggings, tights, yoga pants, or running tights (stretchy pants with no functioning pockets) is prohibited unless worn with an outer blouse, dress, or covering that meets regulation dress code length (four inches above the knees in both front and back)
- Dresses, skirts, all split garments, and shorts must not be shorter than four inches from the top of the knee. Split garments will be measured at the top of the split.
- All sleeveless shirts must have a shoulder seam at least 2 inches in width with no undergarments showing. Spaghetti strap shirts, halter-tops, tube tops, and shirts that expose the back are prohibited.
- Sheer apparel must have an undergarment that conforms to the dress code. Sheer apparel is not considered a covering.

Wearing of excessively loose clothing that results in "sagging" is prohibited. Pants should be worn at the true waist of the student.

Wearing excessively loose tops that hang or gap open resulting in exposed cleavage is prohibited.

- Due to safety factors, footwear designed for beach or bath wear and house shoes/slippers are prohibited.
- Due to safety factors, shoes such as flip flops or high heels may be prohibited by certain teachers in specific areas, such as labs or physical education settings.
- Due to safety factors, no piercings may be linked. In addition, wallet chains, safety pins, unnecessary heavy chains that can be used as a weapon are prohibited.
- Clothing that is pajama-like with or without pockets is prohibited.

- All combs, brushes, and makeup must remain in pockets or purses until between classes. These items may be confiscated.

The school has a legitimate interest in requiring proper dress and personal grooming from every student. All students are expected to become familiar with these standards and adhere to them.

Students have the responsibility to observe the basic standards of cleanliness, modesty, good grooming and dress.

The middle school discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.

The administration reserves the right to judge whether any current fashion or fad is appropriate for school wear and to require any student to change his or her attire if it is not deemed acceptable.

If the student's dress or grooming is objectionable under these provisions, the campus principal or designee shall take disciplinary action. Students shall be accorded due process appropriate to the disciplinary action.

Sponsors of extracurricular activities may set individual dress and appearance standards with the approval of campus administration.

A student in violation of the dress code during school hours will be assigned the following consequences:

1st violation

Call parent/guardian; parent may bring a change of clothes or student must wear school issued apparel.

2nd violation

Student will be assigned to detention.

3rd violation

Student will be sent home and will receive an unexcused absence.

*** Students will not be allowed to leave campus to change clothes ***

ALL STUDENTS MAY BE SUBJECTED TO RANDOM SCHOOL WIDE DRESS CODE CHECKS AT A TIME DESIGNATED BY SCHOOL ADMINISTRATORS. STUDENTS IN VIOLATION OF THE DRESS CODE POLICY WILL BE ASSIGNED THE APPROPRIATE DISCIPLINARY CONSEQUENCES.

Tardy Policy

Hawkins Middle School students are expected to be on time for all classes. They are expected to have the maturity to take care of personal matters between classes.

If tardies become an issue then there is the following consequences:

1st Tardy	Warning
2nd Tardy	Lunch Detention
3rd Tardy	2 Lunch detentions (possible corporal punishment with parental consent)
4th Tardy	2 After school detentions (possible corporal punishment with parental consent)
5th Tardy	3 After school detentions (possible corporal punishment)
6th Tardy	Parent conference to improve this situation.

Each six weeks the tardy policy starts over.

Discipline Policy

The following tiered discipline policy takes effect once a student has been referred to the office by a staff member who has already implemented correctional tactics within the classroom setting to no avail (except in cases calling for immediate attention). The level or severity of the offense is at the discretion of the principal or designee.

Level I Offenses:

Level I offenses include, but are not limited to:

- Excessive tardiness
- Absenteeism
- No hall pass
- Failure to comply
- Failure to serve assigned detention
- Disrespect or dishonesty
- Disruption in hallway or cafeteria
- Any disruptive conduct
- Unauthorized area violation
- Excessively loud or unnecessary noise
- Dress code violation
- Eating/drinking/gum in class without permission
- Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward other students
- Failure to bring appropriate materials to class
- Minor parking lot violation
- Refusal to participate in classroom activities
- Throwing objects

- Verbal abuse
- Littering
- Minor property damage (under \$30.)
- Inappropriate physical contact (PDA)
- Possession of unauthorized electronic devices

Possession of water guns, balloons, stink bombs
Engaging in conduct that disrupts the school environment or educational process

Level I Disciplinary Consequences:

Consequences are assigned at the discretion of the discipline officer.

- Administrative conference/verbal correction
- Parent contact
- Behavior contract
- Lunch detention
- Before-school detention
- After-school detention
- Corporal punishment
- Lowering grade (for cheating only)
- ISS (In School Suspension)
- Withdrawal of privileges (parking privileges, etc.)

LEVEL II OFFENSES:

Level II offenses include, but are not limited to:

Repeated Level I offenses
Fighting
Gambling on campus
Bullying/harassment of students or staff
Insulting language (such as profanity) or obscene gesture directed toward staff
Unauthorized/inappropriate use of technology (computer, phone, etc.)
Major disruption of the peace or the learning environment
Destruction of property
Possession or use of contraband, tobacco, or electronic cigarettes on campus or school-related activity
Skipping class
Repeated dress code violations
Unwillingness to follow directions/insubordination
Refusal to follow instructions/failure to comply
Theft under \$50.00
Threatening another student or school personnel
Violations of Texas Motor Vehicle Laws
Persistent misconduct
Violation of classroom or safety rules
Possession of matches or lighter
Possession of any knife with a blade 3” or longer
Failure to serve two academic (teacher-assigned) detentions
Academic dishonesty (cheating)

Prohibited operation of vehicle (parking on campus without permit; driving in the bus line; etc.)

LEVEL II CONSEQUENCES:

Consequences are assigned at the discretion of the discipline officer.

- Before-school detention
- Lunch detention
- After-school detention
- Extended after-school detention (including Sat. school)
- In School Suspension
- Corporal punishment
- Loss of driving privileges on school grounds
- Suspension
- Restitution
- Administrator/parent conference
- Administrator/Parent/Student Conference

In dealing with students who are guilty of Level II offenses, the discipline officer may use any of the disciplinary techniques outlined for Level I offenses or may also assign the student to an off campus alternative program.

LEVEL III OFFENSES:

Level III offenses include, but are not limited to:

- Persistent misbehavior including repeated offenses of Level I or Level II
- Assaults on students or school personnel
- Possession of a weapon
- Alcohol or drug related offense
- Bomb threats
- False alarms
- Arson
- Felony criminal mischief
- Vandalism of school property or other students' property

LEVEL III CONSEQUENCES:

Consequences are assigned at the discretion of the discipline officer.

- Restitution
- In School Suspension (up to 10 days)
- Suspension
- Contact local law enforcement agency
- Alternative Education Program (DAEP)

LEVEL IV OFFENSES:

1. The student engages in conduct (regardless of where the prohibited conduct takes place):
 - a. Punishable as a felony; or
 - b. Containing the elements of retaliation, as defined in Penal Code 36.06, against any school employee

1. The student, while on school property or while attending a school-sponsored or a school-related activity on or off school property, commits any of the following:
 - a. Engages in conduct that contains the elements of assault, as defined in Penal Code 22.01
 - b. Engages in conduct that contains elements of terrorist threats, as defined in Penal Code 22.07;
 - c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or a controlled substance, as defined by the Texas Controlled Substance Act.
 - d. Sells, possesses, gives, or delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, or commits a serious act or offense while under the influence of alcohol, or uses or is under the influence of an alcoholic beverage;
 - e. Uses, possesses, or exhibit:
 - i. Firearm as defined by Section 4.01, Penal Code
 - ii. An illegal knife as defined by Section 46.01, Penal Code
 - iii. A club as defined by Section 46.01, Penal Code
 - iv. A prohibited weapon as defined under Section 46.05, Penal Code
 - f. Engages in conduct that contains the element of the offense of:
 1. Aggravated Assault under Section 22.02, Penal Code
 2. Sexual Assault under Section 22.011, Penal Code
 3. Aggravated Sexual Assault under Section 22.021, Penal Code
 4. Arson under Section 28.02, Penal Code
 5. Murder under Section 19.02, Penal Code
 6. Indecency with a child under Section 21.11, Penal Code
 7. Aggravated kidnapping under Section 20.04, Penal Code
 8. Commits a drug- or alcohol –related offense described at TEC Sec. 37.006, that is punishable as a felony
 9. Continues to engage in serious or persistent misbehavior that violates the District’s Code of Conduct, after being placed in an AEP for disciplinary reasons
 10. Engages in conduct that contains the elements of any offense listed above against any District employee in retaliation for or as a result of the employment with the District. (TEC 37.007)

11. Engages in conduct that contains elements of criminal mischief, as defined in the Penal Code, if the conduct is punishable as a felony. (TEC 37.007)

LEVEL IV CONSEQUENCES:

- Expulsion
- Assignment to Alternative School Program (DAEP)
- Referral to law enforcement

Corporal Punishment: The state of Texas and the district of Hawkins still allow and approves of corporal punishment. This is to be administered with parental consent. Parents that opt out of this have that option.

Bullying Issues:

Because bullying has become prevalent in society it will be specifically addressed. If a student feels they are being bullied at school, they will need to contact an adult and fill out a bullying form. This gives the adults some needed information and a record of the event. Bullying will fall back under the code of conduct. **Bullying will not be tolerated.**

Grading Policy

All students' six-weeks grades are determined by averaging daily grades (50% with minimum of 10 grades), and major test grades (50% with minimum of two major exams or projects). This process applies to classes requiring some written assignments, and therefore excludes the participation classes of band, physical education and athletics.

Semester Grades

Each six weeks grade will be added in twice and the semester test once, and then divided by seven (7) to determine the semester average. End-of-Course Exams will fall under TEA guidelines.

Make-up Work

Work missed due to excused absences may be made up. *If not made up, the grade for the work missed shall be zero. It is the responsibility of the student to receive and make up work missed within two consecutive school days for each day missed after returning to missed class and/or classes (example - if a student misses Mon. and returns to school on Tues., the work is due Thurs.)* When a student knows in advance that they will be absent from school for accepted reasons, including authorized school trips, he/she must accept the responsibility for arranging with his/her teachers to make up work, in advance of their planned absence.

Plagiarism and Cheating

Students caught plagiarizing or cheating will be given a Sat. school detention and receive a maximum grade of 50 for the assignment. Cheating also includes copying or using the work of another student OR allowing another student to copy or use your work. Any student taking dual credit courses will be automatically dropped from the college class if they are caught plagiarizing material. (Any student dropped from a college course for plagiarism will be required to repay the district for any portion of the student's tuition that the district has paid).

Scholastic Penalties

A student suspended from school will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the teacher. Grade adjustments shall be imposed on make-up work for the period of suspension. No grade above 70 shall be assigned.

A student expelled from school will receive no credit for work missed during the expulsion period. Students served under an IEP may receive educational service during expulsion as determined by the Admission, Review, and Dismissal (ARD) Committee.

Unexcused Absence Penalty

A student who misses school due to an unexcused absence is expected to complete their make up work, and may receive a maximum grade of 70 for any missed work.

Failure to Complete Assigned Work

Studies show that most students fail as a result of incomplete work. Hawkins Middle School has a zero tolerance policy for students not turning in assignments or homework when they are due. We have very high expectations, and believe that failure to turn in work will only result in students getting further behind in their studies. Failure to comply with written or verbal directives to turn in an assignment when due will result in an after-school detention, during which time the student must complete the assignment and submit it the detention teacher.

Following are the guidelines for completing and turning in missing assignments:

- STEP 1 – The student is assigned morning tutorials
- STEP 2 – The student may either complete the assignment or turn it in for homework
- .
STEP 3 - If the student does not turn in the assignment after the second opportunity, then they will receive an after school detention or Saturday school. Maximum grade will be a 70.

Tutorials:

Students have the option of tutorials every morning beginning at 7:30. Teachers will also meet with students after school with parents being aware of the time and preparation for transportation. If a student is not passing at a Three week progress report then the child should be in tutorials in the class that they have a challenge in. We still need the parent and student to help with the initiative to be there

Hawk Pride Event

Hawkins Middle School offers an incentive for students that do the right things on a consistent basis. If a student meets the criteria of no office referrals, passing all classes at the end of a six weeks, no more than one tardy, no zeros in any grade book and receive “satisfactory” on all conduct grades and has a no more than two absences in a six weeks, the student would be eligible for the Hawk Pride Event. The principal reserves the right to make adjustments to this criterion for extenuating circumstances.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCESPossession and Use of Personal Telecommunications Devices, Including Mobile Telephones

Phones are to be turned off at the beginning of the school day. Students may have their phones during lunch for the 2016-17 school year. If this becomes a chaotic situation, then phones will be left off for the school day.

Parents that need to get in touch with their student need to call the office and please do not call or text your child in the school day unless of a emergency.

For safety purposes, the district permits students to possess personal mobile telephones; phones should always be off in the school setting including during all testing, unless they are being used for approved instructional purposes.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas.

If a student uses a telecommunications device without authorization during the school day, **the device will be confiscated**. The student or parent may pick up the confiscated device from the principal’s office at the end of the day for a **fee of \$15**.

Student may be offered grace on first unauthorized use. Principal's Discretion

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.