

**Hawkins High School**  
**/ Middle School**  
**Student Handbook**  
**2018-2019**



# *MAKE A DIFFERENCE TODAY TO CREATE CHANGE TOMORROW!*

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## HAWKINS HIGH SCHOOL/MIDDLE SCHOOL BELL SCHEDULES

The following bell schedules will be used for the high school and middle school campuses for the 2018-2019 school year. Drop off and pick up locations will remain the same for all schedules. If you have any questions regarding any of these schedules please contact the HS/MS office for assistance.

### High School Bell Schedules:

A SCHEDULE		B SCHEDULE		C SCHEDULE	
1st period	7:50-8:35	1st period	7:50-8:35	1st period	7:50-8:40
2nd (Academic)	8:39-9:14	3rd period	8:39-9:30	3rd period	8:44-9:34
3rd period	9:18-10:03	4th period	9:34-10:19	4th period	9:38-10:28
4th period	10:07-10:52	5th period	10:23-11:08	5th period	10:32-11:22
5th period	10:56-11:41	LUNCH	11:12-11:46	LUNCH	11:22-11:59
LUNCH	11:41-12:19	6th period	11:50-12:35	6th period	12:03-12:53
6th period	12:23-1:08	7th period	12:39-1:24	7th period	12:57-1:47
7th period	1:12-1:57	8th period	1:28-2:13	8th period	1:51-2:41
8th period	2:01-2:46	9th period	2:17-3:02	9th period	2:45-3:35
9th period	2:50-3:35	Pep Rally/ Assembly	3:06-3:35		

### Early Release Schedule

1ST PERIOD 7:50-8:25	6TH PERIOD 10:11-10:41
3RD PERIOD 8:29-8:59	7TH PERIOD 10:45-11:15
4TH PERIOD 9:03-9:33	8TH PERIOD 11:19-11:49
5TH PERIOD 9:37-10:07	9TH PERIOD 11:53-12:23
	LUNCH 12:27-1:00

**Middle School Bell Schedules:**

A SCHEDULE		B SCHEDULE		C SCHEDULE	
1st period	7:50-8:35	1st period	7:50-8:35	1st period	7:50-8:40
2nd (Academic)	8:39-9:14	3rd period	8:39-9:30	3rd period	8:44-9:34
3rd period	9:18-10:03	4th period	9:34-10:19	4th period	9:38-10:28
4th period	10:07-10:52	5th period	10:23-11:08	5th period	10:32-11:22
5th period	10:56-11:41	6th period	11:12-11:57	6th period	11:26-11:59
6th period	11:45-12:30	Lunch	11:57-12:35	Lunch	12:03-12:53
Lunch	12:30-1:09	7th period	12:39-1:24	7th period	12:57-1:47
7th period	1:12-1:57	8th period	1:28-2:13	8th period	1:51-2:41
8th period	2:01-2:46	9th period	2:17-3:02	9th period	2:45-3:35
9th period	2:50-3:35	Pep Rally/ Assembly	3:06-3:35		

**Early Release Schedule**

1ST PERIOD 7:55-8:25	6TH PERIOD 10:11-10:41
3RD PERIOD 8:29-8:59	7TH PERIOD 10:45-11:15
4TH PERIOD 9:03-9:33	LUNCH 11:19-11:49
5TH PERIOD 9:37-10:07	8TH PERIOD 11:53-12:23
	9TH PERIOD 12:27-1:00

**OUTSIDE FOOD/DRINK**

Parents who bring food on campus must bring to the HS/MS office (not dropped off at crosswalk or horseshoe). When students are released for lunch they may collect their food on the way to the cafeteria. Food may not be shared with other students. If a parent wants to eat with the student they must come in and get a visitor badge before entering the cafeteria. All food must be brought in before or during the lunch period, **no exceptions.** Food delivered to campus after lunch has ended will be held in the office until the end of the day. The office will not accept deliveries from restaurants or other food establishments.

## **HALL PASSES**

Students must have a teacher issued hall pass to go to the restroom, nurse, office, library or other areas of the building. Students may not use hall passes to go to the gym, weight room or the parking lot.

## **GROOMING AND DRESS CODE**

The dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards, thereby 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 high school/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, headbands 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 trimmed and not in a student's eyes or below the bottom of the shirt collar. Symbols, designs, words, or slogans cut into hair are prohibited. Male students must be neatly groomed; mustaches and beards will be allowed as defined by the campus principal or designee. Long, patchy, or untrimmed beards are not allowed.
- Any hairstyle that is deemed disruptive to the learning environment is prohibited.
- Mohawks are not permitted.
- Males may wear small stud earrings. Hoops are not allowed.
- Nose piercings must be small studs. Hoops are not allowed.
- Hair color must be natural hair color. Exotic hair colors will not be allowed.
- **Middle school students may not have facial hair.**

### **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 such as tights or permanent patches. No skin should be visible above the knee.
- 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 (longer than fingertip length when standing)
- Dresses, skirts, and shorts must be longer than fingertip length when student is standing with hands to the side. The student cannot pull shorts, skirt or dress down to meet the requirement.
- 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, tank 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.
- 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.
- 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, and unnecessarily heavy chains that can be used as a weapon are prohibited.
- Pajama type clothing is prohibited.
- To ensure campus safety, trench coats, dusters, or similar long/concealing jackets are prohibited.

### **Other Items**

- Visible tattoos must follow protocol of what is permissible or not permissible on clothing.
- 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.

Both the high school and 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. The administration has the final discretion on the dress code.

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**

Same as for 1st violation, plus the student will be assigned to detention.

**3rd violation**

Same as 1st violation, plus student will be assigned ISS.

Persistent violations may result in multiple assignments to ISS. Students will not be allowed to leave campus in order 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.

**MORNING ARRIVAL ROUTINE:**

For safety and accountability reasons, upon arriving to campus in the mornings, students will need to move promptly indoors to one of the designated student areas – cafeteria (**All 7<sup>th</sup> & 8<sup>th</sup> graders**), commons (**high school students only**), morning tutorial (**with the teacher only**), band hall (**with teacher permission**). Once high school students finish eating breakfast and leave the cafeteria, they may not return to the cafeteria area, but should proceed to the commons instead. Laptops may be picked up in the technology dept. between 7:30-7:45.

**HAWKINS HS/MS TARDY POLICY:**

Attendance is extremely important to a student’s academic success. When students miss school they miss valuable learning opportunities. A tardy will be received for arriving to class and/or not being in a student’s assigned seat by the time the tardy bell rings for the period. Tardies may also be assigned for unscheduled bathroom breaks during instructional periods. Tardies cause unnecessary classroom disruption that impedes learning.

For the 2018-2019 school year our school day will begin at 7:45 a.m. Hawkins High School and Middle School students have four minutes between bells in order to move from one classroom to the next. Students coming to and from the Agriculture Facility have an extra minute built into the bell schedule for the added distance they must travel. Tardy consequences will be assigned to the student the following school day or the next day of their attendance. Refusal to comply with assigned consequences will result in disciplinary action. If students show up later than twenty minutes to their classroom they will be marked absent.

Tardies will be cumulative for each nine-week grading period. Each nine weeks will be treated individually from the previous. The purpose of the student tardy policy is:

- to ensure that students maximize all learning opportunities.
- to ensure that teachers maximize all teaching opportunities.
- to ensure that administrators and others maintain a safe and orderly climate that focuses on punctual student attendance and student achievement.
- to reinforce the importance of promptness and punctuality in student's lives

The policy is as follows:

Tardy 1: Verbal warning/Conference

Tardy 2: Verbal warning/Parent Contact

Tardy 3: 1 lunch detention

Tardy 4: 2 lunch detentions

Tardy 5: 3 lunch detentions

Tardy 6: 1 day of ISS

Tardy 7: 2 days of ISS

Tardy 8: 3 days of ISS

Tardy 9: Consequences at administrative discretion aligned with student handbook disciplinary policy

If you have any questions or concerns regarding the tardy policy, please feel free to contact the High School or Middle School Office.

## **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:

1. Excessive tardiness -
2. Absenteeism
3. No hall pass
4. Failure to comply
5. Failure to serve assigned detention
6. Disrespect or dishonesty
7. Disruption in hallway or cafeteria
8. Any disruptive conduct
9. Unauthorized area violation
10. Excessively loud or unnecessary noise
11. Dress code violation
12. Eating/drinking/gum in class without permission
13. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward other students
14. Failure to bring appropriate materials to class
15. Minor parking lot violation

16. Refusal to participate in classroom activities
17. Throwing objects
18. Verbal abuse
19. Littering
20. Public display of affection
21. Minor property damage (under \$30.)
22. Inappropriate physical contact (PDA)
23. Possession of unauthorized electronic devices
24. Possession of water guns, balloons, stink bombs
25. 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 include, but are not limited to:

1. Repeated Level I offenses
2. Fighting
3. Gambling on campus
4. Bullying/harassment of students or staff
5. Insulting language (such as profanity) or obscene gesture directed toward staff
6. Unauthorized/inappropriate use of technology (computer, phone, etc.)
7. Major disruption of the peace or the learning environment
8. Destruction of property
9. Possession or use of contraband, tobacco, or electronic cigarettes on campus or school-related activity
10. Skipping class or aiding in skipping class
11. Repeated dress code violations
12. Unwillingness to follow directions/insubordination
13. Refusal to follow instructions/failure to comply
14. Theft under \$50.00
15. Threatening another student or school personnel
16. Violations of Texas Motor Vehicle Laws
17. Persistent misconduct
18. Violation of classroom or safety rules
19. Possession of matches or lighter
20. Possession of any knife with a blade 5½" or longer
21. Failure to serve two academic (teacher-assigned) detentions

22. Academic dishonesty (cheating)
23. 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:

1. Persistent misbehavior including repeated offenses of Level I or Level II
2. Assaults on students or school personnel
3. Possession of a weapon
4. Alcohol or drug related offense
5. Bomb threats
6. False alarms
7. Arson
8. Felony criminal mischief
9. 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

- 2 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 have the opportunity to opt out of this.

**BULLYING**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;

2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school. Bullying includes cyberbullying. (See below)

This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

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.

### **HAWKINS ISD Policy Regarding ONLINE COURSEWORK**

Hawkins ISD offers two different opportunities to take online classes for students who meet the following criteria. SUPERNet Virtual School/TXVSN are opportunities for students to take courses that are either not offered at Hawkins ISD and are a part of their Educational Pathway, or that are impossible to fit into their schedule because of other special coursework that must be taken in the classroom.

Odysseyware is an online program for credit recovery **only**. Credit recovery means that a student has previously taken a course and failed to earn credit for that course.

It is important to remember that online classes are extremely difficult. Not only do students not have a teacher readily available to answer immediate questions, but they also do not have the benefit of direct, verbal instruction. They are assigned an online teacher, but they must send questions via email that are answered at another time, not immediately. This method is not one that works for many students. No online course can replace a certified instructor in the classroom.

### **Criterion for taking SUPERNet/TXVSN Virtual School Courses:**

1. Freshmen may not take virtual school courses except in extreme circumstances with permission of an educational committee.
2. Courses offered at Hawkins ISD by classroom teachers may not be taken online if the regular classroom course will fit within the student's schedule.
3. The following reasons are not valid reasons for being allowed to take online classes

and will not be considered:

- a. "I do not like the teacher."
  - b. "I want to get out of here and graduate early."
  - c. "I don't have any friends in that class, they are all taking it online."
  - d. "I have already had that teacher and failed."
  - e. "I know other people who have done it."
4. In most cases, online classes will be limited to a maximum of one per semester.
  5. Students must be on track to complete an online semester course at the end of the semester, or they will be dropped from virtual classes, placed back in the classroom, and not allowed to take online classes again for the remainder of the school year.

### **Odysseyware**

As mentioned in the introduction, Odysseyware is used for students who need to earn credit in a course that was previously attempted in the normal classroom setting but failed to earn the credit. Students cannot receive original credit for Odysseyware courses.

1. Students who have obviously failed a course through lack of effort or submission of work will retake the course in the regular classroom.
2. Students who have lost credit due to lack of attendance at school will retake the course in the regular classroom.
3. Students who have failed a course but passed the EOC for that course, will be allowed to recover course credit the following year through Odysseyware.
4. The only other students who will be allowed to take Odysseyware courses are those who have permission from an educational committee through a personal graduation plan designed for that student.
5. Students who do not receive credit for a core class but pass the associated End of Course exam will be required to repeat the course for credit. This will be done on Odysseyware.
6. Students who do not receive credit for a core class and do not pass the associated End of Course exam will be required to repeat the course for credit. If the class will fit into the student's schedule, he/she will take the course in the classroom. If not, he/she will take the course through SUPERNet virtual school. Only if the course is not offered through SUPERNet will the student be allowed to regain credit through Odysseyware.

**Odysseyware courses will receive a grade of pass or fail.** Therefore, if a student fails both semesters of a course, he/she will not be allowed to recover credit for the full year by completing only one semester of the course online and earning a final average of 70 or higher. He/she will be required to repeat both semesters of the course to regain credit.

## **EARLY GRADUATION REGULATION**

Early graduation can be one or two semesters early.

Early graduates will be juniors graduating early and will never be classified as seniors; however, they may be allowed to participate in senior activities if they pay the fee for those activities rather than use senior class funds to pay their way (prom and senior trip). Early graduates will not be allowed to be in the homecoming court or be on the ballot for any senior offices.

### **Reasons for early graduation:**

- to promote the continuation of post-secondary education (college or career)
- too old to remain in high school (at risk)

### **Timeline to request:**

- Before the end of sophomore year
- Subject to review each semester by the committee

### **Requirements:**

- Application packet
- Parent/guardian consent
- No attendance issues
- No behavioral issues
- Must successfully complete one virtual school course the summer after sophomore year
- GPA - minimum grade average of 80 (on 100 point scale)
- Must pass all EOC's
- Age - minimum of 17 years old at time of graduation (unless extenuating)
- Possibly take a local course (college/career readiness)
- Provide copy of acceptance letter to a college, university or technical school (if applicable)
- Provide ACT or SAT scores (if applicable)
- Take TSI (or)Take ASVAB (if applicable)

### **Final approval:**

There will be a committee made up of: the principal, the counselor, a sophomore core academic teacher, a senior core academic teacher, and the campus Virtual School representative.

Committee will consider all applicants at the end of the year. Student will be interviewed in person by the committee. Student will be contacted with committee's decision within a week of interview and guidelines will be discussed with parent and student.

The final decision about admittance into the early graduation program will be at the discretion of the committee and/or campus principal.

## **HIGH SCHOOL SEMESTER EXAM EXEMPTION POLICY**

### **CRITERIA - LEVEL 1**

Overall semester average of 80 or above in subject & NO DAYS ABSENT per semester

### **CRITERIA - LEVEL 2**

Overall semester average of 85 or above in subject & NO MORE THAN 3 DAYS ABSENT per semester

### **CRITERIA - LEVEL 3**

Overall semester average of 90 or above in subject & NO MORE THAN 4 DAYS ABSENT per semester

For exemption purposes ALL absences are INCLUDED with the EXCEPTION OF THE FOLLOWING: (1) school related absences (2) doctor note for a PARTIAL DAY ABSENCE (3) pre-approved college days (only 2 allowed)

\*example of doctor note: if you go to the dentist, return with a note from the dentist and return the same day

All students, 9th-12th may exempt all academic classes IF ELIGIBLE. In order to do so, they must meet the criteria set forth in level 1, 2 or 3 of the policy. Please review the criteria. If your student is exempt from ALL classes on a given exam day they will need to arrive at a specified time to sign in for the school day and then they will be released. You will receive a parent permission form to consent. The consent form will outline the policy and require student & parent signature.

## **GRADING POLICY**

Hawkins ISD has moved to a **nine-week grading period** for the 2018-2019 school year. Eligibility for extracurricular activities will be determined at the first six-week progress report mark, and at the nine-week report card. Thereafter eligibility may be gained at three week progress report intervals or at the following nine-week report card. There is a seven day grace period before students become ineligible due to failing a class. Students gain or lose eligibility at the end of the school day.

Grading guidelines for each grade level or course will be communicated and distributed to students and parents. The guidelines will also be reviewed and approved by the campus principal. Guidelines should specify the number of assignments, projects and examinations required for each grading period. The guidelines will also detail what a student must do to redo an assignment or retake a test in which the student received a failing grade. Guidelines should detail information about point penalties for assignments that are turned in late or after the due date. Teachers must record a minimum of fifteen (15) grades for each student during each nine-week grading period. At least twelve (12) daily grades and three (3) test grades

will be averaged to determine the nine weeks grade. Daily grades will count for 50% of the nine weeks grade and tests will count for the other 50% of the nine weeks grade.

This process applies to classes requiring some written assignments, and therefore excludes the participation classes of band, physical education and athletics.

### **High School Honors Policy**

Students must maintain a grade of 80 or higher in honors classes in order to remain in the class and thereby receive the weighted grade. Students in honors classes receiving a grade below 80 on any six-week reporting period must bring the grade to an acceptable level by the progress reporting period or they may be reassigned to a regular class. The move will be made in the interest of best meeting the student's educational needs. Students in dual credit courses will be allowed to remain in the dual credit course as long as their grade is above 70."

### **Make-up Work**

Work missed due to 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.

### **Retest:**

The District shall permit a student who meets the criteria detailed in the grading guidelines, as defined by the high school and middle school campuses, a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

### **Plagiarism and Cheating:**

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 was paid by the school district).** Students that cheat in other courses may receive a zero and may also receive disciplinary action.

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.

### **Failure to Complete Assigned Work**

Studies show that most students fail as a result of incomplete work. Hawkins ISD has very high expectations, and believes that failure to turn in work will only result in students getting further behind in their studies.

Failure lists will be monitored weekly, at three-week progress reports, the first six weeks, and every nine weeks. Students will need to attend tutorials or they will be assigned to classes during the enrichment period in which they are failing. Students that fail to complete work or have zeros can be assigned lunch detention and/or after school detentions in an effort to get the work completed.

### **ENRICHMENT PERIOD & TUTORIALS:**

Students will have 35 minutes enrichment period 4-5 days a week. During this time, students will have STAAR remediation, practice Uil, complete homework, receive tutoring, etc. Teachers will also have a posted tutorial time outside of the enrichment period, either before or after school, two days a week to provide tutoring. Students who are failing are encouraged to attend tutorials for the subject areas they are failing in.

### **Parent/Guardian Communication:**

If you have questions or concerns you may contact faculty/staff using email or phone, 903-769-0571 for the high school and 903-769-0552 for the middle school. Email addresses can be found at [hawkinsisd.org](http://hawkinsisd.org). Both Hawkins High School and Middle School campuses have Facebook pages that will be used to inform students, parents, and community members of school related information and events. The pages will also be used to positively promote our students, staff, and school.

### **Skyward Access**

Skyward access is a great way to check attendance and grades. If you have questions about Skyward access contact Teresa Pemberton.

### **HIGH SCHOOL STUDENT SCHEDULE CHANGE REQUEST INFORMATION:**

Student schedule change requests must be made within the first five (5) days of class for the semester and must be made in writing using the appropriate schedule change form.

The following are acceptable reasons for requesting a schedule change and will be reviewed:

- To correct inappropriate class placement.
- To correct scheduling omissions or an incorrect program.
- To increase the number of academic classes.
- To fulfill district and/or state graduation requirements.

The following are NOT acceptable reasons for requesting a schedule change and will be denied:

- Teacher preference.

- Dropping a class that was requested on the student choice sheet.
- Personal convenience such as having classes with a friend, having classes at a certain time of day, having classes closer together, etc.

Any student in a honors class will remain in the class for the first 3 weeks. After that, a student needing to drop to a lower level class may do so within 5 days of the first report card of the semester and ONLY at that time. Otherwise, the student will remain in the class for the entire semester. Such a change requires student and parent approval.

Requests for changes due to extenuating circumstances, such as extended illness, must be approved by the principal.

A teacher may request a student's schedule change without consent of the student for the following reasons:

- To balance class size
- To curtail student misbehavior (separating students who should not have class together)
- To remove a student from a course that required prior approval or a prerequisite that was not met.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

#### **Middle School Students**

Phones are to be turned off at the beginning of the school day. Students may have their phones during lunch for the 2018-19 school year. If this leads to a disruptive situation, then phones will be left off for the school day.

#### **High School Students**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain in purses/backpacks or in a designated location approved by the teacher during class time. These devices are to remain turned off during the class period. Students may use cell phones between classes and/or at lunchtime. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

Parents that need to get in touch with their student are encouraged to contact the campus office rather than calling or texting your child during the school day, unless in an emergency.

The use of mobile telephones or any device capable of capturing images is strictly prohibited

in locker rooms or restroom areas while at school.

If a student uses a telecommunications device without authorization during the school day, or their device disrupts class (vibrating devices are considered a disruption), **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**.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

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, portable/wireless speakers, or other electronic devices at school, unless prior permission has been obtained.

Headphones/earbuds may not be worn in the classroom without the permission of their teacher. **Headphones will not be permitted in the hallways between classes. Headphones may be used during the lunch period only.**

Without prior approval, teachers will collect the items and turn them into 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.

### **HAWKINS HS/MS SCHOOL BUS GUIDELINES**

For the safety and security of your child and the other students on the bus the following guidelines and procedures must be followed. In order to ensure a safe and controlled environment students are encouraged to be courteous and cooperative with their bus driver. Students refusing to obey the instructions of the bus driver or the bus code of conduct will forfeit their privilege to ride the bus for a period of time determined by school administration or transportation director as set forth in bus discipline explained in the student handbook. In the event while delivering students home after school and there are no parents or a guardian present, the campus principal will be notified by radio and the student will be delivered back to campus after finishing the bus route for a parent or guardian to pick them up.

- Only students assigned to a bus will be able to ride that bus with the exception of permission from Hawkins Administration.
- Students may not get on/off a bus anywhere except their designated stop.
- If a student misses the bus, he/she should go home immediately. It will then be the parent/guardian's responsibility to get their student to school.
- Students should be outside 5 minutes before scheduled pickup in clear view for the bus driver to see them 300' (or as far down the road as possible) before the stop. The bus driver will wait briefly for a student then they will proceed with the route.
- The driver has the authority to assign seats for one or all students on the bus.
- The driver has the authority at any time due to safety issues to call for assistance or divert from the route and take the bus to the transportation department.
- No student will be able to use a note to get on/off a bus due to safety and security reasons.

- Buses will not stop during the route to allow a student to get on the bus from a vehicle or get off the bus into a vehicle.
- Any student needing to be added to a bus route or change a bus pick up or drop off must have a parent/guardian call the Transportation Department or Campus Administration and report the change. The student's school should also be informed of the change.
- The only adults allowed to be on the bus are the employees of Hawkins ISD.
- Students cannot stand in the aisle while the bus is in motion. For certain situations, seating may be assigned to accommodate not more than 3 students per bench.
- Students should not extend feet/legs or any object in the aisles of the bus. Students should keep feet on the floor at all times and not in seat. Students are to keep backpacks in their lap, under the seat, or on the seat.
- Students should report any problem that occurs on the bus to the bus driver immediately in order to facilitate appropriate response to situation.

## ***BUS CONDUCT***

### **Minor Safety or Conduct Violations**

1. Refusing to sit properly or safely in assigned seat.
2. Moving from seat while bus is in motion.
3. Blocking the aisle in any manner.
4. Eating, drinking, or chewing gum on the bus.
5. Deliberately littering the bus.
6. Acting in a manner that distracts the driver while the bus is in motion.
7. Writing on or damaging any part of the school bus. (Student will be suspended until damages have been paid.)
8. Entering and/or exiting the bus in an unsafe manner.
9. Throwing, pitching, or shooting articles within the bus (without any injury)
10. Extending any part of the body, clothing, or other articles out of the window while the bus is in motion.
11. Using profanity, vulgar language, or obscene gestures toward other students.
12. Harassing, threatening or physically scuffling with another student (with no injury).
13. Engaging in horseplay or climbing over seats.
14. Displaying or being disrespectful to the bus driver.

### **Consequences for Minor Violations**

- 1<sup>st</sup> Offense-Conference with school official and copy of report mailed to parent/guardian\*
- 2<sup>nd</sup> Offense-Warning/Probation and Conference with a school official and copy of report mailed to parent/guardian\*.
- 3<sup>rd</sup> Offense-Corporal Punishment by principal or suspension of bus riding privileges for 1 to 3 days and copy of report mailed to parent/guardian\*
- 4<sup>th</sup> Offense-Suspension from all HISD pick up and drop off transportation 3-5 days and a copy mailed to parent/guardian\*
- 5<sup>th</sup> Offense-Suspension from all HISD pick up and drop off transportation 5 to 20 days and a copy mailed to parent/guardian\*
- Additional Offenses-Suspension from all HISD pick up and drop off transportation for at least 10 days and possibly through the remainder of the semester

**\*Provided that no other major violation has been reported.**

### **Major Safety Violations or Misconduct**

1. Consuming tobacco in any form.
2. Acting and/or speaking disrespectfully toward the driver or profanity directed at any school employee.
3. Insubordination
4. Throwing, pitching, or shooting articles which either remain within the bus but causes an injury or which go out any window while the bus is in motion.
5. Other.

### **Consequences for Major Violations or Misconduct**

- 1<sup>st</sup> Offense-Suspension from all HISD pick up and drop off transportation for 3 days and copy of report mailed to parent and/or guardian.
- 2<sup>nd</sup> Offense-Suspension from all HISD pick up and drop off transportation for 5 to 10 days, and copy of report mailed to parent and/or guardian.
- 3<sup>rd</sup> Offense-Suspension from all HISD pick up and drop off transportation for at least 10 days or possibly through the remainder of the semester.
- 4<sup>th</sup> Offense-Suspension from all HISD pick up and drop off transportation for the remainder of the semester or through the remainder of the school year.

### **Severe Conduct Violations**

1. Fighting with another student (or scuffling which results in any type of injury).
2. Possessing weapons, unsheathed pointed articles, or knives.

3. Possessing drugs or alcohol.
4. Striking matches or producing fire in any form.
5. Sexual Misconduct or Exposing body parts.
6. Tampering with any emergency exit.
7. Other.

***Severe Clause***

Any infraction, even on the 1<sup>st</sup> occurrence, may be deemed to be severe by school officials.

**Consequences for Severe Misconduct**

- 1<sup>st</sup> Offense-Minimum 10-day suspension from all HISD pick up and drop off transportation.
- 2<sup>nd</sup> Offense-Suspension from all HISD pick up and drop off transportation for the remainder of the school year. Minimum 90-day suspension, which could carry over into the next school year.

**NOTE:** For any and all bus misconduct administration reserves the right to use discretion for each level of misconduct. Alternative consequences could be served for any violation. Misconduct of a severe nature may also result in suspension or expulsion from school. The Transportation Director or School Administrator may invoke an immediate suspension of HISD bus riding privileges at any time due to a severe situation. The school bus is an extension of the classroom and all school board policies that apply to student conduct and other student related activities apply to the school bus. A reasonable effort will be made to notify the parent and/or guardian prior to any temporary suspension of riding privileges.

**\*\*All bus route changes must be made in person or by phone at the HS/MS school office by 2:30 pm each day.**