



Hawkins Elementary School  
Student Handbook  
PK-6th

2018-2019

**YOU MATTER. EVERY CHILD. EVERY DAY.**

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## **PREFACE**

To Students and Parents:

Welcome to the 2018-2019 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Hawkins Pre K – 6<sup>th</sup> Grade Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

Please be aware the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Hawkins ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook, posted on our website at <http://www.hawkinsisd.org> or is available in the principal’s office. The student handbook is a general reference guide only and is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the *Student Code of Conduct*) and any provisions of the student handbook, the current provisions of board policy and the *Student Code of Conduct* are to be followed.

Also, please be aware that the handbook is updated yearly, while adoptions and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practicable under the circumstances. Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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

## REGULAR BELL SCHEDULE

Tutoring Bell.....7:30 a.m.

Tardy Bell.....8:00 a.m.

Dismissal Bell.....3:30 p.m.

## **CAMPUS ADMINISTRATORS**

Stephanie McConnell, Principal

Josh White, Assistant Principal

## **ARRIVAL PROCEDURES**

**Students** : Drop off starts at 7:15 a.m. - 8:00 a.m.

Students should NOT be dropped off before 7:15 a.m. There is not adequate supervision on campus before 7:15 a.m. Students dropped off after 8:00 a.m. are considered tardy and should receive a note from the office. If the student needs breakfast they will need a note from the teacher to go to the cafeteria.

## **DISMISSAL PROCEDURES**

Daily at 3:30 p.m.

Due to congestion in the foyer in the afternoon we are asking parents to please remain in the car pick up line. Your cooperation will allow the staff to expedite the car pick-up process faster and safer.

## **WALKERS/BIKE RIDERS**

Fourth-Sixth grade students who are walking or riding a bike will need written permission from a parent and will be held on campus until 3:45 p.m or until the daily traffic has slowed to a safe flow for the student to be sent home.

Kindergarten - Third grade students will not be allowed to walk or ride a bike home without supervision from a parent or a parent approved adult.

## **GROOMING AND DRESS CODE**

The elementary 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 elementary school prohibits:

- \* flip flops, shower shoes, house shoes and any open toed shoe during P.E. and recess periods. (Tennis shoes MUST be brought to change into or the student will sit out and points will be deducted for that P.E. period.)
- \* sleeveless shirts must have a shoulder seam at least two inches in width with no undergarment showing. Spaghetti strap shirts, tube tops, and shirts that expose the back are prohibited.
- \* dresses, skirts, all split garments, and shorts must not be shorter finger-tip length  
Administrators may use their judgement when determining if the length of a garment is too short and disrupts the learning environment.
- \*No holes are allowed on jeans/pants/shorts from the knees up.
- \*Pants/shorts are to be worn at the waist and may not be oversized. (Absolutely no sagging allowed).
- \* 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.

### **Not Allowed**

- \*Oversized clothing of any kind. Clothing should fit in a manner where nothing can be concealed under or inside the clothing.
- \*Clothing that may advertise or imply sex, drugs, alcohol, profanity, tobacco, death, suicide, violence, occult, or any writing or graphics that may disrupt the educational process.
- \*Tank tops less than two finger width, muscle shirts, spaghetti straps, backless shirts.
- \*Pajamas.
- \*Leggings/jeggings (unless worn with clothing that is no shorter than 5" inches above the knee).
- \*Sweatpants.

- \*No writing is allowed across the seat of pants.
- \*See through clothing.
- \*Shirts that expose cleavage.
- \*Trench coats or long duster coats.
- \*Sunglasses or distracting eyewear.
- \*Caps, hats, head-coverings, hair nets, bandanas, or any type of head covering. Hoodies cannot cover the head at any time.
- \*Pocket chains.
- \*Tattoos must be covered.
- \*Any type of apparel that may represent clubs, gangs, or groups other than those sponsored by the school.

**\*The school has the right to ask students to change their dress, or hairstyle/color if it is of such nature as to disrupt the maintenance of order, modesty, and cleanliness, or to attract attention by dressing in a distracting manner. The campus principal may give approval to any special circumstances relating to school dress.**

**Please understand that a dress code violation is a discipline matter and will be dealt with as such. A student is subject to consequences for any dress code violation.**

## **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.
- All combs, brushes, and makeup must remain in pockets or purses during class time. 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 elementary 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 use good judgement 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 school issued apparel and assigned to detention.

### **3rd violation**

Student will be assigned school issued apparel and assigned ISS.

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**

Students are marked tardy if they are **not in their classroom** when the bell rings at 8:00 a.m. Also, signing students out between 10:00 a.m. and 3:30 p.m. will require the permission of the teacher and the principal. Anytime your student is signed out early from school, it counts against his or her compulsory attendance. State law requires that students attend the **entire** school day. This procedure is in place for the school year. With the beginning of each nine weeks the tardy process will begin anew.

Hawkins Elementary School students are expected to be on time. If tardies become an issue then there is the following consequences:

1st Tardy	Warning
2nd Tardy	Warning
3rd Tardy	Phone call home
4th Tardy	Lunch detention
5th Tardy	Lunch detention
6th Tardy	After school detention
7th Tardy	After school detention

## DISCIPLINE PLAN

### PRINCIPLES

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self discipline, good citizenship and social skills.

## ELEMENTARY SCHOOL RULES

General Rules: for Classroom, Cafeteria, Hallways, Restrooms, and Playground

- Keep hands, feet, and objects to yourself.
- Use appropriate language at all times.
- Do not litter anywhere on school grounds.
- Observe the dress code.
- Show respect for teachers and other authority figures.
- Follow class rules.
- Use equipment properly.
- Do not throw rocks or other harmful objects.
- Play in assigned areas only.
- No fighting or play fighting.
- Follow directions of staff.
- Clean up your space.
- Always walk, don't run.

## **TIERED DISCIPLINE PLAN**

Inappropriate behaviors at Hawkins Elementary School fall into 3 categories or levels of offenses. Each level is addressed either by the classroom teacher or the school administrator.

### **Examples of Level 1 Offenses**

Handled by the teacher - documentation of behavior and action taken is required.

- Not following directions
- Running in the hallway
- Excessive talking
- Inappropriate laughing/sneering
- Derogatory notes/pictures
- Teasing/ put-downs
- Inappropriate Eye rolling
- Interrupting
- Consistent tardiness
- Name calling
- Misuse of materials
- Wandering
- Mocking

### **Examples of Level 2 Offenses**

Handled by the teacher with documentation of behavior and action.

Parent contact highly suggested.

- Back talking/ arguing
- Inappropriate gestures/ language
- Taunting
- Open defiance
- Cheating/ lying
- Throwing objects
- Refusing to work
- Hitting

### **Examples of Level 3 Offenses**

Handled by the administration. Direct office referral with accompanying referral form.

Parent contact made by administration.

- Fighting
- Ethnic slurs
- Obscene gestures
- Inappropriate touching
- Damaging property
- Direct and willful disobedience of school rules and policies
- Disruptive clothing
- Disrespect for authority
- Bullying
- Threatening/ Taunting
- Threatening bodily harm
- Stealing
- Use of profanity
- Pulling fire alarm
- Excessive truancy
- Harassment, including sexual harassment
- Persistent Level 1 and 2 Behaviors (more than 3 documented occurrences)

### **Zero Tolerance**

- Drugs
- Weapons/facsimile of a weapon/dangerous instrument
- Leaving school without permission
- Assault with intent to fight with another student

## **DISCIPLINE PROCEDURES**

### **Classroom**

- Level 1 and Level 2 behaviors handled by the teacher.
- The teacher will follow individual classroom hierarchies of behavior management.
- At least 3 interventions/strategies (one must be a parent contact/conference) must be implemented before an office referral may be made.
- Documentation and data collection are strongly recommended for records and possible Special Education Referral.

### **School Administration**

- Level 3 behaviors handled by the administration.

- Result in a direct office referral
- An administrator will contact students parent.
- An appropriate consequence will be given.

Prior to an Office Referral:

1. Parent and student must know teacher expectations and procedures.
2. Parents and student must know the classroom teachers discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made.
4. All Level 3 offenses warrant an immediate office referral.

\*\* A completed office referral must be in skyward before the student is sent to the office.

## Prohibiting the Use of Corporal Punishment

Spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district’s policy manual. If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child. You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Note: If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

## Suspension/Expulsion Protocol

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others). These incidents may immediately result in an out-of-school suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant out-of-school suspension as well.

Students facing suspension/expulsion will be provided due process as outlined in the Hawkins District Policy for Student Code of Conduct.

## **HAWKINS ISD 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\*
- 2nd Offense-Warning/Probation and Conference with a school official and copy of report mailed to parent/guardian\*.
- 3rd Offense-Corporal Punishment by principal or suspension of bus riding privileges for 1 to 3 days and copy of report mailed to parent/guardian\*

- 4th Offense-Suspension from all HISD pick up and drop off transportation 3-5 days and a copy mailed to parent/guardian\*
- 5th 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 school office by 1:00 pm each day.**

### **IN SCHOOL SUSPENSION GUIDELINES**

- Classroom teacher will be notified by the administrator before the end of the day when a student is receiving ISS.
- The classroom teacher will prepare work for the student in ISS and bring to the office before 7:45 a.m. on each day the student is assigned to ISS. The student should work on the assignments that would have been completed in the classroom for each day the student is assigned.
- The classroom teacher is expected to check on the student(s) during his/her conference time to assess work that has been completed and determine if more work will be needed. A student serving one day of ISS needs enough work for 7 hours. Students usually complete work faster when in ISS. If a student finishes the classroom work given by the teacher they will copy out of the dictionary until more work from the teacher is obtained.

- If the student receives services from a special education teacher or for reading/math intervention, this teacher will be required to meet with the student even though he/she is in ISS and document this time.
- The student should report to the office after arriving at school on the day(s) he/she is serving ISS.
- The ISS instructor will monitor student(s) and give breaks at specific times.
- The ISS instructor will take students to the bus or car pick up line at the end of the day.

### **Student Expectations for ISS**

Voice level 0/ No Talking

Work independently

Remain in the ISS room

Complete work assigned

## **STUDENT INCENTIVES**

### **School Wide Incentives**

#### **Attendance**

Classes will have an opportunity to receive a weekly reward for 100% no tardies and no absences for the week. Classes will come up to the office on Fridays and Spin The Wheel. Rewards will consist of- extra recess, Hawk's Nest Game Room, special seating in cafeteria, etc..

Students will receive individual recognition at the end of the grading period.

#### **Box Tops**

The classes collecting the most box tops at the end of each grading period will receive a reward. This reward may consist of a nacho party, cupcakes, popsicles etc..

#### **Academics**

Academic awards will be issued at the end of each grading period. Awards for the following will be honored: Perfect attendance, Honor Roll, Reading, Math, Writing, Science, and various other awards. HES will implement bragtags throughout the year.

## **Leader in Me**

Leader in Me activities will be implemented to teach 21st century leadership and life skills to students. We will help create a culture of student empowerment based on the idea that every child can be a leader.

## **Classroom Incentives**

Each individual classroom has incentives and rewards for appropriate behaviors.

## **BULLYING**

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.**

Bullying occurs when a student or group of students directs written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school sponsored or school related activity, or in a district operated vehicle and the behavior results in harm to the student or the student's property, places a student in reasonable fear of physical harm or of damage to the student's property, or is so severe, persistent, and pervasive that it creates an intimidating, threatening or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. A copy of the district's policy is available in the principal's office, and on the district's website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL). See **School Safety Transfers**, or policy FFI(LOCAL).

## **GRADING POLICY**

In kindergarten, achievement is reported in letters of E, S, N, U and I. Students will be assessed in Language Arts-Reading, Writing, Math, Science, Social Studies, Conduct, Music and Physical Education.

Teachers will explain the kindergarten report card at the first Report Card Pick-up Conference. This checklist is designed to target specific early learning skills that are necessary for student success. Parents will be aware of the strengths and weaknesses of their children and will be better equipped to help them at home.

In grades 1–6, achievement is reported to parents as:

1. Number grades for math, reading, language/spelling, social studies, science/health, and citizenship.
2. Number grades for music, and physical education.

Teachers must record a minimum of 15 grades for each student during each 9 week grading period. At least 12 daily grades and 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 excludes the participation in band, music, art and other elective courses.

### **Promotion and Retention**

In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.

Report card grades are computed in the following manner:

50% from tests and 50% from daily grades, including homework.

### **Opportunity to Improve Grades**

Senate Bill 2033 states that a district's grading policy, "may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade." Students receiving a failing grade will be required (at minimum)

to meet with the teacher regarding performance and to discuss recommendations for remediation within 5 days of the failing grade, or at the end of the nine weeks, whichever is sooner. At this time, the teacher will provide the student a reasonable opportunity to redo a class assignment or examination in accordance with the district approved campus grading policy. Major examinations and projects should be completed no later than five days prior to the end of the nine week, thus allowing students a reasonable opportunity to redo or make up failing assignments. The teacher may require the student to participate in tutorials, redo/revise the assignment, complete an alternate assignment or any other reasonable assignment as specified in the district approved grading policy. The teacher will provide at least one opportunity for students to redo a failing class assignment or examination. The maximum grade awarded on a redo/retake is 70. The assignment may be corrected at home or at school as determined by the classroom teacher. If your child needs assistance on the assignment, he/she may attend tutorials before school between 7:30-8:00. We encourage parents or guardians to take advantage of the opportunity to redo or improve grades.

## **STAAR (State of Texas Assessment of Academic Readiness)**

STAAR is a more rigorous assessment program that will provide the foundation for the accountability system for Texas public education. The STAAR will be assessed in the following subjects and grade levels:

Grade 3: Reading and Math

Grade 4: Reading, Math, and Writing

Grade 5: Reading, Math, and Science

Grade 6: Reading, Math

In addition, at certain grade levels a student will be required to pass the STAAR. Parents of a student in grade 5 who does not perform satisfactorily on his/her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students have two additional opportunities to test. If a student fails a second time, a grade place committee, consisting of the principal or designee, the teacher, and the student's parents, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained, or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

## **Content-Based Assessments and STAAR Simulations**

Students in grades 1-5, will be assessed twice a year in Math, Writing and Reading. In grade 5, students will also be assessed in Science. These assessments will be used to determine strengths and weaknesses in the TEKS.

## 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 acceptable 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.

## ACADEMIC DISHONESTY/CHEATING

Students found to have engaged in academic dishonesty will be subject to disciplinary penalties, including but not limited to loss or reduction of assigned grade. Broadly defined, academic dishonesty/cheating occurs any time that a student knowingly submit work under his/her own name that was obtained through the efforts of someone else. Common examples would include, but are not limited to, the following:

- Copying from another student's paper
- Using unauthorized information while taking a test
- Paraphrasing someone else's homework
- Giving information to another student to complete assignments
- Obtaining or giving answers during a test

## FAILURE TO COMPLETE ASSIGNED WORK

Studies show that most students fail as a result of incomplete work. Hawkins Elementary School has a zero tolerance policy for students not turning in assignments or homework when it is due. HES has very high expectations, and believes 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 before or after school tutorials at the teacher's discretion, during which time the student must complete the assignment and submit it to the teacher.

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

- STEP 1 – The student is assigned before or after school tutorials by the teacher.
- STEP 2 – The student may either complete the assignment during tutorials or receive a zero.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Cell Phones**

Student cell phones should not be seen or heard at any time during the instructional day. Hawkins Elementary students that carry cell phones are asked to turn cell phones into the office by the tardy bell and they will be returned at the end of the instructional day. If a cell phone is not turned into the office and is seen or heard during the instructional day the teacher will turn the cell phone into the office.

- 1st incident = Warning to the student and the cell phone will be in the office and returned at the end of the day.
- 2nd incident = Cell phone is taken to the office and a parent must come to school to pick the phone up.
- 3rd incident = Cell phone is taken to the office, \$15 fine is implemented and must be picked up by a parent.

Hawkins Elementary School will not be held responsible for lost or stolen personal electronic devices.

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

### **Possession and Use of Other Personal Electronic Devices**

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 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.

## 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. 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.

## ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

### COMPULSORY ATTENDANCE

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Students enrolled in pre-kindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

### Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship of the state - Mental health or therapy appointments; or Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

## **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent without excuse on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

## **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student in K-12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the Principal that allows the student to fulfill the

instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policy FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

## **Official Attendance-Taking Time**

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day at the assigned designated time for each campus. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

## **Documentation After An Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed

by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written notice.

\*Please note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC (LOCAL)].

### **Failure to Comply with Compulsory Attendance All Grade Levels**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. Students with Disabilities If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

### **Between Ages 6 and 19**

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated. The truancy prevention facilitator for the district are the campus level Assistant Principals . If you have questions about your student and the effect of his or her absences from school, please contact the campus administrator. A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days

within a six month period in the same school year. If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA(LEGAL).] Attendance for Credit or Final Grade (Kindergarten–Grade 12) To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.] All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines: If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student. The committee will review absences incurred based on the student’s participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under (LOCAL) if the student made up the work missed in each class. The committee will consider the acceptability and authenticity of documented reasons for the student’s absences. The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade. The student or parent may appeal the committee’s decision to the board by following policy FNG(LOCAL).

## **CHAMPS**

CHAMPS is a proactive and positive approach to classroom management. CHAMPS is designed to help the teacher have an effective classroom management plan that is proactive, positive, and instructional. The CHAMPS model guides the teacher in how to make effective decisions regarding management of student behavior. HES teachers have received professional development training. For questions regarding CHAMPS see your campus administrator.

## **PARTIES AT SCHOOL**

Birthday parties are not held at school. Snacks for students’ birthdays may be served during the class snack time, with the permission of the teacher. Cupcakes can be considered a snack. All foods and beverages brought to school for birthdays or other school designated functions shall be store bought in sealed packaging for consumer safety

purposes. If you wish to bring a snack or cupcakes for the entire class, this must be arranged in advance with the classroom teacher. These snacks may not be distributed in the cafeteria.

## **OUTSIDE FOOD/DRINK**

Parents who bring food on campus must bring to the office. When student sare 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's badge before entering the cafeteria. The office does not accept deliveries from restaurants or other food establishments.

## **FIELD TRIPS**

Field trips are planned throughout the school year. Sometimes our field trips are limited to our students and staff members only, while other times we encourage parents to volunteer as chaperones to help teachers on the trips. The duties of a chaperone are to supervise students during the trip away from campus and to help the teacher in any way necessary. Most of our field trips require us to limit the number of chaperones to 2 or 3 per visit. Please check with your child's teacher if you wish to be considered for chaperoning a field trip. Also, keep in mind that we are required to have a criminal background check on anyone who attends any school function as a chaperone. You will need to fill out a form to give your permission for this background check if you have not already done so this year. Our field trips are planned to enhance the educational experience for your child. We have many classrooms discussions before and after each trip to discuss why we are going and what we expect to learn from the adventure. Because we have a very definite educational focus for the field trip, we ask that you please make babysitting arrangements for siblings or other children who are not in school.

Only students and school personnel will be allowed to ride the bus. All students must be at school on time to be counted present for the day and ride the bus with the class to the location. If you plan to have your child ride home with you from the field trip, you must notify the teacher in writing. Please sign your child out with the teacher prior to leaving the field trip destination.

Student behavior is important at all school events, both on and off campus. Students who are consistently disruptive at school and who have multiple office referrals to the office may lose field trip privileges. This decision will be made on a case-by-case basis at the discretion of the campus administrators.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

Notice of changes in regular school days and regular school hours brought about by emergency situations such as severe weather will be released from the Office of the Superintendent at the earliest possible time. Because it is important that school telephone lines remain open during emergency situations, the district strongly encourages parents to refer to media announcements rather than to telephone the campus. An emergency call will be used through our telephone notification system to alert parents to school closings and other important information.

## **COMMUNICATION**

A child's education succeeds best when there is a strong relationship between home and school, a partnership that thrives on communication. Our goal is to keep the lines of communication open at all times and keep you informed of your child's progress at school and of special events that will be taking place.

### **Conferences, Notes or Phone Calls**

Each teacher has a time set aside each day for planning and conferencing. If you would like to visit with your child's teacher, please call the school to schedule an appointment during the teacher's conference period.

### **Schoolwide Notes, Website**

School notes will be sent home with your child to inform parents of upcoming events. The district website will be updated throughout the year of activities. We welcome you to refer to the website as activities are updated regularly.