



2017-2018

Secondary Campus Procedure Manual

(For Parents and Students)

A Special Message to Parents:

USE OF MANUAL

Please read this manual and keep it in a place where you and your parents can refer to it for help. Students are responsible for knowing the rules and regulations found within this manual. Students and parents should have a working knowledge of the information within this manual and, thus, be informed about how our school works. The manual is organized alphabetically by topic. Throughout the manual, the term “student’s parent” means parent, legal guardian, or other person who has agreed to assume school-parent responsibility for a student.

Students and parents also need to be familiar with the **H.I.S.D. Student Code of Conduct** which sets out the consequences for inappropriate behavior as required by state law and is intended to promote school safety and an atmosphere for learning. The Secondary Student Code of Conduct and the Student Handbook are separate documents from this manual and can be located online.

The procedures outlined in this manual are provided to assist your child in maintaining the highest standard of academic achievement and social development, which are integral parts of the philosophy of the Hubbard Independent School District.

Thank you for taking time to review this document. It is important that you carefully read this manual to ensure the success of your child’s educational opportunities during the formative middle and high school years.

IMPORTANT STUDENT INFORMATION

Please refer to this guide for answers to questions/concerns most frequently asked.

- 1. If you are absent - See "Attendance" page 3.**
- 2. If you are tardy to school - See "Tardies" page 3.**
If you arrive after school begins, go to the front desk, sign-in with your name and time of arrival, and get an admit slip.
- 3. If you need to leave school - See "Leaving during the School Day" page 3**

4. If you lost a book:

Request permission from your teacher to go to the main office and make arrangements to pay for the book. Your teacher will issue you another book **when you pay for the lost textbook**. If the book is found, your money will be refunded by check from Central Office.

5. If you have found an article or have lost an article:

Go to the Front Desk to turn in or to check for lost articles in the Lost and Found.

6. If you need to leave the classroom:

You must ask permission from your teacher and get a pass stating where you are going. The pass will only authorize you to go where stated.

7. If you want advice about schedule, personal problems, etc.:

Go to the counselor's office or the principal's office with a pass from your teacher before school, during lunch, between classes or after school. Please do not ask to go during class, except for serious matters or emergencies.

8. If you need information concerning school functions or activities:

See the sponsor of the activity or ask for information at the front desk before or after school.

9. If you are hurt or ill:

First report to the next period teacher and ask for a pass to go to the clinic. The school's registered nurse or another staff member is on duty. If for some reason no one is there, then go to the front office.

ANNOUNCEMENTS

Announcements to the student body will be made during the school day when necessary but primarily at the beginning or the end of second period. On certain days, special announcements may be made at other times as well. Please stop what you are doing and listen, as announcements provide useful information. Classes will not be interrupted during class time unless it is necessary.

ASSEMBLIES

From time to time, assemblies (pep rallies, awards, performances, concerts, etc.) will occur either in the gym or cafeteria. Students will conduct themselves with respect; courtesy and politeness at all times (for example, appropriate hand-clapping, positive responses to speakers or performers, etc.). Seating is usually assigned, and teachers will supervise students to, during, and from assemblies. Assemblies are usually presented for visitors and guests to our campus. Each student is personally responsible for the impression made by the school as a whole.

ATHLETICS AND ACTIVITIES

Our school takes pride in sportsmanship as well as the behavior of all students participating in or attending any school function. We expect all students to behave properly while in attendance. Please follow these guidelines.

1. Consider all opponents as guests.

2. Show compassion for an injured opponent.
3. Accept all decisions of the officials without complaint.
4. Never hiss, boo, or use offensive language toward players, coaches, officials, or visitors.
5. Loitering is not allowed. When an activity is indoors, students are expected to be inside the building and to stay inside while the activity is ongoing for safety reasons.
6. Play according to the rules of the game. Hubbard is known for good sportsmanship.
7. Food, drink, candy, and gum are not allowed in the gym.

ATTENDANCE

Regular attendance is encouraged and required by law. A students must be in attendance 90% of the entire school year. Failure to do so could result in loss of credit, as well as possibly court referral. As part of a initiative to improve attendance, students with 3 or more absences (excused and unexcused) will be required to make up hours after school. This is utilized for students to catch up on work missed, as well as to ensure awarded credit for that class. There will be incentives for students who are in good standing with attendance. Furthermore, students who miss 3 or fewer days (98%) for the year will be invited to a special event at the end of the year.

Tardies – We insist that our students are on time to their classes. So that instruction for all can take place without disruption, students are to be in class and on task by the time the bell rings. Students should not be in the hallways beyond the normal passing periods. Any student in halls during instructional classroom time should have a hall pass with the teacher’s signature, to-and-from data, and time described on the pass. All students will be accounted for at all times while they are at our building on each school day. The consequences for tardies will be:

- | | |
|-----------------------|---|
| 1 st Tardy | Teacher warning |
| 2 nd Tardy | Teacher calls parent/guardian |
| 3 rd Tardy | Office referral with 3 days lunch detention |
| 4 th Tardy | Office referral with 1 week lunch detention |
| 5 th Tardy | Office referral with 2 days BIC assignment |

Leaving During the School Day – Parents are asked to avoid removing students early or for part of the school day for non-emergency reasons. Parents wishing to withdraw their student for part of the school day or remainder of the day are asked to notify the school by phone prior to withdrawal when it is possible. The parent must sign out the student with the counselor, principal, or receptionist at the front desk. Try to schedule appointments after school and/or on holidays or weekends when possible. Any parent wishing to ask another adult to pick up a student should contact the school by phone and send a note or a fax ((254) 576-2477) that includes a daytime phone number in order for the school to be able to verify any withdrawal(s).

Thus, we want both a personal contact and a written request (note sent with student or e-mail from parent/guardian) signed by the parent when children are leaving with another adult.

We must be able to document any student who leaves the campus, with whom they are leaving and why. Please do not be offended if we ask for identification or request this type of information. This is for the protection and safety of our students. **All visitors must report to the office with no exceptions. This also includes all volunteers, mentors, and community volunteers.**

Make-Up Work - Make-up work privileges are allowed for all students who miss work due to absences. **Students are responsible for asking the teacher for any make-up work when the**

student returns to class. As a guideline, students are allowed one calendar day per day of absence to make up their work. For example, a student who is absent three days is allowed three calendar days to complete any make-up work. Students who do not make up assigned work within the time allotted by the teacher will receive a grade of zero. If a student is absent on the day a major project/assignment is due, the teacher has discretionary authority to decide if the project is due immediately upon the student's return to class. If there had been plenty of opportunity to complete the task prior to the due date and if the teacher determines it is appropriate, the student may not receive the opportunity for make-up work. **If a student is absent three or more days, the parent may request assignments by calling the office. Please allow 24 hours for assignments to be collected. Parents may then pick the assignments up at the front desk.**

AUTHORITY OF PRINCIPAL

The principal shall be accountable for assuming responsibility and instructional leadership for the planning, operation, supervision, and evaluation of the educational program to include discipline of the area to which they have been assigned, under the supervision of the superintendent of schools (Texas Education Code No. 21.913).

The principal has the authority to design and to modify the regulations in this handbook, school policy, and practices at any time with the approval of the superintendent by announcing the change to the student body and posting any such change. Modification can occur if, as it applies to a certain student, such regulation will not conflict with another policy or regulation. Such changes must not be retroactive except in situations where a technical injustice to the student might be corrected. Other modifications can and will occur as they relate to new district policy or are mandated by new law. Any appeal to the decisions of the principal or campus policy and practice can occur according to local district policy for appeal and/or state laws.

AWARDS AND HONORS

Each nine weeks teachers have the opportunity to recognize those students who exhibit outstanding citizenship or outstanding effort in the classroom. These students will receive recognition during announcements and a prize.

Honor Roll - Honor Roll represents outstanding performance in the classroom academically and behaviorally. To be eligible for the "All A" honor roll, a student must have a 90-or-above average in all subjects in which currently enrolled and must not have a "U" in conduct. **The "A-B" honor roll includes students with all "A's" and "B's" and who have not received a "U" in conduct.**

National Junior Honor Society - Seventh grade students who have a 90-or-above average for the spring semester are academically eligible for consideration for admission to the campus chapter of the National Junior Honor Society in the eighth grade. Membership is not solely determined by grades but also by leadership, character, service, and citizenship. Membership is both an honor and a commitment. Members must maintain the standards by which they were selected.

Other Awards - A variety of other awards are presented to our students and may include recognition for perfect attendance, good effort in classroom, or other outstanding achievement at school. Awards are presented in an assembly by team, grade level, or school-wide basis. We

want to recognize our students in such a way that all students have an opportunity to be seen in a positive manner. All students can learn, and all students can achieve.

BEFORE AND AFTER SCHOOL ROUTINES

The instructional school day starts at 7:45 a.m. and ends at 3:25 p.m. (see bell schedules). However, students often arrive earlier and stay later than the instructional school day.

Parents are asked not to deliver any student before 7:30 a.m., as supervision is not available, and all students should be picked up no later than 3:35 p.m. (unless involved in a school-sponsored activity that requires arrival earlier or staying later - i.e., athletics, band, etc.). School buses deliver students to school between 7:30 a.m. and 7:40 a.m. and pick up all students at around 3:25 p.m. to go home. **Once at school, all students will remain on campus unless permission from a principal is received and they have signed out properly.**

No student has permission to be in the areas surrounding our campus or to leave the campus for any reason after they arrive or are delivered by the bus.

Before the school day starts, students may enter the building at 7:30 to visit Content Mastery, attend interventions (tutorials), visit the school nurse, or to turn in parent/doctor notes. Students may also come into the building to avoid inclement weather. Students may not enter library, classroom(s), dressing rooms, computer labs, or any other part of the building without permission. Normally, a written note signed by a teacher will get you to the location or class you wish to visit before school. Students should avoid any area where they are unsupervised and should avoid being alone.

For the safety of your child, students waiting to be picked up by parents after school are to wait in front of the building. H.I.S.D does not provide late buses. Students who remain after school for any reason (such as practices, detentions, clubs, etc.) need to make PRIOR arrangements to be picked up at the time designated by the appropriate teacher. Students are not supervised beyond the pick-up time designated by teachers.

After school all students are asked to leave school as soon as possible in a timely and reasonable manner. Once outside of the building, do not block the path in front of any door(s). All students who ride home on the bus are asked to go to the covered canopy area at the back of the school.

Only bus riders exit the building through the back.

- Please pay attention to all buses as they arrive, load, and depart.
- Stay away from any moving bus and never chase down a bus that has left.
- When your bus arrives, walk in line to your bus. Wait until your bus comes to a full stop and the bus door is opened by the driver. (This is your signal to board the bus.)
- Form a single file line when loading the bus.
- Do not cut in line or engage in horseplay. There shall be no running, pushing or any form of horseplay at, on, or around the bus loading area(s).
- Teachers are on duty; obey and cooperate with any teacher or school personnel.
- Obey all bus rules and the driver.

Any student who does not cooperate or obey school personnel is subject to disciplinary action. Furthermore, the student will be removed from the bus area and will have to call their parent to be picked up.

Students who ride their bicycles or walk to or from school are asked to be very careful and think "safety first." Use common sense and obey all safety rules and laws whenever walking or riding your bike to school.

Students who drive to school must obey all traffic rules when arriving and leaving the campus. Driving students must park in the in the gravel parking lot in front of the school. Remember, safety is our top priority so please help us to keep this campus and all of our students safe. Students who do not comply with traffic laws will be subject to consequences. Parents are urged to review their child's patterns to and from school to ensure that their student does not come to harm.

Parents who deliver their children or pick them up by auto are asked to enter the driveway closest to the football field. As you enter the campus, form one line of traffic. Please drive slowly and watch for pedestrians. Please observe all safety laws and use common sense to avoid accidents. Students will only be allowed to load between the pillars in the front of the building. **Please do not park, load, or unload students from highway, adjacent to the campus.**

CAFETERIA

Regular student lunch:	\$2.50
Adult lunch:	\$3.25
Regular student breakfast:	\$1.25
Adult breakfast:	\$1.25
Reduced lunch:	\$.40
Reduced breakfast:	\$.30

**Various snack items may be purchased at additional cost.

Students are offered nutritionally balanced breakfast and lunch meals. We encourage all students to eat a well-balanced breakfast and lunch daily. Breakfast is served from 8:35 a.m. - 8:50 a.m.

We will be offering parents the opportunity to apply for free and reduced meals online.

Free and reduced meals are available based on financial needs. Applications are available throughout the school year in the Counselor's Office to families who have a change of income status. Students may start receiving meals the day the application is approved.

- ❖ Money should be deposited into the student's meal account through "myschoolbucks.com" or with the money put in an envelope with the student's name and ID written on the outside.
- ❖ Online Payments may be made to H.I.S.D. Lunchroom Meal Accounts by visiting the www.myschoolbucks.com website. There is a small convenience fee of \$1.95 added by the credit card company to use this service.
- ❖ No student should bring money on a daily basis.
- ❖ Customers may withdraw money from their accounts **only** if they are leaving the Hubbard Independent School District. The customer will need to give a forwarding name and address where the check can be mailed.
- ❖ Checks and cash will be deposited to meal accounts for the full amount, no change given. There is a \$25.00 charge for each returned check.
- ❖ **Students must present Student ID's to make purchases in the cafeteria to ensure that charges are made on the proper student account.**

- ❖ Students are responsible for their own personal belongings.
- ❖ Charging is a privilege and should be **limited \$5.00 max**. Prompt payment of charges is expected. No charging is allowed after the first week of the months of December and May.
- ❖ A peanut butter/jelly sandwich or cheese sandwich and milk are available to those who forget their lunch or for those who are over the meal charge limit.
- ❖ Parents visiting during their child's lunch **must** sign in at the office and obtain a visitor's pass.
- ❖ **The Texas Department of Agriculture prohibits the sale or give away of any foods or beverages during lunch periods This policy does not restrict what parents provide for their own child's lunch or snack, but does restrict items to other children at school. For example, a parent can not provide pizza and coke to any student other than their own child.**

All food, including all snacks, must be consumed in the cafeteria during lunch. No food or drink is allowed in the classrooms. Students will cleanup their eating area and place all trash in trash cans. Good manners and considerate behavior are expected. Inappropriate behavior may result in assignment of cleaning duty or other consequences.

IMPORTANT NOTE: Lunches are not to be brought directly to the student in the cafeteria. Parents are to come to the front office to obtain a Visitor's Pass before going to the cafeteria. Students are not allowed to order fast food to be delivered to the campus.

H.I.S.D. Nutrition Policy

On August 1, 2004, the Texas Department of Agriculture adopted a new policy for Child Nutrition programs. This adoption is intended to supplement federal policies defined by the U.S. Department of Agriculture's Food and Nutrition Services. This policy affects the following areas: fats and fried food, portion sizes, Foods of **Minimal Nutritional Value**, and competitive foods. We are already in compliance for most of these new regulations and they will be overseen by Child Nutrition Services. However, the regulations governing competitive foods will change the way schools, teachers, students and parents participate in classroom and school activities and fundraisers.

A secondary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises during meal periods. This does not pertain to food items made available by the school food service department. The competitive foods included in this policy do not include FMNV's which are not allowed during breakfast and during the lunch periods.

Competitive foods are food and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.) students or student groups, parents or parent groups or any other person, company or organization.

All competitive foods sold or provided to students during normal school hours (at times other than meal periods) must meet the nutrition standards listed in Section V,B of the policy (see the compete policy on the H.I.S.D. web site).

It is important to remember that these policies were not initiated by H.I.S.D. and originated through the U.S. Department of Agriculture's Food and Nutrition Service and through Texas Department of Agriculture. A copy of the new nutrition policy and FAQ's are posted on the H.I.S.D. website.

If you have any questions, you may call the cafeteria manager, Diane Walters, at (254) 576-2673 or Sid Miller Commissioner, Texas Department of Agriculture at (512) 463-2076 or may email them at healthykids@agr.state.tx.us.

CARE OF BUILDING

Our building is to be kept clean and attractive at all times. Please use wastebaskets. Never throw waste material on the floor or on the school grounds. Keep desks clean and never mark on any furniture or fixtures at school. Any graffiti or marking on school property will not be tolerated. The consequence for not taking care of the school or school property may include community service, Saturday School, and working to clean or maintain the campus, or more severe consequences per H.I.S.D. Student Code of Conduct. If any equipment is misused, abused, or broken, the student will be expected to pay for replacement and/or repairs.

Writing or marking on any school property will not be tolerated. In instances where school property is marked on, broken, or otherwise abused, students may be charged with vandalism and subject to the District Code of Conduct. Restitution of damaged property must be made.

CHEATING/ACADEMIC DISHONESTY

Cheating or academic dishonesty may take a variety of forms. Examples are: copying another student's work; plagiarism (which is the use of another person's original ideas as one's own or writing without giving credit to the true author); talking during a test; failure to follow teachers' directions about use of calculators, notes, books, etc.; and other forms of cheating not named here. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will conduct an investigation. The student found to have been cheating will be subject to academic and disciplinary action according to the Student Code of Conduct and determined by the teacher and/or the principal that may include but is not limited to one or more of the following:

- a zero for the entire assignment in question
- a call placed to the parent/guardian
- a BIC placement
- detention
- Homework Intervention Program (HIP)

CHEERLEADING and DRILL TEAM

Students participating in the cheerleader program qualify by tryouts, and are subject to other special requirements. A copy of those requirements is found in the cheerleader's constitution, and is available from the office or the sponsor. Members of the cheerleader program must abide by the constitution, code of conduct, and school rules year-round. (Refer to the Constitution for details.) Students are reminded that grades and conduct are important from the beginning of the school year, and may affect eligibility for tryouts. Parents are encouraged to review the Constitution and requirements very carefully prior to tryouts. Students are reminded that their behavior and grades early in the school year could affect their ability to

qualify for cheerleading later in the year. After qualifying for cheerleader, students must maintain a high standard to remain on the squad..

CLINIC FOR HEALTH AND WELLNESS

H.I.S.D. schools are committed to providing the best healthcare possible. The school nurse, Mandy Wragge, is a Registered Nurse and is on duty to care for you in case of sudden illness or injury. It is important that injuries or illnesses occurring away from school are treated at home and information about these be communicated with the nurse if it will affect the student's school performance.

Students enrolling must present an up-to-date immunization record. If your record indicates you need a vaccine, please take care of this before attending classes. **Students will not be permitted to remain at school if records are not complete within 30 days after enrollment.**

Seventh Grade Immunizations

- 3 doses of DTP, DTaP, DT, Td Tdap with one on/after 4th birthday, one dose of Tdap is required within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
- 4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
- 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 2 doses of Varicella on/after 1st birthday (if the child has **NOT** had chickenpox)
- 1 dose of Meningococcal

Eighth Grade – Twelfth Grade

- 3 doses of DTP, DTaP, DT, Td Tdap with one on/after 4th birthday, one dose of Tdap is required within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exist.
- 4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
- 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
- 3 doses of Hepatitis B
- 2 doses of Varicella on/after 1st birthday (if the child has **NOT** had chickenpox)
- 1 dose meningococcal (MCV4) on or after the student's 11th birthday

The above vaccine requirements are from the Title 25 Health Services 97.61-97.72 of the Texas Administrative Code and does not list all exceptions or variations. Please take your child's complete vaccine record to your provider to ensure appropriate vaccine administration.

For immunization exceptions, please see the school nurse.

When a student is ill at school, the student should report to the clinic rather than calling a parent from the classroom. If it is necessary to come to school on crutches or in a wheelchair, please report to the nurse the first day for instructions. If a student needs to be excused from participating in P.E., a note should be brought to the clinic before first period. Then, the student may take the note to the P.E. teacher at the regular P.E. class period. Any absence from participation from P.E. or athletics that lasts longer than one day requires written documentation from a health care professional.

If in the opinion of the nurse, a student is too ill to remain at school the nurse will take appropriate measures to contact designated persons. Students with fever, oral temperature of **100.4 degrees or higher**, will be sent home. The school policy in regard to fever is that student needs to be free of fever (less than 100.4 degrees) for twenty-four (24) hours without the use of

Tylenol, Advil, or any product taken to lower temperature, before returning to school. This is to protect other students from transmission of a contagious condition.

When the student is picked up from school, please sign them out at the front desk. The above procedures are for students' health and safety.

The school requests that parents of a student with a **communicable or contagious disease** telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. ***Please note that if a student calls a parent after being seen and cleared to return to class by the nurse or calls a parent to come pick them up without seeing the nurse and chooses to go home, the student will be considered unexcused for the remainder of the day.***

Medication needed during the school day must be brought to the clinic by the parent in the purchased package with a permit from parent stating the name of the medication, amount to be dispensed, time to be dispensed, and under what condition the medication should be administered. In case of a non-prescription drug, bring no more than a five-day supply in the original container or prescription bottle. Long-term medications or prescriptions for the school year may be brought in the current prescription bottle with a written physician's order and parent permit. Please bring small containers only as we have limited space to store medications. **Medications will not be released to the student** to be transported home. The only exceptions are eye drops, ear drops, asthmatic inhalers, or any other medications that cannot be separated for home and school use.

****Parents must fill out a consent form in order for us to administer medication. No medications will be accepted without this form.****

Students that have asthma and need an asthmatic inhaler can now, with a doctor's order, carry and administer their own inhalers. Also, diabetic students will be allowed to carry the necessary diabetic medication and supplies. We need to have the appropriate paperwork on file in the clinic. Paperwork on medications needs to be updated annually. *House Bill 1688* defines the criteria for the student carrying his/her own inhaler and a copy may be obtained from the school nurse.

If you have a medical condition that could result in a medical emergency at school, please bring the appropriate medication or equipment to the school nurse (example: inhaler and nebulizer for asthma, glycogen emergency for diabetics, epipen kit for allergic reactions). Make plans to discuss your condition with the nurse and your child's teachers. We want to formulate an emergency care plan so that all involved will know how to respond.

We require that all parents complete an information form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents should update this information as often as necessary for their child's protection in case of an emergency. Please provide us with changes in phone numbers as they occur. We can only release your student with the persons that you authorize on the school forms.

Mandatory School Screenings

The sixth and ninth grade students will be screened for scoliosis. The seventh grade students will have a vision and hearing screening. This is a primary marker that may signal high insulin levels, which can lead to insulin resistance and then Type 2 Diabetes. You will receive

paperwork and notification from the school nurse if your son/daughter needs a follow-up evaluation following the screenings. Please provide the school with written information from your health care professional following these evaluations.

Coordinated School Health Program

H.I.S.D. implements a coordinated school health program that includes health education, physical education, physical activity, nutrition services and parental involvement.

The School Health Advisory Council conducts at least 6 meetings per year to ensure compliance with state coordinated school health statutes. **See H.I.S.D. policies EHAA (Legal) and FFA (Local) for middle and high school coordinated school health and physical education/activity requirements.**

CLOSED CAMPUS

Whether they enter the building or not, students are not allowed to leave school or the campus at any time once they have arrived without permission from the office or without supervision by a staff member. Students may not leave campus for lunch, even if parents give them permission to do so. Students cannot leave school with other minors including minor age brothers, sisters and relatives. Parents are always invited to visit our school. Anyone who visits our campus must check in at the front desk and secure a visitor's pass. Any student leaving the campus without permission will be considered TRUANT and subject to serious disciplinary action.

CLUBS/ACTIVITIES/PERFORMANCE GROUPS

H.I.S.D. schools offer a variety of activities, clubs and organizations that appeal to many students. Students are encouraged to participate in these organizations. Research clearly establishes a relationship with "involved" students and success at school. If interested, the student should check with the sponsor or coach to find out about membership. Please remember that learning and academics always come first at school.

Student groups such as UIL literary, band, athletic teams, co-curricular groups, cheerleaders, clubs and organizations may establish rules of conduct and consequences for misbehavior that are more strict than those students who do not participate in student groups (see section on Extracurricular Activities; also Student Code of Conduct and appendices). If a violation of regular school rules occurs, the consequences specified by the school rules shall apply in addition to any consequences specified by the organization or group. The courts have consistently held that students who participate in extracurricular and co-curricular activities can be held to a higher standard. These types of activities are a privilege and not a right.

COMMUNICATION BETWEEN HOME AND SCHOOL/COMPLAINTS

Good communication between the home and school regarding a child's education is more than a request. It is essential for the parents to have quality communication between the school and home. Quality communication starts with informational documents such as this handbook and the Student Code of Conduct, progress reports, and report cards. It is imperative that parents show an interest in school and school work. Please ask your student about school and attend their school activities. Please be actively involved at school and helping your student succeed.

One of the best sources for information is our campus web site (see address below). School information is regularly sent via email to parents and community members. Other forms of good communication include parent participation in PTA, in back-to-school night and open

house, regular review of your child's assignment notebook, and in other school/student activities. It is important to see your child participate in award assemblies and extracurricular events. Participation in quality communication might also include requests for conferences (initiated by the school or the parent) to discuss student progress, to find out more about instruction or curriculum, to prevent or resolve problems, to determine how parents can support learning, etc. You can access the teachers through our web site. Often just a note to or from the teacher can clarify or explain. **Our district and school have web sites.**

The district web site is: www.Hubbardisd.org

A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment. Generally, a teacher will be able to meet or return calls only during his/her conference period. Appointments are usually easier to schedule than any form of "walk-in" conference or complaint. Each school employee may be contacted through the E-mail system. E-mail addresses can be found through the district and campus web page.

Complaints or concerns can usually be addressed simply by a phone call or conference (please see above information). For those complaints and concerns that cannot be easily handled, the school district has a standard complaint policy. In general, a parent or student should first raise the complaint with the teacher then the campus principal. If unresolved, a written complaint and request for a conference should be sent to the superintendent. If still unresolved, the school district provides for the complaint to be presented to the Board of Trustees who have been elected by the community to set policy and priorities for the district. The district complaint policy FNG (LOCAL) is located on the district web site, and all student or parent complaints shall be presented in accordance with that policy.

Certain complaints require different procedures. Any campus office or the H.I.S.D. Administration Office can provide information regarding specific complaint processes for the following: discrimination on the basis of gender, sexual abuse or harassment, special education programs, teacher removal of a student for disciplinary reasons, removal of a student to alternative education program, expulsion of a student, loss of credit on the basis of attendance, etc. Copies of the complaint form(s) are available at the H.I.S.D. Administration Office and/or the campus principal's office.

Again, quality communication is a priority for both the school and the parent. Both the school and the parent must and will cooperate for the best interests of each and every child at H.I.S.D.. We welcome your calls and questions. We very much appreciate and desire for all of our parents to communicate. We recognize that mutual trust and mutual respect will help both parents and school to provide the very best learning environment possible for all students.

CONTESTS

Students are encouraged to participate in athletic, academic, and creative competition such as U.I.L. academic contests, U.I.L. music competition(s), talent shows, drama presentations, etc. Students who participate in these types of events tend to be better-rounded, more responsible, and generally more successful as learners. Specific information and details regarding these activities and competitions are available from the sponsor or the office.

COUNSELING

The purpose of the counseling program at the H.I.S.D. secondary schools is to support the students in education, career, and personal areas. The counselors see students individually and/or in appropriate groups. Counseling takes place during the instructional day with the teacher's permission. Counselors try to avoid pulling students from core classes, but on occasion students must see or be seen by the counselor, regardless of the time of day.

Parents and students are encouraged to call or come by the counselors' office with their concerns. The counselor can explain student test scores, educational programs, school policy, and educational/career opportunities. The counselor can also serve as a liaison to outside agencies and coordinate programs/services in the best interests of the student.

The counseling relationship is a professional relationship and counselors have a professional code of ethics. Our counselor is aware that there are times when a counselor must confer with others regarding a particular child's problems in order to best serve that child. Our counselor is required by state law and their own professional code of ethics to:

- Keep information confidential unless disclosure is required to prevent clear and imminent danger to the counselee or others or when legal requirements demand that confidential information be revealed. Counselor will consult with other professionals when in doubt as to the validity of an exception.
- Maintain and secure records necessary for rendering professional services to the counselee as required by laws, regulations, institutional procedures, and confidentiality guidelines.
- Provide parents with accurate comprehensive and relevant information in an objective and caring manner, as appropriate and consistent with ethical responsibilities to the counselee.
- Make responsible efforts to honor the wishes of parents and guardians concerning information that he/she may share regarding the counselee.
- Report any form of child abuse or endangerment to self or others.

Students needing to see the counselor may sign the counselors' log in the counselor's office to make an appointment. Parents may schedule an appointment by calling the school. Counseling services at Hubbard are provided by Ms. Becky Lane. If a parent has any questions regarding the counselor or counseling services, please call the counselor or the principal.

DANCES

Dances are sponsored by various clubs and can be used as fundraisers for their activities. The following guidelines, established for the benefit of all concerned, are to be followed at dances:

1. **Dress** – The purpose of school dances at this level is to encourage supervised socialization for all students. The regular dress code will be observed and enforced. Coats and jackets will be checked at the door and should be retrieved after the dance.
2. **Attendance** – Students will arrive within 15 minutes of start time and will not leave before conclusion of dance. Students will arrive on time, stay, and leave when all other do. No come and go. Supervision will end 15 minutes after the dance ends. Please arrange transportation accordingly if being picked up by a parent.
3. **Enrolled Students Only** – No students from any other campus are allowed. Our dances are for our students only. Only exception are students bringing a date from another school to prom.

As a school activity, all students are subject to all regular school rules and policies to include the Student Code of Conduct. All dances will be supervised by school personnel and parent

sponsors. Parents are required to pick up their students promptly after the dance. Any student who fails to follow our guidelines for dances could lose their privilege to attend dances for the remainder of the year. Inappropriate behavior of any kind will result in the suspension of this privilege. Parents may be called to pick-up their student, and such behavior may result in further disciplinary actions as outlined in the Student Code of Conduct.

DRESS AND GROOMING

The purpose of the student dress code for H.I.S.D. Secondary Schools is to assist, provide, and maintain a safe and disciplined environment as required by law as well as facilitate the best learning environment that is free of distractions for all of our students. The scope of this policy applies to H.I.S.D. secondary schools. The campus principal may supplement this policy to meet the needs of the campus, but they may not reduce or eliminate any provisions. The parents of our community have consistently supported and requested a dress code for our students. There is a direct relationship in the way a student dresses and the way a student acts and performs. Yet, it is the responsibility of the school to develop and maintain the atmosphere, which encourages students to take pride in their school and themselves.

General Policy

1. The district prohibits clothing or appearance that in the principal's judgment may reasonably be expected to significantly interfere with student learning.
2. Students shall be dressed in a manner which is clean and neat that will not be a health or safety hazard to themselves or others.
3. The word "student" refers to both male and female students.

Enforcement

1. The principal has the right to require students to change their clothing or appearance if it is of such a nature that it significantly interferes with the learning process.
2. A violation of the dress code is a violation of the Code of Conduct (see Conduct section of handbook and Student Code of Conduct).

Campus Administrators shall have the final authority to decide on questionable modes of dress and appearance. Any mode of dress or physical appearance that would hinder or distract from the classroom learning situation or that would cause discipline problems will not be permitted. At H.I.S.D. Secondary Schools, clothes should be of an appropriate size, length, fit and worn properly.

Students and parents may determine a student's personal dress and grooming standards provided that they comply with the following guidelines.

Further, prohibitions against certain type(s) of gang-related or disruptive dress may be placed on students if such restrictions are necessary for peaceful operation of the school. These restrictions may apply to the wearing of clothing or other items if school administrators reasonably forecast that these items will incite students in such a way as to violate school regulations or to substantially disrupt school operations or to create a clear and present danger of the commission of unlawful acts on school premises.

Parents are asked to check their student's clothing and appearance. Please insure that your student is not in violation of the student dress policy for our school. Students or parents who are in need of assistance for special items such as a winter coat are encouraged to contact the counselors or principals. The school, in some cases, can be of assistance to any student who is in need. The Hubbard community and H.I.S.D. share several relationships that can provide for needs of children.

Normal consequences for a student's first dress code violation consist of the student changing their clothing and writing the dress code policy. Persistent abuse of the dress code will result in a possible discipline referral for insubordination and the student receiving disciplinary consequences. We expect students to comply with the dress code and to understand that it is important to create a learning climate without dress code distractions.

Dress Code for H.I.S.D.

When a student of Hubbard ISD is in attendance at school or at a school event, they are required to adhere to school rules, including but not limited to the Dress Code.

The district's dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Clothing

All articles of clothing must be clean, neat and in good repair (no rips or tears from excessive wear.)

- Students in grades 6-12 may wear shorts. Shorts must be at mid-thigh or longer.
- Dresses, split skirts and any other skirts are to be no shorter than fingertip length extended down the side and no shorter than mid-thigh when seated.
- Sweat bottoms may be worn at the discretion of the administration. Sweat bottoms must not have holes in them, nor may not have any offensive wording or pictures. If wording or pictures are on the sweats, they must be appropriately placed.
- No pajamas or sleepwear.
- Capris or pants falling below the knee may be worn. Capris or pants made with fashion holes may be worn with tights or leggings underneath.
- Leggings with shirts that reach the mid thigh are permissible.
- Bicycle shorts are not allowed, unless covered with a skirt or shorts of appropriate length.
- Athletic shorts are permissible just as long as they meet the standard code of conduct (not see through, reach the mid thigh, and are not tight on the body)
- Belts outside the belt loop may not be too long, and at the discretion of the administration, must be tucked inside the belt loop.
- All shirts that have buttons must be buttoned except the top or collar buttons except for over shirts.
- Undergarments should not be visible.
- No backless blouses or body suits may be worn.
- Tops must have a sleeve or a strap that covers the area between the neck and tip of the shoulder approximately the width of the hand and fitted under the armpit. They must extend beyond the midriff leaving no skin exposed in the normal activities of the school day. Examples of tops that are not acceptable include: muscle shirts, halter tops, strapless tops, tube tops, half-tops, shirts showing the stomach, and spaghetti straps. Sleeveless shirts may be worn for PE or athletic classes.

- Any clothing or attire which promotes racism, gang participation, affiliation with any radical group, displays or makes reference to lewd or vulgar behavior, alcohol or drugs, tobacco products or that might cause discord among the student body will NOT be allowed at school or any school function.
- Shirts and other clothing with suggestive writing will not be allowed. Shirts and other clothing may not have anything of a violent nature, etc...
- No blouses that reveal cleavage.
- No see through or see in clothing.
- Jeans and hip huggers are allowed. Any of these having fashion holes may be worn with tights or leggings underneath.
- No sagging baggy pants or shorts. Everything must be worn on the waist. If the pants or shorts are too big, a belt needs to be worn to hold them up.
- · Size: All clothing must be appropriately sized and may not be too tight, revealing, or so large as to conceal contraband.
- No clothing or grooming that, in the principal's judgment, may reasonably be expected to cause a disruption or interference with normal school operations.

Hair

- All students' hair will be clean and neatly groomed.
- Boys' hair must be at a decent length and neatly groomed. Boys' hair must be close to the same length all over the head and hair must be above the eyebrow and not below the bottom of their ear lobes. Hair may not be longer than the top of a collared shirt. No box or flat top hairstyles that exceed a 2 inch in height will be allowed.
- No tails, braids, Mohawks, chili bowl, shaved heads/designs on boys are permitted.
- Burr haircuts.
- Sideburns may not extend below the bottom of the ear and may not be flared.
- Unnatural hair colors, such as bright neon colors, will **NOT** be allowed for any students. Students may change the color of their hair unless it distracts from the educational process as determined by the principal.
- Facial hair must be kept neatly groomed or you will be asked to shave.

Accessories

- No wearing of handkerchiefs, bandannas, curlers, sweatbands, hoods, nylon caps, picks or combs or other head ornaments inside any building. Male students may not wear ornaments in their hair. These items can be confiscated by the principal.
- Hats, caps, hoods, bandanas or other head coverings should not be worn in the building (except as allowed on special occasions.)
- Girls may have earrings only (no other piercings are permitted. Earrings during PE and Athletic Periods are at the discretion of the teacher.
- All students may not wear gauges or other items in their ears.
- All jewelry should be kept to a minimum including rings, necklaces, and bracelets so that it does not become a distraction to the student. The school is not responsible for lost or damaged items.
- Inappropriate tattoos (including fake tattoos) must be covered by clothing. School spirit tattoos on pep rally/game days are acceptable.

- Male students may not wear earrings or any other items in their ears. Piercings must be taken out or covered with a Band –Aid.
- Students will not be allowed to wear any jewelry associated with the fad of body piercing while in attendance at Hubbard ISD or any school related activity. Nose rings, nose studs, tongue spikes, eyelid rings, belly rings, gauges or any other jewelry associated with body piercing is not permitted. These must be taken out or covered with a Band-Aid.
- Students may not wear large chains, neck jewelry, or medallions.
- No house shoes may be worn at school.
- Tattoos that are considered to be offensive or disruptive by the school administrator must be covered.
- No dark glasses inside the building, with the exception of prescription glasses.
- Students may not bring pillows or blankets. These items will be confiscated.

Other

- Students with special needs must receive prior approval from the campus administration on a case-by-case basis concerning exceptions to the hair and dress code.
- Campus administration may modify dress code for special events, e.g. regulation shorts for field day or certain exceptions for homecoming and Red Ribbon Week activities, etc...
- Any conflict or debates regarding the dress code will be settled by the judgment of the administration.

If the principal determines that a student’s grooming or clothing violates the school’s dress code:

- 1) First Violation- The student will be given an opportunity to correct the problem at school.
- 2) Second Violation- A parent or designee may bring an acceptable change of clothing to the school.
- 3) Third Violation- If not corrected, the student may be assigned to in-school suspension for the remainder of the day until the problem is corrected.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

****Dress code applies at all extracurricular events. Admittance will be denied if there is an uncorrected violation****

ELECTRONIC DEVICES/PHONES

Cell phones may be brought to school, but must only be used for academic purposes. Cell phone use before school, during lunch, passing periods, and after school is permissible. However, students not abiding by cell phone use policy will result in consequences. Due to FERPA laws, student may not take pictures of other students on campus. Phones will be confiscated if these conditions are not met and the student is subject to disciplinary action. The first violation of the phone policy will result in a warning. The student can pick the phone up at the end of school. The second violation will result in a parent/guardian picking up the phone. The third and subsequent phone

violations will result in a \$15 charge. The phone cannot be picked up until the \$15 is collected.

Smart Watches can be worn to school, however, they can be confiscated if the device is used by the student for non-educational purposes. iPods, MP3 players, sound, media or recording devices of any kind, including CD players, are not allowed on campus unless permission from administration is given. They will be confiscated and turned in to the office if exposed, heard or displayed. H.I.S.D. is not responsible for lost or stolen items and will not use administrative time to conduct investigations. The first violation of electronic devices will result in a warning. The student can pick up the device at the end of school. If the device was on or being used the student will receive a detention. The second violation the parent/guardian will have to pick up the device. The third and subsequent violations will result in a referral and three days of lunch detention and the parent/guardian will have to pick up the device.

EMERGENCY DRILLS

Fire, Tornado and Other Emergency Drills

Each campus has a Crisis Management Plan which explains all emergency procedures. H.I.S.D. secondary schools practice three basic types of emergency plans that are flexible and adaptable to most scenarios. We have a Lockout or “Secure the Perimeter”, a Lockdown or “Locks, Lights, Out of Sight”, and Evacuate “To the Announced Location”, and a Shelter “Using Announced Type and Method”.

Emergency and fire drills are held periodically. Even though these are almost always for practice, it is very important to treat them seriously. Each teacher will explain the proper drill procedures in his/her class. Evacuation maps are posted throughout the building. Students should follow the directions of school personnel and cooperate in an orderly fashion. Each teacher has been provided an emergency procedures manual and he/she has been reviewed about our campus procedures for emergency, evacuations, calamity or other serious event(s)

Emergency Bells:

Disaster: PA announcement – “Lockout”, “Lockdown”, “Evacuate” Or “Shelter”

Fire: Fire alarm buzzing with strobes or “Building Evacuation”

Tornado: One long continuous ringing or PA announcement

All Clear: PA announcement

EMERGENCY SCHOOL CLOSING

The Superintendent of Schools will notify local radio and television stations in the event the schools are closed due to bad weather or other emergencies.

EXAMINATION FOR ACCELERATION

(If you have not taken the course)

The purpose of examination for acceleration is to allow a student to accelerate and earn credit for a particular course or grade level without formal instruction in that course or grade level. This exam allows students to “skip” a course or grade level if they are able to demonstrate a superior level of knowledge on the subject matter. It is designed for students of very high academic ability who would be obviously misplaced in a particular course. That is, the student already knows all of the course content and can perform at an advanced level. Only those

students who receive a score of 80% or higher will receive course credit. Contact Ms. Lane for testing dates.

EXEMPTIONS ON EXAMS

All courses will be required to give semester and final exams. Hubbard High School and Hubbard Middle School students may be exempted from semester examinations in individual classes. Exemptions will be based on academic performance, attendance, tardiness, and discipline referrals.

Exemption Policies (6-12)

The District shall allow students to claim exemptions from semester and final exams. Any student who receives in-school suspension, out of school suspension, AEP, 3 or more Saturday Schools, **no unexcused absences** or earns "U" in conduct shall be ineligible to claim exemptions. There will be no limit on the number of examinations from which a 6th-12th grade student may claim exemptions provided he or she meets the guidelines. The guidelines shall be based on the number of absences a student accrues during the semester and the semester course grade average:

To qualify for exam exemptions students must meet the following requirements:

<u>Student Absences</u>	<u>Grade Average</u>
0-1	80
2	85
3	90

Students may elect to take an examination even though qualifying for an exemption. All absences, except school sponsored trips or a college visit, count against the student for exemption purposes. (two days are allowed for a college visits). The exemption may be revoked up to the last day of the grading period should the student become ineligible under these requirements.

Teachers are responsible for determining exemptions for their students. The teacher should figure the three six-week grading periods and divide by three to get the semester average. If this average does not meet the requirements, then the student is not exempt. **(NO EXCEPTIONS)**

****STUDENTS WHO ARE EXEMPT FROM CLASSES MUST STILL COME TO SCHOOL!!** There will be an event planned for these students that are exempt.

*****IF A STUDENT, WHO IS EXEMPT, DOES NOT SHOW UP TO SCHOOL, HE OR SHE WILL BE REQUIRED TO TAKE THE FINAL EXAM IN WHICH HE OR SHE WAS ORIGINALLY EXEMPT FROM.*****

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular activities (both athletic and academic) are available. To participate, a student must have and maintain a passing grade, 70 minimum average in **all** courses. Serious misconduct may result in restriction from extracurricular activities.

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. Promotion - Students must have been promoted into the next grade level in order to be eligible to participate in UIL activities, contests or games, the first six weeks of school. If they are passing all classes at that time, they become eligible on a specified date; however, they are eligible to practice.

2. Grades - At the end of each grading period, students who receive a grade below 70 may not participate in extracurricular activities for a three-week period. The suspension from extracurricular activities goes into effect seven days after the last day of the nine week grading period during which the lower than 70 was earned. Students shall be allowed to participate at the end of any suspension period in which the student earns course averages of 70 or more. Should a student have an incomplete grade in any class at the end of a grading period that student is ineligible until the grade is recorded. This grade must be above 70.

3. Attendance - Students will need to attend half day in the morning or afternoon to practice for UIL events or games. Students arriving at school after having missed morning classes must have an excused absence permit before being permitted to practice. Students leaving school because of illness/injury will not be permitted to return to school on that day for practice. Participation in U.I.L. or other events or games will not be permitted unless students have been in attendance in classes a minimum of half a day (morning or afternoon) of school on the day of the event. Any absence during the day must be for excused reasons. Students with unexcused absences will not be permitted to participate on the day of the unexcused absences. Regular classroom/course activities (such as required field trips and assemblies) will take precedence over athletic practices. If at all possible, teachers, coaches, and sponsors shall avoid scheduling conflicts with games, performances, or practices/rehearsals (refer to school activities calendar in principal's office).

Students may not be absent from any class more than ten times during the school year due to any school-related activity on or off campus. All rules and regulations for extracurricular activities apply to members of 4-H clubs or any other non-school organization(s). Any absence resulting from a student's participation in an organization not a part of Hubbard ISD shall be considered unexcused unless previously approved by the principal or superintendent of schools.

Restrictions on behavior are included in the appendix of the Student Code of Conduct for all students involved in extracurricular activities. The regular Student Code of Conduct is in effect for all students while attending school or involved in a school-sponsored event on or off campus. Please examine the Code of Conduct and the appendices very carefully as the possible consequences for certain misbehaviors can be quite severe. Extra copies of the Code of Conduct are available at the front desk of your school.

Further rules and regulations of the U.I.L. are published in the *Constitution and Contest Rules of the University Interscholastic League*. Additional law and policy is found within the school codes of the Texas Education Agency. The U.I.L. and the T.E.A. are the governing entities over all extracurricular and instructional environments at the state level.

NOTE – Cheerleaders and students involved in other extracurricular events may be held to higher standards.

Parents are urged to pick up students immediately after events are over.

EXTRACURRICULAR TRIPS

School trips will be arranged through the office. A sponsor/chaperone will be on each bus. Students may not be released to friends or any person except the sponsor or the student's parent unless prior arrangements have been made in writing with the campus principal/personnel prior to the trip. While the driver is responsible for the overall safety of each student, the sponsor/chaperone is responsible for the management of the students while at the event or in route to/from the event.

Classes, groups or grades of students may periodically participate in school-sponsored trips. Field trips are usually instructional but may also be recreational. Field trips may include an excursion to points of interest near our campus or may require bus transportation. Such trips are planned and have the permission of the principal. Parents will be made aware of any trips requiring use of transportation. All school rules and regulations apply to any student who participates in a field trip. Sponsors will secure written permission and emergency authorization from parents before students will be allowed to attend the field trip.

FEES

Materials that are part of the basic educational program are provided without charge to students at H.I.S.D. Middle and High Schools. Students are expected to provide their own supplies of pencils, papers, pens, and notebooks. Students may be required to pay certain other fees or deposits including:

1. Club dues
2. Library fine(s)
3. Security deposits
4. Materials for classroom projects
5. Personal physical education and/or athletic apparel/uniform
6. Student accident insurance and/or insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Fees for lost or damaged library books, textbooks, and/or school- owned equipment (to include repair on such equipment)

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

FOOD AND DRINK IN THE CLASSROOM

Because of the necessity of creating the proper environment for students, drinks, food, candy, and gum will not be allowed in the classroom, unless special permission has been given by the classroom teacher. Food should only be eaten in the cafeteria. Drinks, other than water, must stay inside the cafeteria.

Any food brought in for a class must have prior approval of the classroom teacher and the principal. Please allow enough lead time for the H.I.S.D. Nutrition Service to review and approve this request. **No food of minimal nutritional value is allowed during school hours.**

FORFEITURE OF HONORS

All school activities are based on their contribution to educational objectives. The privilege of participation or of holding offices or positions of honor shall require that the student maintain high standards of conduct and strictly observe rules, regulations, and policies. Students may be removed from office organizations/positions of honor for various infractions.

FUNDRAISING / BUDGET

Fundraising activities from time-to-time may be permitted for approved school purposes. Fundraising shall be limited to campus projects only. No other fundraising activities are permitted on campus unless specific permission is granted by the principal for special exceptions. No outside, non-school related person or company shall be allowed to advertise or sell goods or services at school. The principal shall have the final decision-making authority over any and all budget considerations or expenditures for the campus. This may include P.T.A. or Booster Club purchases as well as employees, etc. Any and all fundraising projects must have the prior approval of the principal.

HALL PASSES

A student must use a hall pass to leave any classroom or instructional area. Students are to be in classes during class time. Students, who need to see an administrator, nurse, counselor, etc., need to have permission and a hall pass from their teacher first. As a rule, students can use the restroom before school, at passing periods (by permission), at lunch, during P.E., athletics, etc. It shall be an exception for students to be found in hallways during instructional times. Students shall move through hallways in an orderly fashion. Running is not allowed in the hallways for safety reasons.

HIGH SCHOOL CREDIT

Eighth grade students may receive up to two high school credits. The courses available are Algebra I, and Spanish I. These courses are available only to 8th grade students.

Regarding credit for High School students, please refer to the 2017-2018 Hubbard ISD District Handbook.

Homework Intervention Program (HIP)

This year we will have the Homework Intervention Program (HIP) in an attempt to encourage students not to take zeroes on homework. Basically if the student never turns in homework late, this will not affect him/her. For those students who do not turn work in on time the following will occur:

1. He/She will be required to spend their time with the teacher either during lunch, Jag Intervention, before, or after school.
2. If a student is required to go to Homework Intervention for 5 different assignments in the same subject over a 6 week period, the student will receive an office referral.

If a student fails to show up for Homework Intervention twice in a 6 week period, the student will receive an office referral.

****Teacher can designate where the students attends HIP****

LEAVING CAMPUS

If a student needs to leave for any reason, he/she must be picked up by a parent/guardian/designee or have the permission of an administrator/nurse. High School students must also have permission from parents to leave campus. ***Students must use the phone at the front office only and not use their cell phones to call parent/guardian.*** A parent

MUST SIGN OUT THEIR STUDENT AT THE FRONT DESK. The receptionist will then get the student from class. Students will only be called out of class **after they have been signed out.** DO NOT ASK to leave the campus **or to call home** during the school day for materials that have been left at home. Parents who ask someone else to pick up your child must send a signed note prior to the time that the student needs to leave. It is difficult to contact and/or deliver messages to students late in the day.

LIBRARY USE

H.I.S.D. Middle and High Schools provides a complete library for the student's use. Books, periodicals, newspapers, technology applications as well as other media are provided. The library is a pleasant place in which to study, read, etc. Good behavior is expected in the library at all times. Books are checked out for a maximum of two-week periods but may be rechecked. Students must pay for damaged or lost books as well as late fines. Reference books and magazines are to be used in the library only.

LOST AND FOUND

A designated area is provided to aid students who misplace items. Items found in a classroom should be given to the teacher in that room. Items found elsewhere should be turned in at the front desk of the office as soon as possible. All unclaimed items are given to charity. **ITEMS FOUND BUT NOT TURNED IN PROPERLY MAY BE CONSIDERED STOLEN.** A good "rule of thumb" to follow is: Items you find that you could use or sell should be turned in.

MESSAGES

As a rule, and in order to maximize instructional time, messages are not delivered to students unless an emergency situation exists. If it is necessary for a student to receive an important message during school hours, the student's parent may call the office and explain the situation (no later than 2:50 p.m.). The message will be delivered between classes, not during instructional time unless, of course, an extreme emergency does indeed exist.

Please do not call to speak to students during the school day. Messages cannot normally be delivered after the last period class begins at about 2:50 p.m. Students will not normally be called from class for phone calls or for any visitors without approval the principals. Do not encourage your student to make calls to home/work from school for routine or normal purposes.

NON-DISCRIMINATION

H.I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in providing education, access to services, activities and programs and equal employment opportunities in accordance *with Title VI and VIII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act of 1997; and local Board policies ED (LEGAL) and EB (LOCAL).* H.I.S.D. uses board-adopted procedures set out in FNG (LOCAL) for prompt and equitable resolution of complaints alleging discrimination, Title IX violations or sexual harassment. Copies of procedures can be obtained upon request or at the H.I.S.D. website, www.hubbardisd.org. For more information contact Brenda Thrash, Director of Human Resources, at (254) 576-2359.

OBLIGATION LISTS

Obligation lists are compiled each six weeks. Students are placed on these lists for failing to assume school-related responsibilities, such as missing or damaged textbooks, library books or unpaid lunch charges. Failure to pay obligations will result in loss of privileges. Students with obligations at the end of the year will not receive their final report card at the year's end or a take-home set of books at the year's beginning until the obligation has been settled.

PROGRESS REPORTS

All students will receive a progress report, normally on a three-week cycle and each six-week grading period. It is imperative that parents call teachers if they have any questions regarding progress reports. Progress reports should be signed and returned promptly to your child's teachers. Parents, do not wait until a minor problem becomes a major issue. Please communicate with your child's teachers. We desire your participation and invite your questions (see section on Communication). Parents should expect a progress report from their student. Ask your student about the reports and discuss your student's grades.

PROMOTION, RETENTION, AND PLACEMENT

Students shall be promoted from one grade to the next on the basis of academic achievement. For High School students, the state of Texas has mandated that he or she must pass a series of End of Course (EOC) exams to graduate. Middle school students must have an overall average of 70 or above, 70 or above in math and language arts, and pass either history or science. Students in grades 6-7-8 who are not promoted shall be retained in the same grade.

A campus placement-retention committee composed of a campus administrator, a counselor, and a teacher(s) shall determine the placement or retention of a candidate for retention. Placement-retention decisions shall be based on the student's strengths and weaknesses, and strategies to be used for acceleration at the appropriate grade level the following school year must be indicated. The focus of this committee will be to reduce the number of retentions and at the same time assure that strategies are in place to accelerate student achievement to grade level.

Senate Bill 4 passed the Texas Legislature in the 1999 session and addresses social promotion. Certain state-mandated assessments will be used in the future along with other student information to determine promotion and retention.

REGISTRATION

A parent is required to complete and/or update an online student registration form that can be found on the District website <http://www.hubbardisd.com/NewsItem.aspx?ID=1108>. A parent will complete this information only once through district computerized information system and the information will be on file for all users. **It is critical that the information be accurate and legible and updated throughout the year as information changes. Please notify the office when there is a change in address or telephone number.** This information will be used for contact(s) by the school to home, but more importantly will serve for emergency purposes. This form is available in English and Spanish on-line or at the campus. We must have a completed form for every student.

REPORT CARDS

Progress reports shall be sent home at regular intervals. It is requested that if a student receives a grade of below 70 or a "U" in any academic or elective course, a conference should be scheduled with the teacher in that subject or with the team of teachers for that student. Team meetings are more often helpful in determining solutions for the student, especially if a trend of low grades or a behavior problem exists. Tutorials are recommended for a student who receives a grade below 70 in a class or subject.

The dates that report cards are issued are found on the school calendar that is included in this handbook. Parents are asked to expect progress reports and report cards based on those dates. It is imperative that parents show care and concern for grades, and that improvement and success be recognized.

End-of-year report cards will be mailed home at end of school year.

SCHOOL PICTURES

Fall school pictures will be taken on September 18, 2017. Students will receive an order packet prior to that date. Order packets and money must be returned on the day of pictures. **Please do not send money before Picture Day.** There will be a picture Retake day for new students or students who were absent on October 9, 2017(Tentative). Parents and students will be made aware of ny picture changes via facebook, announcements, and flyers.

School Sponsored Trips

All students are expected to follow all dress code and behavior expectations at all times. Students who go on a school sponsored trips represent Hubbard ISD. It is important to enjoy the trip, while also maintaining expectations. Students who do not follow expectations will be subject to consequence. Furthermore, this could jeopardize the possibility of the student going on any future trips.

Any incentive trip such as attendance, senior trips, etc. are all considered a privilege. In order for students to be able to take such trips they still need to maintain a code of conduct, as well as maintaining a regular attendance. Additionally, students who have received any type of discipline referral resulting in ISS, OSS, or DAEP during the fall or spring semesters will be ineligible for any such trips.

SPECIAL EDUCATION

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date that the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Ms. Beth Wiggs.

SPECIAL OCCASIONS, HOLIDAYS, HOMECOMING, 8th GRADE PROMOTION

For Student Holidays, see School Calendar in front of handbook.

No delivery of flowers, balloons, food or gifts may be sent to students from a business, a parent or friend for any occasion. If delivered, these items will be placed in the office, as they are considered a possible distraction to instruction.

Eighth grade students who meet the requirements for promotion to the 9th grade are allowed to participate in the Promotion Celebration at the end of the school year. This is a dress-up affair held in the gym. Boys are asked to wear a collared shirt, tie and dress pants; girls are asked to wear a nice dress. Strapless or spaghetti-strap dresses must be worn with a cover that is not see-through. Girls may wear backless shoes. All other phases of the dress code apply and will be enforced.

STUDENT COUNCIL (Pioneers)

Many student activities are planned, managed, and lead by the Student Council, which is an active and useful organization. The main purpose of the Student Council is to develop leadership abilities in students. The student council members hold elective and appointed offices and meet regularly. Students may be removed for unsatisfactory participation, failing grades and/or persistent misbehavior. For further information about student council elections, policies, or procedures, please contact the student council sponsors.

STUDENT RECORDS

The district operates in full compliance with the student confidentiality requirements of the federal Family Educational Rights and Privacy Act (FERPA). For a full explanation of district practices and procedures regarding student confidentiality, see district policies FL (LEGAL) and FL (LOCAL).

El distrito escolar opera en conformidad completa con los requisitos de confidencialidad de acuerdo con el Acto de Derechos Educativos y Privacidad (FERPA). Para una explicación completa del distrito son los procedimientos tocante a la confidencialidad de los estudiantes, leer las políticas del distrito de FL (LEGAL) y FL (LOCAL).

Rights: Parent and Student

The Hubbard I.S.D. maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is:

Superintendent
Dr. Wayne Guidry
Hubbard I.S.D.
1803 Tx Hwy 31
Hubbard, TX 76648

If applicable, the address of the principal's office is:

Dr. Joseph Ferguson
Hubbard Secondary Schools
1803 Tx Hwy 31
Hubbard, TX 76648

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's record. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, or cooperatives of which District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering a disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's record on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records are also released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district shall make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, he/she has the right to consent to release of records transfers to the student.

The parent's or student's right-of-access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the district; do not have to be made available to the parents or students.

Students over 18 and parents of minor students may review and inspect the student's records and request a correction if the records are inaccurate, misleading, otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. (See FNG (LOCAL) for the applicable complaint procedure.) Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at a cost of **10¢** per page, payable in advance. Parents may be denied copies of student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during the regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honor and awards received in school, most recent previous school attended and e-mail address.

The district's complete policy regarding student records is available from the principal's or superintendent's office.

STUDENT SCHEDULES AND CHANGE REQUESTS

Course selection for each student is made in the spring and every effort is made to honor the student's requests for course selections. In some cases, substitutions must be made by the counselor at the time of scheduling.

Schedules are based on student selections, facility and staff availability, etc. Therefore, it is difficult to change schedules after the schedule is in place. Schedule changes will be made only for instructional purposes and needs. The counselor must receive a written request from the parent requesting a schedule change that includes reason(s) for the change. All changes must be approved by the principal. As a rule, students must attend a class for one week prior to any consideration for change.

All schedules, while figured individually, are so configured as to plan for the entire instructional program as it relates to every child and teacher in the building. The Athletes that sign up for athletics will remain both "in-season" and "out-of-season" athletics class. Students during the

“in-season” phase will participate in sport specific activities designed to contribute to both individual and team objectives. During the “out-of-season” phase of instruction, students will participate in strength and conditioning program that is designed to make all student-athletes better, faster, stronger, and quicker as well as strengthen the non-physical attributes and qualities of an athlete. Students who make a commitment to the athletic program will be asked to honor the commitment they make.

Schedule changes may not be made after the first 3 days of school, both fall and spring.

STUDENT SUPPORT SERVICES

Contact the school counselor’s office for more information regarding Student Support Services such as school programs, support groups for parents and students, behavior specialists, special programs, crisis intervention services, mentoring and mediation. Please call Ms. Lane at (254) 576-2564.

TELEPHONE USE

The school office phones are business phones and are not for student use except for emergency. Never use a school phone for any purpose without permission. Any student wishing to use a phone must do so during passing periods or other times when class isn’t being conducted. Once a student comes to the office to use the phone, the discretion of the phone being able to be placed will be determined by office staff.

TEXTBOOKS

Textbooks belong to the State of Texas and are loaned to students for use in class. The following rules apply to the use of textbooks:

1. Students are responsible for all textbooks issued to them.
2. Students will use book covers. Covers are free and may be obtained from the teachers.
3. Place the student’s name on the inside of the front cover in ink.
4. Do not mark or write in book or on book. Students will be charged for any damage to textbooks.
5. Lost books must be paid for by the student. Books are paid for in the office. In the event a lost book is paid for and then found, the student’s money will be refunded.
6. The law allows for a school to refuse issuing additional books until such time as the debt to the school is cleared for any previously lost or damaged books.
7. Students may receive a textbook to be kept at home in science, social studies, and language arts and returned at the end of the school year.

THREATS/ INTERFERENCE WITH AN EDUCATIONAL INSTITUTION

Safe schools are a priority to H.I.S.D.. Safety and security are the essential elements of an effective learning environment and are central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help to establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members. Severe ramifications will follow should a student be found behaving in such a manner

as to threaten an educational institution or interfere with or disrupt by engaging in any one or more of the following:

1. Threatening to cause physical injury to any employee or any person attending the educational institution;
2. Threatening to cause damage to the institution, the property of the institution, the property of an employee or the property of any person attending the institution;
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others;
4. Refusing to obey a lawful order to leave the property of an educational institution; and
5. Taunting, teasing, bullying, and harassment, whether verbal, written or physical, any employee or any person attending the educational institution.

A student who is determined by the administration to have threatened an education institution could be recommended for expulsion based upon certain circumstances. The following categories of misconduct may fall within and be included with the general category of "Threatening an Education Intuition" depending upon the circumstances of each individual case:

- Assault
- Extortion
- Endangerment
- Bomb Threats
- Incitement
- Sexual Misconduct
- Explosive Devices
- Weapons
- Arson/ Reckless Burning
- Bus Misconduct
- Destruction/ Defacement of Property
- Aggravated Assault/ Assault on Staff Member
- Threat/ Intimidation/ Verbal Abuse of Other Student
- Threat/ Intimidation/ Verbal Abuse of a Staff Member

Police will be called to investigate serious violations. School official will notify parents/guardians in this case. Any action taken by law enforcement officials will be in addition to the action taken by the school.

H.I.S.D. schools are required by law to report to local law enforcement any suspected crimes against persons or properties and incidents that could potentially threaten the safety and security of students, teachers and/or administration.

We remain highly committed to our partnership with parents as we work together to create a safe, healthy environment for our children, and to develop young people in our community who respect themselves and others, who make wise choices, and who learn resiliency skills for life.

VALUABLES

Students should not bring valuable items to school. Students are responsible for all personal possessions. Personal belongings should never be left unattended or unsecured. All items should be with the students at all times. Students should not bring toys or electronic devices such as Mp3 players, I-pods, cell phones or CD's to school unless it is being used for an

education purpose. They will be taken up and held in the office. Expensive clothes and/or jewelry do not belong at school. Never bring excessive amounts of money to school. **The school is NOT responsible for lost or stolen items and will not use administrative time to conduct investigations.**

VISITORS

It is very important for the safety of all students and teachers to follow these procedures:

1. All visitors must sign-in at the front desk of the school and are asked to wear a visitor's pass. Please remain at the visitor's area until a school representative comes to meet you. Minor-aged persons are not allowed on campus unless escorted with an enrolled student's parent/guardian.
2. Teachers cannot take time away from their students to visit with parents during class time. Appointments can be made by e-mailing to call and/or schedule an appointment during their conference period (or mutually agreeable time).
3. Students from other campuses are not allowed on our campus unless by permission of the principal. **Unauthorized persons who come onto campus and/or visit our campus and/or cause a disturbance will be subject to prosecution.**
4. We invite any parent or community member to visit our campus to see all of the wonderful things that occur on our campus. We strongly urge parents to visit during meal time and eat with your child at least once a month. We want our parents to visit our campus. However, **parents should never go to a teacher's classroom or the cafeteria for any reason without checking in at the office first.**

Our school invites all our parents and adults in the community to be a part of our school. We must have a formal pass system to insure that no unwanted visitor is on our campus. Please consider yourself invited to our campus any time you wish to visit. If you need to visit with one of the principals, it is best to call ahead to make sure they are available. We cannot guarantee we are going to be available for all "drop-in" type visits. If your visit is very important or critical, please schedule an appointment with the administrative assistant.

Anyone wishing to visit, mentor or volunteer on campus can contact the principals, the counselors, or the principal's secretary.

VOLUNTEERS/MENTORS

H.I.S.D. middle and high schools welcome all parent and community volunteers at our school. There are many instructional and non-instructional volunteer opportunities available on campus. Please contact the counselor or principal to find out more information about helping on campus. All volunteers and mentors are required to complete a criminal background check.

WEB PAGE

Please go to the campus' web page, www.hubbardisd.org for current school information. Each classroom teacher has his/her own webpage with information on homework, lesson plans, projects, etc.

WITHDRAWAL FROM SCHOOL

Parents should notify the school as soon as it becomes certain a student will be withdrawn and should report to the principal's office with the student on the day withdrawal is to be completed. The student will be required to clear all accounts and records, including library,

cafeteria and textbook accounts. At the time of withdrawal, the necessary records will be given to the parent to carry to the next school.

ZERO TOLERANCE

Hubbard I.S.D. takes a position of ZERO TOLERANCE on weapons, illegal drugs and alcohol, gang activity, violent acts , taunting, teasing, bullying and harassment, whether verbal, written, or physical, and any other abusive behavior against any student or employee in any school environment, which includes all district facilities or any school-sponsored activity. All state and federal laws relating to offenses of these activities will be enforced and prosecution pursued to the fullest extent possible. **SEE H.I.S.D. STUDENT CODE OF CONDUCT AND H.I.S.D. DISTRICT POLICY FOR MORE CLARIFICATION (www.hubbardisd.org).**

ZERO TOLERANCE means that we will be as strict as School Board Policy and state and federal laws allow (up to and including expulsion) if a student comes to school or a school event with a weapon. Weapons are defined as a gun, whether loaded or unloaded; a knife, whether it is a pen knife, a pocket knife or a switchblade and whether it is pulled on someone or is simply in a pocket, backpack, locker or vehicle; and any other instrument that is used to injure or threaten or attempt to injure another person.

ZERO TOLERANCE means that we will bring the full force of district policy and state law (up to and including expulsion) on any student who brings, sells, or uses illegal drugs or alcohol at school or comes to a school sponsored event under the influence of or is in possession of any amount of illegal drugs or alcohol. A student who has “only sipped” a drink, “only puffed” a marijuana roach or “only sampled” any type of drug; or is in possession of a marijuana seed, flake, residue (burned or unburned); or a drop of an alcoholic drink, will be dealt with firmly and decisively.

ZERO TOLERANCE means that we will remove a student immediately and for as long as the law will permit (up to and including expulsion), when there is evidence that the student is involved in any type of gang or group that is intent on terrorizing anyone or ridiculing or mistreating anyone because of their race, their beliefs, or a handicapping condition.

ZERO TOLERANCE means that we will remove a student immediately, and for as long as the law will permit (up to and including expulsion), when there is evidence that the student is engaged in making or assisting in making threats including threats against individuals and bomb threats.

ZERO TOLERANCE means that fighting is absolutely prohibited. Fighting could result in a police citation and will be dealt with swiftly and decisively.