

**High Point Academy  
Fort Worth  
2017 – 2018  
Student Handbook  
and  
Code of Conduct**



*"Changing lives with high quality educational experiences and a strong foundation of academic excellence."*

1256 Jim Wright Freeway  
White Settlement, Texas 76108  
Tel: 817-600-6401 ☎ Fax: 855-420-6775  
[www.hpafortworth.com](http://www.hpafortworth.com)

Dear Parents & Scholars:

Welcome to another exciting year at High Point Academy Fort Worth (HPAFW), where we promise to make “Every Second Count” for every child in the quest for college and career readiness. We look forward to the challenging opportunities that lie ahead. These include providing relevant and engaging instruction for the students in our community, training and supporting programs for our talented and dedicated staff, and additional involvement and support options for our parents and community members. We invite and encourage you to join our efforts as we continue to seek and determine long-range plans for the positive growth of our school. *The Student Handbook and Code of Conduct* (“Handbook”) is designed to help us accomplish these goals.

Within the pages of this Handbook are the policies, rules, consequences, and procedures adopted by HPAFW. The Handbook is an essential reference book that describes what we expect of our students and parents, what they can expect from us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other adult who has agreed to assume school-related responsibility for a student.

The *Student Handbook and Code of Conduct* is being provided to you to increase communication between the Administrative Team and students. We hope that you will find it to be a useful document that will increase your understanding of HPAFW programs and procedures.

Maintaining orderly, disciplined classrooms and schools is a primary concern of educators at HPAFW. The rules outlined in the *Code of Conduct* section foster an environment for learning in which students respect the rights of others. State law requires that each school district create and implement a code of conduct for students that enumerates specific policies and procedures. Although this handbook is a lengthy and detailed document, it serves to protect the interests and rights of students and parents, as well as HPAFW.

Thank you for showing your concern for your child and his or her education by taking the time to read this document. Through the combined efforts of parents, students, educators and the community, we will continue to offer the high quality of education to which HPAFW is committed.

In the spirit of education,

***Katie Stellar***

Superintendent of Schools

## TABLE OF CONTENTS

<b>Section 1: Admission Requirements</b> .....	<b>8</b>
General Eligibility .....	8
Proof of Admission Eligibility .....	8
Exception to Admission.....	9
Enrollment .....	9
Legal Surname .....	9
Required Documentation.....	9
Child in DFPS Possession.....	9
Inconsistent or Missing Documentation.....	10
Students Under Age Eleven.....	10
Food Allergy Information Requested Upon Enrollment.....	10
False Information.....	10
Withdrawals.....	10
<b>Section 2: Attendance</b> .....	<b>11</b>
General Attendance Requirements.....	11
Compulsory Attendance .....	11
Notice to Parents Regarding Truancy .....	11
Daily Attendance Taking.....	11
Excused Absences .....	11
Unexcused Absences.....	12
Attendance for Credit or Final Grade.....	12
Tardies, Late Arrivals, and Dismissal.....	13
Tardy to Class Grades 6-10.....	14
Arrival and Dismissal Procedures.....	15
Late Pick-Up.....	15
Perfect Attendance.....	15
<b>Section 3: Academics</b> .....	<b>15</b>
Grading Guidelines .....	15
Grading Scale .....	16
Homework.....	16
High School Specific Guidelines .....	16
Honor Roll.....	18
Late Work.....	18
Plagiarism/Academic Dishonesty/Cheating .....	18
Progress Reports.....	18
Promotion and Retention.....	18
Report Cards .....	19
Reteach/Retest Policy .....	20
Semester Grades .....	20
Student Extra- and Co-Curricular Eligibility.....	20
Tutorials .....	20
<b>Section 4: Dress and Grooming</b> .....	<b>20</b>
Standard School Day Attire.....	21
Outerwear .....	22
Hairstyles.....	22
Body Adornments .....	22
Head Wear.....	22
Spirit Day Attire.....	22
Free Dress Days .....	22

<b>Section 5: Child Abuse.....</b>	<b>23</b>
<b>Section 6: Medical Information.....</b>	<b>23</b>
Communicable Diseases.....	23
Head Lice.....	24
Drug Prevention Program.....	24
Emergency Medical Treatment.....	24
Health Services.....	25
Immunizations.....	26
Exemptions.....	26
Provisional Enrollment.....	26
Documentation.....	26
Medication.....	27
Psychological, Social, and Diagnostic Services.....	27
Student Insurance.....	27
<b>Section 7: Student Records.....</b>	<b>27</b>
Address Changes and Student Information Updates.....	27
Protection of Student Rights.....	27
Student Records.....	28
FERPA.....	29
Transferring Student Records.....	29
<b>Section 8: Student Behavior and Student Code of Conduct.....</b>	<b>29</b>
General Principles and Guidelines.....	29
Rights and Responsibilities of Students.....	29
Rights and Responsibilities of Parents.....	30
Rights and Responsibilities of Administrators.....	31
Rights and Responsibilities of Teachers.....	31
School Authority and Jurisdiction.....	31
Searches.....	31
Campus Behavior Coordinator.....	32
Students with Disabilities.....	32
General Conduct Violations.....	32
Telecommunications Devices.....	34
Discipline Management Techniques.....	35
Removal from the Regular Educational Setting.....	36
Suspension.....	36
Expulsion.....	38
Conduct While Using School Transportation.....	41
Sexual Assault and Campus Assignments.....	42
<b>Section 9: Additional Information.....</b>	<b>42</b>
Emergency Procedures.....	42
Emergency School Closing Information.....	42
Fire/Emergency/Safety Drills.....	42
Severe Weather/Tornado Warnings.....	42
Extracurricular Activities, Clubs and Organizations.....	42
Fees.....	43
Field Trips.....	43
Fundraising.....	43
Office Telephones.....	43
Parent Volunteers.....	44
Parties and Social Events.....	44
Pest Control Information.....	44

Prayer.....	44
School Facilities.....	45
Sexual Harassment/Sexual Abuse.....	45
Smoking.....	45
Social Events.....	45
Student Birthdays.....	45
Student Drivers.....	46
Textbooks and Other Instructional Materials.....	46
Video Surveillance/Monitoring.....	46
Visitors.....	46
<b>Part 10: Acceptable Use Policy.....</b>	<b>47</b>
Instructional Resource.....	48
Purpose.....	48
User Responsibilities.....	48
Vandalism.....	48
Consequences.....	49
<b>Glossary of Disciplinary Terms.....</b>	<b>50</b>

# ***HIGH POINT ACADEMY FORT WORTH***

1256 Jim Wright Freeway  
White Settlement, Texas 76108

---

## **TX § 25.085. COMPULSORY SCHOOL ATTENDANCE.**

**A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.**

It is imperative that students come to school prepared to learn, equipped with the necessary tools, and prepared to give priority to their daily class work and homework. Daily attendance and minimal tardies are imperative for success. Students will not be permitted to leave early, as all of the time allotted in the school day is needed to provide adequate instruction. Extenuating circumstances will be approved accordingly.

The school's dress code will be enforced throughout each school day. We appreciate your support of the student dress code (see Section 4 for specifics).

Thank you for your ongoing support as we continue to serve our students. If you have questions or concerns, please contact your campus administrator.

## **Student Handbook**

This *Student Handbook and Code of Conduct* describes current policies and practices concerning matters that most often affect our students and parents. Policies and practices described in this handbook are provided for the information and guidance of students and parents and do not constitute, nor should they be relied on, as contractual obligations of HPAFW to any person. HPAFW reserves the right to modify this handbook at any time. Its contents, as they now appear or as they may be amended in the future, apply to all students enrolled in HPAFW.

## **Equal Opportunity and Nondiscrimination**

HPAFW is an equal opportunity district and is committed to providing equal opportunity and nondiscrimination in all programs and services. HPAFW complies with all applicable federal, state, and local laws; all regulations concerning state and local laws; and all regulations concerning equal opportunity and nondiscrimination. If any of the policies outlined in this Handbook are, or become unlawful for any reason, the applicable law will be followed.

All employment decisions and actions such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, as well as educational, recreational, and social programs are administered without regard to the race, color, sex, religion, national origin, citizenship, age, physical or mental disability of an otherwise qualified individual, or his or her membership or application or membership in a uniformed service.

No student shall be excluded from participation or entrance into HPAFW on the basis of sex, race, religion, disability, or national origin.

# Section 1: Admission Requirements

## General Eligibility

The Board or its designee shall admit into the free public schools of the approved geographic boundary area (within 50 miles of home campus) all persons who are at least five and under 21 years of age on September 1<sup>st</sup> of any school year in which admission is sought if any of the following conditions exist:

- The person and either parent reside in the approved geographic boundary area. Note: Students residing in Burleson ISD and Springtown ISD are not eligible to attend HPAFW at this time.
- The person does not reside in the approved geographic boundary area, but one of the parents resides in the approved geographic boundary area and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the person.
- The person and his or her guardian or other person having lawful control under an order of a court resides in the approved geographic boundary area.
- The person is under the age of 18 and has established a separate residence in the approved geographic boundary area apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the person's presence in the approved geographic boundary area is not for the primary purpose of participation in extracurricular activities.
- The Board is not required to admit such person, however, if the person meets the following requirements he or she will not be admitted:
  - Engaged in conduct that resulted in removal to an alternative education program or expulsion within the preceding year;
  - Engaged in delinquent conduct or conduct indicating a need for supervision and is on probation or other conditional release for that conduct; or
  - Been convicted of a criminal offense and is on probation or other conditional release.
- The person is classified as a homeless child or youth as defined and covered by the McKinney-Vento Homeless Education Act of 2001. This includes children and youth who:
  - Lack a fixed, regular, and adequate nighttime residence;
  - Are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
  - Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
  - Are living in emergency or transitional shelters;
  - Are abandoned in hospitals, or are awaiting foster care placement;
  - Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings;
  - Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; or
  - Are migratory children who qualify as homeless because they are living in circumstances as described above.
- The person resides in a residential facility within the district boundaries. A person residing at a residential facility, as defined as located in the city where HPAFW is located, for purposes of enrollment, that person who resides in a residential facility is considered a resident where HPAFW is located.
- The person does not reside where HPAFW is located but the grandparent of the person either resides where HPAFW is located or provides a substantial amount of after-school care for the person as determined by the Board.

## Proof of Admission Eligibility

HPAFW requires evidence that a person is eligible to attend the free public schools at the time it considers an application for admission of the person. The Board or its designee shall establish minimum proof of residency acceptable to the school and may make reasonable inquiries to verify a person's eligibility for admission. Acceptable documents for verifying address include current utility bills and sales or lease agreements.



## **Exception to Admission**

As authorized by Subchapter A, Chapter 37 of the Texas Education Code, and in accordance with our Student Handbook, students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems documented from previous school will be excluded from enrollment in HPAFW.

## **Enrollment**

A child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. HPAFW shall record the name, address, and date of birth of the person enrolling the child. Upon enrollment, all students must be completely potty-trained.

## **Legal Surname**

A student must be identified by his or her legal surname as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name.

## **Required Documentation**

No later than the 30th day after the date a parent or other person with legal control of a child enrolls the child in HPAFW, the parent, guardian, or representative from the school which the child most recently attended shall furnish to HPAFW all of the following:

- The child's birth certificate or another document suitable as proof of the child's identity as defined by Article 63.019 of the Texas Education Code.
- A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state, including but not limited to IEP/504, ARD decisions, State Assessments and Discipline.
- A record showing that the child has the immunizations required by the Texas Department of State Health Services (DSHS), proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

Students shall not be denied enrollment or be removed solely because they fail to provide the required documentation in items 1 and 2 above.

Information furnished by a school district must be received by HPAFW no later than the tenth working day after the date of the request.

In order to be in compliance with the Family Educational Rights and Privacy Act (FERPA), one or more of the following types of documentation will be acceptable for purposes of consultation concerning educational programming, discipline, special education, emergency medical treatment, access to student records, and other matters relating to the student's educational process:

- Power of Attorney;
- Notarized letter sworn affidavit from parent, guardian, or the adult responsible for the minor child;
- Assignment letter from the Department of Human Services;
- Juvenile Probation, or other agencies;
- Death certificate of natural parent(s);
- Proof of receipt of federal assistance; or
- Other documentation deemed appropriate by the Superintendent or designee.

## **Child in DFPS Possession**

HPAFW shall enroll a child without the required documentation if the Department of Family and Protective Services (DFPS) has taken possession of the child. DFPS shall ensure that the required documentation is furnished to HPAFW no later than the 30<sup>th</sup> day after the date the child is enrolled.

### **Inconsistent or Missing Documentation**

If the required documents and other records are not furnished to HPAFW within 30 days after enrollment, HPAFW shall notify the police department of the city or the sheriff's department of the county in which HPAFW is located and request a determination of whether the child has been reported as missing.

### **Students Under Age Eleven**

If a student under age 11 is enrolled for the first time at the school, according to Article 25.086 of the Texas Education Code, the district must do three things:

1. Request from the person enrolling the child the name of each previous school attended by the child;
2. Request the school records for the child from each school identified by the first inquiry. If the person enrolling the child provides copies of previous school records, the district should request verification from the school of the child's name, address, birth date, and grades and dates attended; and
3. Notify the person enrolling the student that he or she must provide either a certified copy of the child's birth certificate or other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate not later than the 30th day after enrollment, or the 90th day if the child was not born in the U.S. If a person does not provide the valid prior school information required, the school must notify the appropriate law enforcement agency before the 31<sup>st</sup> day after the person fails to comply.

### **Food Allergy Information Requested Upon Enrollment**

On enrollment of a child in a public school, a school district shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under a court order:

- Disclose whether the child has a food allergy or a severe food allergy that, in the judgment of the parent or other person with legal control, should be disclosed to the district to enable the district to take any necessary precautions regarding the child's safety; and
- Specify the food to which the child is allergic and the nature of the allergic reaction.

### **False Information**

When accepting a child for enrollment, HPAFW shall inform the parent or other person enrolling the child that presenting false information or false records for identification is a criminal offense under Texas Penal Code Section 37.10, and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below.

A person who knowingly falsifies information on a form required for a student's enrollment in HPAFW shall be liable to HPAFW if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee HPAFW may charge or the amount HPAFW has budgeted per student as maintenance and operating expense, whichever is greater.

### **Withdrawals**

Minor students may withdraw from school by presenting a request signed by the students' parent/guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without parent/guardian signature. Students within the compulsory attendance age are not withdrawn/dropped from the rolls of any school except for the following reasons:

- Moved from HPAFW;
- Placed in an institution;
- Deceased; or
- Enrolled in a non-public school.

Students who withdraw from HPA will maintain the current average to date for each class in which they are enrolled. If a student transfers to another school, the grade to date of withdrawal is also sent with other records to the new school.

## **Section 2: Attendance**

### **General Attendance Requirements**

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. If the parent/guardian or student has questions about attendance they should contact the Attendance Office for information. Students are expected to be in school except in cases of emergency, illness, or school-approved absences.

Students should make every effort to be present daily. If an absence is unavoidable, a parent/guardian should call or email the HPAFW main office before 9:30 a.m. on the date of the absence with the reason for the student's absence. Attendance notices may be emailed to: [attendance@hpafortworth.com](mailto:attendance@hpafortworth.com). Since absences may determine grading and course credit, all documentation regarding absences will be retained in the student's cumulative file for a period of five years.

### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. HPAFW staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and is subject to disciplinary action.

Students enrolled in kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

### **Notice to Parents Regarding Truancy**

Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas Education Code § 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).

HPAFW shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. TARDIES ARE CONSIDERED PARTS OF DAYS. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

### **Daily Attendance Taking**

Grades K-5 attendance is taken at 10:00 a.m. In grades 6-12 attendance is taken each class period and is recorded for state attendance purposes at exactly 10:00 a.m. In grades 6-10, an absence is defined as missing the first ten minutes of class.

### **Excused Absences**

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

- Religious holy days;
- Required court appearances;

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

Upon the student's return to school from being absent, he/she must go to the main office with a note from his/her parent prior to entering the classroom. Students are to make contact with the teacher to make up work missed due to excused absences. Regardless of the reason, absences will be marked "unexcused" if the parent does not contact the school in writing. A note (email or written confirmation) from the parent/guardian must be provided the day of the student's return. If a note is not provided within three working calendar days of the student's return, the absence will be marked "unexcused" resulting in possible academic penalties. (Example: If a student is absent on Monday and returns to school on Tuesday, then Tuesday would be considered day one; Wednesday, day two; and Thursday, day three). If the student does not have a note submitted to the Attendance Office by the end of the school day on Thursday, the student's absence(s) will be marked as "unexcused." A total of **nine** notes, whether parent or doctor written, will be accepted per semester. Beyond that, no notes will be accepted and **all** absences will be unexcused regardless of the reason.

If a student has more than ten consecutive unexcused absences, the student will be withdrawn on the 11th day. The student will be re-enrolled upon his/her return should there be availability.

### **Personal Illness**

When a student's absence for personal illness exceeds three consecutive days, the student will be required to present a statement from a physician or health clinic verifying the illness or other condition causing the student's extended absence from school. If the student has established a questionable pattern of absences, the Principal may require a physician or clinic's statement of illness after a single day's absence. This procedure will be used as a condition for classifying the absence as excused or as one for which extenuating circumstances exist. Failure to provide the required statement may result in the student and/or parent being charged with violating the compulsory attendance laws as well as the possibility of a loss of credit.

### **Make -up Work for Excused Absences**

It is the student's responsibility to complete make-up work following an absence. Students are responsible for collecting make-up work the first day they return to the missed class. After receiving make-up work, students will have a length of time equal to the number of days absent in which to turn in assignments without penalty.

### **Unexcused Absences**

Absences not excused by law or school procedure and absences that are not a result of approved extracurricular activities shall be designated as unexcused, even if the student has parental permission to be absent. This includes family trips and vacations. Extenuating circumstances will be dealt with on a case-by-case basis. School work missed during an unexcused absence will be assigned a grade of zero.

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

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. These days include both excused and unexcused absences. Attendance is recorded each grading period and reported as part of the report card.

A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan approved by the Principal that allows the student to fulfill

the instructional requirements for the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without approval from the judge presiding over the student's case.

A student who attends less than 75% of the days the class is offered, or has not complete the plan approved by the Principal, will be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade. The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

- All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
- For a student transferring into HPAFW after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 30 days following the last day of instruction in the semester for which credit was denied:

High Point Academy Fort Worth  
Notice of Appeal: Class Credit  
Attn: Superintendent  
1256 Jim Wright Freeway  
White Settlement, TX 76108

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

## **Tardies, Late Arrivals, and Dismissal**

### **Tardies**

HPAFW expects punctuality and dependability and maintains a strict policy regarding tardiness. Students arriving to school late cannot enter classes without a tardy slip from the Main Office. Every effort should be made to schedule medical/dental appointments at times other than during school hours. Morning appointments should especially be avoided. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments upon returning to school with a note from the doctor or dentist to the Attendance Office. Tardiness will not be excused for reasons of tiredness, traffic, or errands.

HPAFW shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. TARDIES ARE CONSIDERED PARTS OF DAYS.

### **Morning Assembly Tardies (All Grade Levels)**

HPAFW doors open at 7:30 a.m. Students are considered tardy if they are not in morning assembly by 8:00 a.m. A tardy slip will be issued to any student arriving between 8:01 a.m. and 8:10 a.m. Students arriving after 8:10 a.m. will be marked absent for first period and must be signed in by a parent/guardian in the main office. Students may not sign themselves in. There may be disciplinary consequences for unexcused morning assembly tardies per six weeks such as: lunch detention, ISS, or Saturday school. Excessive tardies may have bearing on acceptance for the upcoming school year.

Students who have been assigned lunch detention are expected to serve the day detention is assigned. Failure to attend assigned lunch detention will result in additional days of detention being assigned and/or ISS.

### **Tardy to Class (2<sup>nd</sup> – 8<sup>th</sup> periods) Grades 6-11**

Students are considered tardy if they are not in their assigned classroom at the end of the allotted class change time. The consequences for “to class” tardies per six weeks will be as follows:

- First tardy – Warning
- Second tardy – Parent notification
- Third tardy – Parent notification and 1 day of lunch detention
- Fourth tardy – Parent notification and 2 days of lunch detention
- Fifth tardy – Conference with parents and 1 day In-School Suspension (ISS)

### **Arrivals after 10:00 A.M.**

Students arriving after 10:00 a.m. will be counted absent (unexcused) until a doctor/dentist note is received. Doctor/dentist notes must be turned into the receptionist or the student’s teacher within three days of the appointment after which time the absence will be recorded as “unexcused.”

### **Early Dismissals**

By law, students may only be released to a parent, legal guardian or the emergency contact listed on a child’s enrollment or transportation forms. The person picking up a student must be a custodial parent or a person identified as an emergency contact. The school must obtain parental permission to release a child to an unauthorized person. Those individuals will be required to show identification. Remember that early dismissals not only mean lost instructional time for the students, but it is also disruptive to the teaching and learning activities being conducted in the classroom. Signing a student out early to avoid dismissal traffic is not allowed.

A verifiable telephone number must be written on the note. If the appointment is made after the student arrives on campus, a parent must call or email the Attendance Clerk. If a parent shows up unannounced, it will take additional time to excuse the student from class. Parents will sign the student out with the Attendance Clerk. If the student returns to campus on the same day, he/she must sign in with the Attendance Clerk. When leaving for a doctor’s appointment, student drivers will be permitted to sign themselves out only if they have already submitted a parent authorization note. Students will not be called to the main office until parent arrives. Please plan accordingly and arrive a few minutes early to allow for any possible delays. Your patience is appreciated.

For days in which a school-wide early dismissal has been scheduled, parents are asked to refrain from checking students out of school for the 45 minutes prior to actual dismissal.

Only early dismissals for a doctor or dentist appointment will be considered excused. Proof of appointment must be submitted to the office within three days of the appointment. Parents of students with excessive early dismissals within a six-week period shall be referred to administrators for a conference.

**Dismissals After 3:00 P.M.**

Dismissals after 3:00 p.m. **will not be allowed.** Staff is unable to make any accommodations for early dismissals occurring during this time frame.

**Arrival and Dismissal Procedures**

HPAFW does not provide transportation to or from school. To ensure safety, all students, staff, and visitors are to follow the designated traffic flow patterns and speed. Please be extra cautious when dropping off or picking up children and be patient and courteous, remembering to model appropriate behaviors for the students. Pull all the way forward and pay close attention to staff directing traffic. Parents should remain in their vehicle when picking up their children; staff will monitor students until they are safely in their vehicle. Students are not permitted to cross in front of traffic without adult supervision. If coming into the building for a meeting with the teacher is necessary, please park in a designated spot and use the crosswalk to enter the building. Parking in the fire lane near the building or in designated handicapped spots without official permit is never permissible. All passengers must be buckled safely while vehicles are in motion.

Each student will be issued two official dismissal cards at the beginning of the school year. Parents and other authorized drivers must display the student’s card on his/her dash while in the pickup line. If no card is available, the driver must park in the designated parking area and proceed to the school office where he/she will be required to display their driver’s license. The student’s transportation document will be checked to determine if the driver is authorized to pick up the student. If so, the student will be dismissed to the driver. Additional cards may be purchased for \$5.00 per page (set of two cards).

It is a violation of state law as well as dangerous for the safety of our students and staff to use hand-held cell phones when driving on school property and in school zones. Cell phones must be hands-free and should never be a distraction. No cell phone use is allowed during drop-off and pick-up times unless parked in a marked space.

**Late Pick-Up**

Dismissal begins at 3:45 p.m. Students must be picked up promptly at dismissal. Staff cannot remain after hours to supervise your child. The After School Program requires a signed and paid contract from each student’s family before they can supervise any child left after school. If you are running late, make arrangements for your child to be picked up by a designee and notify the office of the situation immediately. Two or more late pick-ups may require an administrative parent conference to address and resolve the issue.

**Perfect Attendance**

“Perfect Attendance” means that a student is at school all day, every day for the entire school year. This means that a student has no tardies, early sign-outs, or full or partial absences (excused or otherwise) on their record. HPAFW encourages all of our students to attend school whenever they are well enough to do so. While we understand that children get sick, family emergencies (i.e. funerals) occur, and some appointments cannot be made outside of school hours, these are not exceptions to the Perfect Attendance qualifications.

**Section 3: Academics**

The following grading guidelines will be used at HPAFW. Questions about individual grades should be discussed with the teacher.

**Grading Guidelines**

**Elementary (Grades 1<sup>st</sup> – 5<sup>th</sup>)**

Major Tests and Projects.....40% of 6 weeks’ grade

Daily Classwork.....	30% of 6 weeks' grade
Quizzes.....	30% of 6 weeks' grade

**Middle School (6<sup>th</sup>-8<sup>th</sup> Grades)**

Formative.....	60% of 6 weeks' grade
Summative.....	40% of 6 weeks' grade

**High School (9<sup>th</sup> – 11<sup>th</sup> Grades)**

Formative.....	50% of 6 weeks' grade
Summative.....	50% of 6 weeks' grade

**Grading Scale**

HPAFW will use numerical grades in all courses (with the exception of kindergarten). The numerical grade ranges are as follows:

- A+: 100% – 97%
- A: 96% – 94%
- A-: 93% – 90%
- B+: 89% – 87%
- B: 86% – 84%
- B-: 83% – 80%
- C+: 79% – 77%
- C: 76% – 74%
- C-: 73% – 70%
- F: Below 70%

**Homework**

Homework reinforces academic concepts, builds background knowledge, and gives students an opportunity to practice for mastery. Teachers use homework as a tool to evaluate student understanding so that group and individual re-teaching can be done before testing time. Homework is neither for teaching new concepts nor practicing skills that have not been previously taught in class.

**High School Specific Guidelines**

**Student Classification**

The classification of high school students is determined on the basis of state credits earned.

- By state law, each student entering high school is to have a four-year graduation plan developed in conjunction with his/her parents and counselor. This plan is to appropriately pace the student's academic career to graduate on time.
- Grade 9 students who entered high school before the 2014-2015 school year are to be enrolled in the Recommended (RHSP) or Distinguished Achievement (DAP) Graduation Program which requires 26 state credits. Students shall not be placed on the Minimum High School Graduation Plan (MSHP) without the required meetings and documentation.
- Grade 9 students entering high school during school year 2014-2015 and thereafter are to be enrolled in the Foundation High School Graduation Program with an endorsement which requires 26 credits (22 required credits and four credits for an endorsement for 26 credits). A student cannot graduate under the 22 credit Foundation High School Plan without an endorsement unless:
  - A meeting is held with the parent, student, counselor, and principal; and
  - The appropriate paperwork is completed to change the graduation plan.
- Entering freshman and out-of-district transfer students will be assigned a grade level based on the following credit classification. Only courses counting toward state graduation credits are included; local credit courses do not count. Reclassification occurs before the beginning of each school year and in some special cases at



other times for state testing purposes or early graduation requirements.

HPAFW Grade Classification RHSP, DAP, Foundation Plan with endorsement all require 26 credits for Graduation	
Grade Level Classification	Required State Course Credits Earned
RHSP or DAP or Foundation with an endorsement	9 <sup>th</sup> Grade – Freshman 0 credits
	10 <sup>th</sup> Grade – Sophomore 6 credits
	11 <sup>th</sup> Grade – Junior 12 credits
	12 <sup>th</sup> Grade – Senior 18 credits

### Calculation of High School Student’s GPA

In order to compute a student’s Grade Point Average (GPA), semester grades are given numerical weights. Regular courses will be weighted on a 4-point scale. Pre-advanced placement and honors credit courses will be weighted on a 4.5-point scale. Dual Credit and Advanced Placement courses will receive weight based on a 5-point scale.

Grade	AP/Dual Credit	Pre-AP	Regular/On-level
97 & above	5.0	4.5	4.0
94-96	4.8	4.3	3.8
90-93	4.6	4.1	3.6
87-89	4.4	3.9	3.4
84-86	4.2	3.7	3.2
80-83	4.0	3.5	3.0
77-79	3.8	3.3	2.8
74-76	3.6	3.1	2.6
70-73	3.4	2.9	2.4
69 or below	0	0	0

### Local Graduation Honors

For the purpose of applications to institutions of higher education, HPAFW shall also calculate class ranking as required by state law. HPAFW’s eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law.

### Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

- Have completed the Recommended Program/Distinguished Achievement Program, or the Foundation Program with Endorsements and Distinguished Level of Achievement for graduation;
- Have completed 18 state credits before the first day of the school year in which graduation requirements are completed; and
- Have been continuously enrolled in HPAFW for two years immediately preceding graduation.

### **Breaking Ties**

In case of a tie in either the weighted GPAs or the weighted numerical grade averages, after calculation to the thousandths place, HPAFW shall recognize all students involved in the tie as sharing the honor and title.

### **Highest Ranking Graduate**

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest ranking graduate for purposes of receiving the scholarship certificate from the State of Texas.

### **Latin Honors**

Local class rank Latin honors shall be awarded to students completing the Recommended Program, Advanced/Distinguished Achievement Program, or the Foundation Program with the Distinguished Level of Achievement as follows:

Summa Cum Laude	The top highest two percent of the graduating class
Magna Cum Laude	The next highest three percent of the graduating class
Cum Laude	The next highest five percent of the graduating class

### **Honor Roll**

All courses count toward honor roll eligibility.

### **Late Work**

#### **Elementary Policy**

There will be a 10% penalty for each day work is late for the first three days, after which the grade will be a zero.

#### **Secondary Policy**

Work turned in one day late will receive a maximum grade of 70%. Work that is turned in two days late will receive a maximum grade of 50%. Work turned in three or more days late will receive a grade of zero.

### **Plagiarism/Academic Dishonesty/Cheating**

Cheating is defined as any student led activity that involves the unauthorized giving or receiving help, offering or seeking aid, or the use of material prepared in advance for use on an assessment. Cheating also involves books, notes or technology in any form being used during an examination without the permission of the teacher. The penalty is a zero on that work. **Rete sting will not be allowed in this situation.**

Plagiarism (the stealing and passing off/presenting as new, original and one's own idea a product derived from an existing source) is cheating and will result in the previously mentioned consequences.

### **Progress Reports**

At the end of the first three weeks of the first grading period only, HPAFW will provide student parents/guardians paper copies of student progress reports for all courses and subjects. Subsequently, parents/guardians will be encouraged to use the PowerSchool parent portal to stay informed of their student's grades/averages.

Lack of a failure notice at the time of the progress report does not ensure a passing grade in the course for the grading period. Students must continue to complete and pass assigned work regardless of the grade reported through the progress report.

### **Promotion and Retention**

Students are promoted from grade to grade based on their mastery of the state of State of Texas Administrative Code Promotion Requirements. Grade-level advancement and course credit shall be based on mastery of the curriculum. Expectations and standards for mastery shall be established for each grade level or content area

course, and shall be coordinated with compensatory/accelerated services.

### **State Testing and Promotion Requirements**

Testing will include assessment in the following subjects:

- 3rd Grade: Mathematics and Reading
- 4th Grade: Mathematics, Reading, and Writing
- 5th Grade: Mathematics, Reading, and Science
- 6th Grade: Mathematics and Reading
- 7th Grade: Mathematics, Reading, and Writing
- 8th Grade: Mathematics, Reading, Science, and Social Studies
- High School: Algebra 1, Biology, English 1 and 2, and U.S. History

The Student Success Initiative (SSI) grade advancement requirements apply to enrolled grades 5 and 8 students who take the STAAR reading and mathematics tests at grades 5 and 8. It was enacted by the 76<sup>th</sup> Texas Legislature in 1999 and modified by the 81<sup>st</sup> Texas Legislature in 2009. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his/her grade placement committee that the student is likely to perform at grade level after additional instruction.

### **Local Promotion Requirements**

If a student fails two or more core academic classes, he/she is subject to retention. A grade placement committee will consider state testing results and other factors to determine the best course of action for the next year grade placement. If a student fails three academic core classes, he/she will be retained for the following school year. Parent/guardian conferences will be held prior to retaining a student.

In grades K-12, promotion to the next grade level shall be based upon course-level or grade-level State of Texas Administrative Code Promotion Requirements (STACPR). The grade placement committee will have the final authority in promotion/retention decisions. A child may be promoted even if the STACPR were not mastered if the promotion and retention committee recommends placement.

The state requires 90% attendance. A child may be promoted even if he/she has more than the number of absences allowed at the recommendation of the promotion and retention committee.

HPAFW shall ensure that each student, other than a student with disabilities whose Individual Education Program (IEP) provides for alternative achievement standards, demonstrates mastery of the state standards. Promotion standards of grade level classification of special education students shall be determined by the IEP team.

While all students will be assessed for mastery of the State of Texas Administrative Code Promotion Requirements (STACPR), HPAFW shall be flexible in determining methods to allow the students who are classified as Limited English Proficiency (LEP) demonstrate knowledge or competency independent of their English language skills in the following ways:

- Assessment in the primary language; and
- Assessment with multiple varied instruments.

### **Report Cards**

At the end of each six-weeks, HPAFW shall give written notice of student progress in each class or subject, in the form of a report card, to parent/guardians. The report shall include the student's number of absences and six-week grades for each subject in which the student is enrolled. Parent conferences will be held with parents of students who are failing at the end of any grading period. Parent's are encouraged to utilize the parent portal of PowerSchool to stay updated on their student's progress.

Report cards will be issued no later than the Friday following the last day of the six weeks. These dates are as follows:

1<sup>st</sup> Six Weeks – September 29, 2017

2<sup>nd</sup> Six Weeks – November 3, 2017

3<sup>rd</sup> Six Weeks – December 20, 2017

4<sup>th</sup> Six Weeks – February 23, 2018

5<sup>th</sup> Six Weeks – April 13, 2018

6<sup>th</sup> Six Weeks – June 1, 2018

### **Reteach/Retest Policy**

Retests are considered as part of test performance for grading purposes. The retest policy allows for a student to retake any major test (does not apply to semester exams or state assessments), with a grade below 70%, if the test is retaken within seven school days of the date of receiving the grade. Students may be offered the opportunity to retest if they satisfy the teacher requirements for re-teaching, including parent/guardian signature on failed test. Students may not receive a grade higher than 70% on a retest.

### **Semester Grades**

#### **Elementary (Grades 1<sup>st</sup> – 5<sup>th</sup>)**

Semester grades are determined using an average of the semester's three six week's grading periods (33.3% each). Elementary grade students do not take semester exams.

#### **Middle School and High School (Grades 6<sup>th</sup>-10<sup>th</sup>)**

Semester grades are determined using an average of the semester's three six week's grading periods (90%) and the semester final exam (10%). Year-end grades are determined by the averaging of the two semester grades.

Credit for high school courses taken at middle school will count toward high school graduation credit requirements and will be placed on the academic achievement record upon successful completion of the courses. Grades earned in middle school courses will not be calculated in the student's high school GPA.

### **Student Extra- and Co-Curricular Eligibility**

Student eligibility for participation in extra- and co-curricular activities is affected by grade averages. Information regarding student eligibility is available from the HPAFW athletic director.

### **Tutorials**

Remediation shall be provided to students who maintain less than a 70% average in two or more of the core classes: reading/language arts, mathematics, science, and social studies for a reporting period. Upon identification by the teacher, teachers will provide opportunity for additional tutorials. Tutorials should be offered a minimum of two times per week with both morning and afternoon sessions available. Morning tutorial time is 7:30-7:55 a.m. Afternoon tutorial time is 4:20-4:45 p.m. Each teacher should communicate their tutorial times to parents and students. Secondary teachers should have their tutorial times posted on their classroom doors.

### **Tutoring Program/Intervention Coordinator**

Accelerated student learning shall be provided to students who maintain less than a 70% average in reading/language arts, mathematics, science, and social studies. Instruction shall include but not be limited to the following:

- Instructional support during the instructional day; and
- Response to Intervention (RTI) actions.

## **Section 4: Dress and Grooming**

The HPAFW dress code is established to teach grooming and hygiene, instill discipline, prevent disruption,

avoid safety hazards, and teach respect for authority. All students are expected to exemplify proper dress and grooming standards in a manner that portrays an appropriate image for the student and the school. Dress code standards can be found in the Handbook and on the HPAFW website. The school reserves the right to establish rules throughout the school year regarding new fashions in dress. Administrators have the discretion to determine the appropriateness of attire and grooming, and make special exceptions, including those for religious or medical necessities. If an administrator determines that a student's grooming is inappropriate or violates the dress code, the discipline action will be in accordance with HPAFW's policy. Appropriate discipline procedures will be followed in all cases. Students will come to school looking clean and neat, and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. Final determination of a dress code violation rests with the school officials/designee.

Students are expected to be uniform compliant on the first day of school. Students enrolled in HPAFW after the commencement of the school year are expected to be uniform compliant by the third day of attendance.

Academic Outfitters is the official uniform supplier of HPAFW. Their contact information is as follows:

Academic Outfitters  
5941 Posey Lane  
Haltom City, TX 76117  
817-367-9200  
[www.fortworth.academicoutfitters.com](http://www.fortworth.academicoutfitters.com)

## **Standard School Day Attire**

### **Boys:**

- Red or blue HPAFW polo (logo required), short or long sleeve (shirts must be tucked in at all times)
- White or navy long-sleeved knit top may be worn under short-sleeved polo during cold weather
- Navy HPAFW crewneck or hooded sweatshirt
- Plain front khaki pants or shorts (no skinny, cargo, or pleated pants or shorts)
- Solid brown or black belt
- Closed toe and closed heel shoes
- Solid tan, white, black, or navy socks (applies to all socks, including "no-show")

### **Girls:**

- Red or blue HPAFW polo (logo required), short or long sleeve (shirts must be tucked in at all times)
- White or navy long-sleeved knit top may be worn under short-sleeved polo during cold weather
- White Peter Pan collar shirt may only be worn under jumpers
- Navy HPAFW crewneck or hooded sweatshirt
- Plain front khaki pants, or shorts (no skinny, cargo, or pleated pants or shorts)
- Khaki jumper (logo required), skort, or skirt
- Plaid jumper, skort, or skirt
- Solid brown or black belt if there are belt loops
- Closed toe and closed heel shoes
- Solid tan, white, black, navy, or red socks (applies to all socks, including "no-show")
- Solid white, red, navy or black leggings may be worn under jumpers, skirts, and skorts in cold weather
- Bow and headbands must be solid white, navy, or the official school plaid
- Shorts, skirts, skorts, and jumpers must be finger tip

In addition to Academic Outfitters, khaki garments of the **SAME STYLE AND COLOR** may be purchased at Wal-Mart (George brand), Target (Cat and Jack brand), and Dickies. Garments that are not purchased at Academic Outfitters **MUST** be the same style and color as those purchased at Academic Outfitters. Any garment requiring a logo (whether that be embroidered or a patch) that is not purchased at Academic Outfitters

must have the appropriate logo applied to the garment by Academic Outfitters before it may be worn to school.

## Outerwear

Non-HPAFW outerwear may be worn outside the buildings, but must be removed upon entering buildings. Students may only wear HPAFW outerwear **inside** the school buildings including. All HPAFW must have an HPAFW logo. The following HPAFW outerwear may be worn inside the school buildings:

- Navy nylon jacket with hood
- Navy polar fleece jacket
- Navy cardigan sweater
- Navy hoodie
- Navy sweatshirt

## Hairstyles

- Hairstyles, in general, are expected to be clean, neat in appearance.
- Designs in hair are not allowed.
- Mohawks and fauxhawks are not allowed.
- Unnatural hair colors such as green, pink, blue, orange, purple, etc. are not allowed.

## Body Adornments

- Ear adornments of any kind are **unacceptable** for young men (including but not limited to earrings, straw, Band-Aids, strings, plastic, and threads). Up to two piercings per ear are allowed for female students. No other piercings are allowed for male or female students.
- Facial/tongue/teeth/body adornments are **unacceptable for everyone**.
- No visible body art is allowed.
- Facial hair is not allowed.

## Head Wear

- No hats, caps, shower caps, sweatbands, etc. shall be worn at any time.
- Bandanas are not allowed on school property at any time.

Backpacks may be rolling (grades 4-10 **only**) or over the shoulder. Backpacks with the HPAFW logo are available at Academic Outfitters. Rolling backpacks must be the same width as a traditional over-the-shoulder backpack.

## Spirit Day Attire

Spirit Day attire may be worn only on days designated as "Spirit Days." Such days will be indicated on the HPAFW calendar found on the HPAFW website. Students may wear the following on Spirit Days:

- Standard school day attire as stated above; or
- An HPAFW t-shirt with logo and blue jean pants, shorts, or skirts (no colored jeans).

Blue jean pants, shorts, or skirts may be worn only if student is wearing an HPAFW t-shirt. Shorts must be fingertip length.

## Free Dress Days

"Free dress" will be allowed on certain, designated days. Clothing must be clean, modest, and appropriate for school wear. These guidelines apply also to attire for after school classes, sports, and other school events.

All shorts, skirts, and dresses must be fingertip length.;

- The straps of a student’s top should be at least three flat fingers across in width;
- No flip flops;
- No Frayed or torn clothing;
- No low cut dresses or top;
- No strapless, halter, tank, tube tops, or bare midriff style tops;
- No oversized shorts/pants worn low on hips;
- No hats;
- No excessive and/or large jewelry/make-up; and
- No t-shirts with inappropriate advertising, language, or pictures.

## **Section 5: Child Abuse**

A student’s learning and educational environment is of ultimate importance and can be easily affected by external social situations that can occur therefore, the student’s physical and mental health or welfare must be nourished and protected. If a professional employee has cause to believe that a student has been or may be abused or neglected, the first staff member who receives the report will make an oral report to the Department of Family and Protective Services at (800) 252-5400 immediately. Section 261.101(b) of the Family Code requires that the oral report be made within forty-eight hours, and that the professional may not delegate to or rely on another person to make the report.

If a parent/guardian has cause to believe that their child has been abused or neglected, the parent/guardian should immediately notify the Department of Family and Protective Services by calling the number provided above. Suspicions of abuse may also be reported online at [www.txabusehotline.org](http://www.txabusehotline.org), or by contacting the local police department.

Except in the case of abuse or neglect investigations, the principal/designee ordinarily shall make reasonable efforts to notify the student’s parent/guardian or other person having lawful control of the student. In no case will the person alleged to have committed the abuse be initially contacted by anyone other than the police or DFPS worker.

## **Section 6: Medical Information**

### **Communicable Diseases**

To protect others from contagious illnesses, students infected with certain diseases are not allowed to attend school while contagious. The parent/guardian of a student with a communicable or contagious disease should phone the administrative designee or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral (A,B, or C)	Rubella (German Measles),
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis
Common cold with fever	Influenza	Typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease,
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm	Whooping Cough (Pertussis)

Communicable diseases are those diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of insuring a healthy, safe environment for students and faculty.



Students, teachers, and other staff who have direct contact with students should not report to school until free of the following conditions for twenty-four hours:

- Known communicable disease such as chicken pox, strep throat, etc.;
- Recommendation of physician;
- Nausea/Vomiting/Diarrhea of unknown etiology; and
- Fever of 100.4° or greater with fever reducing medication.

Parents/guardians and students are strongly encouraged to refer persons with a suspected illness or apparent injury to the administrative designee for health care.

Additional information regarding communicable diseases can be found at the Texas Department of Health Services.

### **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. If live bugs are found, the child will need to be picked up from school. The student will need to remain home for 24 hours after live lice have been found.

After the student has undergone treatment, the parent must check in with the school nurse to determine if the student may return to school. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Parents should make every effort to remove all nits before their child is brought to school.

More information on head lice can be obtained from the Texas Department of State Health Services website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### **Drug Prevention Program**

HPAFW has adopted and implemented a drug prevention program for its students that includes:

- Age-appropriate, developmentally-based drug and alcohol education and prevention programs (that address the legal, social, and health consequences of drug and alcohol use and that provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated or served by the local education agency;
- Instruction that asserts that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its activities;
- Disciplinary sanctions (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution of students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program; and
- Compliance with the standards of conduct as written in the Student Code of Conduct and subjection to disciplinary actions.

### **Emergency Medical Treatment**

Parents/guardians are required to complete an emergency medical authorization form for their student each year. This form provides space for a telephone number where parent/guardian may be reached during school hours in the event of a severe accident or illness. By law, preference of health care provider, permission for school officials to act on the student's behalf when the parent/guardian cannot be reached, and consent for the student

to receive medical treatment must be accompanied by written parental or guardian consent. **It is the responsibility of the parent to notify the school in writing whenever contact numbers have been changed.**

In the case of a serious accident the student's parent/guardian is called immediately for permission to transport the student to medical care. If the parent/guardian cannot be reached, the instructions as outlined on the medical form are followed unless deemed inappropriate by the emergency medical technician (EMT). In this instance, the student is transported by the EMT to the nearest appropriate medical facility. Procedures for emergency medical care of the seriously ill or critically injured student are as follows:

- A faculty or other responsible person will remain with the sick or injured student at all times;
- The parent/guardian will be notified of the student's condition by school personnel. If the parent/guardian cannot be contacted, staff will contact the student's designated emergency contact;
- In the event 911 must be called and the parent/guardian or designated emergency contact cannot be located, the emergency medical authorization form will indicate the choice of health care provider and consent for transfer of student to receive medical attention; and
- The parent/guardian or designated family member accompanies the student to the hospital if emergency transportation is needed. If a relative cannot be located, a school faculty member accompanies the student and remains at the hospital with the student until a responsible family member arrives.

## **Health Services**

School health services are provided to all students in accordance with State Board of Education rules established by the Texas Department of Health and other applicable laws. The following services are available to students through the school services and education:

- Emergency/first aid for illness or injury;
- Health assessment and referrals;
- Health education;
- Vision and hearing screening for all students in kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades; and
- Spinal screenings for all students in 6<sup>th</sup> and 9<sup>th</sup> grades.

School designated personnel are skillful in emergency care, first aid techniques, and certified in cardiopulmonary resuscitation (CPR). Students must have a pass to visit the nurse's office if they are feeling ill. Other routine health services include:

- Evaluating and assessing student illness and the need for medical referral;
- Administering emergency care and first aid to students and staff;
- Providing an effective communicable disease control program including immunization and protective measures;
- Administering physician prescribed medication and special procedures with parent/guardian and physician permission; and
- Assessing the needs of students with disabilities and providing specialized medical procedures as directed by the health care provider.

Students may receive counseling regarding identified or potential health problems. Teacher/school designee and parent conferences may occur to discuss health concern issues and suggest for parents to follow up with their family doctor for medical advice.

Parents/guardians must assist by keeping phone, address, custody and emergency care information up-to-date (name of doctor, emergency telephone numbers, allergies, name of medications, etc.) and by teaching their children safety rules. Please contact the administrative designee to update any medical related information.

Having current information is critical, especially in the case of an accident or injury that requires medical

attention.

Campus faculty/designee will work collaboratively with students, parents, teachers, other schools and community professionals to promote student achievement in case illness keeps the student from attending classroom instruction.

### **Immunizations**

In accordance with the Texas Administrative Code (TAC), Title 25 Health Services, Sections 97.61 to 97.72, a student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas. A chart summarizing the vaccine requirements incorporated in the Texas Administrative Code may be found at [www.dshs.state.tx.us](http://www.dshs.state.tx.us). There are no new vaccination requirements for the 2016-2017 school year.

### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) under "School & Child-Care." Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **Medication**

Ideally, all medication should be given at home. Time schedules for prescription medications students receive often allow the medication be taken at home either before or after school. The parent/guardian of a student who must take prescription medication during the school day must bring the medicine in its original container from the pharmacy labeled with the date, student's name, name of the medication and times the medication should be administered. A signed parent/guardian statement accompanying the medication should request the medication be given and indicate the time the last dose was administered. Students may not carry or administer medications to themselves at school except in special cases such as asthmatics whose licensed health care provider has individually evaluated the student's capability for self-administration and responsible behavior. The proper medication information must be filed in the office if a student needs to carry medication at school.

When the duration of the medication or special procedure is long-term (greater than 10 days) a physician's order must accompany the parent's request and be on file in the school office. When the duration of the medication/special procedure is complete (or at the end of the school year), the parent/guardian shall be notified to pick up any unused portion of the medication or equipment. Any unclaimed medication will be disposed of at the end of the school year. Physician prescribed special health care procedures may be implemented only with approval of the school official.

Neither the person administering the above medication nor HPAFW will be held responsible or liable for any effects or problems resulting from the given medication. Forms for permission to administer medication to students must be obtained from the school secretary.

## **Student Insurance**

Texas statutes place the responsibility of providing insurance coverage for students on the parents, not the school district. HPAFW does not provide insurance coverage for the students.

## **Section 7: Student Records**

### **Address Changes and Student Information Updates**

Parents/guardians **MUST** keep phone numbers, addresses, custody and emergency information up-to-date with the campus office, anytime it changes during the school year. Throughout the school year you may be asked to update information on forms that will be sent home. **Failure to return these forms and keep your student's information current and up-to-date could result in withdrawal from school. All information requested is for the safety of your child.**

### **Protection of Student Rights**

Parents/guardians have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis or evaluation is administered, and parent/guardian consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or family;
- Sexual behavior and attitudes;

- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship;
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers; or
- Income, other than as required by law, to determine eligibility for participation in a program or receiving financial assistance under such program.

## **Student Records**

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian 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.

Records may be reviewed during regular school hours upon completion of the written request form. The registrar will respond to reasonable requests for explanation and interpretation of the records.

Parents/guardians of a minor or of 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 records. "School officials with legitimate educational interests" includes any employees, agent, members of the Board, or cooperatives of which HPAFW is a member of, or facilities with which HPAFW contracts for the placement of students with disabilities, as well as their attorney and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an Individual Education Program (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. HPAFW forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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, records pertaining to former students after they are no longer students in HPAFW, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parent/guardian or student. If a non-custodial parent has been barred from seeing a child or having access to student records, a copy of the court order must be on file in the school office.

Copies of a student's records may be requested from the registrar's office. Parent/guardians may be denied copies of a student's record:

- After the student reaches age 18 and is no longer a dependent for tax purposes;
- When the student is attending an institution of post-secondary education;
- If the parent/guardian fails to follow proper procedures and pay the copying charge of 10 cents per page; or
- When the school is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parent/guardians are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Transferring Student Records**

Under section 25.002 of the Texas Education Code, the prior school district should promptly provide records to the enrolling district that are needed for the appropriate placement and continued education of the student, including records relating to §504 or to special education services under the Individuals with Disabilities Education Act. Under §25.002, the prior district must provide the records not later than the 10th working day after the date a request for the records is received. This requirement also applies to the transfer of records to or from other public schools, including open-enrollment charter schools and Juvenile Justice Alternative Education Program Schools (JJAEPs). School districts and open-enrollment charter schools are required to participate in the electronic transfer of student records through the Texas Records Exchange (TRES).

## **Section 8: Student Behavior and Student Code of Conduct**

### **General Principles and Guidelines**

These rules of conduct and discipline are established to maintain good order and discipline in the school and to encourage responsible behavior on the part of all students. The objective of the Student Code of Conduct (the “Code of Conduct”) is to change errant behavior and to help the student make wiser decisions and better choices. The staff of the school has the responsibility to enforce the standards and policies of this Code of Conduct. Full cooperation of the students and parents/guardians is expected.

This Code of Conduct has been adopted by the Board, and provides information to parents and students regarding expectations for behavior, consequences for misconduct, and procedures for administering discipline.

In accordance with state law, the Code of Conduct will be posted at HPAFW or will be available for review at the Principal’s office. Parents will be notified of any changes that are made to the HPAFW Code of Conduct.

Students are expected to conduct themselves in an appropriate and respectful manner at all times. Any behavior that is detrimental to the learning environment of the student or other students and/or staff members will not be tolerated. A student whose behavior shows disrespect toward others, including interference with another’s access to public education and to a safe environment, will be subject to disciplinary action.

HPAFW has the right to revoke the transfer of a nonresident student for violating HPAFW’s Code of Conduct.

### **Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. HPAFW shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and HPAFW staff. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of HPAFW’s educational program. HPAFW’s rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Harassment of any nature is against the law and school policies. Students will be assigned appropriate consequences for such harassment.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- Attending all classes, daily and on time;
- Obeying all campus and classroom rules, including safety rules;
- Being prepared for each class with appropriate materials and assignments;
- Respecting the property of others, including HPAFW property and facilities;
- Demonstrating courtesy, even when others do not;
- Meeting school standards of grooming and dress;
- Respecting the rights and privileges of students, teachers, and other HPAFW staff and volunteers;
- Reading and supporting the programs and procedures outlined in the student handbook and other materials;
- Behaving in a responsible manner, always exercising self-discipline;
- Paying required fees and fines, unless they are waived;
- Cooperating with staff in the investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense; and
- Adhering to the requirements of the Student Code of Conduct.

### **Rights and Responsibilities of Parents**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Well-informed, active parents naturally collaborate with educators and administrators to better prepare their children for success. When many parents become involved, this collaboration benefits all; the students, the school and the community! To be effective student advocates, parents must understand their rights and assume a responsibility in their children's educational progress. Parents have the responsibility to:

- Make every effort to provide for the physical needs of their child;
- Teach their child to pay attention and obey the rules;
- Be sure their child attends school regularly, and promptly report and explain absences and tardies to the school;
- Encourage and lead the child to develop proper study habits at home;
- Participate in meaningful parent/teacher conferences to discuss their child's school progress and welfare;
- Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives;
- Keep informed of school policies and academic requirements of school programs;
- Participate in school-related organizations;
- Be sure their child is appropriately dressed for school and school related activities;
- Discuss report cards and school assignments with their child;
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education;
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school;
- Cooperate with school administrators and teachers;
- Be sure their child attends school tutorials when required or as the need arises;
- Read and support the programs outlined in the school handbook and other materials;
- Submit a signed statement that they understand and consent to the responsibilities outlined in the district's discipline management plan;
- Control their child. A student's parent is legally liable for property damage caused by the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty; and the willful or malicious conduct of a student who is at least 12 but under 18 years of age; and
- Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs only, not because you dislike the teacher. Such removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level requirements as determined by the

Texas Department of Education.

### **Rights and Responsibilities of Administrators**

- Respond to discipline problems referred to them by teachers;
- Promote effective training and discipline of all students;
- Encourage parent communication with the school, including participation in required parent- teacher conferences;
- Provide appropriate assistance to students in learning mature self-discipline;
- Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan;
- Successfully complete effective training in the district's discipline management plan; and
- Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

### **Rights and Responsibilities of Teachers**

- Successfully complete effective training in the district's discipline management plan;
- Use discipline management techniques developed in the district's discipline management plan;
- Ensure good student discipline by being in regular attendance and on time;
- Be prepared to perform their teaching duties with appropriate preparation, assignments and resource materials;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere;
- Teach to the standards of performance required by the district;
- Establish rapport and an effective working relationship with parents, students, and other staff.
- Teach students to strive toward self-discipline;
- Encourage good work habits that will lead to the successful completion of assigned work; and
- Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

### **School Authority and Jurisdiction**

HPAFW rules and the authority of HPAFW to administer discipline apply whenever the interest of the HPAFW is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. HPAFW has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on district transportation;
- While the student is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
- When criminal mischief is committed on or off school property or at a school-related event;
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school- sponsored or school-related activity of another district in Texas;
- When the student commits a felony; and
- When the student is required to register as a sex offender.

### **Searches**

The school reserves the right to search such areas as lockers, backpacks, student's purses, cars and any computer owned by the school or electronic devices brought on school property. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been



committed on campus.

### **Campus Behavior Coordinator**

The campus behavior coordinator shall be the principal and/or assistant principal. Duties shall include the authority to:

- Assess and implement the campus discipline management program;
- Remove a student from campus for compelling disciplinary reasons or pending a hearing;
- Identify and refer students to school-community guidance centers and

The CEO/Superintendent and/or the Executive Director of Student Accounting are authorized to expel students. It is understood by the administration and school Board that some parts of the Discipline Management Plan may be reviewed and refined annually according to the unique needs of students, teachers and administrators of each building.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until a Student Study Team (SST) committee meeting has been held to review the conduct.

In deciding whether to order suspension or expulsion, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Suspension, and Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting as detailed in that section. The district prohibits the following:

#### **Disregard for Authority**

- Failing to comply with directives given by school personnel (insubordination);
- Leaving school grounds or school-sponsored events without permission;
- Disobeying rules for conduct on school buses; and
- Refusing to accept discipline management techniques assigned by a teacher or principal.

#### **Mistreatment of Others**

- Using profanity or vulgar language or making obscene gestures;
- Fighting or scuffling;
- Threatening another student or district employee on or off school property;
- Engaging in bullying, harassment, and making hit lists (see glossary for all three terms);
- Engaging in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee;
- Engaging in conduct that constitutes dating violence (see glossary);
- Engaging in inappropriate or indecent exposure of private body parts;
- Hazing (see glossary);
- Causing an individual to act through the use of or threat of force (coercion);
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person); and

- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student (this includes any public display of affection) or a district employee.

### **Property Offenses**

- Damaging or vandalizing property owned by others;
- Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means;
- Stealing from students, staff, or the school; and
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

### **Possession of Prohibited Items**

Possessing or using:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic or inappropriate images and/or material;
- Sexting images or audio;
- Tobacco and/or alcohol products;
- Matches, lighter or other paraphernalia;
- Electronic devices that are not approved by the campus principal (ex., CD players, iPods, cameras, phones, MP3 players, Game Boys)
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion).

### **Illegal and Prescription Drugs**

- Possessing or selling seeds or pieces of marijuana, illegal drugs, alcohol, and inhalants;
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance (see glossary for “paraphernalia”);
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband;
- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event;
- Abusing over-the-counter drugs (see glossary for “abuse”);
- Being under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (see glossary for “under the influence”); or
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### **Misuse of Technology Resources and the Internet**

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources;
- Attempt to access or circumvent passwords or other security-related information of the district, students, or

employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment;

- Attempt to alter, destroy, or disable district technology resources, including but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment;
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment;
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment; or
- Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

### **Safety Offenses**

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety;
- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property;
- Making false accusations or perpetrating hoaxes regarding school safety;
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence;
- Throwing objects that can cause bodily injury or property damage; or
- Discharging a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

- Violating dress and grooming standards as communicated in the Handbook;
- Cheating or copying the work of another;
- Gambling;
- Falsifying records, passes, or other school-related documents;
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities;
- Repeatedly violating other communicated campus or classroom standards of conduct; or
- Selling items at school.

### **Telecommunications Devices**

Students shall not use a telecommunications device, including a cellular telephone or other electronic device in violation of HPAFW rules. If a student uses such a device, leaves the device turned on, or displays the device during the school day without authorization, it will result in confiscation of the device. The device will only be returned to a parent or guardian. Continued violations may result in the student being assigned detention or In School Suspension (ISS). **Note : Students bring phones and other items to school at their own risk. HPAFW will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.**

The following penalties will be assessed if school personnel confiscate a student's cellular telephone or other electronic device:

- 1<sup>st</sup> offense – Device will be turned into school office until end of school day. Parents will be notified. Student will receive a warning.
- 2<sup>nd</sup> offense – Device will be turned into school office until end of school day. Parents will be required to retrieve device from school office and pay a \$10.00 fine.
- 3<sup>rd</sup> and subsequent offenses – Device will be turned into school office until end of school day. Parents will be required to retrieve device from school office and pay a \$20.00 fine.

## **Discipline Management Techniques**

### **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

The following discipline management techniques may be used — alone or in combination — for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal (oral or written) correction;
- Cooling-off time or time-out;
- Seating changes within the classroom;
- Temporary confiscation of items that disrupt the educational process;
- Rewards or demerits;
- Behavioral contracts;
- Counseling by teachers, counselors, or administrative personnel;
- Parent-teacher conferences;
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy;
- Detention, including outside regular school hours;
- Sending the student to the office or other assigned area, or to in-school suspension;
- Assignment of school duties such as cleaning or picking up litter;
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations;
- Penalties identified in individual student organizations' extracurricular standards of behavior;
- Withdrawal or restriction of bus privileges;
- School assessed and school administered probation;
- Out-of-school suspension, as specified in the Suspension section of this Code;
- Expulsion, as specified in the Expulsion section of this Code;
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district;
- Other strategies and consequences as determined by school officials; and
- Restitution or other compensations for loss, damage or injury.

### **Notification**

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in a detention outside of regular school hours, out-of-school suspension, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. A copy of the policy is available upon request. Consequences shall not be

deferred pending the outcome of a grievance.

### **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

#### **Formal Removal**

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be expelled. When removing for those reasons, the procedures in the subsequent sections on expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom;
- In-school suspension; or
- Out-of-school suspension.

#### **Returning Student to Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

#### **Suspension**

A student may be suspended from school for a period not to exceed three consecutive days with no limit on occurrences if the principal or designee determines the student's presence in the classroom presents a danger of physical harm to the student or others, or the student has engaged in serious/persistent misbehavior or has violated other policies/rules as outlined in the Code of Conduct. Repeated Out of School Suspension occurrences may result in expulsion. Before being suspended, a student shall have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused and shall provide the student an opportunity to respond to the charges. A student's parent/guardian shall be notified of the suspension by telephone or other reasonable means as soon as possible.

### **Suspension of Pupils by Administrator**

Any district Board may confer upon any administrator the authority to suspend a pupil from a teacher's class or from the school not in excess of ten days for any one offense and for not more than thirty days in any one school year. No administrator (without the approval of the school Board) may suspend a pupil from school during the last ten days of a year if the suspension will make the pupil ineligible to receive credit for the school year. Exceptions to this would be if the presence of the pupil constitutes an actual threat to a class or a school, or unless a hearing is granted within twenty-four hours of the suspension.

### **Notices of Suspensions**

When a pupil is suspended from a class or a school, the administrator shall notify, in writing, the parents or legal guardian of the pupil, giving the reason for such suspension and setting a time and place when the administrator shall be available for a conference with the parents or guardian. The conference shall be set within three days of the date of the suspension. After the conference the parents or legal guardian may appeal the suspension to the Board of trustees or to its authorized agent.

### **Conference**

When a student is removed from class, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Placement Order**

After the conference, if the student is suspended, the appropriate administrator shall write a placement order. A copy of the suspension shall be sent to the student and the student's parent. Not later than the second business day after the conference, the Board's designee shall deliver to the juvenile court a copy of the placement order and all information required by the Texas Family Code.

### **Coursework Notice**

The parent or guardian of a student suspended shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

### **Length of Placement**

The duration of a student's suspension will be determined by the IEP Team. The duration of a student's placement shall be determined on a case-by-case basis. Suspensions shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

### **Restrictions during Placement**

The district does not permit a student who is suspended to participate in any school-sponsored or school-related extracurricular activities, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. A suspended student will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, the district shall take into consideration: Self-defense (see glossary) and the student's disciplinary history.

### **Discretionary Expulsion**

A student **may** be expelled for any of the following offenses that occur on or off school property or while attending a school-sponsored or school-related activity on or off school property:

#### **Any Location**

A student may be expelled for engaging in the following no matter where it takes place:

- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer;
- Criminal mischief, if punishable as a felony;
- Aggravated assault;
- Assault, on or off campus
- Hitting teachers and/or staff
- Sexual assault;
- Aggravated sexual assault;
- Murder;
- Capital murder;
- Criminal attempt to commit murder or capital murder;
- Aggravated robbery;
- Breach of computer security; and
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

#### **At School, Within 300 Feet, or at School Event**

A student may be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abuse and/or volatile chemicals.
- Engaging in conduct that contains the elements of assault) against an employee or a volunteer.
- Engaging in deadly conduct (see glossary).

#### **Within 300 Feet of School**

A student may be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault;
- Arson;
- Murder, capital murder, or criminal attempt to commit murder or capital murder;
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery;
- Felony drug- or alcohol-related offense; or
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **Property of Another District**

A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **Serious Misbehavior**

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code. For purposes of discretionary expulsion, serious misbehavior means:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion; or
- Conduct that constitutes the offense of:
  - Public lewdness;
  - Indecent exposure;
  - Criminal mischief;
  - Personal hazing; or
  - Harassment of a student or district employee.

### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

#### **Under Federal Law**

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

#### **Under Texas Penal Code**

Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use exhibition or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department;
- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear;
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk; or
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun or a tire deflation device. (See glossary).



Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault;
- Arson (See glossary);
- Murder, capital murder, or criminal attempt to commit murder or capital murder;
- Indecency with a child;
- Aggravated kidnapping;
- Aggravated robbery;
- Manslaughter;
- Criminally negligent homicide;
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol; or
- Engaging in retaliation against a school employee or volunteer combined with one of the above- listed offenses.

### **Hearing**

A student facing expulsion shall be given a hearing with appropriate due process. If procedures for expulsion are initiated, the parents or legal guardian of the pupil shall be notified in writing of the time and the place of the hearing. The hearing shall be conducted by the Executive Director of Student Accounting or designee for judicial decision. The student is entitled to:

- Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district;
- An opportunity to testify and to present evidence and witnesses in the student's defense; and
- An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends. The Board of trustees delegates to the Executive Director of Student Accounting or designee authority to conduct hearings and expel students. Parents have the right to appeal a Executive Director of Student Accounting's final decision within 48 hours of due process. The appeal immediately moves to the CEO/Superintendent. All Superintendent decisions are final.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the Board make a final review of the expulsion decision. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. The Board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also

### **Expulsion of Student Determined to Have Brought a Firearm to School**

The district Board must expel a student who is determined to have brought a firearm to a school or any setting under the jurisdiction of a local Board of trustees. The expulsion must follow the procedures established pursuant to expulsion section of this Code. The expulsion is subject to modification by the district CEO/Superintendent of education on a case-by-case basis. Students expelled pursuant to this section are not precluded from receiving educational services in an alternative setting. Each local Board of trustees is to establish a policy which requires the student to be referred to the local county office of the Department of Juvenile Justice or its representative.

### **Withdrawal during Process**

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student. If the appropriate administrator or the Board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete

the proceedings.

### **Restrictions during Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another district-approved program.

### **Emergencies**

In an emergency, the principal or the principal's designee may order the immediate expulsion.

### **Conduct While Using School Transportation**

Students may be transported for a variety of reasons such as field trips, or other purposes listed in Board Policy. Students are under the Code of Conduct while they are using school transportation. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined.

The following rules will apply to student conduct on school transportation for field trips:

- Follow the driver's directions at all times;
- Board and leave the bus in an orderly manner at the designated bus stop nearest home;
- Do not deface the bus and/or its equipment;
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus;
- Upon leaving, wait for the driver's signal before crossing in front of the bus;
- When students ride in a HPAFW van or passenger car, seat belts must be used at all times; and
- No food or drink on the bus.

When a student violates the code of conduct on school transportation for field trips:

- A conference with parent, student, the driver, and the parent/guardian may be required;
- Suspended privileges;
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance; campus administration and parent/guardian will be notified of the situation as soon as possible; and

- The student will not be allowed to ride the bus until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Program (IEP).

### **Sexual Assault and Campus Assignments**

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the Board transfer the offending student to another campus, the offending student shall be transferred to another campus in the High Point Academy system. If there is no other campus in the school system serving the grade level of the offending student, the offending student will be expelled.

## **Section 9: Additional Information**

### **Closed Campus**

A student may not leave campus after arriving at school unless the student is safely picked up by a parent or designee with parental permission documented with the attendance clerk. A student who leaves campus without permission will receive disciplinary action.

### **Emergency Procedures**

HPAFW follows state laws and district guidelines in the case of individual or school-wide emergencies. Student safety is very important. Each campus has a trained Crisis Response Team that will coordinate any emergency procedures. In case of an emergency, students should follow school procedures and the directions of their teachers. Telephones will not be available for student use during school emergency situations.

### **Emergency School Closing Information**

In the event weather or other conditions make it necessary to close school, students and parent/guardians will be notified through announcements made on local radio and television stations. When it becomes necessary to open late or to release students early, the following media will be notified by school officials:

- Television: WFAA Channel 8 (ABC), KXAS Channel 5 (NBC), and KDFW Channel 4 (FOX)
- Radio: WBAP 820 AM, KCBI 90.9 FM

### **Fire/Emergency/Safety Drills**

State law requires all schools in Texas to do at least one fire drill each month that school is in session, including one in the first 10 days of school. A "lockdown" drill will be conducted each semester. During a lockdown or lockdown drill, students will not be admitted into the building or released until the threat has been cleared or the drill has concluded. During a lockdown or lockdown drill, no visitors will be admitted into any buildings, or released until the threat has been cleared.

### **Severe Weather/Tornado Warnings**

When there is a threat of severe weather, HPAFW officials monitor conditions and work with the Emergency Broadcasting Center (EBC) to determine when emergency procedures need to be implemented. When dangerous conditions exist and plans are implemented, we will use every means available to communicate this to our families. The safety of your children is our utmost concern, school may be the safest place for the children. When a tornado warning is issued, schools will go into tornado safety mode. Parents who are on site or waiting in the parking lot will be invited to shelter in place. Students will not be released until the EBC has determined that the threat for severe weather has ended.

### **Extracurricular Activities, Clubs and Organizations**

A variety of school-sponsored clubs, activities, and performing groups are available at HPAFW. Students are

encouraged to participate in those activities that they find interesting. Most organizations engage in community service projects, academic competitions, leadership development, performances, or career exploration activities that enhance the academic and personal growth of students. These activities also build pride, school spirit, and a sense of community between and among students.

HPAFW has authority over students at school related events including the regular school day, while using school transportation, and at any school related activity, regardless of time or location. The Student Code of Conduct applies to all school sponsored and school related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to authorities for criminal prosecution for violations of law.

A student is allowed up to ten absences from class during the school year for extracurricular activities or public performances. A student who misses class because of participation in a non-approved activity will receive an unexcused absence. Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

### **Fees**

Students and adults may incur the following fees:

- Fine Arts/ Stem Fees
- Admission fees/charges for attending extracurricular activities when membership or attendance is voluntary;
- Security deposits for the return, loss, or damage of materials, supplies, uniforms or equipment; and
- Personal physical education and athletic equipment and apparel. Athletic equipment and apparel must meet reasonable requirements and standards relating to health and safety as established by the Board of Trustees.
- Transportation and entrance fees for field trips.

### **Field Trips**

The Student Code of Conduct is in effect during all school-related trips. Conduct violations can be used to deny students the opportunity to participate in field trips.

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school. Exceptions may be made if the student's parent personally presents a written request to the Campus Administrator the day prior to the scheduled trip that the student be allowed to ride with the parent at the conclusion of the field trip and only if the field trip concludes at the end of the school day. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. If a parent is attending the field trip as a chaperone and is assigned the duty of supervision of students, he or she will not be allowed to bring siblings. No parent is permitted to ride provided transportation. In the event of student misconduct/sickness, parents may be contacted to pick up and transport their child at the discretion of the Campus Administrator. No parent will be able to attend any school sponsored trips and events (field day) without a cleared background check.

### **Fundraising**

Fundraising activities, limited to two per year per organization, by student groups and/or for school-sponsored projects will be allowed with prior administration approval and under the supervision of the project sponsor. All fundraising projects will be subject to the approval of the Superintendent/designee. Student participation in approved fundraising activities cannot interfere with regular instructional programming. HPAFW does not permit door-to-door solicitation. Only approved outside organizations or individual may solicit contributions of any type from students within the schools. All fundraising monies will properly be secured with campus bookkeeping procedures.

### **Office Telephones**

Students will not be allowed to use the office phones without permission from the office staff. Students will not be allowed to make social or long distance calls on school phones.

## Parent Volunteers

Children benefit academically when parents and educators work together. There are many ways parents can assist at their child's school that can fit their interests and availability and, at the same time, meet the needs of the school. Whenever parents get involved at the school, children see that education is important. Volunteer opportunities include:

- Tutoring;
- Mentoring;
- Judging contests and competitions;
- Reading to students/having students read to you;
- Assisting with lunch;
- Helping in the classroom;
- Serving as a guest speaker;
- Supervising and chaperoning field trips;
- Assisting with computer literacy;
- Serving on advisory committees;
- Helping with special events; and
- Sharing career skills to encourage college education or learn a trade.

To become a volunteer to work directly with students either as a tutor or as a chaperone on field trips, fill out the volunteer application (available online or in the school office), consent to a criminal background check, and be approved. **The form must be completed and approved every year.**

## Parties and Social Events

HPAFW has chosen to allow classes to have two parties per semester each school year: Winter, Valentines, and End of Year. Any social event, room party, etc., sponsored by the school, a parent(s), student organization, or a class must have the approval of the principal one week prior to the party. Rules of good conduct and grooming will be observed at social activities and parties. It is our goal to ensure that every student in our school is safe. Our district has adopted a policy for managing students with food allergies. In an effort to prevent students from coming in contact with possible food allergens **only store bought food items will be accepted at parties** (no home baked goods will be accepted). This will allow adults to be aware of the ingredients in each of the food items donated.

Please take time to review with your child the following:

- Do not offer, share or exchange any foods with other students at school; and
- Hand washing with soap and water, after eating, is necessary to decrease the chance of cross contamination on surfaces at school.

## Pest Control Information

HPAFW periodically applies pesticides inside buildings. Before treatment, the schools shall ensure that the necessary signs and information for employees and parent/guardians of students are posted or made available. Pesticides will only be applied to buildings or grounds during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activities for at least 12 hours after application.

## Prayer

HPAFW recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

## **Restroom Policy**

In addition to our gender-specific restrooms, HPAFW provides unisex restrooms for student use. If students are uncomfortable using gender-specific restrooms, they are encouraged to use the unisex restrooms. No special permission will be needed to access the unisex restrooms.

## **School Facilities**

To ensure that school facilities can serve those for whom they are intended, both this year and in the coming years, littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

## **Sexual Harassment/Sexual Abuse**

HPAFW believes that every student has the right to attend schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment/sexual abuse. HPAFW considers sexual harassment/sexual abuse of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

Unwanted and unwelcome conduct of a sexual nature, words, gestures, or any other sexual conduct (including requests for sexual favors) directed toward another student or a district employee is unacceptable. HPAFW encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or administrator designee. All students are expected to treat other students and campus employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A founded complaint against a student will result in appropriate disciplinary action according to the nature of the offense and the Student Code of Conduct, and may lead to expulsion.

## **Smoking**

HPA and its staff strictly enforce prohibitions against the use of tobacco products (including e-cigarettes) by students and others on school property or at school-sponsored and school-related activities.

## **Social Events**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share the responsibility for the conduct of the guest. Students attending social events may be asked to sign in and out for the event.

## **Student Birthdays**

- Parents may bring purchased cupcakes or cookies to be distributed for student birthdays with the timing of distribution at the discretion of the teacher and building administrator.
- Homemade items cannot be brought into the classroom due to food safety and Hazard Analysis Critical Control Point (HACCP) requirements. All food items served to students must be prepared in a facility with a current health inspection and permit.
- Students issuing invitations to individual birthday parties or other celebrations may only do so at school if all students in the homeroom class are invited. These birthday invitations must be passed out at the end of the day with permission from the teacher.
- Floral arrangements, balloons, cookie grams, etc. are not considered appropriate during school hours. The school office staff will not deliver these items to the classroom.

## **Student Drivers**

Driving and parking on school grounds are a privilege. This privilege may be revoked if proper guidelines are not followed. In order to qualify for parking at HPAFW, student drivers must complete the Student Driver Application, pay the requisite fee of \$20 per semester or \$30 for the year (paid by September 1), and properly display the school's parking decal on their vehicle. The application requires students to submit a photocopy of their current driver's license and proof of insurance. Both documents must be current and on file before parking privileges are extended. Student drivers must:

- Park only in the areas designated as student parking;
- Drive safely at all times, using extreme caution for other students and pedestrians;
- Obey all traffic instructions from teachers and school personnel; and
- Obey all posted traffic signs and markings.

## **Textbooks and Other Instructional Materials**

Textbooks and other instructional materials used in the classroom are provided by the State. Since these items may be used for several years, it is extremely important that students take good care of them. Teachers will assign textbooks to students and keep records of all book numbers. Each student, or the student's parent or guardian, is responsible for all instructional materials and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian. A lost book must be paid for prior to receiving a new one. The school shall allow the student to use instructional materials and technological equipment at school during each school day. If instructional materials or technological equipment is not returned in an acceptable condition or paid for, the district or school may withhold the student's records. Loss of books due to theft or other circumstances will not be accepted as reasons for nonpayment or for not doing class assignments. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

## **Video Surveillance/Monitoring**

Video cameras will be used in common areas for surveillance to ensure the security and safety of students, staff and patrons of HPAFW throughout all school campuses. Disciplinary actions can be taken based on the information in the video surveillance. Discipline will be in accordance with the student code of conduct.

## **Visitors**

Parents/guardians and other visitors are welcome to visit HPAFW. For the safety of the schools and those within it, all visitors must first report to the front office. Visits to individual classrooms during instructional time are permitted only with administrative approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **All visitors are required to sign in and wear a badge after proof of identification. If the visitor does not have a visitor's badge, they will be escorted to the main office.** Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. Visitors should dress appropriately when entering classroom. (Shorts and revealing tops are not allowed.)

## **Classroom Visitors**

Visits to individual classrooms during instructional time are permitted only with the principal's prior approval, and accompanied by a campus administrator. This visit is not a time to conference with the teacher. No visit should extend more than half of the class period.

## **Lunchroom Visitors**

Parents are welcome to eat lunch with their student(s) during special occasions. Due to limited space, reservations must be made at least one day prior to the lunch. Reservations may be made at [lunchres@hpaftworth.com](mailto:lunchres@hpaftworth.com).

## **Weather Policy**

### **Hot Weather**

During periods of outdoor activity that exceed 30 minutes, including athletic practices, PE, lunch, or recess, periodic drinking breaks shall be required. Under no circumstances will access to drinking water be used as punishment or motivation.

Students should not have recess or physical education classes outside when temperature or heat index exceeds 100 degrees. The campus administrator or designee will email or announce an activity advisory to all applicable staff.

Athletics practices and games may take place when the temperature or heat index exceeds 100 degrees with drinking breaks at intervals not to exceed 30 minutes. Teams should not have more than one practice per day without express permission of the Athletic Director.

Teachers are advised to use caution on other days when the temperature or heat index is high. Limiting recess to no more than 15 minutes and ensuring that students have access to adequate water prior to and/or after outside play is recommended.

### **Cold Weather**

During times of excessive cold weather (when temperatures or wind chill is below 40 degrees), the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, athletic and physical education classes, and/or outdoor field trips.

Teachers and coaching staffs should be aware of the wind chill factor and take appropriate precautions during cold weather.

If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing should be provided or the student excused from the activity.

Students should not have recess or Physical Education classes outside when temperature or wind chill factor drops below 35 degrees.

### **Air Quality**

The following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

Orange Ozone Alert Days (unhealthy for sensitive groups): Students should not have outside recess or physical education classes for periods longer than 10-15 minutes. The campus administrator or designee will email or announce an activity advisory to all applicable staff.

Red, Purple, Maroon Ozone Alert Days (unhealthy, very unhealthy and hazardous): Students should not have recess or physical education classes outside. The campus administrator or designee will email or announce an activity advisory to all applicable staff.

## **Part 10: Acceptable Use Policy**

HPAFW is committed to utilizing the maximum potential of technology to enhance student learning and increase employee effectiveness by providing technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, HPAFW is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce, manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, HPAFW will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.



## **Instructional Resource**

HPAFW is proud to bring network and Internet access to school employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. HPAFW's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. On-line encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided.

## **Purpose**

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the school are expected to use these services appropriately.

## **User Responsibilities**

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. HPAFW is providing Internet resources for educational purposes only. Student use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

The use of HPAFW's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.

Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.

Individual accounts may be used only by the owner of the account except where specifically authorized by the school administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor. Users should guard sensitive passwords such as those for employee Wi-Fi access.

The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Users are to properly use school network resources for educational and/or administrative purposes. No assumption of privacy on student computer and networks. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Students are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

## **Vandalism**

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the School's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of HPAFW policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of HPAFW policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. HPAFW will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

### **Consequences**

The guidelines for appropriate use are applicable to all use of school computers and refer to all information resources, whether individually controlled, shared, stand alone, or networked. Disciplinary action for students, staff, and other users shall be consistent with HPAFW policy and administrative regulation. Violations may result in:

- Suspension of access to school computers and network resources;
- Revocation of access privileges or user accounts; or
- Other school disciplinary or legal action, up to and including termination, in accordance with school policies and applicable laws.

Specific disciplinary measures will be determined on a case-by-case basis.

## Glossary of Disciplinary Terms

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the *Student Code of Conduct*.

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - 1) Knowing that it is within the limits of an incorporated city or town;
    - 2) Knowing that it is insured against damage or destruction;
    - 3) Knowing that it is subject to a mortgage or other security interest;
    - 4) Knowing that it is located on property belonging to another;
    - 5) Knowing that it has located within it property belonging to another; or
    - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damages or destroys a building belonging to another, or
  - b. Recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; 22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and 22.10(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Bullying** is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's Board of trustees or the Board's designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of the school.

David's Law, SB 179, a new law that protects Texas children by treating cyberbullying offenses as misdemeanors and establishing new channels of communication to report these criminal acts to law enforcement through their schools

**Chemical dispensing device** is a device made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**Criminal street gang** is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associates in the commission of criminal activities.

**Cyberbullying** is the use of any electronic communication device to engage in bullying or intimidation.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violation of traffic laws.

**Discretionary** means something is left to or regulated by a local decision maker.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronics circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the purpose of causing such a loud report as to cause undue public alarm or terror.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment:**

1. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:
  - a. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
  - b. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
  - c. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, Board member, or volunteer, is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Knuckles** are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Network:** The school provided internet.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices, or any other school property used by the student, including but not limited to a locker or desk.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school

based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate, violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07 Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, Penal Code;
  - b. Indecent exposure under Section 21.08, Penal Code;
  - c. Criminal mischief under Section 28.03, Penal Code;
  - d. Personal hazing under Section 37.152, Penal Code; or
  - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or HPAFW employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by HPAFW as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, of other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by HPAFW as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, of other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official of volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including HPAFW).

**Tire deflation device** is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; trafficking of persons; smuggling or continuous smuggling of persons; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; voyeurism; indecency with a child; invasive visual recording; disclosure of promotion of intimate visual material; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

