

HENDERSON INDEPENDENT SCHOOL DISTRICT

Henderson High School



2018-2019

Student Handbook Supplement

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TRADITION OF EXCELLENCE

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HENDERSON

Independent School District

August 16, 2018

Dear Parents and Students:

Welcome to Henderson High School!

This booklet is for information and guidance in an effort to make your high school years both rewarding and productive. Included are policies, both board and administrative, suggestions, advice and time-honored tradition.

All students and parents will be asked to sign a statement that they have read and understood the provisions of the HHS Student Handbook which includes provisions from the Henderson School Board Policy and the Student Code of Conduct.

Please return signed copies to the main office. If you have any questions concerning the information in this handbook, you may contact Henderson High School at (903) 655-5500.

Sincerely,

Terry Everitt

Terry Everitt, M. Ed.

Principal

“The Tradition of Excellence Continues”

Terry Everitt, Principal

P.O. Box 728 ~ Henderson, TX 75653~ 903-655-5500~ fax 903-657-7604~ www.hendersonisd.org

Henderson High School Song

LET US BE LOYAL TO OUR SCHOOL, OUR TREASURED RED AND BLUE. WITH
COLORS FLYING HIGH TODAY, A SYMBOL TO BE TRUE. OUR SPIRIT IS
UNEQUALED, OH NEVER LET IT DIE. SO GO ON TO YOUR VICTORY, FOR OUR OWN
HENDERSON HIGH.



Henderson High School Fight Song

HENDERSON LIONS, HENDERSON LIONS, FIGHTING SPIRIT WILL ALWAYS WIN.
HENDERSON LIONS, HENDERSON LIONS, WE'LL BE WITH YOU UNTIL THE END.
HENDERSON LIONS, HENDERSON LIONS, BEAT OLD _____ WILL BE OUR CRY.
AND WE'LL SAY HAIL, HAIL, THE GANGS ALL HERE, AND IT'S GOODBYE TO _____
HIGH.

HHS Bell Schedule

1st Period 7:45 – 8:30

2nd Period 8:35 – 9:20

Lion's Den 9:25 – 9:55

3rd Period 10:00 – 10:45

4th Period 10:50 – 11:35

5th Period 11:40 – 1:00

 A Lunch 11:35 - 12:05

 B Lunch 12:05 - 12:35

 C Lunch 12:35 - 1:05

6th Period 1:05 – 1:50

7th Period 1:55 – 2:40

8th Period 2:45 – 3:30

HENDERSON HIGH SCHOOL

STUDENT HANDBOOK SUPPLEMENT 2018-2019

ASSEMBLIES

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct shall be subject to disciplinary action.

AWARDS AND HONORS

PBIS Incentive Plan

Henderson High School will offer a reward system for appropriate student behaviors that support the school-wide behavioral expectations. Students earn rewards by exhibiting appropriate behaviors in attendance and character.

Program #1-LION BUCKS

Each teacher and administrator at Henderson High School will be given LION BUCKS for distribution. Each educator will reward students with a LION BUCK when they are caught exhibiting characteristics of good behavior and/or leadership. The student recipient will complete and return his/her ticket to the educator. The educator will then turn in the ticket to the PBIS box located in the Main Office for a chance to win one of several prizes in a drawing to take place at the end of each six weeks and/or semester.

Program #2-FREE FRIDAY

Students will be allowed free time in the commons and/or gym area when the campus earns a 95% or above attendance rate at the end of each 6 week period.

Program #3-POSITIVE POSTCARDS

Each teacher, administrator, and counselor will mail home positive postcards for 2-3 students each six weeks for students who have exhibited "exceptional" behavior.

Honor Roll

Henderson High School will recognize academic excellence by providing the opportunity for students meeting the requirements to be named to one of the following three honor rolls:

- HIGHEST- Numerical grade of 95-100 in all courses.
- HIGH- Numerical grade of 90-94 in all courses.
- HONOR- Numerical grade of 85-89 in all courses.

An "S" in conduct is required in all courses for a student to be a candidate for this honor.

THE FOLLOWING COURSES DO NOT RECEIVE HONOR ROLL CONSIDERATION: All Special Education courses, Math Improvement, Reading Improvement, and EOC courses.

National Honor Society

The National Honor Society was organized in 1966. Membership in the chapter of the National Honor Society is based on scholarship, service, leadership and character. Candidates eligible for membership must have a scholastic average of "90". Those qualifying in this are then judged on their service, leadership, and character by the faculty. Students must be on the Foundation with Endorsement plan for graduation to be considered for membership. To be eligible for membership, a student must have spent at least two semesters in the school from which he is nominated. Only Junior and Senior students are eligible. National Honor Society students of other schools who may transfer to Henderson High School are accepted as full members.

A faculty sponsor is appointed by the principal.

Texas Scholars

Henderson High School students recognized as Texas Scholars will meet the following requirements:

- Be on track to graduate from high school having completed requirements for the Foundation High School Program with Endorsements, and
- Complete at least two courses (four semesters) that are eligible for college credit, and
- Take either the ACT or SAT before the end of the first semester of his/her senior year. The ASVAB, taken by the end of the first semester of the senior year, will be accepted for students who plan to enter the military after graduation, and
- Receive no six weeks or semester grade below 70 during his/her senior year.

Any student who believes there are extenuating circumstances which affected his or her grades should speak with a counselor.

High school courses eligible to be considered for college credit will include the following:

- Dual Credit
- Advanced Placement
- Concurrent Enrollment

Procedure for requesting a review because of extenuating circumstances:

- The grade level principal and counselor will consider the eligibility of students with extenuating circumstances.
- Students are responsible for initiating a review within one week of having received a report card indicating a grade below "70".

BAD WEATHER CLOSINGS

Listen to local radio stations for announcements of school closings of bad weather. In addition, information will be on KLTV Channel 7, KETK Channel 56, KYTX Channel 19, and HISD Website whenever possible.

CLUBS

All students are invited to participate in all organizations offered as a part of school activities. Check with the principal or sponsor for guidelines pertaining to eligibility criteria for participation in these activities. Clubs will meet before school or after school on days determined by the sponsor.

Offices and Elections

Certain clubs, organizations, and performing groups at Henderson High School will hold elections for student officers. These groups include: Class Officers, Favorites, National Honor Society, Student Council, Key Club, FCA, FFA, Drill Team, Band, Choir, and Crime Stoppers.

CONDUCT

Positive Behavior Interventions and Support

Positive Behavior Interventions and Support (PBIS) is a systemic approach to proactive, school-wide behavior. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture.

DETENTION

Detention will be held during three scheduled times: before school, after school, or Fridays. Before school detentions are held each day from 7:20 a.m. – 7:40 a.m. After school detentions are held each day from 3:35 p.m. – 3:55 p.m. and Friday detentions are scheduled from 3:35 – 5:00 p.m. The purpose of these detentions is to be able to discipline students for improper behavior without taking away the student's class time. This form of discipline will be used for minor infractions. Failure to attend will result in assignment to Saturday School or ISS.

DISCIPLINE MANAGEMENT SYSTEM

General Philosophy: Henderson High School is a school committed to Tradition of Excellence in all school programs. Discipline is an essential part of the educational process. Students are expected to behave in a safe, respectful, and responsible manner. In the event of misbehavior, discipline will be firm, fair, and consistent.

Chain of Command: Minor disciplinary offenses will be handled by the classroom teacher. Major disciplinary offenses and/or discipline offenses at step 9 or above will result in an office referral. Office referrals for male students will be submitted to Mrs. Treena Foster (Assistant

Principal), and office referrals for female students will be submitted to Ms. Veloria White (Assistant Principal). If both are unavailable, please contact Mr. Terry Everitt (Principal).

Discipline Management System (Step Sheet): Henderson High School discipline system will begin with the classroom teacher. The teacher will utilize the following steps for minor disciplinary offenses:

Step:

- 1 Warning
- 2 Parent Phone Call
- 3 1 Day Before or After School Detention & Parent Phone Call
- 4 3 Days Before or After School Detention & Parent Phone Call
- 5 Friday Detention & Parent Phone Call
- 6 2nd Friday Detention & Parent Phone Call
- 7 Saturday Detention & Parent Phone Call
- 8 2nd Saturday School & Parent Phone Call

Teachers are the front line of discipline; therefore, teachers must define why students would sign the Step Sheet. The following list is a guideline to serve as Step Sheet signings:

- Missing Classroom Supplies
- Minor Dress Code Violations
- Disrespectful Behavior
- Disruptive Behavior
- Food/Drink/Candy
- Inappropriate Language (not profanity)
- Incomplete Assignments
- Talking in Class
- Noncompliant
- Horseplay without Injury

The following list includes (not limited to) student infractions that would forego a Step Sheet signing and would require an immediate office referral:

- Alcohol/Drugs/Tobacco
- Bullying Behaviors
- Cheating
- Dress Code (requiring a change of clothing)
- Fighting/Mutual Combat
- Horseplay with Injury
- Insubordination
- Out of Assigned Area
- PDA (excluding hand holding)
- Profanity

- Theft
- Vandalism
- Weapons
- Terroristic Threat
- Sexual Harassment/ Sexual Misconduct

This is a **List of Consequences** designed to deter misbehavior:

Minor Disciplinary Actions (Teacher):

Parent Phone Call
Conference with Counselor
Cooling- Off Time
Conference with student and/or parent
Lunch Detention
Before/After School Detention
Friday Detention
Saturday School

Major Disciplinary Actions (Office):

Parent Phone Call
Cooling- Off Time
Change of Clothing
Conference with Counselor
Lunch Detention
Before/After School Detention
Friday Detention
Saturday School
Loss of Privilege
Corporal Punishment*
ISS – In-School Suspension
OSS – Out-Of-School Suspension
DAEP – Disciplinary Alternative Education Program
Expulsion

*Disclaimer: Corporal punishment and serious consequences shown in Major Disciplinary Actions can only be administered by a district or campus administrator.

DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS

Within three (3) days of returning to school, a student absent for any period of time because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

DRESS CODE

Student Dress and Grooming

Proper dress and grooming are the responsibility of the student and his/her parents and/or guardians. However, dress reflects the quality of the school and must be in the interest of health, welfare, and safety of the student and school. Clothes should be worn that are appropriate for school activities and do not interrupt the orderly process of education at any time. Any article of clothing, hairstyle, jewelry, or makeup extreme enough to create a distraction or disturb the normal routine of school shall be inappropriate. Criteria for appropriate dress and grooming include but are not limited to the following:

Hair

Hair must be neat, clean, and well groomed. Hair should not cover the eyes or be styled in any manner which attracts undue attention. Hair must be a NATURAL color. Unnatural coloring or dyeing of hair such as purple, pink, bright red, green blue, orange, etc. is NOT permissible.

Head Coverings

No head coverings of any type are to be worn on the campus by students (male or female). This includes but is not limited to hats, caps, wave caps, skull caps, toboggans, do-rags, etc. The only exceptions will be designated days during spirit week, during athletic practices or competitions, extreme weather conditions, and for safety reasons in the wood or metal shop.

Apparel

- All shirts, blouses, etc. must cover the entire shoulder. The shoulder must be covered from the neck to the end of the shoulder, and the sleeve must be hemmed. Tank tops, spaghetti straps, muscle shirts, etc. are not allowed. Hooded shirts may NOT be worn with the hood on the student's head inside the building.
- Bare mid-torsos (front and back) are not allowed. Shirts, blouses, etc. must be long enough to cover the mid-torso while sitting, standing, bending over, or raising arms.
- Students must wear appropriate undergarments, and no undergarments may be visible. Exposed bodies or underwear must not show through openings in the clothing. Cleavage must be fully covered.
- All pants, shorts, and skirts must be worn at the natural waist as intended and must not sag. Pants may be no more than one size larger than the measured waist. No written messages(s) are allowed on the seat of the pants.
- Young men's shirts, if untucked, may not extend below the fingertips when standing. Athletic shorts are acceptable. Sweatshirts and sweaters may not extend past the wrists.

- All garments (shorts, skirts, shirts, etc.) and splits in skirts even if tights are worn underneath must not be shorter than 3 inches above the knee while the student is standing in an upright position.
- Clothing must be worn in the manner for which it was intended. Excessively frayed clothing and excessive holes are not allowed. No exposed skin above the knee.
- See-through, provocative, and excessively tight clothing are not allowed. Items with obscene language or symbols, provocative or suggestive messages, and/or pictures advertising alcoholic beverages, tobacco, or narcotics are not allowed. Clothing or jewelry displaying the rebel flag and gang/drug symbols may not be worn.
- Leggings, jeggings, and tights may not be worn as pants. Leggings may only be worn with skirts or dresses that are not shorter than 3 inches above the knee.
- No pajama pants may be worn.

Shoes

- Students must wear shoes at all times. Athletic shoes must be worn during P.E. House slippers are not appropriate for school.

Jewelry

Any type of jewelry judged excessive, dangerous, disruptive, or causes disrespect for authority will not be allowed. The District discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.

No facial, mouth, or body jewelry of any type is allowed, except of ears. These items must be removed and may not be covered with a band aid or similar type of covering.

Miscellaneous

- No symbols, words, slogans, designs, lines, numbers, etc. are to be cut in the eyebrows.
- Only eye contacts of natural color (brown, blue, green, and hazel) may be worn.
- Sunglasses should not be worn inside any school buildings unless a student has a note from a physician stating the need to do so.
- No chains of any type are allowed. Anything that could be considered a weapon is in violation of the dress code. No dog collars or “spike type” collars or bracelets may be worn.
- Blankets and towels are not proper apparel for wearing on campus.
- Gloves or fingerless gloves are not to be worn inside the building.
- No headphones, ear buds, or any listening device may be worn outside the classroom.

Jurisdiction

Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extra-curricular activities. The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity and school-related event, regardless of time and location.

Violations

Violations of the dress code shall result in disciplinary procedures as defined in the HISD Code of Conduct. All absences for dress code will be unexcused.

Final decisions on the appropriateness of school dress code are determined by HISD campus and/or district administrators.

DRILLS

Fire, Tornado, and Other Emergency Drills

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or law enforcement quickly and in an orderly manner.

Tornado: "Severe Weather" Voice Alert

Fire and Emergency: "Fire Alarm" Voice Alert

In the event of a real evacuation, the school will only release children to their parent or guardian. The parent/guardian must present a photo I.D. before a child is released to his/her custody. This is for the child's and parents' protection.

ELECTRONIC DEVICES

Students are permitted to possess personal mobile devices; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. Students are not allowed to use phones in the hallways during breaks.

Cell phones and electronic devices are permitted for use outside the buildings before/after school, between classes, and during lunch.

GRADING GUIDELINES

Standards for Mastery

Course assignments and unit evaluations shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. Promotion shall be determined as follows: Grade-level advancement for students in 9-12 will be earned by course credits.

The following grading guidelines will apply:

1. Academic grades will reflect learning as described in the Texas Essential Knowledge and Skills and district documents, not student behavior.
2. Student mastery of subject matter is assessed in a variety of ways. It is not necessary for all grades to have as their source written paper work. Teachers will monitor and provide feedback to students for any activity which is assigned. Feedback will not always be in the form of a grade.
3. The responsibility of grading student work belongs with the teacher. While peer review (peer editing and marking) can be a valuable learning activity, students will not grade assessments or other major assignments. Peer marking of homework and/or other assignments is acceptable but the teacher must review the work before assigning the final grade.

Gradebooks

Each teacher must maintain accurate, up-to-date gradebooks. Grade records are an important record-keeping tool and should be accurately maintained. Teachers should be aware that many times grades will need to be verified; therefore, accurate record keeping is essential. All teachers will maintain the District-provided electronic gradebook.

1. Grades recorded in a gradebook are documentation of a student's progress and of mastery of the TEKS and curriculum objectives.
2. Grades recorded in a gradebook represent a confidential record for assessment of student performance. Students must not have access to the grades of other students.
3. The set of grades indicated in the gradebook shall be the complete set from which the student's average is determined.
4. All grades recorded must be identified with a notation in the column heading as to the type of assignment, (ex. daily grade, homework, test, project, major assignment, etc.)
5. The electronic gradebook must adhere to the calculations outlined in the Calculating Averages section of this regulation.
6. Only the teacher of record (or principal designee) will enter grades in the gradebook.

7. Teachers will enter grades in the gradebook within five (5) school days of the assignment due date or the administration of a test. Written compositions such as research papers are exempt from the five-day rule.
8. A record of grade reductions as a result of late assignments or academic dishonesty [see EIA(LOCAL)] must be recorded in the gradebook.

Grades

The following are the types of assignments teachers may assign for grades:

1. Major assignments/assessments including tests, examinations, projects and presentations, and compositions.
2. Daily work, which is designed to be completed during a class period.
3. Homework, which is assigned to be completed at home as an extension of the assignment or concepts covered in class.

In grades 6-12, a minimum of 3 major assignment grades must be taken each six weeks in each core academic area (ELA, Reading, Writing, Mathematics, Science, and Social Studies).

In grades 4-12, a minimum of 10 daily grades must be taken each six weeks in each core academic area (ELA, Reading, Writing, Mathematics, Science, and Social Studies).

Grades taken on homework assignments are calculated as daily grades. Of the 10 daily grades taken, no more than three may come from homework assignments.

No one grade in any category may count for more than 20% of a student's six weeks grade in any subject.

Calculating Averages

All numeric averages reported on Progress Reports and Report Cards will be determined using a percentage grading system.

Grades 9-12 Regular Classes - The following percentages and assignment types will be used:

- (a) Major grades/assessments= 50%
- (b) Daily grades/homework=50%

Grades 9-12 PAP/AP Classes - The following percentages and assignment types will be used:

- (a) Major grades/assessments= 60%
- (b) Daily grades/homework=40%

Semester and Final Course Grades

A student in grades 9-12 will earn credit for a course only if the final grade is 70 or above. For a two semester (one credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

Progress Reports to Parents

The purpose of the Progress Report is to inform students, parents/guardians, and campus administrators regarding progress in a subject, in conduct, or in both. The Progress Report reflects both satisfactory and unsatisfactory student progress.

Report Cards

Report cards are usually issued to students on the Friday following the close of each six-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal.

Campuses will report six-week averages to parents/guardians as numerical scores in all core content areas in grades 1-12 and electives in grades 6-12. The following relates the numerical scores:

- 90-100 Excellent Progress
- 80-89 Good Progress
- 70-79 Fair Progress
- Below 70 Failing

Students are assessed on conduct by each teacher. The conduct grade indicates how well the student is performing in classroom citizenship. Conduct marks may affect eligibility for participation in school activities; poor conduct interferes with a student's ability to learn in class. The following letter system is used to report a student's conduct:

- E Excellent – The student displays an excellent attitude, excellent work habits and overall conduct, is cooperative, and consistently observes school rules and regulations.
- S Satisfactory – The student displays a good attitude, good work habits and overall conduct, is cooperative, and generally observes school rules and regulations.
- N Needs Improvement – The student displays a fair attitude, needs improvement in work habits and overall conduct, is at times uncooperative, at times disrupts class, and does not observe school rules and regulations.
- U Unsatisfactory – The student displays a poor attitude and is consistently uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations.

Interim Reports

Teachers must issue interim reports at three (3) weeks of each grading period to the parents of all students with a grade average of 75 or below. Teachers may issue interim reports for other students as well. [See EIA(LOCAL)]

Other Institutional Course Work

The district shall accept grades from other schools when students enroll. Students may also earn coursework credit from other institutions or entities as allowed by law.

Transfer Grades

Students new to the District or who enroll in a school after the start of a grading period shall be treated fairly in awarding grades. Grades shall be computed using a combination of grades from the former school and grades earned for the time the student has been enrolled in the new school. Transfer letter grades will be converted to numerical grades using the following scale:

| | | |
|--------|--------|---------|
| A+=98 | A = 95 | A- = 90 |
| B+=88 | B = 85 | B- = 85 |
| C+= 78 | C = 75 | C- = 70 |
| D+=68 | D = 65 | F = 60 |

Dual Credit

A student receiving high school course credit through a dual credit program will take the corresponding STAAR EOC assessment. The requirements related to the incorporation of the EOC score into the student's final high school course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

Distance Learning Courses

Distance learning and correspondence courses include courses that encompass the required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video conferencing, and instructional television.

Any student who enrolls in any type of distance learning course for which an end-of-course (EOC) assessment is required must take the corresponding EOC assessment. The requirements related to the incorporation of the EOC score into the student's final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

TxVSN

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. Certain TxVSN courses may be subject to the "no pass, no play" rules.

Other Courses

In order to receive credit for a distance learning course other than TxVSN a student must have prior approval from the principal before enrolling in the class. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

Credit by Examination

Credit by Examination provides an alternative process for grade placement and for granting of course credit for students (see policies EHDB and EHDC). The results of the examinations will be recorded in the permanent school record or academic achievement record.

Incompletes

A student receiving an Incomplete for a grading period has five (5) school days to convert the incomplete grade to an earned grade. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work. Additional time may be granted by the campus principal for extenuating circumstances.

Conferences

Parents shall be provided any relevant information concerning their child that will enhance their understanding of the child's ability, effort, success, or progress in the school program.

Communicating with parents is one of the most important responsibilities of teachers. Teachers will use the following techniques, as applicable, in maintaining communication with parents:

1. Report cards, with comments as appropriate.
2. Written notices regarding excellent or unsatisfactory performance, attendance, conduct, appointments, supplementary services, and/or other areas of concern or interest.
3. Personal conferences.
4. Telephone communication.
5. E-Mail communication.

Teachers will communicate with parents by telephone, email, or personal conference if a student has not received a passing grade at the end of the three-week interim reporting period, at the end of the six-weeks grading period, if the student receives two zeros during a grading period, and/or when ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements or earn high school credit in accordance with EIE(LOCAL).

Teachers must document all parental contacts and attempts at parental contact on the Parental Contact Documentation Form [see EIA(EXHIBIT)].

Homework

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give the student practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.
5. To help the student prepare for classroom work.
6. To allow the student to make up work after an absence.
7. To provide a means of re-teaching essential knowledge and skills.

Homework will not be assigned as punishment.

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills.

Makeup Work

Any student missing classroom instruction shall be given the opportunity to make up the missing assigned work based upon the following guidelines:

1. Students are responsible for asking teachers for the makeup work upon returning to class.
2. The number of classes allowed for makeup work to be completed for full credit will be equal to the number of times a class was missed.
3. A student shall not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
4. Makeup work, including tests, may be of an altered version. Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work.
5. Any makeup assignment not turned in within the allotted time falls within the late work guidelines.

Failed Assignments and Tests

A student shall be permitted three days to redo an assignment or retake a test for which the student received a failing grade. If a student earns a 70 or higher on the second assignment, a grade of 70 shall be recorded in the grade book. If a student fails to earn a 70 on the second assignment or test, the higher of the two grades is recorded.

Work assigned to be redone due to academic failure by a student, including tests, may be of an altered version.

Late Work

Students are given adequate time to complete and turn in their assignments. Students who submit an assignment after the due date are subject to the following penalties:

- 1 day late 80% of earned grade
- 2 days late 70% of earned grade
- 3 days late 50% of earned grade
- 4 or more days late 0% of earned grade

A student who submits work late and receives a failing grade is not permitted to redo the assignment.

Academic Dishonesty and Integrity

Students found to have engaged in academic dishonesty shall receive a zero on the work involved and the zero shall be averaged with other grades. Students will also be subject to disciplinary penalties in accordance with the Student Code of Conduct and/or the Student Handbook.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students or other adults.

Behaviors defined as cheating are:

1. Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
2. Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
3. Use of unauthorized resources such as notes during an exam.
4. Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
5. Copying work assigned to be done independently or letting others copy one's work.

Plagiarism is defined as any misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

Any student enrolled in PAP/AP, Honors and/or Kilgore College Courses in violation of the dishonesty policy may be removed from the before mentioned courses and placed in regular academic classes. Reinstatement to PAP/AP, Honors and/or Kilgore College Courses will be determined by campus principal and teacher recommendation.

Intervention

Intervention is an integral part of the instructional program and is an ongoing process. Frequent evaluation, both formal and informal, will determine the need for intervention. Intervention will:

1. Provide frequent reinforcement and review to limit or prevent academic failure.
2. Occur at the time the need is identified.
3. Allow the student to progress systematically through content without experiencing extended, frustrating periods of non-achievement.
4. Offer a variation in instructional approach – uses other techniques, strategies, materials, opportunities for review and practice.
5. Include, but is not limited to, targeted small-group instruction and tutorials.

Re-teaching and Reassessing for Mastery

Ongoing mastery assessment will be utilized to determine which students are in need of remediation (re-teaching and/or intervention). The use of benchmark tests, teacher-made tests, performance assessment, formative assessment and teacher observations will help determine which students are not mastering instructional objectives.

Required Reteach TEKS

If 25% (50% for PAP/AP courses) or more of the students in a single preparation per teacher do not demonstrate mastery of the on a classroom test, the teacher will provide the opportunity for re-teaching and retesting. These opportunities will be provided during class time using different methods of instruction.

Students with three or more zeros on assignments over the assessed material may be excluded from the calculation of the 25% (50% for PAP/AP). Extenuating circumstances may be taken into consideration.

If less than 25% (50% for PAP/AP courses) of all the students in a single preparation per teacher do not demonstrate mastery, the teacher is not obligated to reteach and retest during class time. Tutorial time may be used for re-teaching.

Required Retest or Reassess for Mastery

The 25% (50% for PAP/AP) or more of the students who do not demonstrate mastery are re-evaluated after they are retaught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections or a formal test.

A student must score at least 70% on the re-evaluation to demonstrate mastery of the Texas Essential Knowledge and Skills (TEKS). If a student earns a 70% or higher on the re-evaluation, a grade of 70 shall be recorded in the grade book. If a student fails to earn a 70 on the re-evaluation of the TEKS, the higher of the two grades is recorded.

Suspension

The District will not impose a grade penalty for makeup work after an absence because of suspension.

No Pass, No Play

No pass, no play provisions of Education Code 33.081(c) and (d) do not apply to:

1. All College Board Advanced Placement (AP) courses.
2. High school/college concurrent enrollment classes (that are included in Part One of the "Community College General Academic Course Guide Manual") in the subject areas of English Language Arts, Mathematics, Science, Social Studies, Economics or language other than English.

CLASS RANK / HIGHEST RANKING STUDENT

[See **CLASS RANK / HIGHEST RANKING STUDENT (Secondary Grade Levels Only)**]

[For further information, see policy EIC.]

HOME SCHOOL CREDIT

Students who have been home-schooled and wish to enroll at Henderson High School must present documentation of content completed through a legitimate home-school curriculum. Credit will only be awarded based on grades given by an accredited home-school agency, by the evaluation of curriculum work presented, and/or by credit-by-exam.

LUNCH

HHS is a closed campus. There are three lunch periods scheduled between the hours of 11:35 a.m. – 1:05 p.m. Students will be assigned a lunch period depending on their class schedule during fifth period. No student may charge on another student's number. This is an act of theft. During lunch students may only be in the following areas: cafeteria, patio area (not in front of the gym or behind the cafeteria) and library, if they receive permission from the teacher on duty. Students will not enter other buildings of the campus during their lunch period. The only restrooms to be used will be those in the academic building next to the breezeway of the cafeteria. In case of inclement weather, they will remain in the cafeteria. Students are responsible for keeping a clean campus at all times.

NONTRADITIONAL ACADEMIC PROGRAMS

PRIDE Academy is a non-disciplinary, academic alternative school providing a self-paced base curriculum for students enrolled in the Henderson Independent School District / Henderson High School primarily through computer-generated lessons. The academy is an accelerated learning environment for non-traditional students. PRIDE Academy teachers facilitate the coursework and provide direct instruction and tutoring to enhance the computer-based instructional platform.

Admission to PRIDE Academy is through application and by committee selection only. Students will be assigned to the PRIDE Academy program in accordance to program guidelines.

OFFICE ASSISTANTS

Office assistants are chosen from applicants of students. They occupy a position of trust and honor. Interested persons may apply at the office. Graduation credit is not earned for being an office assistant.

SCHEDULE CHANGES

Each year during registration, students are encouraged to seek and secure all available assistance in planning class schedules for the following year. Determining and registering for the proper courses is necessary to satisfy graduation requirements as well as the personal interests and needs of students. Due to class sizes and maximum allowable teacher-student ratios, schedule changes at the beginning of the year will be limited.

Any changes in class schedules should be made within the first two weeks of school. Changes will not be made without substantial reason. Students may not drop a class simply due to poor grades.

Procedures for Addressing Parent Requests for Teacher Change

Beginning after the first progress report of each semester, the following steps must be followed prior to granting a teacher change:

- Parent must have a face-to-face conference with the teacher.

- Parent must inform grade -level principal of potential problems.
- Student must utilize all methods available for improving grades, work habits, and teacher-student relationship. (i.e. morning tutoring, conferencing with teacher, NHS afternoon tutoring, etc.)
- Parent must meet with teacher and the grade-level principal.
- Time for improvement must be allowed. Changes will only be made at the end of a grading period (six weeks).
- A change will only be made if all efforts at improvements have been thoroughly exhausted and the principal believes the change to be in the best interest of the student.

SEMESTER EXAMS

Absences

Absences are figured by each class.

Discipline

A student must not have a cheating violation, In-School-Suspension referrals, Out- of- School Suspension, or DAEP placement in order to be eligible for exemption.

Guidelines for Both Semesters

A student will be exempt from the semester exam if the following requirement is fulfilled:

1. A student must have an average of 70 or better for each three six weeks and have no more than 3 days of unexcused absences per class each semester.
2. The student does not have a cheating, In-School-Suspension, Out-of-School Suspension, or DAEP disciplinary referral at any time during the semester.
3. The student has returned all textbooks and/or received clearance from the textbook clerk (Spring Semester).

Attendance

No student may be exempted unless they are on the official attendance list. Extra-curricular absences will not be considered absences. Students must remain in class for the entire testing period. They cannot come late nor leave early.

All teachers will have the option to require any student whose attendance in their class is different than the official attendance to take their test.

The student must be enrolled at the beginning and throughout the semester in order to qualify for semester test exemptions.

Grading

The semester grade will be determined by averaging the three six week grades. The semester test grade will be entered once and each six week grade will be entered twice.

Students that are exempted will receive a grade that is the average of their three six week grades.

Any student may opt to take a semester test. He/she may take the better result of the exempted score or the test score.

Make-Up

A student must have a legitimate excuse to miss a semester exam. He/she is not allowed to make up the final exam unless it is pre-approved by the campus principal.

Make-up dates for semester tests will be announced at the end of each semester. Tests must be taken during these dates in order to earn credit. Failure to take the exam at the scheduled time or on the proper make-up date will result in an "I" for the exam and an "I" for the course. A student receiving an Incomplete for a grading period has five (5) school days to convert the incomplete grade to an earned grade.

SKATEBOARDS

No skateboards or any other type of skates are allowed on campus.

STUDENT IDs

Students must have their school issued ID in their possession at all times when on school property during regular school hours. Students are not to alter or decorate their student ID. Replacement cost for a new card is \$5.00. Cards will be returned to the office upon assignment to alternative school, or upon withdrawal from school.

SUMMER SCHOOL

Summer School will be required for any student who failed End-of-Course exams.

Summer School can also be for credit recovery. It is offered for students who failed a class and need to regain the credit. Graduation units earned in summer school shall not be used to achieve early graduation. Tuition will be charged for enrollment.

TARDINESS

Class meeting times are clearly marked on student schedules. A student is counted tardy when he/she is not in the classroom when the bell rings. Students late to class must report to a tardy station for a permit to class. If a student misses half of a class period (20 minutes), it is considered an absence. Tardies shall not affect academic grade reporting.

1. The first unexcused tardy for each semester will result in a warning.
2. The 2nd and subsequent unexcused tardies will result in disciplinary action.

Note: Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the HISD Code of Conduct.

TELEPHONE USE

Students will not be called to the telephone during class time. Office phones are not for personal calls. Telephone messages will not be delivered with the exception of emergencies. Students are not allowed to leave class to make a phone call. The only phone designated for student use is in the attendance office.

TOBACCO USE

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco on school premises or at school-related functions. Any product being used that simulates tobacco will be treated as a tobacco product. School personnel shall enforce the policy against tobacco use on school property.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. Students with valid driver's licenses and proof of insurance may apply for a parking permit. Parking spaces will be assigned based upon earliest application date until all parking spaces are assigned. Students not receiving a parking space because no spaces are available will be placed on a waiting list. The waiting list will be arranged by the application date. Any vacant parking spaces that become available will be filled from the waiting list.

The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so. This will be done in the presence of law enforcement and the student. Students assigned to the Alternative campus must give up their I. D. card and their parking permit. Upon returning to this campus, they will receive their I.D. card, and they will go to the bottom of the list for receiving a parking permit. Unauthorized vehicles parked on campus will be towed at the owner's expense.

Traffic Regulations

Traffic regulations are for the protection of all persons around or near a public school building. All responsible school citizens must realize the possible disaster that can occur wherever automobiles are driven. Students shall abide by the following traffic rules:

- A. The speed limit on the campus is 10 miles per hour. The speed limit to all streets leading into the campus is 20 miles per hour.
- B. Entering and leaving the parking lot requires constant alertness on the part of all drivers.

- C. Students will not sit in cars at any time before school, during class periods, or during lunch period. Students must have a permit approved by the office to be in the parking lot during school hours.
- D. Students will not exhibit any signs, emblems, flags, etc. that are deemed offensive, suggestive, or vulgar.

The following actions will constitute a parking violation:

1. Taking up two parking spaces.
2. Parking in the handicapped area.
3. Parking over the yellow lines.
4. Parking in a no parking zone.
5. Parking with the front of the vehicle facing away from the parking area.
6. Failure to display a valid parking sticker on the passenger side windshield.
7. Excessively loud music.

Consequences:

- A first offense will result in a warning only under normal circumstances. A second offense will result in a parking fine of \$5.00. Any subsequent offenses may result in removal of parking privileges.
- Speeding, on any offense considered hazardous, will be assessed a fine on the first occurrence and may result in removal of parking privileges.

VISITORS

Visitors to the Campus

Visitors are required to check in and check out at the front office and have a driver's license scanned in order to secure a visitor's permit. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. Unauthorized personnel shall not be allowed on public school land at any time. All staff members and students shall report to the principal anyone on campus who cannot be identified. Violators shall be reported to the police and a complaint filed and signed on behalf of the Henderson ISD.

The only visitors students may have during lunch are student's parents, grandparents, siblings, or their Youth Minister (must be an employee at a local recognized church).

Visiting Other Schools

Students of any campus are not to visit the buildings or grounds of another campus during the school day except upon permission of the principals of both campuses. High School students are not allowed to visit any other HISD campus during school. Students absent from their own

school may not visit another school. The only exception would be if they are with their parents, on a school sponsored trip, or they are an employee of that campus.

WITHDRAWAL FROM SCHOOL

To withdraw from school, the student will need to follow the steps outlined below:

1. Parent or guardian must sign withdrawal papers in the attendance office.
2. All textbooks, library fines, cafeteria charges must be cleared before school records can be released.