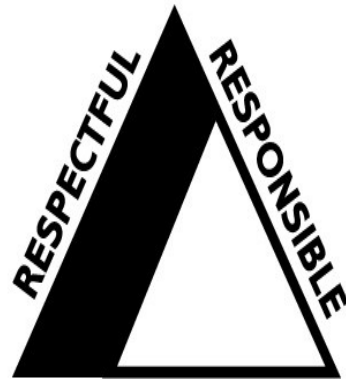




Hays Consolidated Independent School District

Impact Center



ACCOUNTABLE

Hays CISD

**...where every student
can succeed**

**Student – Parent Handbook
2019-2020**

Updated: August 21, 2019

IMPACT CENTER

.... where every student can succeed

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The Hays CISD Board of Trustees functions under their laws of the state of Texas in establishing district policy. Board meetings are open to the public except for designated executive sessions held in accordance with Texas open meeting laws. Regular monthly meetings are held in the Career & Technology building of the Hays High School at 5:30 p.m., on the third Monday of each month. Anyone who wishes to address the Board is required to submit a request in writing to the superintendent of schools one week prior to the regular board meeting.

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IMPACT MIDDLE SCHOOL STAFF

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SANDY MERTEN, Instructional Assistant ROGER ACORD, Instructional Assistant

IMPACT HIGH SCHOOL STAFF

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ROGER CAREY, Instructional Assistant

SLC @ BEACON HILL STAFF

LEE FLEMING, Teacher Therapeutic Class
STEVE WILLIAMS, Instructional Assistant MARYUM BARRERA, Instructional Assistant

COMMUNITIES IN SCHOOLS (CIS)

STEPHANIE HOOTON, Program Manager

MISSION STATEMENT

The Hays CISD Impact Center provides an emotionally and physically safe, structured environment focused on increasing student academic success and self-esteem. Opportunities for students are provided in skills that support future success in the school and the community. Consequently, the student becomes a school community member who is

- ❖ Respectful
- ❖ Responsible and
- ❖ Accountable

Motto: "Impact Center, where every student can succeed"

Logo: Respectful, Responsible, and Accountable

Impact Tradition: When a visitor or new student enters a classroom, students stand up, shake their hand, look them in the eye, and introduce themselves in a friendly manner.

Impact Center Discipline Philosophy

Impact Center affords the student an opportunity to evaluate their behavior and accept responsibility for personal behavioral choices. Daily feedback through the use of a point system provides each student's information about their behavior. Infractions of school rules are documented and communicated through the point system to each student. The intent of the Impact Center is to provide each student with the necessary feedback and strategies to re-evaluate and change behaviors and consequently demonstrate behaviors that create growth in self-esteem, problem solving, and goal setting.

Use of the Focus Program is designed to provide redirection and an opportunity to evaluate behavior. Focus is not intended as a punishment; however, a student cannot refuse to go to Focus.

School Rules

The following rules are the basic rules for success at the Impact Center and in life. If you choose to be successful at Impact, you will adhere to the rules.

- 1. SUBSTANCE FREE**
- 2. COME PREPARED TO BE SUCCESSFUL ACADEMICALLY**
- 3. BE RESPECTFUL OF OTHERS PERSONAL SPACE AND COMFORT ZONES**
- 4. BE RESPONSIBLE FOR ALL YOUR ACTIONS**
- 5. HAVE RESPECT FOR YOURSELF AND OTHERS**

Violations of these rules could result in, drop of level, parental supervision on campus of the student, suspension from the program, law enforcement intervention, and expulsion from the program and/or a disciplinary assignment as determined by the Discipline Committee.

ATTENDANCE EXPECTATIONS

The Impact Center expects **EXCELLENT attendance from all students**. The school must be notified whenever the student is absent. ***It is the parent's responsibility to contact the school at 268-8473 ext. 46140 before 9:30 a.m. on the day the student is absent.*** There is an answering machine at this number in order to give you the opportunity to call the night before the student is to be absent. As per district student/parent handbook page 18, **all absences will be recorded as unexcused until the student brings a note**. Students have 3 school days after they return to bring the note to the office. After that period of time, the absence will remain unexcused. ***The student must bring a note upon their return. Unexcused absences will result in a forfeit of 2 iguana credit days.***

Impact Attendance time is 10:20 a.m. If students arrive after this time they will not be counted present.

If your student has a medical or court appointment, please call the school in advance and return the student to school as soon as possible after the appointment is completed. Parents will be contacted if student is not in attendance. Parents may also be contacted to verify any note for missed school days.

ACADEMIC SCHEDULE

Middle School Impact Center School Schedule 2019-2020	
8:05 – 8:40	Buses arrive, students check in, eat breakfast, morning procedure
8:40 – 9:10	PBIS/Why Try
9:10 – 10:06	First Period
10:06 – 11:02	Second Period (Attendance)
11:02 – 11:12	Bathroom Break
11:12 – 12:08	Third Period
12:08 – 12:43	Lunch – Fourth Period
12:43-1:38	Fifth Period
1:38- 1:48	Bathroom Break
1:48 –2:44	Sixth Period
2:44 – 3:35	Seventh Period

High School Impact Center School Schedule 2019-2020	
8:05 – 8:40	Buses arrive, students check in, eat breakfast, morning procedure
8:40- 9:10	PBIS/Why Try
9:10 – 10:00	First Period (Bathroom Break)
10:00 – 10:50	Second Period (Attendance)
10:50 – 11:40	Third Period
11:40 -12:30	Fourth Period
12:30 – 1:10	Lunch
1:10 – 2:00	Fifth Period (Bathroom Break)
2:00 – 2:50	Sixth Period
2:50 - 3:35	Seventh Period

- All students are registered in 4 academic classes, Elective period(s), Enrichment period(s), guidance group, and/or study hall.
- Students are required to complete homework. Parents are asked to review the homework being done each day.

Dress Code, Grooming, & Uniform

On February 24, 1997, the Board of Trustees for the Hays CISD approved a recommendation by the Impact Center Campus Leadership Team, that any student attending the Impact Center is required to wear uniform.

Generally, a strong relationship exists between a student's appearance and their conduct. Good grooming and appropriate dress have a positive effect on the student's behavior as well as reflecting on the student's family, school, and community.

High School boys must have facial hair neatly trimmed and a natural color. NO designs may be cut into the facial hair or haircut.

Fingernails must be kept at a working/professional length. No one fingernail can be longer than the others. Eyebrows cannot have any designs or hair removed. If it does the student will have to fill in the gap by make-up pencil or marker prior to participating in the program. Eyebrows may not have any notches in them.

Student's hair must be:

- 1. Neat and clean**
- 2. Hair color is to be a NATURAL human color(s).**
- 3. No designs may be cut into the hair.**
- 4. No distracting hair styles at programs discretion.**

Other expectations:

- 1. Under garments (shirt, bra, etc.) may only be neutral colors. If any other color can be seen, the student will remain in STEP until a remedy has been made.**
- 2. Only clear nail polish is permitted. Nails must be no longer than ½ inch.**
- 3. Minimal makeup can be worn that is not distracting. Skin tone makeup only. Makeup can be worn but not brought to school.**

Visible tattoos must be covered. Students will be required to cover hickies, and may lose up to 10 points for a dress code violation.

Upon recommendations from the Superintendent, the Principal has the authority to add to the dress code prohibition, such as identifying marks, hairstyles, clothing, or any association gang activities, etc. The grooming and dress code apply to all students attending the Impact Center. ***Good personal hygiene is expected.***

THE IMPACT CENTER UNIFORM

PANTS:

1. **KHAKI PANTS MUST BE WORN AT ALL TIMES.**
2. **NO CARGO PANTS. (Ex. Pockets on outside of pants, cell phone pockets.)**
3. **JOGGER-style PANTS must have belt loops.**
4. **PANTS should have no more than 2 pockets in front and back.**
5. **PANTS MUST FIT AT THE NATURAL WAISTLINE. No Sagging or Bagging. If a student is continually asked to pull up their pants, parents will be required to purchase pants that fit their student.**
6. **NO OVERSIZED PANTS & WIDE LEGS.**
7. **PANTS LENGTH CANNOT DRAG ON FLOOR OR GROUND. PANTS MAY NOT HAVE HOLES, BE FRAYED ON THE BOTTOM, TORN OR CUTUP AT SEAM.**
8. **A BELT MUST BE WORN WITH PANTS AT ALL TIMES. (BROWN, BLACK, OR WHITE)**
9. **PANTS MUST NOT FIT TOO TIGHT OR TOO LOOSE.**
10. **NO SHORTS OR WARMUPS UNDERNEATH PANTS**

SHIRTS:

1. **SOLID WHITE, COLLARED SHIRT. (NO LOGOS, NO COLOR ALLOWED)**
2. **BLACK SWEATSHIRT IS OPTIONAL (No hoods, pockets, or zippers).**
3. **SHIRTS MUST BE TUCKED IN AT ALL TIMES. THE BELT LINE MUST BE VISIBLE. If a student is wearing a sweatshirt with their shirt untucked they will lose the privilege of wearing their sweatshirt for a length of time determined by administrator.**
4. **A WHITE, GREY or BLACK SOLID UNDERSHIRT or LONG SLEEVE SHIRT MAY BE WORN UNDERNEATH.**

SHOES:

*****WE WILL ASSIST STUDENTS IN MODIFYING THEIR SHOES. STUDENTS MAY LOSE UP TO 10 POINTS FOR DRESS CODE FOR REPEATED OCCURRENCE. PARENTS MUST ENSURE THEY ARE SENDING THEIR STUDENTS IN SHOES THAT CONFORM TO THE IMPACT DRESS CODE.**

1. **SHOES MUST BE WORN AT ALL TIMES.**
2. **NO SANDALS OR HOUSE SLIPPERS.**
3. **METAL OR HARD TAPS ON SHOES WILL NOT BE PERMITTED. (NO STEEL TOED SHOES or BOOTS).**
4. **NO COLORED SHOE LACES. – ONLY WHITE, BROWN, GRAY AND BLACK (SHOE LACES MUST MATCH SHOES).**
5. **SHOES CAN BE A SOLID WHITE, BLACK, BROWN, GRAY, OR COMBINATION OF THOSE COLORS.**
6. **SHOE STRINGS MUST BE TIED TIGHTLY.**

SOCKS:

1. **SOCKS MUST BE SOLID WHITE, BROWN, GRAY OR BLACK. (NO COLORS ALLOWED)**

BUS TRANSPORTATION

Bus safety is our first concern; therefore, a student who is being transported in a school vehicle is required to comply with the student code of conduct.

Hays CISD have video cameras on buses. Impact transportation is a privilege not a given.

- 1) A monitor rides with each bus.
- 2) A student disrupting the safe transporting of self and/or others is subject to the loss of bus privileges after 1 major behavioral referral to administrator.
- 3) A student presenting a danger to self or others will lose bus privileges.
- 4) An ARD will be called for Special Education students with chronic/severe behavior problems on the bus.
- 5) Students must be at their bus stop 10 minutes prior and wait 10 minutes after their assigned bus time. If the student consistently has issues with being at the stop or tardiness to the stop it will result in a discipline intervention.
- 6) Students will be picked up and returned to their designated pick up site only.
- 7) Please contact Impact by 1:30 if you are picking up your student or send a note. If we have not heard from parent by 1:30 the student will be placed on the bus.
- 8) Students can be transported to and from Impact Center by bus or parents only. ***Designee must come in and sign student in at the office. This also applies to our 18-year-old students.***
- 9) NO TALKING ON THE IMPACT BUSES/FACE FORWARD IN YOUR SEAT.
- 10) NO EATING, NO DRINKS, NO CHEWING GUM.
- 11) SHIRTS ARE TO REMAIN TUCKED IN UNTIL YOU EXIT THE BUS. (Points will be taken for out of dress code.)
- 12) NO IMPACT STUDENT CAN DRIVE THEIR PERSONAL VEHICLE TO THIS CAMPUS.

Parent(s)/Guardians are asked to must contact Transportation at **(512) 268-2141, Ext. 46046** if student is not going to ride the bus. **Missing the bus and therefore missing school is considered an unexcused absence and student will forfeit 2 iguana credit days. Any questions regarding transportation need to be directed to the transportation office.**

DURATION OF ASSIGNMENT OF IMPACT CENTER

1. The sending school will determine the length of time a student will spend at the Impact Center.
2. A **Credit day** is earned by the quality of the student's performance at the Impact Center and is based on the following standards:
 - A. ***Regular attendance (come to school).***
 - B. ***Success in academics classes (pass your classes). Student are expected to have passed grades in each reporting period.***
 - C. ***Acceptable behavior (follow the rules) as per the student handbook (earning a minimum score of 94 each day on student's daily behavior points).***

If a student has attended Impact 3 times or more, they are required to maintain 99 points. If they fall below the 99 points 5 consecutive days they can be recommended for suspension or a disciplinary intervention.

THE “POINT” SYSTEM AT IMPACT

1. The student will have the opportunity to earn **110**.
2. The student will work to earn his/her points. They can earn additional points based on performance standards for the day.
3. The point system is in effect from the time the student boards the bus coming to Impact, until he or she exits school bus on his or her return home.
4. **Bonus Points**
 - Bonus points will range from 1 to 3 points; these points are for behaviors/performances that are **clearly** outstanding. (These can be given during any or all periods during the school day). They may not be given for normally expected behavior.
5. Students will earn their day by successfully earning 94 points. There are **5 EXPECTED BEHAVIORS** that a student can earn points in the class. They are:
 - a. **Following Directions**
 - Turn taking
 - Raising Hands to speak in class and obtain permission to speak.
 - b. **Acceptable Interactions**
 - Use of school appropriate language (No profanity)
 - Speak respectful to others. (Not talking back, arguing, or negative comments – such as: Talking about the subjects of gangs, sex, drugs and/or alcohol, talking of fighting or negative violent topics. Including put downs or insults to others.)
 - Respecting others personal space. School appropriate behavior (No horseplay)
 - c. **Materials**
 - Have materials for class
 - In possession of Homework Folder
 - Homework must be completed
 - d. **Remaining in their Area**
 - Staff will know your whereabouts at all times.
 - Refrain from looking into other classrooms or banging on walls
 - e. **On Task**
 - Writing only what is expected in class (No notes, drawing, or doodling)
 - Paying attention to instruction.
 - Conversation about classroom or instruction (No personal conversations.)

How the Point System Works

Students will attend 7 class periods. They have the opportunity to earn 10 points per class period. The 10 points consist of the 5 expected behaviors, which are worth 2 points each (****If the behavior is not corrected, the student might not earn up to 10 points****). This gives the students the opportunity to earn a total of 70 points for the 7 periods. There are 4 other areas to be earned to complete the expected 110 points.

The other 40 points are earned by:

- a. **Dress Code**
 - Girls (examples, but not limited to)
 - uniform is acceptable
 - Make-up as specified on page 6
 - Boys (examples, but not limited to)
 - Pants fit as specified on page 6

b. **Breakfast/Lunch**

- This will follow the expected behaviors. You will earn 5 for each meal.
- No sharing food
- Disposing of food neatly
- Acceptable conversations

c. **Transitions**

- Changing classes
- 1st – Verbal prompt
- 2nd – Loss of 5 points
- 3rd - May result in focus.

*The expectation is that students will walk quietly and have no verbal or non-verbal communication.

d. **Focus**

- 5 points may not be earned for each focus.
- The third focus will result in meeting with counselor or administrator to create a behavior expectation goal/mediation for the rest of the day.
- The fourth focus may result in STEP assignment or suspension.
- Self-initiated focus – no point loss – at teacher discretion during a break in instruction.

LEVEL SYSTEM

1. There is a 2-tier level system.
2. **LEVEL 1:** is called the **STEP** program. It is individualized to small group academically based. Also including
 - 3 occurrences of checking in with student's emotional state and daily lesson on Why Try.
 - a. Staff will assign students' seat. Students are expected to remain in their seat facing forward, raising their hand if they need to get staff's attention or move around the room.
 - b. When in **STEP**, students are expected to complete their academic work. During school hours, when students are not in **STEP**, if it is a non-excusable reason, they will receive zeros for that time period. Also, if they are sleeping or not working on assignments.
 - c. Bathroom breaks are given at 10:50 and 1:15. At this time, students are also allowed a water break. Students are taken 1 at a time.
 - d. Students are expected to earn their points as they would in regular **LEVEL 2** program.
 - e. Students may also earn their Iguana Credits, if they are earning 95% of their points for the week.
3. Students assigned to **STEP** are assigned in lieu of suspension. If students have been here 2 times or more, the Impact Team will decide if the student will start in **STEP**.
4. Students are generally assigned up to three-hundred seventy-six to three-hundred ninety-six (376-396) points to earn while in **STEP**. If a student has not successfully earned their points by the 5th day, they will be suspended and parent meeting will be required.
5. **LEVEL 2:** is our regular program. The academics are done in a direct teach manner. The students change classes.

GENERAL GUIDELINES

1. Students may only wear prescription glasses/contacts.
2. When withdrawing, all books and academic work must be turned in.
3. Baseball hats cannot be worn to Impact. Knit caps may be worn when the temperature is 40 degrees or colder weather while waiting for busses.
4. Any hair ornaments must be neutral colors such as brown, black, and white.
5. Jackets or sweaters worn to school must be taken off and turned into staff when entering school building. They will be searched daily.
6. Gang representation (Example: Clothing, colors, bandannas, caps, etc.), is not permitted.
7. Other items identified with gangs are left to the discretion of the principal.
8. **Clear retainers must be used on all visible body piercings.**
9. The ONLY jewelry allowed is a WATCH. No Smart Watches. The face must be brown, black, or white ONLY.
10. Jewelry will be picked up, and sealed in an envelope and returned to the student at the end of the day. Second offense, parent must collect jewelry.
11. No wallets or purses. Students should bring enough money for lunch, but no more than \$5.00. Money is collected at the beginning of the day.
12. Drinks may only be brought to school unopened in a bottle, can, or fruit packet. No highly caffeinated drinks (i.e., Rock Star, Full Throttle, Red Bull, Buzz, or Espresso). Lunches should be brought in a plastic or brown paper bag or an insulated lunch bag. All lunches will be searched.
13. No gum or candy.
14. Handwriting accepted in standard form only.

****Iguana Credit Program****

Students who come to Impact and demonstrate **behavioral** and **academic success** are able to earn days to return to the home campus early.

When the student earns 5 credit days, the first week they will earn 1 iguana credit day off their assignment and second consecutive week of earning 95% of student's total points or better will earn students 2 days off their assigned time; the third consecutive they can earn 3 days their assigned time. The 4th week students will begin earning 1 day and so on. Below is an example of how positive behavior could affect a student's assigned days to the Impact Center.

Days Assigned	Approximate Number of Days that Could be Earned Off Assignment	Days Served	Actually
45	15		30
30	6-7		23-24

If a student earns – (based on 110 points scale.)

Range of Total Points	Average of Points Earned Daily	Average Percent Earned Daily	Iguana Credits Earned
518+	104+	95% - 100%	1-3

LEVEL 1/SUSPENDABLE BEHAVIOR

1. Vandalizing school property is defined under criminal Mischief
Example: A.) Writing on desks, books, walls, book covers, folders, etc.
B.) Trashing out the restroom, lunch area, and classrooms.
C.) Destruction of school property.

Name 3
things you
can be
suspended
for.

2. Profanity toward others.
3. Scoring less than 55 behavioral points in any one day.
4. Use or possession of tobacco/lighter.
5. Act of verbal aggression towards staff members and/or students.
6. Any Gang Affiliated Activity/including any gestures or signals
7. Unsuccessful completion of STEP assignment.
8. Insubordination (Going to Focus more than 2 times in a day)
9. Violation of district technology policy.
10. A student may be suspended if they have not achieved 5 consecutively successful credit days.

Possible consequence: Report to law enforcement restitution, suspension, and parental supervision on campus. **After a first suspension, the parents will be asked to meet with an administrator to create a plan of success.**

EXPELLABLE BEHAVIOR

Expulsion - Long term removal from the districts educational program.

Name 3
things
you can
be
expelled
for.

1. Deliberate violent behavior that poses a direct threat to the health or safety of others.
2. Extortion to gain money or other property by force or threat
3. Coercion, meaning to threaten to commit an offense; inflict bodily harm; accuse a person of any offense; expose a person to hatred, contempt, or ridicule; or to harm the credit of any person.
4. Public lewdness as defined in Texas Penal Code 21.07.
5. Indecent exposure as defined in Texas Penal Code 21.08.
6. Criminal mischief as defined in Texas Penal Code 28.03.
7. Personal hazing as defined in Texas Education Code 37.152.
8. Harassment of a student or district employee as defined in Texas Penal Code 42.07.

Behavioral consequences for Impact Center are as follows:

- ❖ Warning/Redirection
- ❖ Student/Teacher conference.
- ❖ Student/Administrator conference.
- ❖ Student/Parent conference.
- ❖ Cooling off with Focus Problem Solving Interview.
- ❖ Parental supervision on campus
- ❖ Restitution
- ❖ Other disciplinary assignments
- ❖ Suspension/STEP

****If a student continues to have discipline issues while at Impact Center the administration may have a discipline hearing and extend the time assigned to the Impact Center.

CARE OF SCHOOL PROPERTY

Housekeeping at the Impact Center is the responsibility of all of the Impact community (students and staff) to assist in keeping the school clean by proper disposal of waste paper, wrappings and other debris at all times. Through cooperation from all of the Impact community, our building will be kept free from damage and defacement.

CLASS WORK STANDARDS

All students should submit work in pencil, unless otherwise noted by the teacher. Student's handwriting is acceptable only in standard form. All written work will indicate student name, date, and subject. Handwriting or printing on all assignments submitted for credit should be legible and easy to read. Assignments that do not meet acceptable standards should be returned for rewriting. Teachers will help students correct spelling, grammar, and punctuation to acceptable standards. **Nine-week tests and semester exams will be administered for each course.** Late Work and/or Make-Up Work – Will follow the E5 District Grading policy.

CLOSED CAMPUS

By order of the Hays CISD Board of Education, we operate on a closed campus system. **Students may only leave campus with a parent / guardian or their designee.** Students must be signed in/out through the office, before leaving campus. If student is not signed in he/she will be placed in STEP for the remainder of the day unless parent is contacted. The secretary will call for a student to come down to the office to be dismissed. (Emergency contact on AGR card).

VISITORS

Parents are welcome to visit the Impact Center. **All visitors must have a Texas Drivers License or official state identification to be used in the district Raptor system. You must report to the office for an official pass.** Please use the designated VISITOR ENTRANCE on the side of the building. Visits in classrooms may be denied if the duration or frequency interferes with the delivery of instruction or disrupts the regular school environment.

COUNSELING PROGRAM

The counseling program is delivered through daily guidance group for middle school students. High school students will be seen on an individual basis as needed. Students and their parents are encouraged to talk with the counselor about course offerings, graduation requirements, and career plans. The counselor is also available to assist students with a wide range of personal concerns including social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources.

CURRICULUM

Impact follows the district curriculum which is TEKS Resource. Certified teachers will provide instruction and modifications as needed in English/Reading, Math, Social Studies, and Science.

ELECTIVES

High school students and middle school students taking high school elective courses, who are sent to Impact during the year will be given the opportunity to complete elective courses that they have been enrolled in at their home campuses. The Impact Center will give the student their work and return their work to their home campuses for grading. **It is the responsibility of the student** to complete the work and return it to the Impact Center for grading.

ELECTRONIC DEVICES

THE USE AND POSSESSION OF ANY ELECTRONIC DEVICES IS STRICTLY PROHIBITED.

Phones, MP3/Ipods, Radios, CD's players, paging devices, and tape recorders are prohibited at the Impact Center. Remember - The possession of **anything** at school that you have not received permission to bring will be confiscated. The item will be returned after the first incident. Subsequent offenses will incur a charge of ten dollars (\$10), and parents will have to pick up item from school. Excessive infractions may result in further disciplinary actions at the discretion of school administration.

FOOD SERVICE

Hays CISD Impact Center serves meals each day. Students that meet reduced or full paid meals need to bring lunch money a day before meal is served. You may pay in advance for a week or two weeks, if paying by check, please make checks payable to: **Hays CISD Food Service**. Any student enrolling in Impact Center from another district must make a new application. **REGULAR PAY: Breakfast = \$1.35, Lunch = \$2.90, REDUCE PAY: Breakfast = \$.30, Lunch = \$.40.** Please bring correct change. **We are not able to provide change. Call food Services if there is any question/concern about your child's meal service or (512)268-1336.** Free and reduced meals application link: <https://www.schoolcafe.com/#/initial>

IMPACT CENTER AND DISTRICT POLICIES

- **Students are to stay off any campus in the Hays CISD. Students are not allowed to attend any extra-curricular activities (in or out of town), including athletic contests, school dances, band and choir concerts and any other school-sponsored events. (S.B.1.Chapter 37)**
- **If they are found trespassing they may be ticketed. Also, the student will be suspended for 1 day and forfeiture of 5 Iguana credit days.**
- **Students will obey school and district rules and policies.**
- **Students will comply with faculty and staff requests.**

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the campus. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Grading Standards – Secondary

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one minor grade per week and a minimum of three major grades per grading period for each content area.
2. Minor grades will count for 40% and major grades will count for 60% of the overall grade for a nine-weeks grading period. All semester exam grades will count as 1/7 of the semester grade.
3. Teacher discretion may be used to determine what assignments constitute a minor or major grade, except for district-required Curriculum Based Assessments which are to be recorded as a major grade and eligible for reassessment.
4. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do assignments or take re-tests. The re-teaching, re-submitting, and re-testing within the five school days is scheduled at the discretion of the teacher.
5. Corrections made to an assessment do not constitute a reassessment. Students must participate in re-teaching prior to any assessment.
6. Students may re-submit assignments and re-test only one time per assignment. The following assignments are not eligible for resubmission: major projects and midterm, final, and benchmark assessments. Grades on benchmark assessments will be derived from material that has only been previously taught.
7. Students have two school days from the time a missing grade is posted in the grade book to make up the missing work.
8. Students may receive a maximum grade of 70 on all missing or re-submitted assignments and tests. When a re-test or re-assessment occurs, grades should be assigned in the following manner:
 - If a student scores a grade of 70-100; a grade of 70 should be entered in the gradebook

- If a student scores a grade of 0-69; the higher of the two scores (original grade or re-test) should be recorded in the gradebook.

Re-teaching and reassessment for mastery – Secondary

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may not use the same assessment to determine mastery.

Late and Make-up Assignments – Secondary

Students are expected to complete all assignments. If a student fails to complete assignments or if late assignments become a concern for that student, teachers will notify the parent or guardian and the campus designee.

1. Students will be expected to make up assignments and tests after an absence. A student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner and within the time specified by the teacher.
2. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
3. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
4. Students may be required to attend a teacher or campus program to complete any missing and/or unsatisfactory assignments turned in after the due date for a maximum grade of 70. Non-compliance may result in disciplinary action.
5. Any assignments not completed and submitted may be given the grade of a zero.

ACADEMIC DISHONESTY

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. 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.

VIDEO SECURITY

The Impact classrooms are equipped with a security camera. The videos will be used to deter unwanted behaviors. They will not be viewed by anyone but the administrators to assist in discipline interventions.

REPORT CARDS AND PROGRESS REPORTS

Students will receive their report cards and progress reports on the same schedule as their home campus. If there are any concerns about your child's report card or progress report, please contact the Impact Counselor Elizabeth Comaduran (512) 268-8473 ext. 46141.

PROGRESS AND REPORT CARD CALENDAR

3 Week Period Ends	Report to Student
1 st – 3 rd Weeks, September 06, 2019 (Progress Report)	September 13, 2019
2 nd - 3 rd Weeks, September 27, 2019 (Progress Report)	October 03, 2019
End of 1 st Nine Weeks October 11, 2019 (REPORT CARD)	October 17, 2019
4 th - 3 rd Weeks, November 01 2019 (Progress Report)	November 07, 2019
5 th - 3 rd Weeks, November 22, 2019 (Progress Report)	December 05, 2019
End of 2 nd Nine Weeks December 20, 2019 (REPORT CARD)	January 09, 2020
7 th - 3 rd Weeks, January 27, 2020 (Progress Report)	January 30, 2020
8 th –3 rd Weeks, February 14, 2020 (Progress Report)	February 20, 2020
End of 3 rd Nine Weeks, March 06, 2020 (REPORT CARD)	March 12, 2020
10 th - 3 rd Weeks, April 03, 2020 (Progress Report)	April 09, 2020
11 th - 3 rd Weeks, April 24, 2020 (Progress Report)	April 30, 2020
End of 4 th Nine Weeks, May 22, 2020 (REPORT CARD)	June 01, 2020

SEARCH AND SEIZURE

The administration has a right to search students' property in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school. Officials will require students to reveal the contents of their pockets or to reveal items carried elsewhere on the person daily if it is believed that the student has in his/her possession items that are prohibited by law, board policy, or Impact handbook.

TEXTBOOKS

We have classroom sets of books; therefore, students should not write their name on the inside cover of textbooks. There will be absolutely no writing in or on any textbook. If a student damages a book, fines and disciplinary actions will occur.

ATTENDANCE

Poor Attendance has proven to be a definite cause for failure in school. It is the responsibility of the parent and school personnel to encourage regular and punctual attendance of the student. When a student is absent, it is the parents/guardian's responsibility to contact the Impact Center personnel at (512) 268-8473, Ext. 46140 and transportation at (512) 268-2141, Ext. 46046. The student will need to bring a note within 3 days from parent(s) or guardian(s) upon returning to school. **Until a note is received it is recorded as an unexcused absence.** When a student has 3 unexcused absences, his/her name will be turned in to the district attendance officer.

Please Call the Impact Center and let us know your child will not be at school. Leaving a voice message is acceptable. (Call 268-8473, when you hear the recording, hit 0 and you will be directed to the Impact Secretary, Ms. Crutchfield.)

Tardies – If a student continuously arrives after check in without an excused tardy, 10 points will be deducted, and student will eat lunch in Lunch Detention.