

Jack C. Hays High School



Parent/Student Handbook Addendum

2020-2021

4800 Jack C. Hays Trail

Buda, TX 78610

512-268-2911

FAX – 512-268-1394

www.hayscisd.net/hhs

The purpose of the Handbook Addendum is to provide campus specific information. This addendum is to be used in conjunction with the Hays CISD Parent-Student Handbook and may be amended at any time.

People You Should Know

Superintendent	Dr. Eric Wright
Chief Academic Officer	Sandra Dowdy
Chief Human Resource Officer	Marivel Sedillo

Administration

Principal	Mr. David Pierce	
Academic Dean	Mrs. Megan Zembik	All Students
Assistant Principal	Mr. Rob Hensarling	9th Grade (Alpha A-L)
Assistant Principal	Mr. Earrick Stigall	9th Grade (Alpha M-Z)
Assistant Principal	Mr. Tim Jacobson	10th-11th Grades (Alpha A-K)
Assistant Principal	Mr. Richard Ramirez	10th-11th Grades (Alpha L-Z)
Lead Assistant Principal	Mrs. Tonya Kallfelz	12th Grade
Athletic Director	Mr. Les Goad	
Music Director	Mr. John Rauschuber	

Counseling

Counselor	Elizabeth Cunningham	9th Grade
Counselor	Kerri Curcoe	10th-11th Grades
Counselor	Joann Dono	10th-11th Grades
Counselor	Stephanie Howard	10th-11th Grades
Counselor	Star Cruz	12th Grade
Counselor	Zulma Hernandez	12th Grade
College & Career Counselor	Julie Petrus	All Students
Outreach Counselor	Amanda Kapchinski	Serves Referred students
Communities in Schools	Sarah Muncy	CIS Coordinator
	Margaret Craig	X/Y Zone Coordinator

MISSION STATEMENT

Mission: All students will graduate prepared to be successful in college/career.

Vision: All students & adults will be engaged in and out of the classroom.

Values: All students & adults will seek continuous improvement through

- Meaningful collaboration.
- Planning for engagement.
- Seeking & giving feedback for reflection.
- Meaningful relationships

PARENT RIGHTS AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on Education and commit to making the most of the education opportunities the school provides.
- Review the information in the student handbook (including the Student Code of Conduct) with his or her child and sign and return the acknowledgment form and the Directory Information notice. A parent with questions is encouraged to contact Hays High School – Administration- 512-268-2911.
- Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child’s academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor or principal, please call the school office at 268-2911 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Review the child’s student records when needed. A parent may review: (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) Other

medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child.

- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Become a school volunteer. For further information, contact the school office.

ACADEMIC / GRADING INFORMATION

The district uses a weighted grading system to arrive at the student's grade point average (GPA) to be used in determining valedictorian, salutatorian, and class ranking for high school students. Student GPA's are calculated on a weighted 4.0 scale. During the school year, class ranking will be made available to students enrolled in each high school during the junior and senior year at the beginning of the year and at mid-year. Sophomores will be ranked for the first time at mid-year of the sophomore year. Freshman class students are not ranked.

Link to 2020-21 Grading Policy [HCISD Grading guidelines](#)

CLASS RANK AND CREDIT INFORMATION

Hays CISD is currently reviewing all GPA and Class Rank policies and procedures. It is possible that changes to GPA and Class Rank policies and procedures will be implemented beginning the 2020-2021 school year.

Hays CISD uses a weighted grading system to arrive at the student's grade point average (GPA) to be used in determining valedictorian, salutatorian, and class ranking for high school students. Student GPA's are calculated on a weighted 4.0 scale. During the school year, class ranking will be made available to students enrolled in each high school during the junior and senior year at the beginning of the year and at mid-year. Sophomores will be ranked for the first time at mid-year of the sophomore year. Freshman class students are not ranked. 2020-2021 High School Course Guides outlining the class rank and GPA calculation processes may be accessed on the [Hays CISD Website](#) (click here). Students shall have the following courses used in determining valedictorian, salutatorian, and class rank.

Tier I – Tier I courses are designed to prepare students to take Advanced Placement exams and follow the guidelines prescribed by the College Board. Students can earn college credit depending on the score of the AP exam and the receiving university. Tier I courses carry a 6.0 weight.

Tier II- Tier II courses include Pre-Advanced Placement, TEA identified and district identified advanced courses. Beginning with students entering grade 11 in the 2014-2015 school year, credits earned through dual credit programs with colleges and universities with whom the district has an articulation agreements shall be used in calculating class rank as Tier II courses. The curriculum design and instruction present material at an accelerated rate and at a higher level than in grade level classes. Tier II courses carry a 5.0 weight.

Tier III- Tier III courses include grade level TEKS courses. Tier III also includes courses completed with limited accommodations and modifications. The curriculum design and instruction are for all students regardless of academic ability. Tier III courses carry a 4.0 weight.

Tier IV- Tier IV courses are developed locally for local credit, including modified TEKS courses, for all students regardless of academic ability. Tier IV courses carry a 3.0 weight.

Courses taken for high school credit while in middle school will count in the student's high school cumulative grade point average (GPA) and recorded on the high school Academic Achievement Record (transcript).

All semester grades, except those awarded for band, choir, drill team, cheerleading, athletics, and student aide, shall be used to compute class ranking.

Credits earned through dual credit programs with colleges and universities with whom the district has an articulation agreements shall be used to calculate class rank (Tier II).

The scale below indicates the grade point value of the dual credit grades earned. No grade points are earned for grades of D, W, or F in dual credit courses. The D, W, or F is also not recorded on the student's transcript nor counted as an attempt in calculation of GPA and class rank.

Class rank is based on the student's GPA using grades for each semester, except for the final senior rank. Class rank for seniors will be determined at a later date.

Junior class rank will be made available **no later than October 30, 2020**. The final junior rank is distributed no later than the 3rd week in June. This rank is used for the purpose of college admissions during the fall semester of the senior year. Rank for new to district seniors will be added through a comparative rank based on transfer grades, coursework and credits from the student's Academic Achievement Record.

Mid-year, class rank will be made available to seniors by February 20 of the Spring semester. Junior and sophomore class rank will be made available to students no later than March 30. Deadlines adjusted for amended Hays CISD Academic Calendar.

Final Junior Class Rank – At the end of each year no later than the 3rd week of June, a final junior class rank will be calculated and applied to transcripts for access through the Texas Records Exchange (TReX) prior to the August 1 application window of state universities.

Grade Point Average (GPA) is calculated for all students (9-12) at the end of every semester. The accompanying scale indicates the grade point value of the grades earned. No grade points are earned for semester grades of 69 or below.

Student Grading

Grades shall reflect the student's mastery of the Texas Essential Knowledge and Skills (TEKS) and Student Expectations and local curriculum requirements. The district seeks to provide each student with a challenging and appropriate educational program. We can best achieve this goal by recognizing that individual students, through their varied learning styles, respond to different instructional approaches and require varied periods of time in which to master concepts and essential knowledge and skills. This philosophy is applied to an integrated program of developmental skills, PreK-12, as well as to a rigorous post-graduation preparatory curriculum. In this way, every student will be provided an optimal opportunity to academic development and success.

Grading Components

When determining student progress grades, assignment grades, assessment grades, or report card grades, students shall be measured against objective standards, not in comparison with other students.

Grading Policy

Updated grading policy for the 2020-2021 School Year. E5 Grade Policy- [2020-2021 Grading Policy \(Click Here\)](#)

Objective Standards

1. The standard for each student will be the grade level Texas Essential Knowledge and Skills and local requirements for that grade level.
2. Grades will reflect the degree of mastery of the district curriculum.

Grading Standard/Grading Periods

Students will be assigned a minimum of 1 daily grade per week and 3 major grades per grading period. Hays High School is on a 9 week grading period. There will be a total of four nine week grading periods, with progress reports at three week intervals.

- Link to Hays CISD Academic Calendar for 2020-21 [Hays CISD Academic Calendar 2020-21](#)

Electronic Gradebook

Grades for the week must be posted in the electronic gradebook by the following Tuesday at midnight. If parents find this to not be consistent, please contact our main office at (512) 268-2911 and we will remedy the situation.

Grade Averaging for Course Credit

Semester grades earned for full year courses will be averaged together to determine the awarding of credit. For credit to be awarded one semester grade must be equal to or greater than 70 and the average of the final grade for Semester 1 and Semester 2 must be equal to or greater than 70.

Report Cards and Progress Reports:

Report Cards are issued each nine weeks. Progress reports are issued at three-week intervals. Students with a failing progress report grade will also have their report mailed home. Students who have a failing grade on any of these two reports are encouraged to attend tutorial classes.

Dropped Classes and GPA:

Students who drop a class after the first four weeks of the first six weeks period of the fall semester will remain UIL ineligible for the first three weeks of the next six weeks period as if they had received a failing grade. For purposes of this definition, dropping a class does not mean changing levels within a given subject, but refers to changing to an entirely different subject or taking no course at all. Students who drop a class after four complete weeks into the semester will lose credit for the course they add. No grade points will be attached to the first course, so it will affect a student's grade point average in the same way an "F" affects it. This course will count as an attempt and "I" (incomplete) for the semester because time requirements cannot be met.

Students who drop a course to move to the EDGE Lab will fall under the first category listed above. They will become UIL ineligible the first three weeks of the next six weeks.

Report Cards and Progress Reports:

Report Cards are issued each nine weeks. Progress reports are issued at three-week intervals. Students with a failing progress report grade will also have their report mailed home. Students who have a failing grade on any of these two reports are encouraged to attend tutorial classes.

Students with Special Needs

No qualified student with special needs shall be denied the benefits of an education or be subject to discrimination. Students identified as Special Education or Section 504 are provided an individually designed education plan.

Instructional Modifications and Accommodations

1. Modifications/accommodations in instruction and/or materials, as documented on individual modification sheets (for 504 students) or Individual Education Plans (IEP), are to be implemented to the degree specified. The degree of modification or the appropriateness of the student's instructional challenge will be reviewed annually.
2. If a student must work significantly below level and, as a result, the level/type of classroom work must be significantly altered, he/she will be graded according to his/her IEP.
3. Implementation of IEP modifications/504 accommodations is not optional; it is required by both district policy and federal law.

*HHS Campus 504 Coordinator: Earrick Stigall, Rob Hensarling

Academic Options Available

Summer School:

Summer school will be offered by Hays CISD. More information will be available online and in the counselor's office late in the spring semester.

Correspondence Courses:

Information about correspondence courses to be taken through Texas Tech University or the University of Texas can be obtained from the student's counselor.

Credit by Exam:

Students may earn credit in some courses by successfully passing an exam. Information on this can be received from the student's counselor. Students, who have received instruction in a course but failed to earn credit, **are responsible to pay the fee of a credit by exam test (HHS will not assume responsibility to pay if the student fails the exam)**. These exams may be given at other times and credit may be subject to different scores. Credit earned through these exams will be entered, but the score will not replace the score previously earned and recorded on the transcript.

Examinations for Accelerated Credit:

Board Policy (EEJB Legal and Local) Establishes guidelines for examinations for acceleration. These tests are for students who wish to receive credit for courses that they have not taken. A district may not charge for such examinations for acceleration. A district may develop their own or purchase exams from Texas Tech or the University of Texas.

In grades 6-12, a student must be given credit for an academic subject for which he or she has had no prior instruction if the student scores 90% on a criterion-referenced test for the applicable course. The student may not be currently enrolled in a course for which he/she would like to test for accelerated credit.

If the student is awarded credit in a subject on the basis of the score, the school district must enter the examination score on the student's transcript. To register, students must see their counselor for testing dates.

Placement Exams:

Students may demonstrate proficiency in keyboarding, Business computer information processing, and Spanish courses through testing to meet prerequisite requirements for placement in the next level of a course sequence. Information on this can be received from the student's counselor. Credit earned through these exams will be entered and recorded on the transcript.

Virtual School Courses:

Virtual School [online courses] will be offered by Hays CISD. More information will be available in the counselor's office or on the school's website.

Dual Credit Courses:

Dual Credit courses are courses that students take which earn both college credit and satisfy high school graduation requirements. Before enrolling in dual-credit courses, students must receive permission from a high school counselor and the Dean of Instruction or Principal. Additionally, students need to be aware of the following conditions:

- Students must attend Hays High School for at least 4 hours daily (5 class periods).
- Students must take a course that has received prior approval by the high school.
- If students take a college course to receive dual credit and if that course is required for graduation, they must pass the course with at least a C to graduate. Hays High School does not recognize a grade of D. After the first three weeks of the semester, students will be unable to drop the college course and switch to the appropriate high school course.

- The high school strongly recommends that seniors do not register for a course that they need to graduate. The high school has no control over grades issued by college instructors.
- It is the student's responsibility to gather all information about the college course, i.e. application information, registration approval, and information regarding transfer of credits from one college to another.
- On days/times that ACC dual credit classes do not meet, students are required to report to the Hays High School Library, unless that class is last period and he/she has their own vehicle. In all other cases, the Hays High School Students enrolled in ACC classes must remain on campus as per policy.

Early Graduation:

Any student attempting to graduate in less than four years should contact a counselor. Students must have parental permission to become an early graduate to receive THECB funding. Students who graduate early (three years or three and a half years, etc.) are entitled to all the rights and privileges associated with graduation for the year they graduate, not the year they would have graduated.

Transfer Policy: From Live Oak Academy to Lehman/Hays High Schools

The following Transfer Policy was developed to prevent student loss of credit, when moving from Live Oak Academy back to Lehman or Hays High Schools. Before moving back to one of the home schools, students should put maximum effort into completing courses they are enrolled in at Live Oak Academy.

- Students will receive failing grades for courses attempted, but not completed prior to the transfer.
- **Students who enter at the beginning of the semester must decide by the end of the 3rd week of that semester whether or not the Live Oak Academy Program will meet their needs. If they decide that Live Oak Academy will not meet their needs, they must return to their home school no later than the Monday following the Friday of the third week of the semester.**
- **The next point at which students will be able to return to their home campus will be at the end of the semester** in which they enrolled at LOA with the understanding that incomplete credits will result in failing grades.
- Students who enter at other times during the year may not return to the home school until the beginning of the new semester.
- Exceptions to this policy will be made on a case by case basis and depend upon individual student circumstances, but must be agreed upon by the LOA principal and the principal of the home campus.

Commencement:

Walking the stage at Commencement is a privilege. Students will be required to sign a Commencement Participation Agreement that outlines the expectations for participating in the ceremony. Commencement exercises will be held once a year at the end of the spring semester. Students must be free of all outstanding obligations (textbooks, fees, credit recovery hours, etc.) in order to participate. Once a student graduates, he/she is no longer a student at this campus and is no longer entitled to any privileges of being a student here, but is entitled to those privileges of a graduate, such as transcript requests, etc. To receive a high school diploma from the district, a student must successfully complete the required number of credits, meet state attendance requirements, and pass a statewide STAAR tests. For information related to SB 149 see your counselor.

Students who are removed from school for disciplinary reasons (ISS, DAEP, or other) at the time of graduation may be denied the opportunity to participate in the Hays High School Commencement Ceremony.

UNIVERSITY INTERSCHOLASTIC LEAGUE – UIL

UIL Website [University Interscholastic League Website](#)

Eligibility:

- UIL Side-by-Side Eligibility requirements UIL [Side-by-Side 2020-2021](#)

Questions often arise during the year regarding eligibility. The coach, athletic director, band director, sponsor, or administrator can usually answer them. Here are a few things to remember:

- Students must have the required number of credits to be eligible for the first six weeks (unless specified otherwise by an ARD).
- Students who fail a class will be ineligible for three weeks following the seventh day after which grades ended.
- Students must be passing ALL classes at the three-week point in order to regain eligibility.
- The Winter Break is not considered weeks for school purposes and UIL eligibility. Review this carefully with students in conjunction with their activity or sport.
- The three-week period only counts actual school weeks, NOT calendar weeks.
- For more detailed information visit the University Interscholastic League (UIL) webpage at <http://www.uiltexas.org/policy/tea-uil-side-by-side>

Dropping a Class and Eligibility:

Students who drop a class after the first four weeks of the first six weeks period of the fall semester will remain ineligible for the first three weeks of the next six week period as if they had received a failing

grade unless an exception is granted by the principal, as per the UIL standard. For purposes of this definition, dropping a class does not mean changing levels within a given subject, but refers to changing to an entirely different subject or taking no course at all.

Waivers:

Students who fail Pre-AP or Advanced Placement courses with a 60 or above may apply for a waiver from the principal. Only one waiver per student, per semester, per course will be approved. See the principal for such a waiver. Other conditions may exist.

Other UIL Concerns:

Students may not be enrolled in PE and in athletics concurrently. This includes weights and conditioning. Students are limited to 10 school activity days per year for any class including athletics and band classes. Five more additional days may be received for post district competition. A school activity day is when a student misses school for an extracurricular activity. This is not to be confused with a co-curricular activity such as going to a museum with the science class. Coaches are discouraged from participating in tournaments held during the school day.

- Students are limited to eight hours practice and activity per week (Monday through Thursday nights).
- Students may only compete one time during the week (Monday through Thursday afternoon) unless playing a tournament.
- Grades may not be changed for eligibility purposes unless there was a teacher error in averaging the grade.
- Students receiving an “I” are ineligible unless the grades are made up within the time allowed for by policy.
- Students are allowed a time equal to the length of their absence to make up work for UIL purposes. A student who has been out for a week and has an Incomplete on his/her report card should make it up by the time the card actually comes out so the grade can be changed on the report card.

ATTENDANCE REGULATIONS

Attendance Policies:

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-lead activities, to build each day’s learning on that of the previous day, and to grow as an individual.

- Link to Hays High School Attendance Office Webpage [Hays HS Attendance webpage 2020-2021](#)

State law requirements [FEA]

- Link to Hays CISD Policy FEA (LOCAL) and LEGAL [Hays CISD Policy FEA attendance](#)
- A student must be in attendance each day of each semester.
- Students must attend school and District required tutorial sessions unless the student is otherwise legally exempted or excused.
- A student will lose credit if excessive absences result in less than 90% attendance for the semester. This includes both excused and unexcused absences.
- Students who do not meet the minimum attendance requirement established by Law will be denied credit for the course regardless of the final grade.
- Students must make up all time and work missed in order to receive a grade for the course.

Attendance and Semester Exam Exemptions

In 2020-2021, Hays High School will continue to offer students semester exam exemptions to reward those who demonstrate excellent attendance and earn excellent grades. Click this link to find criteria and guidelines for exemptions. [Hays High School Exemption Webpage](#)

Hays High School has waived only the attendance requirement for 2020-21 only.

Loss / Reinstatement of Credit (NGs)

Students will only be given one semester to make up time (credit recovery hours). If they received a NG in the Fall semester they will have until the end of the current school year to make up the time. If they received a NG in the Spring semester they will have until December 1st of the following academic year to complete the credit recovery hours.

Credit Recovery hours must be made up at the school. Saturday School and tutorials are available for students who need to complete hours to regain course credit. Students must receive prior approval before attending Saturday School. The appropriate form is available in the Assistant Principal's office. Student must see his / her assistant principal to make up credit recovery hours.

Credit Reinstatement Appeal Forms:

Students with extenuating circumstances must submit an application to their AP for the Attendance Committee if they would like their attendance file to be reviewed. Applications must be submitted to an AP no later than 5 school days after the end of each nine-week period. Each application will apply to the previous nine weeks ONLY. No unexcused absences will be waived. A parent or guardian may be

asked to attend the meeting and be ready to present any pertinent information that will help the committee reach a more informed decision.

Tardy Policy:

- Hays High School Bell Schedule for 2020-2021 [HHS Bell Schedule 2020-2021](#) (Select Bell Schedule)

Hays High School has scheduled 6 minutes between each class period as passing periods. Students are expected to report to class before the tardy bell rings. Students who are not in class when the tardy bell rings are marked absent by the teacher and must report to the appropriate office to receive a tardy pass. An absence will be converted to a tardy by the end of the day for every student who receives a pass.

Hays High School utilizes a software program that automatically tracks tardies and assigns consequences based upon the number of infractions. The system is reset at the beginning of each grading period to give students a fresh start.

Students will be offered one make-up opportunity if a tardy consequence is missed. Assigned consequences are graduated: Lunch Detention, After School Detention, Saturday School, In-school Suspension. Consequences will be assigned according to the following guidelines:

- **1st Tardy: Warning**
- **2nd Tardy: Warning**
- **3rd Tardy: Lunch Detention**
- **4th Tardy: 2 Lunch Detentions**
- **5th Tardy: After School Detention**
- **6th Tardy: Parent Conference and put on an Attendance Contract**
- **7th Tardy: Parent Shadows or Saturday School**
- **8th Tardy: In School Suspension**

Residence:

Students attending Hays High School must reside with their parents or legal guardian within the boundaries of Hays High School attendance zone and provide proof of legal guardianship at registration.

Transfer Policy:

The Hays CISD transfer policy must have School Board approval. Any questions regarding student transfers will be directed to the Hays CISD Administrative offices.

- Hays CISD Policy FDA (LOCAL) and Legal [Policy FDA \(LOCAL\)](#)

Voluntary Attendance (18 year olds):

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the District may file truancy charges and/or revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

Check Out Procedures

Parents are required to come into the office and check out students in person. Parents must present a valid state-issued identification card at the time of checkout. Parents may, if desired, call the attendance office at 512-268-2911 ext. 46244 to notify the school that the student will be checked out; however, students will not be called out of class until the parent has arrived at the school.

Testing Days (EOC, STAAR, Final Exams): Students may not be checked out during a test administration without approval from a campus administrator. Approval will be granted only in extreme circumstances. It is important to restrict check-outs during this time as it can be very disruptive to the testing environment.

Students who Drive: Should it be necessary to check out students who are able to drive themselves to/from school (who have a valid HHS Parking Permit) may send a note with their student the morning that the student is to be released. This note should include the student's name, ID number, reason for check-out, as well as the time that the student is to be released. The note must be turned in to the attendance office before school starts. Please be sure to indicate which phone number the attendance staff is to call in order to verify the note. It is important, though, that the phone number provided on the note match a phone number that is listed on the student's release form.

The parent must check the student out in person if a note has not been provided prior to the start of the school day or if the attendance staff is unable to verify the validity of the note presented.

Students who do not follow the proper check-out procedures may face disciplinary consequences.

Return to School Procedures

The student must return with a written note from parent or doctor (if seen) that includes:

- Reason for absence
- Date of the absence
- Parent's daytime telephone number
- Signature of person giving authorization for the absence

Students returning to school after the start of the school day will report directly to the attendance office. If the student is more than 20 minutes late then they will be considered absent from class.

A student is considered present due to a documented appointment with a healthcare professional if that student returns to classes on the same day of the appointment. A note from the health care professional must support the appointment. If a student is tardy due to a doctor's appointment the student will check in at the attendance office before going to class. The student will not be considered tardy.

College Day Absences

Students may receive excused absences to visit college campuses. Students are eligible to receive two (2) days their junior year and two (2) days their senior year. All college campus visits must be pre-approved by the counselor and campus principal. Forms are available in the Guidance office. [Hays CISD policy FEA \(LOCAL\)](#)

Verification of Enrollment (VOE form):

To obtain a Verification of Enrollment form, which is required by the Texas Education Agency in order for a student to receive or renew a driver's license, a student must be currently enrolled in a public or private school and must be in attendance for at least 90% of the days in the semester preceding the date of application. Students **must meet the attendance requirements for each class** in which they are enrolled. If your student has not met this requirement we will not be able to provide the form. VOE forms will not be given to students who have outstanding debt obligations. Students must have no outstanding obligations or debts in order to be given a VOE form.

You must request VOE forms 24 hours in advance. To expedite service, please use the form available on the Hays High School website under the "Attendance Office" tab

DISCIPLINE, CONSEQUENCES, VIOLATIONS OF THE STUDENT CODE OF CONDUCT and STUDENT SEARCHES

The [Hays CISD student code of conduct](#) (click here) 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 legal authorities for criminal prosecution for violation of the law. Students will receive a copy of the district's Code of Conduct

Students attending Jack C. Hays High School are expected to: Dress Code

- Attend classes regularly and on time.
- Bring materials and completed assignments to class.

- Be in compliance with the Hays High School Dress Code
- Exhibit respect toward others and staff.
- Conduct themselves in a responsible manner.
- Pay required fees and fines.
- Adhere to the rules and regulations in the Student Code of Conduct.
- Seek changes and review of school rules and policies in a responsible manner through our site based decision-making process.
- Cooperate with staff in the investigation of any disciplinary matter in which a student may have knowledge relating to a serious infraction.
- Honor all reasonable requests from an adult. While the rules and regulations at Hays High School are based upon mutual respect between adults and students in our school, the adults are in charge. Students are expected to comply with reasonable requests from bus driver, secretaries, cafeteria workers, custodians, teachers, volunteers, substitutes and administrators.

Teachers will follow a (5 Step Redirection) process for maintaining student discipline within the classroom:

1. Verbal Redirection
2. Student/Teacher Conference + Phone Call Home
3. Buddy System Reflection + Phone Call Home
4. Teacher Detention + Phone Call Home
5. Administrative Conference + Phone Call Home

Discipline Consequences

Lunch Detention:

Lunch detention is held on Monday through Friday. Lunch Detention will be held in the C Building Media Room. It is the student's responsibility to attend all assigned Lunch Detentions. Students are expected to report to Lunch Detention on time. Students who are late will not be allowed in and will receive a discipline referral and face further disciplinary consequences.

Alternative Lunch

Students assigned to Alternative Lunch are responsible to attend daily until their assignment is fulfilled according to Alternative Lunch Procedures. Students are expected to report to Alternative Lunch on time. During this time, students will have the opportunity to work on improving their grades in an ISS environment. Students in Alternative Lunch will not be allowed to socialize or use cell phones. A

student in noncompliance will meet with their assistant principal for a behavioral review. Consequences will be determined on a case by case basis, including, but not limited to, more time in Action/Alternative Lunch or ISS. In the event a student does not bring their lunch, a sack lunch will be provided by HHS Cafeteria Staff.

After School Detention:

After School detention is held on Monday through Thursday. There is bus transportation available to those who need it. Arrangements must be made by the student with the Assistant Principal's secretary for bus transportation. It is the student's responsibility to make such arrangement. Students are expected to report to After School Detention on time. Students who are late will not be allowed in and will receive a discipline referral and face further disciplinary consequences. Since we have tutorials, detention and sporting events every day after school, the front office is unable to page any students over the PA system.

Saturday (School) Detention:

Saturday Detention will be held on most Saturdays of the school year from 8:00 am – 12:00 pm. Students will be expected to successfully serve the full time in order to receive credit for attendance. Failure to attend an assigned Saturday Detention or later arrival to Saturday Detention may result in an elevated consequence. Students must enter Saturday Detentions from the

Administrative Detail:

Students will be assigned to various details, which include, but are not limited to picking up trash on campus and cleaning cafeteria tables.

Overnight Time-Out

Parents may be required to have a face-to-face conference with the administrator/teacher prior to the student being allowed to return to school. Students who miss school because a parent is unable to meet as required will receive unexcused absences for those missed days.

In-School Suspension - ISS

ISS is a serious discipline consequence and shall be assigned as a consequence as deemed necessary by the administrative personnel. Campus work detail may be included in the ISS day. ISS is the most restrictive environment available on the campus. **Students assigned to ISS may lose the privileges of semester exam exemptions, senior events, parking, dances and/or PROM. Students also lose** social time and are expected to earn their release by following directions and completing all of their assignments. Failure to follow the rules or complete assignments will result in additional days of ISS or

may result in suspension from school. Students who are assigned ISS, for any reason, automatically lose semester exam exemptions.

Suspension –Out of School Suspension:

Students who substantially interfere with the instructional program or who repeatedly violate the campus code of conduct may be suspended from school. Students who are suspended must be brought to school by the parent/guardian to meet with the student’s Assistant Principal. Suspension is considered a major consequence and the student’s failure to correct the behaviors that lead to the suspension may face further disciplinary action, up to and including Expulsion.

Alternative Education Placement [IMPACT]:

Students will be recommended for a placement in IMPACT, the district’s Alternative Education Placement for persistent misconduct, serious disciplinary infractions, or behaviors that are deemed mandatory by the Texas Education Code. The parent will be contacted. If the student is placed in Impact he/she will be given instruction in English language arts, mathematics, science, history and self-discipline. The student’s elective courses are offered in study hall and are maintained individually. Impact does not offer Pre AP level credit. A student will be enrolled in regular credit courses for the semester only. Advanced Placement courses will be maintained individually by the student during the study hall.

A student who is placed at Impact shall not be on HHS campus or attend any school sponsored or school related activities. Additionally, if a student is attending Hays High School as the result of an intra-district transfer, that transfer will be revoked immediately with the student returning to their home school at the completion of the AEP assignment. Seniors who experience a DAEP carry-over of days from Semester I into Semester II will be eligible for a graduation committee review to verify Graduation Walking privileges. Students must submit a Graduation Appeal by the start of the 3rd 9 Week Grading Period.

Expulsion:

Students may be expelled as per the Texas Education Code mandatory expulsion offenses. The process begins at the high school administrative level. A student who is expelled shall not be on campus or attend any school sponsored and/or related activities, for any reason.

Violations of the Student Code of Conduct

Academic Dishonesty

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. Plagiarism is the use of another person's original ideas or writing or electronic resources governed by copyright laws as one's own without giving credit to the true author. Plagiarism [of any kind] will not be tolerated at Hays High School. Club sponsors, in accordance with their organizational bylaws, may impose further consequences.

Disruptions by Students or Others

Disruption of classes or any school activities by a student or students is prohibited by law. Substantially Disruptive Behavior by students at Hays High School will not be tolerated. This behavior includes, but is not limited to fighting, hazing, harassment, sexual harassment or abuse of students/staff, or violence of ANY type on this campus. Measures used to prevent such occurrences are ISS, suspension, Impact Center, expulsion and filing assault charges through local law enforcement. Hays High School will always request the maximum punishment allowed by law. We strongly encourage possible victims or possible participants to report any hint of confrontation to the administrative or teaching staff.

Drugs and Alcohol

School Board Policy and State law prohibits any student from possessing, using, distributing or being under the influence of illegal or illicit drugs, alcohol and any drug paraphernalia on school property or at school sponsored events. Students in violation are subject to disciplinary action that may include expulsion and WILL include removal to the Impact center. Law enforcement officers will be notified and charges will be filed.

False Alarms/Terrorist Threats

According to HB1088, students who make false alarms or terrorist threats that violate specified sections of the Education and Penal codes MUST be expelled from school/or removed to the alternative school.

Fire and Fireworks

The starting of any fire on school campus or at any activity is prohibited. Any student charged with the offenses related to fire or fireworks may be subject to disciplinary consequences and may be expelled and/or be placed in the Impact center.

Gang Response and Intervention Program (GRIP)

The Hays Consolidated Independent School District has adopted a strict policy regarding all gang related activities. If a Hays High School student is participating directly or indirectly in gang related school related activity, then the administration will follow the procedures set in place.

"Gang-Like" Behavior

Wearing anything that identifies the wearer as a member of a gang or suggests the desire to be considered a member, including, but not limited to, bandanas, a particular color or clothing that through

color, brand or locations (such as right or left side) is intended or may be considered to be a display of dominance. "Throwing" any hand signs and/or using gang symbolism such as graffiti on notebooks, book covers or bookbags is also prohibited.

1st offense: Student will be called into the assistant principal's office for a conference and to be placed on a "Gang-Related Activity" contract. The School Resource Officer will interview the student and document the gang-like behavior exhibited by the student. A letter will be sent home to the parent to explain the contract.

2nd offense: Student will be placed in ISS for 3 days. An attempt to contact parents will be made. A letter will be mailed home explaining the discipline.

3rd offense: Student will be placed in ISS for 3 days and an administrative hearing will be scheduled to consider placing the student in Impact or on a "Principal's Contract".

Guitars

Guitars may be brought to school IF for instructional purposes or for participating in a school sponsored organization. For safety reasons, guitars must be left in the Assistant Principal's office during the day and may not be carried from class to class. All guitar cases are subject to search at any time to ensure campus safety.

Harassment Defined

Hazing, harassing or abusing other students/staff is unacceptable and students charged with these offenses will be disciplined accordingly. Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. Discipline will include but is not limited to: ISS, suspension, placement to Impact, possible expulsion. Law enforcement will be contacted to conduct an investigation and file charges when appropriate.

Insubordination

Students who refuse to identify themselves to a teacher or staff member, wear an official student I.D. or refuse a reasonable directive may receive disciplinary consequences according to the Hays CISD Code of Conduct. Parents may be contacted and a conference will be arranged.

Public Display of Affection - PDA

Public display of affection is not allowed including hand-holding due to our current COVID contact tracing practices and expectation. Disciplinary action will be assigned for violation of this rule.

Skateboards, Roller Blades

Skateboards and rollerblades are not allowed to be used on the school campus both during and after school hours. Students may leave the item in the Assistant Principal's Office for the day if necessary. After the second offense, the parent may be notified to pick-up the item.

Student Searches

Hays High School is committed to providing a safe learning environment. Since we are charged with protecting children, there are times when we may search students for weapons, explosives, drugs, alcohol, stolen or missing property, or any other reported contraband which may pose a threat to others or the individual involved. Periodically we will have Law Enforcement and / or Canine (K9) units conduct searching exercises on our campus or the parking lots. In this case the student's backpack and /or vehicle will be subject to a search conducted by an assistant principal, if the K-9 alerts to his / her backpack or vehicle. Hays High School is committed to conducting these searches in a respectful and professional manner.

Theft and Vandalism

Tagging, theft, and vandalism, are considered serious offenses against the school or person. Students charged with these type of offenses will be subject to disciplinary consequences based on the nature of the offense. This may include removal to the alternative school and charges filed through local law enforcement.

Vaping/Tobacco (Chewing and Dipping)

Students may not be in possession of ANY electronic Vape Device (JUUL, SMOK type device, Battery, Pod or Charger) or other tobacco products smoking, chewing and or dipping. Students found to be in possession of Vape paraphernalia, cigarettes, cigars, chew or dip, will be assigned the following consequences: 1st Offense- 3 days ISS including Class C Violation (court referral) Discipline Contract, **2nd Offense-** 1 Week ISS 2nd Class C (court referral), IMPACT Contract. **3rd Offense-** 3 day OSS, 3rd Class C (Court Referral), Due Process IMPACT Hearing to review current/future school placement.

DRESS CODE / GROOMING (FNCA)

General Expectation

Students may not wear any article of clothing that contains offensive language or symbols.

All students are expected to be in compliance with dress code from the time they arrive until the time they leave campus. When students are not in compliance with dress code, the student's assistant principal will contact the parent in an attempt to correct the issue.

Students not in compliance will be given an opportunity to correct the problem. Students will be provided school-issued clothing to change into. Students will not be permitted to turn any inappropriate shirt inside out and wear for the remainder of the day. Students who refuse school-issued clothing will be assigned to In-School Suspension for the remainder of the day or until a parent/guardian brings appropriate clothing to school for the student. Inappropriate clothing will be returned to the student at the end of the day, once the school-issued clothing is returned to the appropriate administrator.

All clothing, backpacks, book covers, etc., must not depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations. In any matter concerning dress code, the principal or his designee has the final authority.

For more information, see [Hays CISD Policy FNCA\(LOCAL\)](#)

School ID

Students are issued one free ID per year. These IDs are to be worn on a lanyard around the student's neck for identification and security reasons. Students who do not have their ID with them should report to the Assistant Principal's Office before school starts to purchase a replacement. The fee to replace an ID and Lanyard is \$8.00. Students who are not in compliance by the time school starts will also face disciplinary consequences in addition to being required to purchase a new ID and/or lanyard according to the following schedule.

Hats/Hoodies/Head coverings

Hats or any other head coverings are not allowed to be worn or displayed by students while on the campus of Jack C. Hays High School between the hours of 8:00am and 4:30pm. This includes baseball caps, cowboy hats, bandannas, do rags, skull caps or any other type of headwear or head coverings. All hats / head coverings will be confiscated and returned only to the parent. Students are not permitted to wear hoods while on campus. All hats shall be kept in student vehicles or in backpacks, out of sight. Exceptions may be made for school-sponsored spirit days with approval of the principal, in advance.

Shirts

Shirts must be worn at an appropriate length. The district prohibits emblems on any shirt that are lewd, vulgar or obscene. Shirts must not depict tobacco products, alcohol or alcoholic beverages, drugs or any

other illegal substances, nor should it depict offensive language or symbols. [FNCG (LEGAL)]. Tank tops, muscle shirts, spaghetti straps, exposed back or midriffs, see through garments are not permitted.

Pants

All pants should be worn at the waist and fit appropriately. No “sagging” or “bagging” is permitted. Students will be given an opportunity to correct the issue by either being issued school-provided pants or by parent/guardian bringing appropriate clothing to school. Students who refuse to correct the issue will be assigned to In-School Suspension for the remainder of the day or until a parent/guardian brings appropriate pants to school for the student. Tight fitting pants (such as tights, Spandex, bicycle pants or leggings) are not permitted. Pants should be in good condition and there should be no excessive holes or fraying. Pajama pants are not allowed. Due to safety concerns, the principal or designee may prohibit oversized (trench coat style) or any other oversized clothing.

Shorts/skirts/skorts

Shorts are permitted to be worn at school. All skirts, shorts and skorts must be of a modest length. Shorts must not be “sagging” or “bagging” and shall be worn at the waist, same rules as pants (see above). Shorts, skirts and skorts can be worn no shorter than the tips of the middle fingers when the arms are naturally beside the body.

Footwear

Appropriate footwear must be worn at all times. Flip-flops are permitted, but must be worn at all times. Footwear with reinforced steel, wheels or house shoes will not be permitted.

Hair

Hair must be kept neat and clean at all times. Students may not shave initials, numbers, designs, patterns or other symbols into their hair styles. Facial hair must be neatly trimmed. Parents or guardians will be contacted to correct problems associated with hair designs. Parents / guardians will be given the option to pick up their child, correct the problem, then return the child to school the same day before any disciplinary action will be considered. Repeated offenses shall be considered insubordination, and students will be disciplined within the guidelines of the Code of Conduct. Students who refuse to comply will be assigned In-School Suspension until the problem is corrected.

Piercings

The following piercings are permitted on the campus of Jack C. Hays High School: ears, small nose stud or hoop. Absolutely no facial piercings, other than a small nose stud/hoop, will be allowed, covered or

uncovered. Body piercings must not be visible. Inappropriate jewelry will be confiscated and returned only to parents.

Sunglasses/Chains

Sunglasses are not to be worn over the eyes, inside the building at any time. Chains are not permitted on clothing or wallets by students while on campus.

GENERAL INFORMATION, TECHNOLOGY, TEXTBOOKS, AND HEALTH SERVICES

Bicycles

Bicycles must be locked at all times while on campus. Bicycles must be parked in designated areas on campus only.

Dances (not including Prom)

The principal must approve all dances. Student ID cards will be required in order to enter. Once a student leaves the dance, the student may not re-enter. Only Hays High School students will be allowed at school dances, unless otherwise specified. Students must have no outstanding obligations (debt, equipment, textbooks, etc.) in order to be eligible to attend a school sponsored dance.

- **Students who have been assigned to ISS are not eligible to attend dances for the semester ISS has been assigned.**
- Students must have no outstanding obligations (fines, fees, library, etc.) in order to attend dances.
- Attendance at dances is a privilege, not a right. Hays High School students who have a history of serious disciplinary issues may be prohibited from participating in the prom upon Administrator discretion.

Hall Passes (Restroom Passes)

Teachers are expected to monitor students asking for hall passes and use professional discretion when allowing students out on hall passes. The expectation is that time on task is maximized and learning is bell to bell for all students everyday! Teachers will have an easily explainable system that is clearly understandable for students & others. Students allowed out of class will have a pink Hays Hall Pass for all students leaving a classroom. Students are expected to go directly to the restroom and directly back to class. Any deviation from this norm may result in disciplinary consequences.

Prom is Tentative for 2020-21 There has been no confirmation of the event

Prom is an important event in a student's life. Our first priority is to ensure students safety; however, we recognize that some students may wish to bring dates to prom that are not enrolled at Hays High School.

The following guidelines have been established to help ensure student safety while relaxing the normal policies regarding dances:

- Students who are not currently enrolled at Hays High School must be under the age of 21.
- If the student is enrolled at another High School the student must provide the name and phone number of a school administrator at his/her own campus.
- If a student has already graduated or is otherwise not attending school, he/she must still provide an administrative reference from the most recent High School in which he/she was enrolled.
- The appropriate forms will be made available when prom season approaches.
- Students must have no outstanding obligations (fines, fees, library, etc.) in order to attend prom.
- Attendance at prom is a privilege. Hays High School students who have a history of serious disciplinary issues may be prohibited from participating in the prom upon Administrator discretion.

Prom tickets will go on sale 3 weeks prior to the prom date. The sale of tickets will be restricted to Seniors during the first two days of the sale. Sales are restricted to Juniors and Seniors during days 3 & 4 of the sale **and then open up to all grades and** non-student guests for the remainder of the sale. Students in grades 9 & 10 are only permitted to attend prom as the guest of a Junior or Senior who will purchase the ticket on his/her behalf. Tickets will be sold until the published deadline or until the capacity of the venue has been met, whichever comes first. Students must have not been assigned ISS and/or IMPACT (**CONSIDERATION - During The Semester**) in order to be eligible to purchase tickets when they become available. Students who do not meet the Exemption Policy minimums, MAY be allowed to purchase Prom Tickets (**IF AVAILABLE**) within 5 days of prom if tickets are still available.

Deliveries

Deliveries should be limited to emergency items only. Do not send or deliver flowers, gifts, balloons, etc. to school for delivery. They will not be accepted. Lunches will not be delivered to students.

Food Deliveries

For the 2020-2021 school year, food deliveries are not accepted anywhere on the campus of Hays High School.

Distribution of Material

All aspects of school-sponsored publication are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures petitions, etc. may not be sold, circulated, or distributed by either a student or a non-student without the permission of the principal and in accordance with school regulations. Material intended for distribution must be submitted to the principal for approval. Material not approved within 24 hours of the time submitted shall be considered disapproved.

Fees

Materials that are part of the basic educational program are provided without charge to the student. A student is expected to provide his or her own supplies of pencils, pens, paper, etc and may be required to pay other fees including (but not limited to):

- Class fees
- Club dues
- Parking fees
- Art fees
- Material for a class project that will be kept by the student
- Personal athletic equipment and apparel
- Student accident insurance and insurance on school-owned instruments
- Instrument rental
- Replacement identification cards
- Fees for damaged, lost, or stolen school property issued to the student including textbooks, library materials, calculators, cameras, etc.
- Students who enrolled in classes that have a required fee (Art, band, athletics, etc.) may be dropped from the class if the applicable fee is not paid by the end of the first grading period.

Check Acceptance Policy

As a convenience to our parents, Hays High School happily accepts checks. We use a third-party check collection company to collect on any check returned to us by a bank. The company that we use is Paytek Solutions. Should your bank return a check, Paytek will re-present your check to your bank electronically.

In addition to the face value of the check, Paytek will also collect the maximum allowable Non-sufficient funds fee (currently \$30 +tax). By presenting a check for payment you agree to these terms and conditions.

Fund Raising

Various student and parent organizations are permitted to occasionally raise funds. Please contact the Principal's office to schedule these activities. Approval is based on calendar availability and potential fundraising success. Students who receive items for fundraising activities are responsible for the items issued to them, as well as any money collected. All fundraisers must be sponsored by an officially registered campus organization and are limited to one (1) per semester.

Library

Students are encouraged to use the library. To facilitate this, extended hours are added to the school's regular day. Passes are not required during extended hours. Students must have a pass to enter the library during lunch. Students may pick up a library pass before school starts on the day that they wish to have access. Students are expected to be respectful of the purpose of our library. This includes, using computer resources for instructional purposes only (no gaming), not bringing food or drink in the library, remaining quiet so that others may study or conduct research, and following the instructions of library staff. Failure to abide by these guidelines may result in the student being restricted from the library except for when visiting with a class.

Lockers

Lockers will be limited to athletic lockers only. These lockers remain under the control and jurisdiction of the school at all times. The student has full responsibility for the security of the assigned locker. The school is not responsible for the loss of any items taken from a student's locker. Never leave money or items of value in your locker.

Lunch Periods

Hays High School is a closed campus at lunch. Visitors are not allowed. Students may be in the following areas during assigned lunch periods: Cafeteria, Library, and Outside patio and in some hall areas. Students may be in classrooms with prior teacher approval and appropriate hall pass. Hays High School is a closed campus at lunch, students may not leave campus during the lunch period.

Lost and Found

The Assistant Principal's office is designated as the area for lost and found. If lost and found items are not claimed in the AP office within a reasonable amount of time they will be discarded.

Posters and Signs

All posters and signs are to be approved by an administrator. These will bear the administrator's signature and date of approval. Only school related activities may be promoted. Do not attach signs to painted surfaces.

Student Insurance

Insurance is available to all students and the school acts as a service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. For specifics on insurance coverage contact the insurance company or the Hays CISD administrative office.

Telephones/Phone Messages

Students will not be called to the phone during class, nor will they be permitted to leave class to use the phone. Only emergency messages from parents will be delivered. Administration will determine what constitutes an emergency message if a question arises.

Parents are requested not to send text messages or to call students during the school days unless it is an emergency. This causes a disruption to the school day and students will face disciplinary consequences.

Visitors

Parents and legal guardians are welcome to visit Hays High School. All visitors must report to the high school reception office, sign in, present a photo I.D., and obtain a visitor's pass at the front counter prior to visiting the grounds. Visits to individual classrooms may be denied if the visit interferes with the delivery of instruction or disrupts the normal school environment. Students from other schools are not allowed on campus. Former students who wish to visit teachers must do so after school hours and must check in at the front office.

ACCEPTABLE USE OF TECHNOLOGY

Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.

Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee.

Access to the Hays CISD computer resources is a privilege, not a right. Improper use of any computer or the network is prohibited. This includes, but not limited to, the following:

- Using racist, profane, or obscene language or materials
- Using the network for financial gain, political or commercial activity
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately.

Further action may result in prohibitive use of technology on the Hays CISD campuses.

Drive Your Own Device

Electronic devices such as cell phones, tablet computers, and laptops are powerful tools for learning. We support the student's use of these devices to support learning and instruction. Students will be permitted to use these devices both inside and outside of the classroom when appropriate. More information about this initiative can be found at www.hayscisid.net/dyod.

Teacher authority determines cell phone use within the learning environment. Teachers will utilize the RED/GREEN card procedure daily, directing cell phone use within that learning environment. Students are expected to follow the RED/GREEN card procedure upon crossing the classroom door threshold.

Students are permitted to use cell phones before school (8:00 - 8:45am), during passing periods, at lunch and after school. Students who are using their personal technology during their free time are not permitted to text, social media or otherwise contact students who are in other classrooms/instructional settings on campus.

Cell phone use is not permitted at any time during the following events/places: local assessments/tests, specific classroom assignments as directed by the teacher, state assessments, bathrooms, locker rooms or any location considered private or while operating a motor vehicle.

Students in violations of the cell phone policy will experience the following disciplinary actions: referral to AP, cell phone confiscation including a collection fee, detention hall, in-school suspension, and also may include other campus based consequences. Repeat offenses will elevate consequences. Refusal by a student to surrender a cell phone to a teacher or staff member when a violation has occurred will experience elevated consequences more quickly. A parent phone call will take place (message will be left if no contact is made) when the referral is processed by an administrator.

Confiscated cell phones will be held in the AP's office, and require parent pickup. Confiscated cell phones will not be returned to students, only to parents. A \$10.00 retrieval fee will be assessed with payment expected upon pick-up.

Laser Pens are not allowed on campus. Possession of a laser pen will result in disciplinary action and permanent loss of the item.

Hays High School Administration and office staff are not responsible for the items once they are picked up. Items not picked up by the parent 45 days after the end of the school year will be disposed of.

Any and all confiscated items will only be released to the student's parent or legal guardian.

Important Note: Hays High School cannot dedicate resources to the investigation or recovery of stolen items. While students are allowed to bring personal items they do so at their own risk.

Textbooks

State approved textbooks are provided free of charge.

The student becomes responsible for the book when it is issued.

Textbooks must be covered at all times.

Write your name in the front cover of the textbook along with the school year.

Lost, Stolen, or Damaged Textbooks:

Must be paid for before another book will be issued.

Lost or stolen textbooks are paid for in the bookkeeper's office.

Any student failing to return a book issued by the school shall lose the right to free textbooks.

School privileges (parking, prom, exemptions, etc.) may be revoked until textbook obligations are satisfied.

HEALTH SERVICES

The School Nurse is located in the Main building and will:

- Handle student illness, injuries, medication, treatments and medical Emergencies on a daily basis.
- Act as an excellent resource person for health information, materials and referrals.
- Encourage the student to take responsibility for his or her own wellness and choices regarding health.

Emergency and Medical Treatment

Parents are to complete an Emergency Health Information form on each student each year. This information enables the school nurse to appropriately assess and treat students. This form includes:

- A place for parental consent for school officials to obtain medical treatment for the student in the event of serious illness or medical emergency, as permitted by law.
- Other information that may be required in case of an emergency should be provided and updated by the parent as necessary.
- School Medication Policy:
- Medication to be taken by students during the day must be provided by the parent.
- Students who must take short term prescription medication during the school day are asked to:
 - Leave the medication in the original container.
 - Check in with the nurse and bring a note from the parent
 - Take their own medication with parental consent or receive the medication in the nurse's office.
 - Students on long-term medications must have current doctor's written authorization on file in the nurse's office.

SHARING MEDICATION WITH ANOTHER STUDENT IS CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION FROM THE DISTRICT.

NARCOTIC MEDICATIONS AND FDA CONTROLLED MEDICATIONS MUST BE KEPT IN THE SCHOOL'S CLINIC AND BE ADMINISTERED BY THE NURSE.

Immunizations

Student immunizations must be current. Student will be contacted by school nurse and administrator for failure to comply with immunization criteria. Students who are not current with all immunizations will not be given a schedule on the first day of school. Failure to comply may result in disciplinary action and suspension from school.

Clinic Expectations

- Hours are from 8:10am – 4:30 pm.
- Emergency Health Card must be current and updated by parent.
- Students must come to the clinic with a pass.
- Students are not allowed during passing periods unless acutely ill.
- Students must sign in on clinic log – name, ID and time. If not signed in, student was not here.
- Student needs to be assessed by a nurse if not feeling well.
- The student may be encouraged to stay at school if assessment does not indicate a need to send the student home.

TRANSPORTATION

Parking

Parking on campus is a privilege and not a right. Students who operate vehicles on campus are expected to have good attendance. Students who have excessive absences or tardies may lose their parking privilege. Students who leave campus without permission may also lose their parking privileges. Students are expected to maintain good behavior at school and school sponsored events or activities. Students who generate excessive disciplinary referrals may have their parking privileges revoked or suspended without a refund. Students whose parking privileges are revoked will not be issued a refund.

Vehicles

Vehicles parked on campus are under the jurisdiction of the school and may be searched, with or without the student present, if reasonable cause exists. Vehicles must be secured by the student at all times. The school is not responsible for theft or damages to vehicles parked on campus.

The general parking guidelines listed below, may be amended as deemed necessary by campus administration.

Students in grades 10 – 12 may park in the Bales parking lot located north of the football stadium. Seniors may purchase permits in the preferred or senior parking lot located between Joe Gym and the football stadium. Faculty /staff members as well as guest teachers and college interns will park in the back parking lot behind the band hall.

Students choosing to park on campus must comply with the following regulations:

Parking on campus is a privilege extended to responsible students of driving age who are legally licensed and insured.

Vehicles parked on school grounds are subject to search by school officials or peace officers with reasonable cause. Application for a parking permit constitutes an agreement between the school, the student, and the student's parent. This consent for reasonable cause may not be withdrawn during the school year. All automobiles parked on the school grounds must be registered with the school and must display the current parking permit.

All driving students must be licensed and covered by insurance. The student's name must appear on the insurance form all school year.

The school is not responsible for the automobile or its contents.

There will be no speeding, over ten miles per hour, or any form of reckless driving on school grounds.

Automobiles parked illegally or any other violations, unsafe operation or failure to provide insurance, are subject to being booted, fine assessed or revocation of parking privileges without refund. Booted vehicles will result in a fine of up to \$75.00.

Students may not have any outstanding obligations (debts, textbooks, or equipment) at the time of applying for a parking permit.

Hays High School students must not park at Barton Middle School, Live Oak Academy, or in Visitor parking spaces at any time.

Parking is strictly limited to the student parking area assigned only. Faculty parking is marked accordingly.

Parking Permits may only be purchased by 10 – 12 graders. And only Seniors on track to graduate with their cohort may purchase and park in the Senior parking lot.

Students experiencing excessive absenteeism / tardies during any nine week period, especially to their first class may have his / her parking privileges revoked.

Failure to follow the expectations above may result in:

- Revocation of parking privileges without refund.
- Disciplinary consequences in accordance with the District Code of Conduct.

Parking Permits

Parking permits may be purchased in the Assistant Principal's office at a cost of \$30 per semester or \$50 for the year. Students may purchase (1) additional permit for a vehicle that they may operate on campus for \$10 each.

Should a student replace a vehicle for which he/she has already purchased a permit, the student needs submit the information with proof of liability insurance for the new vehicle along with \$1.00 to get a new permit for the replacement vehicle.

There are a limited number of reserved spaces available for Seniors in the Main parking lot. The preferred spaces are available for \$100. Only true Seniors will have the opportunity to purchase these during Rebel Round-Up. More information is available in the Assistant Principal's office.

[School Buses - Hays CISD Transportation Webpage](#)

It is the policy of the Hays Consolidated Independent School District (Hays CISD) to provide transportation for all eligible students to and from school and school-related activities under guidelines set up by the Texas Education Agency (TEA).

To assure safe transportation, it is necessary that there be cooperation between school, students, and parents or guardians. Bus Transportation Rules and Regulations have been established as guidelines, along with Student Code of Conduct to ensure safe transportation.

Riding a school bus in the State of Texas is a privilege and not a right.

Failure to comply with the Bus Rules and regulations can result in a forfeiture of the privileges. It is the responsibility of the parent or guardian to provide supervision before loading and after unloading his or her child at the bus stop. The Bus Driver will not discharge a student from the bus except at their pre-designated stop or school unless prior written authorization is received by driver from the parent and is signed by the principal. No exception will be made without prior written instruction from the parent/guardian, signed by the student's Principal and presented to the Bus Driver.

Students who wish to ride any bus other than the one to which they are assigned must provide a written note from the parent indicating which bus the student will ride home. This note must include a valid phone number and be turned in to the Assistant Principal's office before school on the day the student wishes to ride the alternate bus. School personnel must be able to verify the authenticity of the note before the student will be granted permission to ride the alternate bus.

Please call 512-268-2141 if you have any question or concerns about the HCISD Transportation system. The Transportation Office is open from 6:00 am until 6:00 pm Monday thru Friday.