



HEREFORD
Center for
Accelerated
Learning

A Positive Approach to Non-Traditional Education

Student Handbook

241 Ave H
Hereford, TX 79045
806-363-7720

**Hereford Center for Accelerated Learning
Student Handbook
2018-2019**

Basic Information:

**Address: 241 Ave H
 Hereford, TX 79045
Phone: 806-363-7720**

**Principal: Tony Barker
Campus Behavior Coordinator: Tony Barker**

Hereford I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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VISION:

HCAL is dedicated to creating a culture of opportunity for success and leadership where students are encouraged to set and reach goals of excellence.

MISSON:

The mission of HCAL as an alternative high school of choice includes an unyielding commitment to:

Equity for all students

Respect within the campus community

Caring, safe, and healthy learning environment

Citizenship education through volunteerism, leadership, and outreach

Academic excellence and integrity

Section 1: General Information

Philosophy:

Hereford Center for Accelerated Learning (HCAL) is designed as an additional, viable alternative educational setting for students in grades 10-12 who evidence difficulty functioning successfully in the regular school setting for a variety of reasons. These may include students who are unable to cope with the larger school environment, those who are teen parent/guardians, students who enroll late, have had excessive absences, are over-age, those who have withdrawn but wish to return, who are deficient in credits or have a need/desire to accelerate. Priority for service in the HCAL program is for older than average students who exhibit a desire to accelerate their high school learning experience. First year freshmen are encouraged to experience the regular high school program.

The HCAL program is an alternative and voluntary educational setting. Students may apply for the program through their high school counselor or through the HCAL office. Completion of an application, parent/guardian interview, and a student interview with the HCAL Principal and/or one or more HCAL staff member is required for consideration.

Students are subject to a structured environment, which enables them to concentrate on academic areas and allows the teacher to help students adjust social behavior in order to cope appropriately with all educational situations. The students are subject to a set of definitive expectations while housed in an individually paced educational setting.

To support success and graduation, one of the innovative methods for certain courses is a computer based instruction (CBI) program. The CBI program delivers courses built from instructional design best practices that incorporate video, interactive activities, immediate feedback, and assessments to ensure mastery and authentic work.

Other innovative and individualized teaching methods and study sessions, designed to meet each student's needs, are used. Faculty advisor/group, individual sessions will provide students with peer interaction and problem solving skills. Parent/guardian will be encouraged to participate in information and counseling sessions with the student and/or counselor/Principal. Students may have the opportunity for training in pre-employment skills through the HISD technical education programs (CTE).

Existing test data will measure the actual academic progress of the student to help determine success in this non-traditional approach. We will strive to add to each student's self-esteem by giving them a positive, success-oriented atmosphere that recognizes and respects individuals and their unique learning styles.

Students are eligible for bus transportation, free breakfast, and free or reduced lunch in the high school cafeteria or delivered to the HCAL campus. The school will be an open campus.

I GOALS

- A. To teach students the academic and social skills necessary to function as successful citizens in daily life.
- B. To assist the student in obtaining credit for mastery of appropriate course requirements.
- C. To pass the STAAR-EOC and other state required tests.
- D. To decrease the dropout rate.
- E. To increase attendance.
- F. To provide flexible scheduling.
- G. To accelerate graduation when appropriate.

II. APPLICATION PROCESS

- A. Students and parent/guardians interested in HCAL must contact the appropriate high school counselor or contact the HCAL campus Principal to initiate an *Application for HCAL*.
- B. A student must be identified as “At-Risk” according to district criteria. A very limited number of students who are not identified as “At-Risk” will be accepted if extenuating circumstances exist.
- C. HCAL personnel will conduct the interviews, conference with student and parent/guardian regarding potential for success and specific needs, and determine an appropriate plan of action.
- D. If accepted, on the appointed date, the student will begin classes at HCAL and will become the responsibility of that campus. The student will be withdrawn from their original high school and enrolled at HCAL.
- E. HCAL administration will meet the student’s parent/guardian and the student upon initial entry to emphasize such areas as behavior expectations, discipline procedures, academic emphasis, attendance standards, and other special considerations.

III. DISMISSAL

- A. If the student desires to return to the regular high school setting, there will be communication with appropriate persons from each campus. This will normally occur at the end of a semester or at the Principal's discretion. HCAL will use the first two weeks of enrollment for students to get acclimated to HCAL. They may be sent back to High School during this time if it is determined HCAL is not the appropriate setting.
- B. HCAL will send the appropriate paperwork, including grades and/or proof of course completion to HHS counselors and the student will resume classes on an assigned date.
- C. If a student is in severe or chronic violation of the rules and has not responded to school discipline measures, the HCAL Principal may schedule a third party hearing to consider suspension, expulsion or other options such as DAEP.
- D. Prior to dismissal, parent/guardian involvement will already be in place.
- E. Reasons for being denied the privilege of remaining at HCAL:
 - Lack of completion of credits
 - Inadequate progress in course work, overall (Required to complete 1 credit in each academic course per semester)
 - Decline in attendance
 - Reoccurring discipline issues

Steps taken prior to being dismissed from HCAL:

- 1) Conference between 2 academic teachers and student
- 2) Parent(s) informed through progress report or attendance verification, and parent contact from teacher(s) or HCAL staff member
- 3) Teacher assignment of additional work time on campus between 8:00 am – 4:00pm, Monday-Friday, with mandatory attendance
- 4) Conference with Principal, parent(s), and student
- 5) Principal assignment of additional seat time, Saturday School, and/or ISS

IV. ATTENDANCE

- A. Classes will follow a schedule that is unique to HCAL.
- B. Each tardy will be awarded a 20-minute detention to be served within 24 hours of the tardy.
- C. If a student is ill, parent/guardian must call the HCAL office by 9:00 a.m. Office personnel will determine if the absence is excused or unexcused, and a member of the HCAL staff will attempt to contact the parent/guardian of the student by telephone on the day of the absence.
- D. Attendance will be monitored by HCAL. HCAL will follow up on absent students. HCAL will also file with the Justice of the Peace office when necessary for cases of non-compliance with the Compulsory Attendance Law (90% for course credit).
- E. Students who have failed one or more of the STAAR/EOC tests will be required to participate in an EOC preparation class until they have passed the test.
- F. HCAL students are committed to service within the community, and each student is expected to participate in at least 2 after-school hours of volunteerism in staff sponsored and organized community service events each semester.

V. BEHAVIOR MANAGEMENT

- A. HCAL teachers will be responsible for administering discipline guidelines for the students in their class.
- B. HCAL teachers may keep a daily record of individual student's behavior for the purpose of consultation with the parent/guardian.
- C. HCAL teachers will use appropriate behavior management techniques as outlined in the Hereford ISD Student Code of Conduct and the campus discipline management plan.
- D. When necessary, teachers may refer students to the HCAL administration for office discipline.
- E. HCAL personnel will be responsible for filing on students who fail to meet compulsory attendance laws. Parent/guardian contact will take place prior to filing.
- G. HCAL students will be unable to participate in extracurricular activities as a HHS student, but will be able to attend all extracurricular activities, notwithstanding disciplinary restrictions (i.e. DAEP, suspension, etc.)

VI. INSTRUCTION

- A. A master schedule for each student will be provided to the HCAL teacher(s) upon initial entry.
- B. A limited number of Career and Technical Education (CTE) and elective classes may be attended on the High School campus.
- C. English, Math, Social Studies, Science and some electives will be taught on the HCAL campus.
- D. Grades will be recorded by HCAL faculty
- E. Students will receive individualized assistance on assignments.
- F. The Hereford ISD and/or HCAL will be responsible for providing instructional materials.

VII. RELATED SERVICES

- A. Nurses and counselors will be available for students upon request.
- B. Migrant, Special Education, and LEP personnel will be available for eligible students as needed.
- C. Community resources will be sought as appropriate.

VIII. MANAGEMENT

- A. Management procedures will be established by the HCAL personnel and will be approved by the Hereford ISD administration.

IX. FACULTY

- A. Texas certified faculty will be provided in all content areas.
- B. Active involvement by the staff will build communication, understanding and support for this alternative education program.

EMERGENCY BELLS AND PROCEDURES

911



FIRE DRILL

EVACUATION 3 BELLS

RETURN 2 BELLS

TORNADO DRILL/SHELTER IN PLACE



MEGAPHONE
ANNOUNCEMENT

RETURN 2 BELLS

LOCK DOWN DRILL

CONTINUOUS SOUNDING OF SIREN
ALL CLEAR IS 2 BELLS

Section 2: Hereford Law Enforcement

This section of your handbook will outline some areas of the law that apply statewide. Some of the laws were passed specifically for public school campuses. These offenses are outlined for your benefit. They are not intended to alarm anyone. This outline does not reflect any type of crime statistics, but merely gives a brief definition of what "can" happen if the laws are violated. These are only a few of the laws that pertain to your school campus. Any criminal action taken will be separate from any school administrative action taken. If you have any questions, please contact the police department or the sheriff's department.

PARKING:

- Any vehicle on school property is subject to being searched.
- No person shall park his/her vehicle within 30 feet of an intersection.
- No person shall park his/her vehicle where the vehicle is blocking an alleyway or private driveway.
- No person shall park his/her vehicle in a prohibited area, i.e. an area clearly marked "NO PARKING".
- No person shall illegally park his/her vehicle in a handicapped area or fire lane.
- No person shall park his/her vehicle in a crosswalk.

PEDESTRIANS:

- Any person crossing a public roadway shall use the crosswalk(s) when a crosswalk is in place.
- Pedestrians crossing a roadway without using a crosswalk may be subject to a citation.

SPEED:

- All person(s) operating a motor vehicle shall observe the posted speed limit both on the city street and the school parking lot.
- When inside an incorporated city limit, the speed limit is considered to be 30 MPH unless posted differently.
- The speed limit in marked school zones is 20 miles per hour.
- The speed limit in school parking lots is 5 miles per hour.
- Disciplinary action will be taken against violators.

DISRUPTION OF CLASS: Any student who creates an incident, which causes the disruption of his/her class, will be subject to law enforcement action and/or disciplinary action according to school policy.

FIGHTING: Any student who actively engages in a fight in a public place will be subject to HISD discipline and may be subject to prosecution for Disorderly Conduct (Public Affray).

ILLEGAL DRUGS, ALCOHOL, INHALANTS: Any student found using, possessing, distributing, or manufacturing any dangerous drug, controlled substance, alcoholic beverage, or inhalant may be subject to criminal prosecution.

ILLEGAL WEAPONS:

- Any person found in possession of a gun, illegal knife, or club may be subject to criminal prosecution.
- Any person found in possession of a prohibited weapon (i.e. dagger, knuckles, switchblade knife) may be subject to criminal prosecution.

GANGS: Any student who displays characteristics that identify that person with gang activity, i.e. clothing, bandanas, jewelry, colors, gang graffiti, inappropriate hand gestures/symbols, etc. will be subject to criminal prosecution.

STUDENT QUESTIONING: When a student is taken into custody for questioning or arrest, an attempt will be made to contact the parent.

TRESPASSING: Any student placed in a District Alternative Education Program, (DAEP) or In-School Suspension (ISS) is not allowed to return to his/her campus or any school property until that student is removed from the DAEP/ISS. Subjects that violate this may be subject to prosecution for criminal trespass.

Section 3: Daily Policies and Procedures

OFFICE: The HCAL office is open from 7:45 a.m. until 4:30 p.m. Monday through Thursday and 7:45 a.m. until 4:00 p.m. on Friday. School business should be conducted in the office during these hours. Only the main entrance will be accessible between 8:20 am-4:30 pm.

General Visitors: Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show photo identification. Should the legal parent or guardian not have an acceptable form of identification, contact the campus Principal for assistance in obtaining a HISD parent ID card.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

PARKING: Students are responsible for being aware of all parking policies. Anyone operating a motor vehicle on property owned, operated or controlled by Hereford ISD is subject to these regulations unless otherwise exempt by State and Federal laws, except as otherwise provided.

- There is no designated HCAL student parking. Please be mindful that any vehicle parked within 300 feet of school property is subject to all rules as being parked on campus.
- Vehicles will be towed* immediately if parked on grass anywhere on campus, in front of any dumpster/loading dock, or on any yellow curbs or fire lane areas.
- The maximum speed limit on any campus roadway is five (5) miles per hour.
- No vehicles shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part.
- Unregistered or illegally parked vehicles are subject to towing* at the owner's expense. Repeat violations will result in loss of parking privileges. There will be no notification made prior to towing.

*A Principal of HCAL must previously authorize the towing of any vehicle.

CAFETERIA: The high school cafeteria is located across the street from the high school. Students are expected to walk, not run, to the cafeteria for lunch and breakfast. Breakfast is free and a plate lunch is \$1.75. A student ID tag or ID number is required for the purchase of any meal. HCAL students desiring to order a cafeteria lunch to be delivered to the HCAL campus must place his/her order in the HCAL office prior to 10:00 am.

NATIONAL SCHOOL LUNCH PROGRAM: The Hereford Independent School District participates in the federal free and reduced lunch program. All students are given information and applications for the program at registration. **THE APPLICATION MUST BE COMPLETED BY PARENTS AND RETURNED TO THE SCHOOL BEFORE APPROVAL IS GRANTED.** The application must be approved before the student can eat on the National School Lunch Program

ATTENDANCE: A student's attendance at HCAL each day is important to both the student and the school. According to the state of Texas, a student must attend at least 90% of the scheduled days each semester. The state law is very expressive concerning absenteeism and permits only certain absences to be excused. Due consideration will be given to individual circumstances.

Students must have met the 90% attendance requirement for the previous semester in order to APPLY for or RENEW their DRIVER'S LICENSE.

Absenteeism is the most common cause of failure. A student should be in attendance every day in order to keep up with course work and maintain satisfactory grades. If a student must be absent from school, the parent/guardian should call and inform the HCAL office by 9:00 am on the morning of the absence. **THE STUDENT MUST BRING A NOTE WITHIN 3 DAYS STATING THE REASON FOR THE ABSENCE ON THE DAY THE STUDENT RETURNS TO SCHOOL UNLESS A PARENT HAS SIGNED OUT THEIR STUDENT, CALLED IN FOR THEIR STUDENT.** The student may bring a doctor's note, a parent note, or an email must be sent to the attendance clerk including parent's name, phone number, and signature. An email may also be sent using the Family Access feature of Skyward. If necessary, a note should be brought to the office on the day of the student's return. **Notes should be brought to the office before or after school or during scheduled breaks. It is important that students not miss instructional time to take care of this matter. Students will not be sent out of class to bring notes to the office. It is the student's responsibility to take care of this matter.**

College Days: A senior student may use no more than two (2) college days that are excused according to Policy FDD(Local).

Excused Absence: An excused absence permits a student to make up assigned work but does not excuse the student from assignments missed. Students have the same number of days missed to make up missed work. Students are allowed seven (7) excused absences per semester with parent/legal guardian notes. **A DOCTOR'S NOTE WILL BE REQUIRED AFTER SEVEN ABSENCES EACH SEMESTER.**

Unexcused Absence: An unexcused absence results when the student fails to bring a parent or medical note within three days of an absence (other than an authorized school related function). If the student does not bring a note, the absence will be considered unexcused. Excessive unexcused absences will result in court appearances and possible loss of course credit.

Students in attendance less than 90% of the days or parts of days in each semester will be denied any earned credit for courses offered in that time. Students may regain credit through campus-required stipulations. If students fail to meet stipulations, they will be referred to the District Attendance Committee where they may bring any additional documentation for their absences. The District Committee will make final decisions regarding denying or awarding of credit.

Medical Absence: A "medical" absence does not count as an absence **only if the student attends all of the school day except for the time spent at the health care professional's office. A separate doctor's note per day is required.**

Truancy: Truancy is when a student fails to sign out through the office or is absent without parent/teacher consent or knowledge. **ANY STUDENT WHO LEAVES SCHOOL WITHOUT GETTING PERMISSION AND SIGNING OUT WILL HAVE THE ABSENCE CLASSIFIED AS TRUANCY.** Truancy is considered an unexcused absence.

HALL PASSES: Students in the halls during class hours must have a hall pass. This pass must have the time of leaving, destination, and the sending teacher's signature. Any student in the hall during class without a pass will be subject to disciplinary action by Principal.

ENTRANCE AND EXIT: After 8:20, all doors remain locked. Students who are late and all visitors must gain access to the school building through the front door located on Avenue H. Students are not allowed to open the doors during the school day

PERMITS TO LEAVE SCHOOL: In order to leave the building at any time except the regular dismissal time, **students' parent(s) must sign them out in the office. Students may leave only if signed out by their parent or guardian.** A student who does not return from lunch because of illness or emergency must have his/her parent call the school office. Parents planning to pick students up at school should call ahead in order to enable office staff to send for the student prior to the arrival of the parent or guardian. **Students who are not appropriately signed out in the office will be counted truant.**

FAMILY ACCESS: Parent(s) or guardian(s) can check a student's grades, attendance and other important information online. Sign up is available on-line at the www.herefordisd.net and clicking on Family/Student Access or by calling the main office and asking for the Family Access contact.

EIGHTEEN YEAR OLDS: Students who are 18 years old or older are still obligated to abide by all school district policies and regulations. ***Students who are 18 may write their own notes only if they qualify under one of the following:***

- students who no longer live at home with parent or guardians in which case the Principal will speak directly with the parent or guardian for verification purposes. Once verified, the student will be responsible for all communications with the school normally channeled to the parent/guardian.
- students whose parent(s) or guardian(s) no longer wish the responsibility of communication with the school regarding their son/daughter. In this case, the parent or guardian needs to submit the signed request form to make the student solely responsible. (The written request will be verified by the Principal talking directly to the parent/guardian.)

The school reserves the right to be in contact with the parents/guardians of an 18 year old.

NURSE: The HCAL campus does not have a nurse on-site. A nurse will be called when necessary.

SUICIDE PREVENTION: See the HISD Student Handbook on the HISD website (www.herefordisd.net/formspubs.htm).

SCHOOL CLOSING: In the event of inclement weather, which could cause the closing of school:

- listen to KPAN (106.3 FM or 860 AM) between 6:30 and 7:30 a.m. **DO NOT CALL KPAN.**

Additional information can be seen on WT Services on channel 1 or 9. If no report is heard, it can be assumed that school is in session. **Please do not call the school, radio station, or your teachers about the closing of school.**

FLOWER DELIVERY: Flowers or gifts will not be accepted for delivery to students.

FOOD AND DRINKS: Allowable drinks and single served beverage containers may be brought into the building. HCAL students may bring their lunch, label it, and place it in the Student Lounge refrigerator. The Lounge is equipped with a microwave for student use. **A Principal or designee must approve classroom parties and/or celebrations.**

PROM: The prom is a special event specifically designed for seniors. Any senior student wishing to attend the prom with a person who is not a HISD student must receive prior approval from a Principal/designee. No one age 21 or older will be allowed to attend the prom unless the student is enrolled in HISD. Each senior student may invite only one guest and both individuals must follow HISD Special Events Dress Code.

SENIOR AWARDS ASSEMBLY: Attendance at the Senior Awards Assembly is optional. HCAL may have a separate awards presentation for its seniors.

Section 4: Academics

COURSE INFORMATION:

Credits: In subjects that are one-semester courses only, one-half credit shall be awarded if a student earns a grade of 70 or above and meets attendance requirements. In subjects that are full-year courses, one credit shall be awarded at the end of the school year if one of the following occurs:

- a student passes both semesters
- a student attains an average of at least 70 over both semesters.

If a student passes one semester but fails the other semester of a full-year course and attains a grade average of less than 70, one-half credit shall be awarded for the semester passed. Credit shall be awarded for the failed semester when it is repeated and a grade of at least 70 is earned.

CTE Tech Credit: Formerly known as Tech Prep, a tech credit enables students to begin their college technical major while still in high school. Students earn college credit through content-enhanced, statewide or locally articulated technical courses that earn credit-in-escrow.

SCHEDULE CHANGES: All student schedules are determined based upon the individual needs of the student. All schedule changes must be approved by a Principal or counselor.

WITHDRAWAL: A parent or guardian is required to accompany his/her son/daughter to school and sign a withdrawal form in order to officially withdraw the student from school. A student may obtain a withdrawal form from the office. A Principal must sign the form.

LAPTOPS WILL BE COLLECTED and the semester average to date will be figured for each subject. A student has three (3) days to enroll in another school. If HCAL does not receive notification of a withdrawn student's enrollment within ten (10) days, **truancy charges will be filed on the student and/or his/her parent(s).**

GRADING PROCEDURES: All grades issued and recorded will be numerical. Students found to have engaged in academic dishonesty or refuse to attempt an assignment or a test shall be subject to disciplinary penalties and grade penalties on assignments or tests.

Grading procedures should be based on the student's academic achievement or demonstrated mastery of the course (TEC §28.021). Factors may include class work, homework assignments, tests, participation, final examinations, or other academically related requirements. A student cannot be denied credit for a class based on non-academic reasons; however, the minimum attendance requirements required for credit remain in statute.

CHEATING: Cheating is defined as dishonesty on examinations, quizzes or written assignments; illegal possession of examinations; the use of unauthorized notes during an examination or quiz; the use of any technological device or paging device; alteration of grade records; and illegal entry to or unauthorized presence in an office where official records are kept. Complete honesty is required of students during the presentation of all phases of their coursework. This applies to quizzes as well as final examinations, lesson assignments, lab work, and research papers.

Submitting work that counts towards the student's grade, which is not the sole product of that student's individual effort, shall be considered cheating, unless the teacher allows group work, use of out-of-class materials, or other forms of collective or cooperative efforts. In the absence of specific allowances or instructions by the teacher, students shall assume that all work must be done individually.

Any student who helps another student to cheat is as guilty of cheating as the student he or she assists. A student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

A student found guilty of cheating will receive a grade of zero on that test, assignment, report, paper, etc. No opportunities will be allowed to raise the grade. A student must understand that a zero will adversely affect his/her grade point average. This is a major consequence of cheating.

PLAGIARISM: Offering the work of another as one's own without proper acknowledgment is plagiarism. Any student who fails to give credit for quotations or essentially identical material from any of the following is guilty of plagiarism: books; encyclopedias; magazines; Internet; other reference work; and themes, reports, or other writing of a fellow student.

The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writing of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism.

SCHOOL TRIPS: The student must make up work missed on a school trip. A school trip occurs when the student misses class because of an official school activity. Authorized school-sponsored trips are considered an extension of the classroom. The student involved is not counted absent; however, work missed by the student as a result of not attending class must be done in cooperation with the teacher. **ON SCHOOL SPONSORED TRIPS, ALL STUDENTS MUST GO AND RETURN IN SCHOOL ARRANGED TRANSPORTATION.** The sponsor and Principal must approve any exception prior to departure from the school. In such cases, the student will only be released to a parent/guardian personally. Rules of conduct for the regular school day apply while on school trips. Failure to comply with conduct regulations on school trips may result in forfeiture of this privilege. Students may use only 10 days per semester for school trips. Days beyond district will not be counted towards a student's 10-day limit.

PROGRESS REPORTS: Updated transcripts or documentation will be distributed to students/parent(s) periodically.

If the parent/guardian has a question or concern regarding grades at any time during the year, the parent should make contact with the teacher first. **PLEASE KEEP ADDRESSES AND PHONE NUMBERS UPDATED AND NOTIFY THE OFFICE IMMEDIATELY REGARDING CHANGES.**

ASSESSMENT INFORMATION:

State of Texas Assessments of Academic Readiness (STAAR) End-of-Course Exams (EOC): EOC assessments will be administered in Algebra I, Biology, English I, English II, and U.S. History. To graduate under EOC, a student must pass each of these exams. Students with low predictor scores or who have failed a portion of the STAAR/EOC test will be required to participate in a basic skills class until they have passed the test. The student's Individual Graduation Committee will set additional requirements for the student to graduate as determined by SB 149, signed into law by Governor Abbott May 11, 2015.

GRADUATION REQUIREMENTS: Any student having questions about requirements or graduation plans should contact the campus Principal or counselor.

GRADUATION EXERCISES: All seniors who complete academic requirements according to school board policy will participate in the graduation exercises. (Seniors, if you fail a course required for graduation you will not walk at graduation.)

Section 5: Behavior and Discipline

DISCIPLINE:

Detention: Principal and teacher detentions at their discretion.

Metal Detector: HCAL Administration reserves the right to utilize the metal detector at any time.

Fighting: Campus Principals will be making a recommendation of 30 days District Alternative Education Program placement for fighting. A complaint will be filed with the Justice of the Peace/Local Police Department.

We have a ***NO TOLERANCE*** policy at HCAL. **If you are having a problem with someone, it is your responsibility to go to a teacher or Principal and report the problem.** We will set up conflict mediation. If someone starts a fight with you, you are to yell, "I don't want to fight!" as loudly as you can. Our teachers and Principals are on duty in the halls between classes. If you choose to fight back, you will be assigned to a District Alternative Education placement for a minimum of 30 days and you may be ticketed resulting in a fine.

Illegal Drugs, Alcohol, and Inhalants: Campus Principals will be making a recommendation of 30 days District Alternative Education placement for any drug offense. The student may also be subject to criminal prosecution.

Illegal Weapons: Any person found in possession of a gun or a prohibited weapon (i.e. club, illegal knife, knuckles) may be subject to criminal prosecution. An illegal knife is any of the following: a knife with a blade over 5 1/2 inches; a hand instrument designed to cut or stab another by being thrown; switchblade knife; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

In-School Suspension (ISS): If a student is assigned to ISS, that student is required to be in ISS from 8:00 a.m. – 4:00 p.m. For the safety of our students, a surveillance system is utilized for monitoring purposes. **A student late to ISS will be assigned additional ISS days.**

Terroristic Threats: There is zero tolerance for terroristic threat. Police will be notified and a complaint will be filed with the local police department. The student will be removed from the campus.

Violent Behavior: There is zero tolerance for violent behavior. For additional information, see Hereford ISD Student Code of Conduct.

PUBLIC DISPLAYS OF AFFECTION: Public displays of affection between students will not be tolerated. This type of activity often offends others. Students engaging in such activity will be referred to the Principal.

ELECTRONIC DEVICES: There will be designated times and places for use of electronic devices. (See Addendum on HCAL contract) Listening to music on electronic devices is a privilege that may be earned and taken away. Unauthorized use of electronic devices at any time will result in confiscation of the electronic device. If the phone or iPod is confiscated, the following will occur:

- 1st Offense - warning & parent(s) must pick up
- 2nd Offense or more subsequent offenses - \$15.00 fine and parent(s) must pick up

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

*****STUDENTS BEAR ALL RISK OF LOSS FOR PERSONAL TECHNOLOGY BROUGHT ONTO SCHOOL CAMPUS.*****

BULLYING/CYBERBULLYING: Bullying means engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that:

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

Conduct described in the definition of bullying is considered bullying if the conduct:

- exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- interferes with a student's education or substantially disrupts the operation of a school.

The District has implemented the Olweus Bullying Prevention Program. The program is designed to educate everyone on the definition of bullying. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying will not be tolerated at HCAL. Below are the consequences for anyone caught bullying:

- 1st Offense – verbal reprimand
- 2nd Offense – notify parent by teacher
- 3rd Offense – notify parent and refer to Principal
- 4th Offense – refer to Principal along with documentation of previous offenses.

If a student feels he/she is being bullied, a report of the incident/incidences may be given to any staff member, teacher, counselor or Principal, and be reported by following the link www.herefordisd.net

For further information on bullying and cyberbullying see the HISD Student Handbook on the HISD website (www.herefordisd.net/formspubs.htm).

SEXTING: Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones, but also on the Internet (i.e. SnapChat, Facebook, Instagram, etc.). Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in substantial disruption to the education environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Sexting may also be considered a form of cyberbullying (see BULLYING above). For more information look at the HISD Student Code of Conduct on the HISD website (www.herefordisd.net).

HARASSMENT: See the HISD Student Handbook on the HISD website (www.herefordisd.net/formspubs.htm).

LOITERING: The definition of loitering is to proceed slowly or with many stops. Any student who is loitering on school property and causes a disruption will be subject to disciplinary action.

SEARCHES: Hereford Independent School District contracts with Interquest Detection Canines to conduct regular random searches using drug dogs. Dogs are trained to find illegal drugs, prescription drugs, alcohol and ammunition. Portable handheld metal detectors are also available for random searches. Lockers, classrooms, and vehicles parked on school property are subject to these searches. Metal detectors may be used on a student when deemed necessary by an Principal/school resource officer under reasonable suspicion. Items found during searches can subject the student disciplinary action and/or criminal prosecution.

SKATEBOARDS AND ROLLERBLADES: If brought to school, skateboards and/or rollerblades must be checked in at the office as soon as student arrives to school. Any student caught using them will have their skateboard and/or rollerblades taken away.

Section 6: Laptops

An Apple MacBook, MacBook Air or Chromebook will be issued to each full-time student at HCAL but is the property of Hereford Independent School District. Laptop cases will be issued upon student request. All laptops must be transported in a padded laptop case. This laptop is on loan to the student, and must be used in accordance with the following policies and procedures, the district's Acceptable Use Policy and any applicable laws. Use of this laptop, as well as access to the laptop network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of HCAL and Hereford ISD.

USING THE LAPTOP AT SCHOOL:

LAPTOPS ARE CRITICAL FOR COMPUTER BASED INSTRUCTION AT HCAL:

- Each laptop is assigned to an individual student. Students should never “swap” or “share” their laptop with another student. Laptops should be in a student's possession at all times.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students who have permission to take their laptops home are responsible for bringing their laptop, fully charged, to school each day. Students are responsible for making sure their laptop is plugged in for recharging each night. The school is not responsible for lost, stolen or damaged chargers.
- Students who do not have permission to take their laptop home may pick up their laptop from a designated staff member each morning and are required to return their laptop at the end of each day.
- Laptops maybe checked for misuse or abuse upon request by any staff member.
- Students are responsible for saving and backing up their documents.
- Students are not allowed to download or install any software or other materials without the permission of the district technology staff.

USING THE LAPTOP AT HOME:

- Students must have written permission from their parent or guardian before they will be allowed to take their laptop home.
- Parents/guardians may be given the child's login name and password on request, so that they can supervise the student's use of the laptop at home.
- When at home, the laptop should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room etc.).
- If the laptop is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and HCAL administration. Parent/guardians/students are responsible for the cost of any lost or stolen laptops.
- If the laptop is damaged or not working properly, it must be turned in to the Campus Technology Coordinator for repair or replacement. Parents /guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Students/parents are responsible for any negligent damages to the laptops. A fine will be assessed on any damages due to negligent use. Student will not have access to the laptop until the fine is paid in full.
- Students are responsible for recharging the laptop at home on a daily basis.

USING THE LAPTOP INTERNET AND E-MAIL: Students and parents/guardians understand that Hereford ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the laptop while at home. It is the parent's/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.

- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Students should be aware that Internet access, e-mail and other media that are accessed, created or stored on their laptops are the sole property of the district. The district has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason. The parent/guardian can revoke and/or limit students' access at any time at home or by contacting a school Principal or a campus technology coordinator.

GENERAL USE AND CARE OF LAPTOP:

- When transporting their laptop to and from school, students should always be sure it is placed in a padded case that is fully closed.
- Students are expected to treat their laptop with care and respect. The laptop and issued case are the property of Hereford ISD. It should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop are not allowed and will result in loss of privileges.
- Students are encouraged to help each other in learning to operate their laptop. Students should show how a procedure is done by operating their own laptop. Students should never handle another student's laptop.
- Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile and if they are dropped they will break.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car even if the car is locked.
- Laptops should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in a power cord or phone cord and when using any external device.
- Laptops should not be placed on or under soft items such as pillows, chairs, sofa cushions or blankets.

CONSEQUENCES OF INAPPROPRIATE USE: The use of any district technology is a privilege and not a right. Students are expected to use their laptop in accordance with these policies and procedures, Hereford ISD's Acceptable Use Policy and any applicable laws. Failure to use this laptop in an appropriate manner can result in the following consequences as determined by the staff and administration of HCAL School and Hereford Independent School District.

- Cancellation of student's use or access privileges including the privilege of taking the laptop home.
- Discipline according to the Hereford Independent School District or HCAL Student Code of Conduct.
- Civil or criminal liability under applicable laws.

USAGE FEE:

- Required cost for home privileges: \$25 per semester or \$40 per year
- If there is a financial hardship a student may see the designated Principal for payment arrangements.

Section 7: Addendums

Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

Additional information regarding the IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

The designated campus person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person: Tony Barker

Phone Number: 806-363-7720

TEA 7/10/2012

Hereford Center for Accelerated Learning 2017 -2018 HCAL Contract

Attendance

- I agree to attend school every day school is in session as prescribed by TEA 25.085 (Compulsory Attendance)
- Parent/guardian will be notified by telephone of each absence
- An “Attendance Warning Letter” will be issued upon missing the third (3rd) unexcused absence.
- Court action may be initiated in accordance with Compulsory Attendance

Texas Education Code 25.085 (Compulsory Attendance)

A child between the ages of six and nineteen must attend school “each school day for the entire period the program of instruction is provided.” An individual who is required to attend school under section 25.085 commits an offense if he or she “fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

- I agree that in order to insure that I meet the 90% expectation, I will maintain a 95% attendance rate or higher.
- I will provide written documentation within 3 days of an absence including, but not limited to, a note from the doctor, dentist/orthodontics, court papers, etc....

Texas Education Code 25.092 “Ninety Percent Rule”

TEC 25.092 contains the provision of law commonly referred to as the “Ninety Percent Rule”. It conditions credit for a class based on a student’s attendance for at least 90 percent of the days a class is offered. Students must maintain 90 percent attendance or better in order to receive credit. Hereford Center for Accelerated Learning enforces the “Ninety Percent Rule” by requiring 90% attendance to award a course credit. If a student has less than 90% attendance the credit will be put on pending status until the student regains 90% by attending school without absence.

- All students must present a doctor’s note in order for the absence to be considered as excused
- Regardless of cause for absence you are required to:
- Call the attendance clerk at 363-7720
- Explain cause of the absence
- Provide written documentation to the office the first day of your return to school

- I will attend required attendance makeup sessions in the event of an attendance rate lower than 90%

Attendance will be taken by each teacher. Failure to maintain 90% attendance may result in disciplinary action

Transportation and Trespassing

I understand that I will not be allowed on other campuses or allowed to enter any other campus building for any reason without the expressed written consent from HCAL. I.E. pass

Students may park their vehicles at HCAL provided they have a valid driver's license.

Course Completion Expectations

I will complete a minimum of 4 courses every semester. I will be on track or ahead in EACH class at the end of each six weeks.

- Student will be scheduled into 4 courses each six weeks. Additional classes will be scheduled upon the completion of a course. Incomplete courses may be refreshed at the end of a term pending review.
- Discipline, attendance, ability and effort are key factors in determining continuation of an incomplete course.

I understand that all courses are provided via Computer Based Instruction (Edgenuity) and may be accessed at school as well as off campus.

- I understand that all course assessments (quizzes, test, and exams) must be taken at Hereford Center for Accelerated Learning and monitored by the responsible instructor or administrator. **No assessment may be completed off campus.**
- I understand that based on the instructor's discretion a student may be allowed one opportunity at an assessment prior to completing the accompanying assignments.
- I understand that performances below 70% will require the successful completion of the accompanying assignments before additional attempts on that assessment will be allowed.
- I understand that at no time may additional sources such as other students, other students' works, websites, etc.... may be used during an assessment.
- I understand that at no time are technology devices such as cell phones and/or iPods permissible for use during an assessment.
- I understand that I will be expected to be logged onto the designated HISD/HCAL network, and be digitally monitored during instructional hours.

Schedule

Bell schedule will be given to each student.

- I understand that tutorials/detentions will be from 8:00 to 8:20.
- I understand if I have passed all EOC's attempted that school will be from 8:20 to 2:40
- I understand if I have not met minimum requirements on any EOC, I will have to attend a mandatory EOC class on the days for each EOC that I have not met minimum requirements. These classes will be from 2:40 until 3:40.

1. Monday: English 1 and English 2
2. Tuesday: Algebra 1
3. Wednesday: Biology
4. Thursday: U.S. History
5. Friday: None – Make-up for missed EOC classes

Appropriate Technology Use

I understand that school technology is for academic purposes and school use only.

- Any use of school computers as a music or video device for entertainment is prohibited. This includes the use of video/audio streaming websites. (YouTube, Pandora, Groove Shark, etc.)
- It is considered a violation of use to utilize unauthorized websites to complete any Edgenuity based course (Ask.com, Answers.com, Quizlet.com, Brainly.com, Google, etc.)
- Cutting and pasting quiz and test information into other formats is prohibited.

In the event of an incident or incidents involving inappropriate use of websites the following guidelines will be implemented

- 1st offense – Specific activity reset to the beginning, parent notified by teacher, office documentation complete, and all accompanying activities must be completed for remainder of course.
- 2nd offense – Specific unit reset to the beginning, parent notified by teacher, office documentation completed, and 1 day of ISS
- 3rd offense – Specific course reset to the beginning, office documentation completed, parent notified by administrator, and 3 days of ISS assigned
- 4th offense – Parent notified by administrator and proceedings started to return student to High school

State Assessment

I will participate successfully as required by the instructor in all State Assessment preparation.

I will successfully complete all State Assessments for graduation.

Student Code of Conduct

I will model good citizenship and contribute to the positive school learning environment as outlined in the Hereford ISD Student Code of Conduct and the Hereford Center for Accelerated Learning Student Handbook

- I understand that the Hereford ISD Student Code of Conduct and Handbook are the governing documents and that all rules and regulations stated within apply to HCAL.
- Technology devices
- CELL PHONES ARE NOT PERMITTED ON STUDENTS PERSON AT ANYTIME DURING THE CLASSROOM DURING INSTRUCTIONAL TIME
- Technology devices (excluding laptops) at no time are allowable during State Assessment Prep courses
- Cell phones may be used as communication devices (voice or text) during Media Breaks and at Lunch Break only
- Devices that are strictly music devices may be used at the discretion of the teacher. Failure to maintain course progress will result in the loss of music privileges.
- Telecommunication devices identified as being utilized during instructional settings or while in the hallway/restroom will be confiscated and a fee of \$15(after first time) will be required of the owner. Credits will be held until fines or fees are paid. Student violators will only be permitted to recover the device on the first offense. Students may only recover the device the last day of the week. Parents may recover the device at any time during normal business hours with the paid fine.

I have fully read and understand that failure to adhere to any or all of the above stipulations may result in immediate disciplinary action, including ISS, DAEP, or REMOVAL FROM HCAL BACK TO HIGH SCHOOL.

PARENTS & GUARDIANS:

PLEASE READ THE HISD STUDENT CODE OF CONDUCT WITH YOUR CHILDREN. DISCUSS THE IMPORTANCE OF FOLLOWING SCHOOL RULES AND LOCAL/STATE/FEDERAL LAWS. UNFAMILIARITY OF THIS INFORMATION IS NOT A JUSTIFICATION FOR EVADING CONSEQUENCES. CAMPUS AND DISTRICT PRINCIPALS ARE AVAILABLE TO DISCUSS THE CONTENTS AND ANSWER ANY QUESTIONS YOU HAVE ABOUT SCHOOL SAFETY, STUDENT DISCIPLINE AND HEREFORD ISD EXPECTATIONS.

Section 8: Grading Policy

Grades will be posted on Skyward as soon as a student completes a semester of the course they are enrolled in. Edgenuity is a computer based program where all grades will be determined. The students will be moved on at a pace that ensures mastery of the content. Students will not receive a grade until a satisfactory score is achieved.

