

Howe High School  
Addendum to the HISD Student Handbook – 2019-2020

**Acknowledgement of Electronic Distribution of Student Handbook**

My child and I have been offered an electronically accessible Howe Independent School District ***Student Handbook*** and ***Student Code of Conduct*** for the 2019-2020 school year. I accept responsibility for accessing the ***Student Handbook*** and ***Student Code of Conduct*** by visiting the web address – [www.howeisd.net](http://www.howeisd.net). I understand that these handbooks contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the ***Student Code of Conduct***. If I have any questions regarding these handbooks, I should direct those questions to the appropriate campus principal.

I acknowledge, by my signature below, that I have been offered an electronically accessible Howe ISD Student Handbook and Student Code of Conduct. In addition, I acknowledge that I have read and discussed the *Student Handbook* and *Student Code of Conduct* with my child.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Grade

\_\_\_\_\_

Parent/Guardian Signature, or student signature if student is 18 years of age or older (eligible student)

\_\_\_\_\_

Date

**I acknowledge that I have read and discussed the *Student Handbook* and *Student Code of Conduct* with my parent/guardian.**

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date



## Directory Information/Media Release Form

### Part 1: Release of Directory Information for School-Sponsored Purposes

Howe ISD has designated the following as directory information for school-sponsored purposes: student name, photograph, date of birth, honors and awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identification numbers or identifiers that cannot be used alone to gain access to electronic student records.

\_\_\_ **Yes**, I do want my student's directory information released for limited school-sponsored purposes such as student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to media, district/campus and education-related websites, district/campus and education-related video and audio, district/campus and education-related publications.

\_\_\_ **No**, I do not want my student's directory information released to ANY third party, even for limited school-sponsored purposes such as student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to media, district/campus and education-related websites, district/campus and education-related video and audio, district/campus and education-related publications. ***I understand that this means my student's information will not be included in publicity about his/her achievements and will not be included in the yearbook and other such publications.***

### Part 2: Release of Directory Information for All Other (Non-School-Sponsored) Purposes

Howe ISD has designated the following as directory information for all other purposes: student name, honors and awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

\_\_\_ **No**, I do not want my student's directory information released for all other (non-school-sponsored) purposes.

### Part 3: Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

\_\_\_ **No**, do not release my student's name, address, and telephone number to military recruiters or an institution of higher learning.

### Parent Authorization

I acknowledge by my signature below that I have read this document and indicated my wishes on each separate part.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature, or student signature if student is 18 years of age or older (eligible student)

\_\_\_\_\_  
Date

## **Interrogations By School Officials**

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

### **By Police or Other Authorities**

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

## **Searches**

### **Desks and Lockers**

Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice. Students shall be fully responsible for the security and contents of desks or lockers assigned to them. Students shall make certain that lockers are locked and that the keys or combinations are not given to others. Students shall not place or keep in a desk or locker any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be held responsible for any prohibited items found in their desks or lockers.

### **Vehicles**

Students shall be fully responsible for the security and contents of vehicles parked on school property. Students shall make certain that their parked vehicles are locked and that the keys are not given to others. Students shall not place or keep in a vehicle on school property any article or material prohibited by law, District policy, or the Student Code of Conduct.

If there is reasonable cause to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches. Students shall be held responsible for any prohibited items found in their vehicles on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse the search, the District may contact local law enforcement officials and turn the matter over to them.

## **Use of Trained Dogs**

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug- and alcohol-related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

## **Notice**

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

## **Parent Notification**

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

## **Mandatory Drug-Testing Program**

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities or requests a permit to park a vehicle on school property.

## **Covered Activities**

Testing shall be required for all school-sponsored extracurricular activities.

## **Scope**

A student participating in these activities or requesting a parking permit shall be tested for the presence of illegal drugs and alcohol at the beginning of each school year, prior to receiving a parking permit, and prior to joining an extracurricular program at any time during the school year.

In addition, students shall be randomly tested throughout the school year.

### **Purpose**

The purposes of the drug-testing program are to prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol; help enforce a drug-free educational environment; deter student use of illegal and performance-enhancing drugs or alcohol; and educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

### **Distribution of Policy**

The District shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student's participation in an affected activity or receipt of a parking permit.

### **Consent**

Before a student is eligible to participate in extracurricular activities or to receive a parking permit, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities or to receive a parking permit.

### **Use of Results**

Drug test results shall be used only to determine eligibility for a parking permit and participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties.

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

### **Confidentiality**

Drug test results shall be confidential and shall be disclosed only to the student, the student's parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

### **Testing Laboratory**

The Board shall contract with a certified drug-testing laboratory to conduct testing of students' urine samples.

Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

### **Substances for Which Tests Are Conducted**

The District shall make available to students and parents a list of the exact substances for which tests will be conducted.

### **Collection Procedures**

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. A student shall produce a sample within a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected.

### **Random Testing**

Random tests shall be conducted on as many as eight dates throughout the school year.

### **Refusal to Test or Tampering**

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any.

If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

### **Confirmation of Positive Results**

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive.

Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student's parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity, as applicable, to review the test results and discuss consequences.

## **Retesting**

If the student wishes to return to participation in extracurricular activities or have a parking permit reinstated after any applicable consequences, the student shall be retested on the next six random test dates so long as the student wishes to participate in extracurricular activities or park a vehicle on school property.

## **Drug Abuse Prevention**

The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area.

## **Consequences**

Consequences of positive test results shall be cumulative through the student's enrollment in middle school and shall begin anew for high school.

### *First Offense*

Upon a first offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity, and the student's parking permit shall be suspended, for 30 calendar days following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

### *Second Offense*

Upon a second offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity, and the student's parking permit shall be suspended, for 45 calendar days following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

### *Third Offense*

Upon a third offense of receiving a confirmed positive drug test, a student shall be suspended from participation in any extracurricular activity, and the student's parking permit shall be suspended, for 365 calendar days following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

### **Appeals**

A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities or reinstatement of parking privileges while the appeal is pending.

## Drug Screening Parent/Student Consent Form

I acknowledge that I have the authority to consent to drug/alcohol testing of my child. I understand Howe Independent School District's policy regarding illegal substance use. I understand that it is the practice of HISD to conduct drug tests for the purpose of determining eligibility for participating in competitive extracurricular activities/UII activities and driving privileges. This will also include driving privileges on campus.

I understand that my child cannot be compelled to give a urine sample. I understand that if he/she gives a urine sample it will be tested for drugs and/or alcohol. I understand that the giving of a urine sample, when requested by HISD, is a condition of my child's continued participation in competitive extracurricular activities, UII activities, and driving privileges. **I understand that if a test of my child's urine sample reveals an unexplained presence of a drug or alcohol, HISD may take action against him/her up to and including termination from participating in any competitive extracurricular activities, UII activities, and driving privileges.** An exception will be made for the use of legally prescribed medications taken under the direct supervision of a physician. Based on my understanding of the above, I hereby authorize Forward Edge Inc. and other trained personnel to collect urine samples from my child for the purpose of testing for the presence of drugs and/or alcohol.

I further authorize the officers, employees, and agents of Forward Edge Inc. and HISD to communicate my child's drug/alcohol tests both orally and in writing to each other and the child's parent/guardian to communicate such tests results at any HISD administrative or legal proceeding. I also authorize the officers, employees, and agents of Forward Edge Inc. and HISD to have continued access to my child's urine sample/test results for the purpose of any further analysis or study that may be necessary and require the results be communicated to me prior to any HISD administrative proceedings or disciplinary actions. I understand that no physician/patient relationship is established by the collection of this urine sample by Forward Edge Inc., and that no privilege of confidentiality will attach to these test results.

I, \_\_\_\_\_ (print name of parent/guardian), am parent/guardian of \_\_\_\_\_ (print name of student), a minor student who is enrolled in the Howe Independent School District.

I HEREBY RELEASE AND HOLD HARMLESS, HISD AND FORWARD EDGE INC. AND THEIR TRUSTEES, OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES AND MEDICAL STAFF MEMBERS FROM ANY AND ALL LIABILITY, CLAIMS, DAMAGES, AND COSTS THAT MAY ARISE AS A RESULT OF ANY ACTION TAKEN ON AN UNFAVORABLE OUTCOME THAT OCCURS AS A RESULT OF THIS DRUG/ALCOHOL TEST.

THIS IS A LEGAL CONSENT AND RELEASE OF LIABILITY FORM. PLEASE READ IT CAREFULLY AND BE SURE YOUR QUESTIONS HAVE BEEN ANSWERED BEFORE SIGNING.

THIS AUTHORIZATION WILL BE VALID DURING THE STUDENT'S ENROLLMENT AT HOWE ISD.

Parent/Guardian Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Student Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

**Drug Screening Parent/Student Consent Form (Continued)**

I allow my child to participate in this program as:

\_\_\_\_\_ a student involved in UIL/extra-curricular activities and/or a student driving on campus

\_\_\_\_\_ a student enrolled voluntarily

\_\_\_\_\_ I do not allow my child to participate in this program. I understand that my child will not be allowed to participate in UIL/extra-curricular activities and/or drive on any Howe ISD campuses. I further understand I must sign this form, to keep on file, that I am not allowing my child to participate in this program.

Prescription drugs and dosages my son/daughter takes regularly, as prescribed by a physician.

\_\_\_\_\_

Drug Name

\_\_\_\_\_

Dosage

# HOWE HIGH SCHOOL

## Bell Schedules

2019-2020

### Regular Schedule

1 <sup>st</sup> period	8:00 – 8:48
2 <sup>nd</sup> period	8:52 – 9:40
3 <sup>rd</sup> period	9:44 – 10:37
4 <sup>th</sup> period	10:41 – 11:29
<b>“A” Lunch</b>	<b>11:29 – 11:59</b>
“A” 5 <sup>th</sup> period	12:03 – 12:51
“B” 5 <sup>th</sup> period	11:33 – 12:21
<b>“B” Lunch</b>	<b>12:21 – 12:51</b>
6 <sup>th</sup> period	12:55 – 1:43
7 <sup>th</sup> period	1:47 – 2:35
8 <sup>th</sup> period	2:39 – 3:27

### Activity Schedule

1 <sup>st</sup> period	8:00 – 8:45
2 <sup>nd</sup> period	8:49 – 9:34
3 <sup>rd</sup> period	9:38 – 10:23
4 <sup>th</sup> period	10:27 – 11:12
<b>“A” Lunch</b>	<b>11:12 – 11:42</b>
“A” 5 <sup>th</sup> period	11:46 – 12:31
“B” 5 <sup>th</sup> period	11:16 – 12:01
<b>“B” Lunch</b>	<b>12:01 – 12:31</b>
6 <sup>th</sup> period	12:35 – 1:20
7 <sup>th</sup> period	1:24 – 2:09
8 <sup>th</sup> period	2:13 – 2:58
Activity period	3:00 – 3:30

### Early Release Schedule

1 <sup>st</sup> period	8:00 – 8:30
2 <sup>nd</sup> period	8:34 – 9:04
3 <sup>rd</sup> period	9:08 – 9:38
4 <sup>th</sup> period	9:42 -- 10:12
5 <sup>th</sup> period	10:16 -- 10:46
6 <sup>th</sup> period	10:50 – 11:20
7 <sup>th</sup> period	11:24 – 11:54
8 <sup>th</sup> period	11:58 – 12:28
<b>Lunch</b>	<b>12:28 – 1:00</b>

### Late Arrival Schedule

1 <sup>st</sup> period	10:00 – 10:33
2 <sup>nd</sup> period	10:37 – 11:10
3 <sup>rd</sup> period	11:14 – 11:47
4 <sup>th</sup> period	11:51 – 12:24
<b>“A” Lunch</b>	<b>12:24 – 12:54</b>
“A” 5 <sup>th</sup> period	12:58 – 1:31
“B” 5 <sup>th</sup> period	12:28 – 1:58
<b>“B” Lunch</b>	<b>12:58 – 1:31</b>
6 <sup>th</sup> period	1:35 – 2:14
7 <sup>th</sup> period	2:18 – 2:52
8 <sup>th</sup> period	2:56 – 3:30

# Howe High School

## Testing Dates for 2019-2020

### STAAR End-of-Course (EOC) Exams

Course	Fall '19 Retests	Spring '20 Tests	Summer '20 Retests
English 1	December 9	April 7	June 22
English 2	December 11	April 8	June 24
Algebra 1	December 10	May 5	June 23
Biology	December 12	May 4	June 25
US History	December 12	May 6	June 25

### Advanced Placement (AP) Exams – Register with the counselor

AP TEST	Date
US History	May 10, 2020
English Lit & Composition	May 8, 2020
Environmental Science	May 6, 2020
Calculus AB	May 14, 2020

### SAT – [www.collegeboard.com](http://www.collegeboard.com)

Test Dates	Registration Deadlines
August 24	July 26
October 5	September 6
November 2	October 3
December 7	November 8
May 2	April 3
June 6	May 8

### ACT – [www.act.org](http://www.act.org)

Test Dates	Registration Deadlines
September 14	August 16
October 26	September 20
December 14	November 8
February 8	January 10
April 4	February 28
June 13	May 8
July 18	June 19

**Preliminary SAT (PSAT)**  
October 16th

**ASVAB**  
TBD

### Credit By Exam (CBE)

TBD



## Grading Guidelines

### Grading Philosophy Statements:

1. A grade should represent as accurately as possible what students have learned based on their level of mastery of the designated District Objectives (TEKS).
2. All grading practices should be used to promote mastery learning, achievement, and academic growth.
3. Grades should be seen as a tool to foster academic growth, not punitive in nature.
4. All grading practices used by teachers should be in writing and shared with students and parents.

### Grading Categories and Weights:

All students will have two categories in the electronic gradebook with the corresponding weights:

Formative: 40%

Summative: 60%

Forms of assessment include formative and summative assessments. These forms of assessment should be a natural part of classroom processes and not a set-aside process that detracts from teaching and learning in the classroom.

**\*Formative Assessments** are progress monitoring tools that determine how we can help increase student academic achievement. They are assessments FOR learning. Formative assessments can be taken as grades, but do not have to be recorded as a grade in the gradebook (i.e. thumbs up/down, exit tickets, four corners, gallery walks, observations, questioning, discussions, learning/response logs, graphic organizers, peer/self-assessments, practice presentations, individual responses [written/digital], spelling tests, homework, editing, recording thinking while reading, think/pair/share, portfolios, anecdotal records, etc.).

**\*Summative Assessments** measure how much students have learned over time. They are assessments OF learning. They assess mastery of the curriculum standards and help determine effectiveness of mastery. Summative assessments will be created prior to instruction to capture and identify both content and process of learning that represent the desired outcomes, as measured by end of unit tests or projects, standardized assessments, completed compositions, completed portfolios, or various other summative assessments unique to content areas.

Grade Ranges for Grading Period		
Assessment Type	Minimum Number	Suggested Maximum Number
Formative	8	12
Summative	2	5

**Make-up work:**

Make-up assessments shall be made available to students after any absence. Teachers should ensure students have the instruction needed to successfully complete their work. Teachers will determine time and space for a student to complete their make-up assignments. When determining what work is to be assigned for make-up, teachers are encouraged to consider the purpose and the importance of work required of the student. If an assignment is given to a student for make-up purposes related to an absence, it should be assessed and should receive the same value when compared to work completed by students who were not absent. Students have 2 class sessions to make up work for each class session absent.

**Extended Absences:**

In the case of extended absences, arrangements for completion of work shall be made with the individual teacher. If make-up work is assigned and assessed, full credit shall be given. If a student has been absent for several days as a result of a serious illness and many assignments have been missed, teachers should consider which assignments are absolutely essential for the student's comprehension of concepts and should assign only that work. Teachers are encouraged to consider extenuating circumstances regarding work that is to be turned in following absences. Frequently, students will have more make-up work than can be completed in addition to current work, especially if they have not fully recovered from a serious illness. If parents request work in advance of an extended absence, it is the campus principals' discretion regarding whether or not work is provided.

**Late Work:**

The operational definition of late work is when a student has been provided adequate time and instruction to complete student work and has not completed it by the assigned time and date. This includes all assignments included in a long term assignment. If a student does not turn in an assignment by the due date, a teacher should enter MSG in the grade book. This will average in as a zero. After one class session late, the work may only be eligible to receive 70% of the original assigned points. Beyond one class session late, the work may only be eligible to receive 50% of the original assigned points with teacher discretion to assign a zero. Students with extended time accommodations written into their IEPs will be addressed on an individual, as needed basis. See student's list of accommodations. Students submitting late work are not eligible for reassessment opportunities.

**Homework:**

Homework is intended to reinforce and/or extend the learning process and content from the classroom. High school students should expect to have some homework. Teachers are expected to provide feedback on all homework assigned through comments or grading to recognize the effort of the student and indicate use by teacher to guide instruction. Homework will be at a level that can be completed independently by a student and the student should clearly understand the expectations of the assignment. These guidelines apply to home-based academic work, including, but not limited to, flipped classrooms.

**Extra credit:**

Academic extra credit may not be given as a separate assignment. Students should be allowed opportunities to bring up grades through other methods outlined in this document. No academic extra credit may be given for bringing supplies, canned goods, or other items not associated with course and curricular objectives.

**Posting of Grades:**

Assessments should be graded and posted in the electronic gradebook within 72 hours with the exception of complex projects, essays, or assignments that require extensive teacher feedback or review.

**Final Exam Exemptions:**

*Exemption Defined: Exempt from Exam...NOT exempt from attending school.  
All students MUST attend their exam time.*

Exam exemptions will be available to juniors and seniors for all classes. Exam exemptions will be available to freshmen and sophomores in elective classes. Freshmen and Sophomores are required to take exams in English, mathematics, science, and social studies. These exam exemption rules only apply to high school classes; students taking dual-credit courses must abide by the exam requirements as set forth by Grayson College.

A student may exempt an exam in a high school class if the student meets the criteria listed below:

- Earn a semester grade of 90 or higher in the course of the exemption.
- Record no more than three (3) absences in the course of exemption. All absences (medical, excused, unexcused) count except school-related absences (i.e. extra-curricular, field trips).
- Record no more than ten (10) occurrences of being tardy for all classes.
- Satisfy all fees and fines for all classes and departments.
- Satisfy all outstanding disciplinary requirements, including assignments to D-Hall.
- Refrain from ISS/OSS and/or DAEP placements.
- Take the corresponding AP exam if the course of the exemption is an AP course.

Students receiving exemptions are encouraged to take the exam and have it scored. If the examination score will improve a student's grade average, it will be calculated as part of the semester average. Otherwise, the examination grade will not be counted.

Students are responsible for monitoring absences throughout the semester as progress reports are received. If an absence has been marked in error, the student should see the teacher involved. Only teachers can initiate attendance corrections.

**Texas compulsory attendance laws require that students attend school every day; even though a student is exempt from an exam, your attendance is still required.**