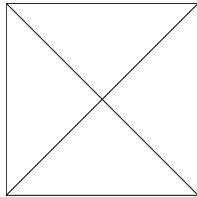


Brownsville Independent School District

HOMER HANNA HIGH SCHOOL



STUDENT HANDBOOK 2009-2010

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**The Homer Hanna High School 2009 - 2010 Student Handbook was printed on August 7th, 2009. Any changes in BISD Policies after this date are not reflected but will be enforced. Please refer to the 2009 – 2010 BISD Student / Parent Handbook.*

Brownsville ISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing 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.

Hanna High School
 2615 E. Price Road
 Brownsville, Texas 78521
 (956-548-7600)

Theresa A. Alarcon
 Principal

Student's Last Name
Am-Ay+ S-Z (Head Counselor)
B, F, G
C-E+Ro-Ru

Counselor
 E. Compean
 M. Briones
 M. Figueroa

H-Ma+Ab-AI
Mc-Q +Ra-Ro
Counselor for The School of
Technology for Medical &
Health Professions (TM)

M. Ontiveros
M. Granado
A. Sosa-Holloway

Student Last Name

A - D

E-J

K-P

R + TM Program students

Q, S-Z + 504 Administrator

Assistant Principal

Adriana Lippa
Deyanira Martinez
Mary Ellen Rodriguez
Michelle Seney
Alex E. Anzaldua

Dean of Instruction

Juan Carlos Chavez

Special Populations

Vacancy

P.E.I.M.S. Liaison

Melissa Gutierrez

Career Placement Officer

Vacancy

Nurses

Sandy Janke
Christy Ramirez

Career Adjustment Program Nurse

Marcela Gomez-Martinez

2009-2010 Hanna High School Student Body

Welcome to the 2009-2010 school year! As your principal, I am excited that school has started, and I look forward to another terrific year! This booklet has been prepared for you as a guide to school procedures and expectations. It is meant to help you and to perhaps answer some of your questions. Please read it carefully and thoroughly share this information with your parents.

You will want to keep this handbook handy as we progress through the school year because it contains a wealth of information...from attendance, loss of credit, dress guidelines, and bus riding rules to our expectations of appropriate student behavior and the consequences for misbehavior. You will also find valuable information regarding your counselor, library hours, and a listing of the various clubs and activities available to you as a Hanna Golden Eagle. It has been proven that extra-curricular involvement and student success go hand in hand, so it is my hope that you become an active member in one of the many organizations at Hanna High School.

In addition to this handbook, it is also very important that students and parents become familiar with the contents of the board-approved BISD 2009-2010 Student Parent Handbook. This document contains important information pertaining to BISD policies as well as the Student Code of Conduct.

I am proud to be your principal and am looking forward to a very successful school year. In order to provide each of you with the best educational program possible, we will concentrate on instruction and expect your daily attendance. We will be contacting your home when you are absent from school! When problems or concerns arise, please feel free to come by my office or speak to your counselor if we can help in any way possible. Have a great year!

Academics

STUDENT ACADEMIC ASSISTANCE

Hanna High School offers several programs to assist students if they need additional support in their academic studies. These programs not only help students in their classes, but also offer assistance for the *Texas Assessment of Knowledge and Skills (TAKS)*. Take advantage of these sessions. Students will be notified of these varied opportunities through the morning announcements, on posters displayed throughout the school and through articles published in the counselors' bi-monthly newsletter, *The Eagle Eye*, or in the school newspaper, *The Screaming Eagle*. The *Eagle Eye* can also be viewed on-line on the Hanna website.

BEFORE AND AFTER SCHOOL ACADEMIC / TAKS TUTORIAL CLASSES

Before and after School Tutorial Classes provide students with assistance in their academic classes as well as preparing them for the *TAKS*. Students may attend tutorial to get help in preparing for a test, a special class project, and homework or test-taking strategies. Tutorial classes are offered Monday through Thursday from 7:45 a.m. to 8:45 a.m. also 4:15 p.m. to 5:15 p.m. See your teacher or counselor for more information.

DUAL ENROLLMENT

The Dual Enrollment Program at Hanna enables students who meet the requirements to earn college credit at UTB/TSC while completing their high school requirements. Students may elect to take English III DE / **COMP I 1301**/English IV DE **COMP II 1302**/, Algebra II DE/**COLL ALG 1314**, Pre-Cal DE/**PRE-CALCULUS 1412**, Calculus DE/**CALCULUS 2413**, US History DE/ **HIST 1301/ HIST 1302**, Physics DE/**PHYSICS 1301/1101 & PHYS 1302/1102**, BCIS DE/**ITSC 1301**, BCIS II DE/**ITSC 1409**, Economics DE/**ECON 2801**, Biology DE/**BIOL 1306/1106**, Art I DE/**ARTS 1301**, Music Theory DE/**MUSI 1306**, Spanish DE/**SPAN 2311/2312**, Intro HST-Medical Terminology DE/**HPRS 1106** HST I DE/**HPRN 1101**, HST II DE/**HPRS 1204**, HST III DE/**HPRS 1205**, TICAD DE/**DFTG 1405**, ECAD I DE/**DFTG 1409**, Architectural Graphics I DE/**DFTG 1417**, ACCT I DE/ **ACNT 1403**, *Engineering Graphics* DE/, **DFTG 1409**, and *Government* DE / **Govt 2301**. To qualify for the program, students must follow the normal college admissions procedure. A grade of 80 or higher in the college portion of the Dual Enrollment class also can satisfy an advanced measure for the Distinguished Achievement Program. See your counselor for more details.

To qualify for participation in the Dual Enrollment program a student must:

1. Fulfill testing requirements: 10th or 11th TAKS, THEA, SAT, ACT and COMPASS.
2. Have completed the Dual Enrollment application forms online.

Students can obtain more information regarding Dual Enrollment by contacting their counselor.

S.T.A.R.S. PROGRAM

S.T.A.R.S. (Students Taught in an Alternative Return to Success) is an alternative program for students **who are behind in credits with no possibility of graduating with their respective class**. There are certain eligibility requirements to enter the program. To find out if you are eligible for admission into the S.T.A.R.S. program seek assistance from your counselor or the STARS department in H POD. Eligible students who qualify to take the S.T.A.R.S. test must have a pass from their counselor.

TAKS COMPUTER LAB

The TAKS Computer Lab is a class offered to students who have not passed all parts of the TAKS during their junior and/or senior year as well as for students that are in danger of not doing well on TAKS based on historical data. Students receive one-on-one instruction from the lab teachers and also work on computer software programs that reinforce test-taking skills.

Attendance Issues

PROCEDURES A STUDENT MUST FOLLOW TO REGAIN CREDIT

According to BISD district policy, passing grades alone do not ensure credit for a course. In order to receive graduation credit, **students must pass the course with a final average of 70 or above AND be present at least 90% of the days that the course is offered.**

The following are NOT ACCEPTABLE excuses for absences: truancy, missing the school bus, reporting to a job during school hours, car trouble, hunting or fishing trips, vacation or pleasure trips, attending religious conventions, and baby-sitting.

The school district accepts the following as extenuating circumstances for the purpose of granting credit for a class: board-approved extracurricular activities, documented medical appointments, observance of religious holy days, juvenile court proceedings, unforeseen family emergencies (administrator's approve required), and pre-approved college visitations.

Students should follow the BISD Attendance Guidelines. If questions should arise or more information is needed, students should seek assistance from their principal or counselor.

1. Parent(s) must call the school on the day(s) the student is absent. Within five (5) school days, parent(s) should send written documentation to the Attendance Office (i.e. doctor excuse, for the absence(s). The Attendance Office is located in G-122. The Attendance Office will keep the documentation on file for future reference.
2. **Only original documents will be accepted. Photocopies of medical excuses will not be accepted. Also no prescriptions, receipts, and/or photocopies of prescriptions will be accepted as excuses.**

Note: Students attending a school related field trip or activity will be marked absent. Students must ensure that teachers are notified of the activity as soon as the sponsor/coach provides the student with the related field trip and activities form. The sponsor will submit a list of all students participating to the Attendance Office. Personnel will override absences posted by teachers.

3. The students' report card will have a "No Credit Notice" attached if "No Credit" (NC) was acquired for any class during the current Marking Period.
4. It is the student's responsibility to contact the Attendance office to justify an absence(s) by providing medical documentation. The Attendance Clerk will review documentation. If a student has insufficient documentation for absences, the student will be informed by the no credit notice attached to the report card of his/her NC status. Handwritten excuses from parents will not be accepted for credit.

*Handwritten excuse may be taken to the attendance liaisons (H101/H109) for truancy purposes.

5. Note: the school district has established the deadlines to petition for credit, make sure that you meet the following deadline(s):

End of Semester 1
August 24, 2009 - January 15, 2010

15 School Days After
February 8, 2010

End of Semester 2
January 19, 2010 - June 3, 2010

15 School Days After
June 24, 2010

6. Remember that in addition to submitting the paperwork to the Attendance Office by the deadline, students must make up all assignments for the class in order to earn a passing grade of 70 or above to receive graduation credit. **If a student fails a class, he/she will have to re-take the course at a later date.**

PETITIONING NO CREDIT STATUS:

Once a student has received a No Credit Status, the student may petition to have the status removed by submitting proper documentation for the absences to the attendance department by the aforementioned deadline.

7. **It is the student's responsibility to verify that the "NC" has been removed on the report card.** Questions about an "NC" status must be addressed to the Attendance/Data Entry Department. It is the student's responsibility to turn in all documentation to clear "NC" by the deadline.

DOCTOR APPOINTMENT & MEDICAL RE-ENTRY

Students arriving at school from a doctor's appointment or leaving school for a doctor's appointment, will not be counted absent if they notify the Attendance Office and submit a doctor's excuse indicating that he/she had a medical appointment on that day.

When a student notifies the Attendance Office and presents a doctor's excuse, the Attendance Clerk will review the documentation. If all of the necessary documentation is in place, the attendance code will be designated as "MED" on the corresponding period/date.

Note: Students not attending school on the day of the medical appointment will be marked absent. In this case, a student must also submit the medical excuse to the Attendance Clerk to justify the absence.

TARDY POLICY

Students are expected to be on time to class. A student is considered tardy if he/she is not in class when the bell rings to begin class. A student who enters class during the 10-minute tardy period must be logged in as tardy on grade speed. A student is responsible for all class assignments if he/she is tardy or enters the class too late to be marked present.

Policy/Procedure

- 1). *Students who enter class up to the tardy signal will be logged in on grade speed as "tardy".*
- 2). *On a student's 4th tardy **teachers** need to write a discipline referral and turn it into the respective principal.*
- 2). If the student has accumulated more than 3 tardies, the following consequences will occur:

<u>4th Tardy</u>		Administrator will give written warning
<u>5th Tardy</u>		Administrator will contact parent
<u>(6-7) Tardies</u>	30	minutes after school detention
<u>(8-10) Tardies</u>	01	day of ISS
<u>> 11 Tardies</u>	02+	days of ISS

**All students will start each Six Weeks with zero (0) tardies.

**ISS will be located in Room X119.

**After school detention location will be announced. Detention time is from 4:10-4:40.

Truancy

Students who are absent without permission are truant. Truancy is an unexcused absence and repeated truancy may be cause for disciplinary or legal action against the student's parent/guardian. **Students are truant if they: leave school without permission, are absent from school without prior permission, or come to school but do not attend class.**

Compulsory attendance laws will be enforced for students who are not in class during school hours. Parents and students may be subject to court costs, fines, and sanctions. All handwritten excuses from parents must be taken to the Campus Attendance liaisons located in the H-Pod.

STUDENTS WITHDRAWING FROM HANNA HIGH SCHOOL

Students withdrawing from Hanna High School must be accompanied by a legal guardian with proper identification and the name of the school or school district that the student will attend.

Note: If students do not clear debts for textbooks and other school issued materials and/or equipment, their records will not be released. This may cause a delay when registering at another school or district.

BUS RIDING PRIVILEGES

As per the BISD Student Code of Conduct, riding the school bus is a privilege. It is the responsibility of the student to make the trip a safe one for all. The BISD Student Code of Conduct clearly delineates bus rules and conduct.

The bus driver is responsible for discipline on school buses. Misconduct is reported to the campus administrator in coordination with the Administrator for Transportation or designee who will take appropriate disciplinary action.

Please be reminded that bus drivers may request that students show their Hanna issued student identification card before boarding the school bus. It is imperative that all students riding a bus carry I.D. cards with them at all times. **Bus drivers will deny a student permission to board the bus if the student does not have an official Hanna I.D. card.**

Students who do not follow the bus rules may lose the privilege to ride the bus. In accordance with BISD Policy the following consequences will be enforced:

Consequences: (Depending on the severity of infraction)

- **First Offense**—Student will be sent to campus administration and with the cooperation of the Transportation Department; the student will be placed on probation and issued a warning.
- **Second Offense**— Student may be suspended from riding the bus for a maximum of five days.
- **Third Offense** — Student may be suspended from riding the bus for a maximum of ten days.
- **Fourth Offense**- Student will be suspended from riding the bus for the remainder of the term.

*Based on the discretion of administration

Sponsors/Coaches

All students riding the bus to and from any school sponsored activity **must be supervised by their sponsor/coach at all times**. All sponsors/ coaches are responsible for a student's safety during their respective school sponsored event.

CAMPUS LIFE

ATHLETIC / STUDENT VOLUNTARY INSURANCE

Information regarding the purchase of voluntary student insurance will be sent home with students at the beginning of the school year. Parents may elect to complete the desired forms and return them directly to the company.

Students who participate in any school-sanctioned UIL activity (including Cheerleading and Drill/Dance Team) are provided insurance coverage. This coverage is effective when the student is traveling to and from the game site, during practices and games, and during the athletic period.

Students who elect to participate in non-UIL activities during the lunch period, after-school, or in summer recreational activities are not covered by the athletic insurance.

CLUBS AND ACTIVITIES

Homer Hanna High School has many clubs and organizations created to enhance the high school experience as students take on responsibility and enjoy the camaraderie of their peers. It has been proven time and time again that successful students are not only academically strong, but also involved in extracurricular activities. Among the many advantages of involvement are increased leadership skills and heightened awareness of commitment.

****Note:** *The clubs and activities listed below are strictly for Homer Hanna High School Students.*

This is a partial listing of the clubs and activities that are available at Hanna. Students will be informed of upcoming events and activities through our weekly student activities calendar that teachers will post in their classroom every Monday. Other sources of student information include the daily announcements as well as our school newspaper (*The Screaming Eagle*), and the counselors' newsletter (*The Eagle Eye*).

***ART SOCIETY**

The Art Guild is a club for students interested in art. The purpose of this group is to promote art in school and in the community. Everyone is invited to attend and participate. Students do not need to be in an art class to join.

***AUTOMOTIVE TECHNOLOGY SKILLS USA**

To promote leadership skills and group work skills within an Automotive Technology setting.

***BALLROOM DANCING**

The Ballroom Dancing Club is for students interested in learning different styles of dance. The club practices year round and competes against other Brownsville High School clubs.

***HANNA BAND**

The Golden Eagle Band performs throughout the school year. During football season the band performs at every football game. The Golden Eagle Band participates in the UIL Marching Competition also known as Pigskin Jubilee. If you are interested in participating, contact Mr. Dennis Ewing our Band Director at the Hanna Band Hall.

***BIBLE CLUB**

The Bible Club is a club for students interested in developing their spiritual and moral aspects. They are given an opportunity to come together during lunch to share their ideas and feelings and study the Bible and interpret it. It is a club for students that are open-minded in their faith and willing to open up and share their common interest.

***BUSINESS PROFESSIONALS OF AMERICA (BPA)**

Business Professionals of America is the leading CTSO (Career Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

***CHEERLEADERS**

Hard work, determination, nerves of steel and not a sliver of shyness are what define a cheerleader. This energetic group of Hanna students works year round beginning in the summer. They practice almost every day to assure they are flawless in their dynamic movements to cheer the crowds on and keep our

athletic teams' hope and spirit alive to the end. Tryouts are scheduled in the spring for the freshmen, sophomore and Varsity squads.

***CHESS TEAM**

The purpose of the Hanna Chess Team is to teach critical thinking skills, constructive choice planning, and to think ahead. Chess, besides being a game instills traits such as patience, sportsmanship, determination and achieves personal glory!

***CHINESE FUN CLUB**

The main purpose of the Chinese fun club is to share the culture and traditions of China.

***CHOIR**

Choir is offered to help enrich a student's appreciation of music through a classroom atmosphere and is part of an extensive music program that garners much praise as well as awards for its top students. For more information, see one of the choir teachers in Room F132.

***CLASS OF 2010**

The class of 2010 is diligently working on their fund-raisers and welcome any and all suggestions. Seniors are also planning homecoming activities that include the famous Senior Skit and other fun projects.

***CLASS OF 2011**

The Class of 2011 is on a roll to put on the best Prom in Hanna History! They are busy raising money through Coke Sales at our Varsity Football games as well as various fund raisers at school. Get in on the fun of planning the most memorable night of the year!

***CLASS OF 2012**

The Class of 2012 is planning all sorts of fundraisers for next year's prom. Be part of a group that is focused on having fun and making the big bucks!

***CLASS OF 2013**

The Class of 2013 is "revving up" for a year of discovery and spirit! Already, the leadership is emerging and urging many freshmen to join in on the excitement of high school!

***AUTOMOTIVE TECHNOLOGY SKILLS USA CLUB**

Promotes the Automotive Industry awareness and opportunities.

***Community Theater Program**

Homer Hanna High School Theatre Department does more than just perform in school plays. It also involves itself in the community by working with Camille Lightner Playhouse, the University of Texas-Brownsville, and The Harlingen Performance Art Center. It promotes theatre in the community by performing anywhere when approved.

***CRIMINAL JUSTICE CLUB (SKILLS USA)**

Criminal Justice provides an overview of the history and philosophy of criminal justice and ethical considerations; defines crime and its nature and impact; provides an overview of the criminal justice system, law enforcement, the court system, prosecution and defense, the trial process, and corrections. Students are highly encouraged to involve themselves in our Law Enforcement Club and Skills USA debate team through the law enforcement club. The program provides the students with the opportunity to enhance their skills in law enforcements as well as leadership skills while working in concert with students from other schools throughout the state.

***DRAMA CLUB / ACTOR'S GUILD**

The Drama Club is a well-known and rapidly growing organization for students who are interested in getting involved with any and all aspects of theatre.

***ECOLOGY CLUB**

The Hanna High School Ecology Club is an environmental organization. Members are devoted individuals who share a common interest in preserving the natural environment for present and future generations. The Ecology Club is involved in a diverse range of activities from beach cleanups to environmental education. The club is committed to improving environmental correctness on campus, and in the community through various specialized committees. The club also hosts Hanna Beautification, Earth Day and other community events.

***ESTUDIANTINA DE ORO**

The Estudiantina expands the idea of choir and band with the use of string instruments to provide an outlet for students to appreciate a distinct type of music. The Estudiantina participates in many activities that include the Christmas Concert also known as "La Posada", Cinco de Mayo Festival and several UIL competitions.

***FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

The FCA is a Christian based organization where athletes of all religions come together for spiritual growth and unity. Activities and meetings are held throughout the year.

***FCCLA- Family, Career and Community Leaders of America**

Promotes personal growth and leadership development through family and consumer science education.

***FRENCH CLUB**

The French Club at Hanna has been active for many years. The mission has always been to advance the culture of France in the school and in the city. Members plan fundraisers, activities and projects. Members participate in the valley-wide French contests in Harlingen every year. Members also learn French songs, poems and phrases, and facts about the French speaking culture.

***GIRLS BASKETBALL CLUB**

Leadership and citizenship experiences through school activities help prepare students for a useful and wholesome life.

***HANNA HISTORY CLUB**

The history clubs purpose is to engage Hanna scholars into participating in the nourishing of local and bicultural history by encouraging the interest in community service and civic duty.

***HANNA JROTC- ELITE TEAMS**

The Hanna JROTC has six special teams: Armed Drill Team, Unarmed Drill Team, Physical Fitness Team, Rifle Team and the male/female color guard.

The Armed Drill Team consists of cadets who practice with weapons while the Unarmed Drill Team practices without weapons. They both compete in three different phases: inspection, regulation drill, and exhibition drill (fancy drill). The male/female Color Guard is a team that carries the United States and Texas flags. During competitions there are three categories: test on knowledge of the history of the flag, inspection and regulation drill. The Physical Fitness Team performs sit-ups, pull-ups and a run. The Rifle Team has to shoot in three positions: prone, kneeling and standing. Interested students should contact JROTC in Room A112.

***HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)**

The Health Occupation Students of America complements the School of Technology for Health and Medical Professions and the Health Professions Career Pathway. Currently, there are eight chapters in operation. H.O.S.A. promotes the value of community service through various local projects. Students participate in leadership conferences and competitions at the area, state and national levels. Some competitions involve content and skill while others are team events. Contact Mr. Montemayor in E110 for more information.

***GGLOW**

Bible study club

***MASTERMINDS**

Truly dedicated minds come together to prepare for the exciting intellectual competitions that are held at KRGV, Channel 5 studios and are aired during the school year. Students learn from many sources and are quizzed on the information they acquire before school and during lunch. Contact Mr. Kessler in E-Pod for more information.

***MOCK TRIAL**

Mock Trial is a group that competes in the area of knowledge and skill in the judicial process. Students are given a specific case to either defend or prosecute. Teams compete at the local, area, and state level.

***MODELING CLUB**

The Hanna Modeling Club assists in the development of our students' self esteem through the study and practice of fashion, beauty, modeling and production. The club hosts a variety of professional speakers who will provide members with information about make-up, hair, etiquette, and other interesting topics. Fashion shows are planned throughout the year.

***READERS CIRCLE**

This club's mission is to challenge students to read more books for pleasure and provoke thoughtful discussions.

***SCREAMING EAGLE**

A newspaper's success is no accident! It is a result of hard work, smart decisions and pure determination. Screaming Eagle students are taught the skills needed to produce a first class publication that describes life at Hanna on a monthly basis. Under the direction of Mrs. Blanca Perez, writing, editing and photography are but some of the areas that our students master in order to "get the paper out". For more information, go by Room F101.

***SILENT EAGLES**

Silent Eagles break the sound barrier at every student activity. This quiet but ever active and dedicated group of students signs the National Anthem at athletic events and is involved in many fundraising projects throughout the year.

***SKILLS USA-VICA**

(Brownsville Future Architects, Engineers and Drafters Association)

Skills USA-VICA prepares students for life with curricula and activities that provide opportunities for students to learn employability skills, self-discipline, university preparatory knowledge as well as the skills needed to perform at one's best. Students are given the opportunity to compete at the local, district, state and national level in over sixty skill and leadership areas. Drafters compete in the technical and architectural drafting division as well as any of the eleven leadership contests they wish to compete in. Contact Mr. Teagarden in the R-building for more information.

***SPORTS MEDICINE**

Hanna sports medicine is an organization for students interested in combining the medical field with athletics. Among their many activities, they assist our athletic trainers in preventing, treating and rehabilitating athletic injuries. Anyone interested in becoming part of this enthusiastic group of future medical professionals is encouraged to contact Mr. Shawn Osowski at the Athletic Building.

***STRUTTERS**

The Hanna Golden Eagle Strutters is a precision dance team who performs for numerous school activities that include football and basketball halftime shows, pep rallies, assemblies and community events. Auditions are held in August for the squad selection.

***STUDENT COUNCIL**

Student Council is a group dedicated to promoting unity among the student body. It acts as a medium between students, faculty and administration. The Student Council helps coordinate student activities and is a means for students to learn about governmental practices. It also carries out projects that are beneficial to the general welfare of the school and community.

***TSA**

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design and engineering. Members apply and integrate science, technology, engineering and mathematics (STEM) concepts through co-curricular activities, competitive events and related programs.

***YEARBOOK**

The yearbook photojournalism class is by far one of the most challenging yet exciting classes offered at Hanna High School. Students work endlessly in the areas of photography; copy writing, layout design and the acquisition of advertisers to meet the many deadlines needed to produce this award-winning yearbook. Mrs. Blanca Perez is the tireless instructor/sponsor in Room F101.

UIL- ACADEMICS

Join Hanna's UIL Academic Team. The following is a list of UIL events.

Accounting

The contest focuses on the elementary principles and practices of accounting for sole proprietorship, partnership and corporations, and may include bookkeeping terminology, the work sheet with adjustments, income statement, balance sheet, trial balance, account classification, journalizing, posting bank reconciliation, payroll, and other related to the basic accounting cycle.

Calculators

The contest includes calculations involving addition, subtraction, multiplication, division, roots, powers, exponentiation, logarithms, trigonometric functions, and inverse trigonometric functions.

Computer Applications

Computer Applications focuses on word-processing speed and accuracy, computer skills in database and spreadsheet, and integration of applications.

Computer Science

The contest focuses on computer science programming skills rather than on mathematical, engineering of other subject applications. C++ is the programming language for the computer science contest.

Cross Examination and Team Debate

Students analyze a problem, conduct thorough and relevant research, and utilize principles of argumentation and advocacy in presenting the most effective case for a given proposition.

Current Issues and Events

The contest focuses on a basic knowledge of current state, national, and world events and issues.

“Current events” are defined as those that have occurred during the current school year.

Editorial Writing

Contestants receive a fact sheet from which they must develop an editorial.

Extemporaneous Informative Speaking

The student will present extemporaneously in a clear and impartial manner the fact about a subject as they appear in the best available sources of information. The object is to present information in an interesting way.

Extemporaneous Persuasive Speaking

Students analyze a current issue, determine a point of view, and then organize and deliver extemporaneously a speech that seeks to persuade listeners to agree with that viewpoint.

Feature Writing

Contestants receive a fact sheet from which they must develop a feature article. **Headline Writing**

Contestants receive a fact sheet from which they must read six short articles and write prescribed headlines for each.

Lincoln-Douglas Debate

Lincoln Douglas debate is a one-on-one argumentation in which debaters attempt to convince the judge of acceptability of their side of a proposition. One debater argues the affirmative side of the resolution, and the other debater argues the negative side of the resolution in a given round.

Literary Criticism

The contest requires knowledge of literary history and critical terms, and skills in literary criticism. Students are tested over material on a reading list and required to select the best answer involving judgment in literary criticism. Students must also analyze literary passages not on the reading list.

Mathematics

The 40 minute test consists of 60 objective type questions designed to test knowledge and understanding in the areas of algebra I and II, geometry, trigonometry, math analysis, analytic geometry, pre-calculus, and elementary calculus. Questions are multiple choice.

News Writing

Contestants receive a fact sheet from which they must develop a news article.

Number Sense

Students must solve mathematical problems of a general nature.

One-Act Play

The One-Act Play contest consists of a company production of a play from an approved list.

Poetry Interpretation

Students must understand, experience and share poetry through the art of oral interpretation. Oral interpretation is defined as a demonstration of analysis, performance, and communication skills offered publicly on behalf of literature.

Prose Interpretation

Students must understand, experience, and share prose works through the art of oral interpretation.

Ready Writing

Contestants write expository compositions. They are given a choice between two prompts, each an excerpt from literature, publications (past or present), or speeches. Expository writing explains, proves, or explores a topic in a balanced way, allowing the argument and the evidence given to be the deciding factors in the paper.

Social Studies

Contestants answer a forty question test pertaining to a current event covering the United States or other designated country, within thirty minutes.

Science

Test will consist of questions designed to test understanding of basic principle in biology, chemistry, and physics; the history and methods of science; and the recent developments in science. They will also test the ability to evaluate experimental results.

Spelling and Vocabulary

The test consists of three parts: Part I consists of written vocabulary and proofreading. Parts II and III consist of words pronounced for the contestants.

NATIONAL HONOR SOCIETY

The National Honor Society is a prestigious organization with stringent requirements for membership. Students must excel not only in academics but also exercise leadership, demonstrate service, and exhibit character:

- ◆ **Scholarship**—Students eligible for membership must be sophomores and juniors with a minimum 3.5 GPA.
- ◆ **Leadership**— The student who exercises leadership must:
 - be resourceful in proposing new problems, applying principles and making suggestions;
 - demonstrate leadership in promoting school activities;
 - exercise influence on peers in upholding school ideals;
 - contribute ideas that improve the civic life of the school;
 - be able to delegate responsibilities;
 - exemplify positive attitudes;
 - inspire positive behavior in others;
 - demonstrate academic initiative;
 - successfully hold school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding;
 - demonstrate reliability and dependability;
 - demonstrate leadership in the classroom, at work, and in school or community activities; and
 - be thoroughly dependable in any responsibility accepted.
- ◆ **Service**— The student who demonstrates service:
 - is willing to uphold scholarship and maintain loyal school attitudes;
 - participates in some outside activity (Girl or Boy Scouts, church groups, family duties, or volunteer services for the aged, poor sick, or disabled);
 - volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance;
 - works well with others and is willing to take on difficult or inconspicuous responsibilities;
 - is willing to represent the class or school in inter-class and inter-scholastic competition;
 - cheerfully and enthusiastically renders any requested service at the school;
 - does committee and staff work uncomplainingly; and

- shows courtesy by assisting visitors, teachers, and students.

◆ **Character**— The student of character

- takes criticism willingly and accepts recommendations graciously;
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability);
- holds principles of morality and ethics;
- cooperates by complying with school regulations concerning property, programs, offices, halls, etc.;
- demonstrates the highest standards of honesty and reliability;
- shows courtesy, concern, and respect for others;
- observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom;
- has powers of concentration and sustained attention as shown by perseverance and application to studies;
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others; and
- actively helps to rid the school of bad influences or environment.

◆ **Selection procedures:**

1. A list of students who meet the academic criteria is posted.
2. Eligible students meet with the NHS advisors for a mandatory question and answer session.
3. Students fill out an activity sheet that provides evidence of involvement and leadership in school and community activities.
4. The faculty provides input and/or comments about the eligible students.
5. A five-member NHS Faculty Council named by the principal reviews the activity sheets and faculty comments to determine which students meet the criteria for membership.

IDENTIFICATION CARDS

All students @ Hanna High School will be issued an official Hanna Identification Card.

Please remember:

1. The Hanna High School I.D. card is the official school identification and must be carried by the student while at school and at school related activities. It is the student's responsibility to present the I.D. card upon request.
2. Students who lose a card should report the loss to the office and make arrangements to purchase a replacement. Replacement I.D. cards can be purchased in the library for **\$5.00**.
3. The I.D. card will be needed for important school related activities such as but not limited to: checking out books from the library, tests (i.e. ACT, SAT, AP, etc.), school elections, requesting parking permits, boarding school bus, and admission to athletic and social events.

LETTERMAN'S JACKET

Hanna High School students have an opportunity to earn a letterman's jacket by participating in designated clubs, activities, and sports. **Each organization has specific written criteria for earning a letterman's jacket.** Students are encouraged to contact club sponsors or coaches for specific requirements for earning this recognition.

SCHOOL HOURS

Our campus is open daily from **7:30 a.m. to 4:30 p.m.** Students must make transportation arrangements ahead of time (before 4:30 p.m.). A designated office phone may be used before and after school until 4:30 p.m.

VENDING MACHINES

Vending machines are available for student use at the entrances to the cafeteria and throughout the campus. Purchases should **ONLY** be made during breakfast, lunch, or after school.

REMINDER: Vending machines are the property of the vendors, and even though we will make every possible effort to keep the machines operational, **the school will NOT issue refunds. Use the machines at your own risk!**

Dress and Grooming Guidelines

The BISD Student Code of Conduct, section FNCA (Local) of the Brownsville Independent School District Policy Manual, provides general guidelines to determine appropriate dress and grooming for students at the campuses and at school-sponsored events. The Student Code of Conduct provides more detailed information on the Dress & Grooming Guidelines. Repeated violations of the dress code will result in disciplinary action. This list is not exclusive. It is adopted to address specific issues that have been determined by the administrators to be disruptive to the instructional environment and to provide guidance as to the type of dress and/or grooming which will be considered to be in violation of the BISD Student Dress Code.

A. Dress and Accessories:

1. Dresses, shorts, and skirts shall not be so short as to cause a distraction. Anything shorter than the end of the student's fingertips when the student's arms are held extended to his/her sides shall be considered to be too short. In individual cases, longer lengths may be determined by the administration to be inappropriate. Slits exposing the leg above the approved length shall not be permitted.
2. No baggy pants or shorts. All pants must be worn with the top around the student's waist and must be covering all undergarments. The waist size of pants must be appropriate for the size of the student. No exposed undergarments allowed.
3. No tight or transparent clothing.
4. No torn jeans or other garments.
5. No sleeveless shirts that expose undergarments or straps.
6. No tank tops, halter-tops, bare midriffs or chest, see-through outfits, backless, spaghetti straps, strapless, single shoulder blouses, or beachwear will be allowed.
7. No low-cut shirts or blouses.
8. State law requires that shoes be worn at all times. No shoes with metal taps or noisemakers will be allowed. Thongs or shoes without heel straps and steel-toed boots or shoes are inappropriate.
9. No hairnets, **bandanas**, ski caps/"beanies," doo-rags or similar scarves may be worn. **If worn, they will be confiscated and not returned.**
10. **Sunglasses** will not be worn inside the school building other than prescription dark glasses. **If worn inside the building, sunglasses will be confiscated and not returned.** Persistent misbehavior will and can end up in BAC removal.
11. Articles of clothing which display gang symbols, obscenities, suggestive slogans, nudity, crime, violence, death imagery, drugs, alcohol, or which promote the use of tobacco are prohibited.
12. No article of clothing or other accessories shall be worn in a way determined by the campus administration to advertise, promote, or be associated with gang activities. Upon the campus administration determining that a particular style of dress or accessory should be prohibited under this section, the student body on that campus shall be so advised, and thereafter anyone participating in such activity shall be in violation of this code.
13. No student will be permitted to wear trench coats.
14. Male students shall not be allowed to wear female attire.
15. Jewelry and accessories shall not be excessive or distracting, and shall not be worn in such a way as to promote violence, crime, gang activity, or drug, alcohol or tobacco use. The following shall not be worn or brought onto school property: metal chains, pet

collars, spikes and religious symbols which have been altered with the intent of causing offense or inciting or promoting gang activity, violence, or other prohibited behaviors.

16. Oversized bags and purses will not be allowed.

B. Grooming

1. Hair and facial hair will be properly groomed. Distracting hairstyles and/or hair colors, (such as blue, green, yellow, purple, orange, and red) as determined by the campus administration on a case-by-case basis, will not be permitted. Mohawks, spiked hair, and the like are some examples of unacceptable hairstyles.
2. If makeup is used, it must be discreet. Makeup shall not be worn in such a way as to be distracting, as determined by campus administration.
3. No exposed tattoos or **body piercing** will be permitted, other than earrings of a reasonable size and number. **eyebrow, nose, mouth, and/or other facial piercing will not be permitted.**

As stated above, this list is not exclusive. Campus administration may at any time make a reasonable determination that an item of clothing, style, or manner of dress, grooming, or accessory poses an unacceptable risk of disruption to the instructional environment. In this case, the campus administrator shall be entitled to use the provisions of this code and the BISD Policy FNCA (local) to address the matter.

Violation of Dress and Grooming Guidelines-Hanna High School Consequences:

1st Violation—Verbal warning and documented student conference (In extreme cases, administrators may contact parent and/or require a change of clothing or removal of inappropriate article/s or placement in I.S.S.)

2nd Violation—Parental contact, change of clothing, and confiscation of oversized bags/purses.

3rd Violation—Parental contact, change of clothing, and confiscation of oversized bags/purses will not be returned.

Note: Students continuing to disobey administrative directives constitutes insubordination, and a student may be sent to ISS for 3-5 days. Other discipline alternatives may also be used.

Grading Policy

The following information was taken from the 2009-2010 Grading Procedures for High Schools that was approved by the BISD School Board of Trustees. Students should consult with their teacher, counselor, or principal for any other information or clarification.

Grading Scale

All grades should reflect the academic progress of a student. The following grade scale applies in defining progress of mastery of the Texas Essential Knowledge and Skills (TEKS).

90-100	-----	<i>excellent progress</i>
80-89	-----	<i>good progress</i>
75-79	-----	<i>satisfactory progress</i>
70-74	-----	<i>danger of failing</i>
69-below	-----	<i>failing</i>

Six Weeks Grades

1. For each six week grading period, the average of the major assessments (minimum of three) will count twice as much as the average of the minor assessments (minimum of five). Teachers are encouraged to collect more than three major and five minor assessments per six weeks as appropriate to the needs of students and the subject matter being assessed.
2. Mathematical Formula:
$$[(2 (\text{Avg. major}) + (\text{Avg. minor})) / 3] = \text{Grading Report Average}$$

3. Example: Major Assessment Grade: 69
 Minor Assessment Grade: 75
 $(2 (69) + 75) / 3 =$ Grading Period Average
 $(138 + 75) / 3 =$ Grading Period Average
 $213 / 3 = 71$
4. Examples of minor assessments include but are not restricted to: oral reports, quizzes and class participation.
5. Examples of major assessment include but are not restricted to: projects, reports, research papers and tests.

Semester Grades

1. The Marking Period (MP) grade or Semester Grade is the average of the three (3) six weeks grading periods.
2. The three (3) six week grading periods are added to the final exam (FXM) grade and divided by four (4) to arrive at the semester grade. So far as the semester grade coincides with a UIL reporting date, the final exam will not be included in the equation described above to determine UIL eligibility.
3. Formula for calculating Semester grade:
 $(1^{st} \text{ 6 wk. grading period} + 2^{nd} \text{ 6 wk. grading period} + 3^{rd} \text{ 6 wk. grading period} + \text{final exam}) / 4 = \text{Semester grade}$
4. Semester Final Exam Exemptions are not part of the formula for calculating Semester Grades; therefore, not allowed for any BISD course offering.

Yearly Grades

1. For continuing courses (English IA and IB), the yearly grade is the average of the semester grades.
2. For a continuing course, if a student's semester grade is below 70%, but the average of the two semester grades is 70% or above, the student is awarded credit for both semesters.
 Examples: English I A and English I B:
 English I A Semester Grade: 65% + English I B Semester Grade:
 $77\% / 2 = 71\%$ --Student is awarded credit for both semesters.
3. To receive credit in a one-half (1/2) unit course the HALF UNIT GRADE MUST BE 70% OR ABOVE.
4. See Appendix A (of District Grading Policy) for a list of courses that cannot be averaged for yearly grades.

CHEATING

1. As per the BISD Grading Procedures, cheating is interpreted as a procedure, which involves unauthorized giving or receiving of help, offering or seeking aid, or the use of material prepared in advance for use on an assessment. Cheating also involves the use of electronic devices, books or notes in any form being used during an examination without the permission of the teacher. The penalty is a zero (0) on that work, and a failure for the semester (which will be recorded as a zero (0) on GRADESPEED) if cheating occurs a second time during the same semester.
2. The statement "The penalty is a zero (0) on that work" is interpreted to mean the actual work that the student cheated on by itself or that the student had access to during the examination at the time the student was caught cheating. Retesting will not be allowed in this situation.
3. Plagiarism (the stealing and passing off/presenting as new, original and one's own idea or product derived from an existing source) is cheating.
4. A test given in parts and which the student has not had access to at the time he/she was caught cheating is not intended to mean "on that work."

COURSE SYLLABUS

Each teacher will provide his/her students with a course syllabus. The syllabus will contain a brief description of the course (major topics and/or skills to be learned), a listing of major projects and/or activities, as well as the teacher's procedures for late work, make-up tests, re-teaching, and retesting. The syllabus will also provide the student with teacher's classroom rules and expectations. We are hopeful that this information at the beginning of the Term will assist our students.

MAKE UP WORK

According to the BISD Grading Procedures:

- No student will be refused an opportunity to make up work if he/she is absent. The student will be given the same number of days as the number of days he/she was absent to turn in the work.
- A student must make arrangements for make-up work on the day he/she returns to school. The teacher and student can decide when the work is due.
- Students absent only on a known test day will be expected to take a test upon return. If any student has been absent the day prior to an announced test and if nothing new has been covered, the student will be expected to take the test at the regularly scheduled time. If a student is absent two or more days, the student will immediately make arrangements for the make-up test.
- Any student who does not appear for a pre-arranged make up test or does not meet his pre-arranged due date for other work, may receive a zero (0) on that test, work, or retesting.
- Students missing work due to participation in extracurricular activities must **make prior arrangements** with the teacher for make-up work. Failure to comply with this procedure can result in a zero (0) for that assignment.
- If a student has been sent to "in-school suspension (ISS), he/she will receive credit for assigned work completed while there. If a student does not complete the assigned work, he/she will not receive credit.
- If a student has been sent to the Brownsville Academic Center (BAC), h/she is to receive credit for assigned work completed while there. If a student does not complete the assigned work, he/she will not receive credit.
- Truant students (students who are absent without permission) will be provided the opportunity to make up work and major assessments. See District Code of Conduct for definition of truancy. See EIAB Local for restrictions on grade penalties and unexcused absences.
- Students who are petitioning the attendance committee for credit (removal of NC due to excessive absences) must have met the teacher's/school's make up work requirements.
- Students have 15 calendar days at the end of the semester in which to submit all NC documentation.
- Work that the student fails to complete in class due to extenuating circumstances may be made up at the discretion of the teacher.

Specific expectations for make-up work will be outlined in the course syllabus that will be provided to students by each teacher.

RETESTING

- Retesting will take place upon student failure and student request except for research papers, major projects and semester exams. It is the student's responsibility to make arrangements for the retest. No retests are available for semester exams or for students who received a "0" for cheating.
- The student must schedule the retest within five (5) days after earning of the failing grade, except under extenuating circumstances determined by the principal.
- Each teacher will provide students with a class syllabus that will describe procedures for retesting.
- A student may only raise his/her test score to a maximum of 70 by taking the retest.
- A student may not be retested more than one time for any given original major assessment.
- Retesting procedures apply to all students.

HOMEWORK GUIDELINES

- Homework should be reasonable, relevant, and challenging.

- Homework should connect school work to real world situations insofar as possible.
- Assigned homework should be integrated into the assessment process and averaged accordingly.
- Homework for G/T, Pre-A/P, AP and Dual Enrollment classes may be given on a daily basis.

PARENTAL GRADESPEED ACCOUNTS

- Grade speed can be accessed through the internet at www.bisd.us. (click the Grade speed Link)
- Parental accounts must be requested on-line. Users must have a valid email address to sign up for Grade speed.
- Once request is completed, the parent/legal guardian must submit photo identification, in person at Hanna HS in room G-122.
- Guardianship will be verified, and then the account will be activated. Accounts will not be granted to any person not reflected in our records as the parent/legal guardian.
- Records of Usernames and/or passwords will not be kept by Hanna High School personnel. Usernames and/or passwords will not be given over the telephone, fax, or e-mail by Hanna High School personnel. Parental users must use “Forgot your Password” feature to retrieve forgotten passwords
- When adding a student to an existing BISD grade speed account, photo identification must be resubmitted in person and the account must go through the verification process.
- Each family/household will be allotted one account for all children in the school district. Procedures for obtaining an account may vary by campus. Grade speed personnel at each school will have to activate its own students.

Please do not sign up for more than one account. If your account has not been activated after 5 school days, if you are having difficulty logging in, or if you have any questions about your account please contact the designated Grade speed personnel.

Guidance and Counseling

Counseling Center Hours: 8:15 a.m. - 4:30 p.m.

Guidance and counseling services are provided to all students as follows:

<u>Student’s Last Name</u>	<u>Counselor</u>	<u>Phone #</u>
<u>Am-Ay+ S-Z(Head Counselor)</u>	E. Compean	698-1903
<u>B,F,G</u>	M. Briones	698-1894
<u>C-E+Ro-Ru</u>	M. Figueroa	698-0282
<u>H-Ma+Ab-AI</u>	M. Ontiveros	698-1942
<u>Mc-Q +Ra-Ro</u>	M. Granado	698-1898
<u>Counselor for The School of Technology for Medical & Health Professions (TM)</u>	A. Sosa-Holloway	698-2250

Counselors who are assigned to Hanna, but not on a daily basis:

<u>S.A.F.E.</u> (on campus 1 day a week)	Susana Zapata
<u>Special Ed. as per students’ IEP</u> (On campus 2 days a week)	Pat Genuchi
<u>Deaf Ed. Counselor</u>	Anson Guillen

*Career Pathways is a secondary initiative that promotes student’s academic achievement by focusing on career interests. It facilitates the integration of academic and occupational knowledge, skills, and attitudes in the following careers: Arts Communication & Media, Business & Marketing, Industrial & Engineering Technology, Human Services, Health Services, Environmental & Agricultural Science, and Law & Protective Services. The Career Placement Officer will help students get into the correct career concentration.

See your counselor...

- To get a schedule change (see instructions for schedule changes).
- For advice in choosing an appropriate graduation plan.
- For help in choosing appropriate courses that match your graduation plan.
- To check the number of credits you have.
- For help in coping with personal or school problems.

Your sources of information...

- The “**Eagle Eye**” flyer is distributed to students the first and third Monday of each month by the Counseling Department. It contains worlds of information—including scholarships, testing dates/deadlines, and opportunities. Empower yourself and READ IT!
- The Career and Technology Computer Lab is located in the L Pod (outside by the gym) and is open to all students—before school, at lunchtime, and after school until 5:00 p.m.
- In the Counseling Center all counselors will assist in viewing catalogs and videos for career, college, and armed services information.
- YOUR COUNSELOR.

SCHEDULE CHANGE POLICY

Objective(s):

1. To alleviate class overloads that result from schedule changes.
- 2). To assist students in making good choices.
- 4). To provide more “quality” time for counselors to meet the emotional needs of the students.

Policy/Procedure

- 1). During the spring, counselors will review individual student records and personally meet with students to determine course selection for the following school year based upon available information. (Selection will be made upon assumption that the students will pass the course if certain circumstances are true. i.e. Student passed and received credit for Part A and is currently passing Part B.)
- 2). The master schedule will be developed using the course selection tally that results from the student interviews.
- 3). Prior to the first day of school, the counselors will make the following adjustments to student schedules:
 - a). Clear course conflicts
 - b). Drop/add courses that have been passed in summer school or summer programs.
 - c). Drop/add courses for which pre-requisite was not mastered.
 - d). Drop/add electives for courses that did not make as a result of enrollment.
- 4). Extenuating and other circumstances that may require a schedule change will be requested in writing by the respective counselor and evaluated by a “schedule change” committee.
- 5). **Schedule changes will only be granted for the following reasons:**
 - The student is enrolled in a class in which she/he already has credit.**
 - The student is missing a class.**
 - The student needs a specific course in order to graduate.**
 - The student is in the wrong level class.**

Note...

Please read the list above carefully: these are the only valid reasons for a schedule change. **Note that “problems with the teacher” and “problems with other students” are not listed; although we will certainly help you with those situations, a schedule change is not the answer. Also, be reminded that changing your mind about wanting a certain course is also not a valid reason.** Counselors must strictly follow these guidelines.

- 6). Upon committee approval, the respective counselor will contact the student to perform the schedule change and submit a copy of the schedule change form to the data entry clerks who will enter the information using the respective dates and codes.
- 7). The counselors, without committee approval, may expedite the following exceptions:
 - a. ARD/504 recommendations
 - b. Long Term BAC placements

- c. Scheduling Errors
- d. TM program exits
- e. G/T policy compliance
- f. S.T.A.R.S.
- **Data Entry must receive a copy of the schedule change form to enter/adjust information.**

NOTICE FOR STUDENTS

- Students will not be allowed to take a course **more than once during the same school year.**
- Note: Graduating juniors and seniors may be able to retake a course depending on class availability.**
- Students must take failed courses during summer school and after school programs.
- Students will not be allowed to drop a course at any time during the year after enrollment. (i.e. Dual Enrollment, AP courses, Athletics, Band, Choir, ROTC, etc.,)
- To resolve schedule conflicts may require changing an originally selected course, usually an elective. Once the conflict is resolved, the student will not be allowed to drop courses that results from the adjustments.
- If schedule change is made after 10 days, NC will be posted even if the grade is passing.

Remember...

Conversations with your counselor are confidential unless: 1-If the counselor thinks you're going to hurt yourself. 2-If the counselor thinks you're going to hurt someone else. 3-If the counselor thinks you're being abused. Under these conditions, your counselor will have to respond with help.

LIBRARY INFORMATION

Library Hours- 8:00 a.m.-4:30 p.m.

The students must observe the following library rules:

1. Leave gum, food, and drinks outside. If you bring in food and eat it, you will be asked to leave.
2. Leave furniture where it is.
3. Speak quietly.
4. Clean area before leaving.

Hanna High School ID's:

One free ID will be given to each student when they first enter Hanna High School. The replacement cost is \$5.00. Students may come into the library before and after school without a Hanna ID. All students entering the library during their lunch period must have a Hanna ID with the proper background for their lunch period. Official library passes will always be accepted.

Books:

With a finger scan or Hanna ID students may check-out up to 3 books. Students may check out 4 books, if one is a required class set. Limit 2 books on the same subject. When teachers have completed a class set project students will have two days of fine free time to return their books. After this grace period the fine will be .10\$ per day. The fines are for school days only. The check-out period for books other than class-sets is two weeks. The library cannot accept payment of a fine until the book is turned in. Please be considerate of others and turn your books in on time.

Fines and Charges:

- **Lost and destroyed materials and equipment:**

Books: The charge for books that are lost or damaged beyond use will be 100% of the replacement cost.

Magazines: The charge for lost or destroyed magazines will be 100% of the replacement cost.

Equipment: The charge for lost or destroyed equipment will be 100% of the replacement cost.

- **Damaged materials and equipment:**

Books and other printed materials: The charge for materials with minor damage will be made at the discretion of the librarian with a maximum charge of \$5.00. Instead of paying in cash for the book or fine,

the librarians will be happy to help with a library work schedule for a student. If a lost and paid book is found payment minus \$1.00 for administrative costs will be refunded.

Equipment: The charge for damaged equipment which can be repaired will be 100% of the repair cost.

- Overdue materials and equipment:

Books/Magazines: 10 cents per day

Reference Materials: 25 cents per school day

- The maximum charge for overdue materials will be \$10.00 or one-half the cost of the materials, whichever is less. No overdue fines will be charged if the library materials are due during a student's excused absence.

Copy Machine:

- Students may print 10 free copies per day. Copies over 10 will be charged at 10 cents per page.

Items sold for the convenience of students:

- Pencils, pens, paper, floppy disks, poster boards, index cards, colored paper, transparencies, highlighters, glue sticks, and posters. The prices for these items are posted at the circulation desk.

INTERNET USE

Internet use in the library is for educational purposes only. If you play games or use of the internet in non-educational ways you may be denied access for the rest of the school year. The Hanna web page is built for Hanna High school students and teachers. Under the databases link you will find approved sources for every subject.

The following guidelines must be followed for Internet use. Failure to follow these rules will result in loss of computer privileges for the remainder of the school year.

- A parental consent form must be on file.
- Student must have a valid Hanna I.D. card with a library barcode.
- Computer access is treated like a book checkout.
- Student must have no fines due or late materials out.
- Only one student at a terminal.
- Student must turn in a completed search request before access.
- Follow "etiquette" rules.
- Student must immediately report any damage, missing parts, or evidence of "hacking" to avoid being held responsible.

Policy & Procedures

BACKPACKS

As stated in the BISD Student Code of Conduct, in the best interest of student safety, only clear, transparent, or mesh backpacks, waist packs or purse packs shall be permitted. No large book bags shall be allowed. There are only two exceptions to this rule:

1. Students are allowed to carry official Hanna Athletic Bags before and after school only.
2. Students with special needs or extenuating circumstances and with the approval of the principal will be allowed to carry a canvas backpack.
3. No backpacks or oversized bags/purses will be allowed the last week of school.

Students who fail to comply shall be subject to disciplinary consequences. At Hanna High School, the following consequences will be enforced:

- **1st Offense-** Student warning and parent contact.
- **2nd Offense-** Administrator will confiscate item and return to parent during conference.
- **3rd Offense-** **Insubordination-** Refer to discipline consequences for Insubordination

**Continued insubordination will result in several days of ISS.*

BROWNSVILLE ISD CODE OF CONDUCT

CELL PHONES- According the BISD Policy FNCE (Local) students are prohibited from possessing or using a cellular telephone at school.

If your cell phone is confiscated by a staff/faculty member it will be picked up and turned over to Campus Security. Regaining the property will necessitate a parent /guardian (if the student is under 18 years of age) to go to the BISD Security Office and pay a \$15.00 processing fee.

DRUGS/WEAPONS-The BISD Student Code of Conduct policies for the possession of drugs and/or weapons will be strictly enforced to ensure the safety of all students at Hanna High School.

FIGHTING-Students are reminded that resolving problems/situations with physical contact is not acceptable. Students are encouraged and reminded to seek assistance from teachers, counselors, and administration if they are experiencing a problem with a student or a group of students. The minimum punishment for fighting is a 30-day placement at the Brownsville Academic Center. For a second offense a 45 day placement at the Brownsville Academic Center in the Performance Training Program.

CAMPUS CRIMESTOPPERS

TIPS HOTLINE

542-SAFE (7233)

All calls are confidential. No court testimony is required and cash rewards are available.

CHILD ABUSE AND NEGLECT

Child Abuse and Neglect can take on many forms. Abuse can be physical, verbal, emotional, sexual or neglect. If you or someone you know is experiencing abuse or neglect, you can consult one of the Hanna High School Counselors or Administrators at anytime. They are experienced, caring individuals and will assist you immediately. However, if you prefer to report the abuse yourself, you may call the **Child Abuse Hotline available 24 hours a day at 1-800-252-5400. Child Abuse website may be accessed at www.txabusehotline.org**

Commencement Exercises

- **TASB LEGAL – A MERE PRIVILEGE TO ATTEND GRADUATION.** There is no accompanying constitutional right to receive the diploma at a specific graduation ceremony. “Walking across the stage” while important and memorable is no more a constitutionally protected right than attending one’s high school prom. (Williams v. Austin Indep. Sch. Dist. 796 F. Supp. 251) (W.D. Tex. 1992). A school district may restrict student participation for any rational reason.
- If a student violates any section of the Student Code of Conduct that extends beyond the end of the year, that student may be prohibited from participating in commencement exercises.

***Disruptive behavior in ISS (including walking out of ISS) will result in additional days of ISS.**

***Students pending removals/hearings to BAC will not be allowed to attend or to participate in any extracurricular activities nor recreational activities associated with BISD.**

ELECTRONIC DEVICES

- Laptop computers and video cameras are prohibited on school property.
- All other electronic devices (this list includes but not limited to i-pods, mp3’s, paging devices, walkie-talkies, etc) may **only** be used **outside** of the building **before school, during your lunch hour, and after school.** Consequences of confiscated electronic devices is located in the student discipline section of this handbook.

HARASSMENT -How it can be accessed on the BISD webpage:

Freedom from Harassment (Student Welfare)

- 1- Type in the BISD website-<http://www.bisd.us>
- 2- Click on “policy online”.

- 3- Enter policy code (Example; FFH)
- 4- Click at bottom of page for Local Policy or Legal Framework

Student Welfare (Policy FFH) (Legal + Local)

Topics include:

- Definition of Sexual Harassment
- Sexual Harassment by an employee (by others)(examples)
- Other prohibited harassment (examples)
- Reporting procedures
- Investigation of the report
- District Action

Employee Welfare-Freedom from Harassment (Policy DIA) (Legal + Local)

Topics include:

- Official Oppression
- Harassment of Employees
- Hostile Environment
- Harassment Policy
- Corrective Action

Student Rights and Responsibilities: Student and Parent Complaints/Grievances(Policy FNG Local)

Topics include:

- Informal Process/Formal Process
- Specific Complaints
- Filing
- Level One/Two/Three

Student Rights and Responsibilities: Student and Parent Complaints/Grievances (Policy FNG Legal)

Topics include:

- United States Constitution
- Texas Constitution
- Federal Laws
- Complaint Procedures
- Parental Rights

According to the BISD Student Code of Conduct, sexual or non-sexual harassment will not be tolerated at Hanna High School. Sexual harassment is illegal in school and in work places because it violates Federal and State laws. Anyone can be a victim of sexual harassment. **Some examples of harassment include but are not limited to:**

- Sexually offensive language
- Inappropriate remarks about someone's body or sexual activity
- Direct or indirect pressure for sexual activity, with or without implied or directly stated threats
- Inappropriate touching, patting, pinching, or leering at someone's body
- Repeated abusive or demeaning conduct that is based on a person's race, color religion, national origin, physical or other disability, age, political belief, or affiliation, or socioeconomic status

Harassment can take many forms; it can be verbal comments, physical contact, hate mail (email & text messages, etc.) or phone calls, graffiti, or placing items on or in an individual's locker. It can be student-to-student, student-to-adult, or adult-to student. **Harassment of any type (including bullying) will not be tolerated at Hanna High School.** Each student is strongly encouraged to alert his/her teacher, counselor, or principal (as well as parents/ guardians) of such incidents so that appropriate action can be taken against such violators. School administrators will promptly investigate such matters, respecting the

student's privacy rights and will take immediate and appropriate administrative and/or legal action when necessary. **Disciplinary consequences will be addressed on a case-by-case basis. BISD Police will be notified.**

LOCKERS

Lockers will be offered to students during the first week of school. If you want a locker, you must bring a lock of your own to the office before school, during lunch, or after school. Students may go to their lockers before school, before/after lunch, and after school until 4:30. It is important to remember that school lockers remain the property of the school. School authorities have a responsibility and a right to examine the contents of the lockers for health, safety, or security reasons. When a student elects to use a school locker, he/she acknowledges the district's right to examine the contents of that locker whenever determined appropriate by the administration. The student also assumes responsibility for the contents of the locker. It is not recommended that students share lockers. Students will not have access to lockers the last week of school. **Any books or property lost from lockers remain the responsibility of the student.**

LOST AND FOUND

Students missing any items should check with the designated front office secretary.

MESSAGES

In order to ensure the safety of our students, the Hanna High School office staff will not relay telephone or fax messages to students (Extenuating circumstances will apply). Gifts, glass of any type, money, food, or supplies deemed unnecessary by administration will not be accepted by school personnel. Parents and/or guardians are encouraged to visit the office and present proper identification if an emergency situation arises and they need to contact their child during the school day.

PARKING PERMITS

Students who drive to school must park their vehicles in the designated Student Parking area only. This area is located in the northwest area of the school next to the baseball field. Any student vehicle parked elsewhere on campus (including handicap parking, Eagle Drive, and Teacher parking lot) will be subject to a citation issued by the Brownsville ISD Police Department.

To get a parking permit for the Student Parking Lot, a student must present the following:

1. Valid Driver's License (no learner or temporary permits allowed)
2. Hanna High School I.D. card
3. Texas License Plate

To enter the student parking lot, a student must have a Hanna High School-parking permit clearly visible on the vehicle. Hanna High School personnel will be putting the parking permit on your vehicle-**DO NOT REMOVE** this sticker from your vehicle. If you sell or damage your car (or for whatever other reason) bring in your old permit and office personnel will replace your sticker. Removing your sticker from your vehicle may result in parking outside the student parking lot. Cars illegally parked on Eagle Drive, the Visitor's Parking Lot, or in any handicapped parking place without a proper I.D. tag will be subject to ticketing, and/or towing at the student's expense without warning.

Note: Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle at any time if there is reasonable suspicion.

SEARCH AND SEIZURES

All areas owned by the school district, including areas in school buildings such as classrooms, gymnasiums, halls, offices, parking lots, athletic facilities, books, equipment, supplies, lockers, desks, cabinets, and other facilities, are subject to search and seizure by campus administration if there is reasonable suspicion. Students are responsible for contents and materials in their possession and/or other property issued to them by the school.

SOBRIETY TESTING

As per the BISD Student Code of Conduct, BISD Police are trained to administer the “Standardized Field Sobriety Test” at the request of an administrator. The testing is not a medical diagnosis, but rather a series of assessments and observations used to identify signs and symptoms that may indicate substance ingestion. These screenings, together with additional documentation may be used as a tool for administration to make a decision concerning student discipline.

STUDENT RELEASE FORMS

Parents are encouraged to make medical and dental appointments after school hours whenever possible. If for some reason a student needs to leave the campus early, a **Student Release Form must be on file in the office.** In case of an illness during the school day, the student will have to get clearance from the school nurse before being released.

In accordance with district procedures, all parents/ guardians must complete and return the BISD Student Release Form for students under 18 years of age. This form must specifically list all persons who have parental permission to either pick up or talk to a student. Students are responsible for turning in the Student Release Form to the office. Before releasing a student, office personnel will ask for identification to verify that they are indeed the person listed on the Student Release Form. **If the Student Release Form has not been returned to the front office or the person requesting the release of the student is not listed on the Student Release Form, the student will not be released.** If the student loses the form, he/she can pick up a new one in the office and return it as soon as possible. **Parents will not be able to pick up their child from school after 3:30 p.m of the instructional day.**

TEXTBOOKS

Textbooks are loaned to students for use during the school year. These books should be cared for in the same manner as that of any borrowed property. Books should not be marked or defaced in any way and should be covered at all times. Students will be assessed fines for damaging or marking textbooks as well as for uncovered books. The administrator in charge of textbooks will determine the fine for any damaged, marked, or uncovered books.

Students and their parents/guardians are responsible for replacing all books-lost, stolen, or otherwise rendered useless regardless of the reason for loss or damage. **Any student who loses a book will not be issued any textbooks until all textbook debts are cleared. If students do not clear textbook debts, their school records will not be released.** This may cause a delay when registering at another campus.

TRANSPORTATION

All students arriving on the buses after 8:40 a.m. will receive a bus ticket. **Note: This is not a pass slip!** When students arrive to the breakfast line they will receive a **Bus Pass.** The administrator on duty will write the time, and initial the bus pass. Students must be in class 5 minutes after the time indicated on the bus pass.

VISITORS ON CAMPUS

All visitors to Hanna High School must report to the front office upon arrival. Visitors will be provided with an id in order to conduct school business. **Students from other campuses, (BISD or otherwise) are NOT allowed on the campus during school hours under any circumstance. In addition, students are not allowed to bring small children (i.e. younger siblings, friends, relatives etc.) to campus during instructional time. All visitors must obtain an official Hanna H.S. visitors pass.**

X-RAY AND METAL DETECTORS

As stated in the BISD Student Code of Conduct, school officials or law enforcement officers may conduct x-ray metal detector checks on groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (For example, on all students in a randomly selected class).

Student Behavior

Standards for student conduct as well as consequences for violations are clearly outlined in the 2008 - 2009 BISD Student and Parent Handbook. It is of utmost importance that students as well as parents read and understand these standards clearly. Hanna High School will implement the following consequences for the listed violations of student behavior.

Disciplinary Consequences

For all violations of the Student Code of Conduct, parental contact will be made. Respective administrator will determine ISS placement. i.e. (full day or per period placement).

Aggravated Assault (with a weapon – intent to harm)

- Call BISD Police
- Student / parent/administrator conference
- Petition for Expulsion depending on severity
- Administration may file charges (DC)-depending on circumstances.

BULLYING STUDENTS (CONSEQUENCES)

- Student/Parent/Administrator Conference
- Contact BISD Police
- ISS/BAC Placement depending on severity

Cafeteria Behavior (Disruptive Behavior) (such as food fights, throwing food, etc.)

- Student/ parent/administrator conference
- ISS / BAC Placement depending on severity

Disruptive Behavior (ex. Excessive talking, persistent misbehavior, etc)

- 1st Referral
 - Warning on inappropriate classroom behavior
 - Student/teacher/parent conference
- Subsequent Referrals
 - Student/teacher/parent/administrator conference
 - ISS/BAC placement depending on severity
- *Disruptive behavior in ISS (including walking out of ISS) will result in additional days of ISS./BAC Placement

DRESS CODE VIOLATIONS (CONTINUOUS INSUBORDINATION)-(See Dress and Grooming Guidelines)

- Student/Parent/Administrator Conference
- ISS/BAC Placement (insubordination)

Drugs/Alcohol--Possession/Use/Being under the influence

- Referral to the nurse
- Call BISD Police
- Student / parent /administrator conference
- BAC Placement (45 day minimum)

Electronic Devices (Excluding Cell Phones)(Consequences if confiscated)

- 1st Offense-----Student Conference/Confiscation of device
- 2nd Offense----- Student/Parent/Conference/Return device to parent

3rd +Subsequent Offenses...Confiscation of device/ISS/BAC Placement

Fireworks-Use or Possession of:

- Call BISD Police
- Student / parent/administrator conference
- ISS / BAC Placement depending on severity

Forgery - (including hall passes, doctor's excuses, attendance documents, tardy slips, etc.)

- Student/parent/administrator conference
- ISS/BAC Placement depending placement on severity

Gangs and Gang Affiliations

A student **shall** be placed at the Brownsville Academic Center if the student is participating in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang on school property or while attending a school-sponsored or school-related activity on or off school property. Also a student will be placed at the Brownsville Academic Center if a student participates in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

Graffiti (tagging of school property)

- Call BISD Police (Administration may file charges (DC) depending on circumstances.
- Student/parent/administrator conference
- ISS/BAC Placement depending on severity
- Expulsion will be recommended in cases of a felony

HARRASSMENT OF OTHERS (VERBALLY)

- Student/Parent/Administrator Conference
- Contact BISD Police
- ISS/BAC Placement depending on severity

INSUBORDINATION (Failure to follow directives given by school personnel)

- Student/Parent/ Administrator Conference
- BISD Police Report
- ISS/BAC Placement

Internet (Inappropriate Use)

- Student/parent/administrator conference
- Removal of technology use
- ISS/BAC Placement depending on severity

Mutual Combat (fighting)(Regardless of instigator)

- 1st Offense
 - Call BISD Police (Administration may file charges(disorderly conduct) depending on circumstances
 - Student / parent/administrator conference
 - BAC Placement (30 day minimum)
- 2nd Offense
 - Call BISD Police (Administration may file charges (disorderly conduct) depending on circumstances.
 - Student / parent/administrator conference

- BAC Placement (45 day minimum)

Physical Assault (deliberate, unreturned physical contact with intent to harm)

- 1st Offense
 - Call BISD Police
 - Student / parent/administrator conference
 - BAC Placement (30 day minimum)
- Subsequent or Severe Offenses
 - Call BISD Police
 - Student / parent/administrator conference
 - BAC Placement (45 day minimum)

Pornographic Material (Possession + Distribution)

- Student/parent/administrator conference
- ISS/BAC placement depending on severity

Public Display of Affection

Public display of affection such as excessive kissing, and hugging will be subject to disciplinary action. Parent conference will be required.

SEXUAL HARRASSMENT- (HHS will follow BISD Code of Conduct)

- Contact BISD Police
- Student/Parent/Administrator Conference
- ISS/BAC Placement depending on individual circumstances

Smoking (tobacco products)

- 1st Offense
 - Student / parent/administrator conference
 - Sign “Hanna Smoking on Campus” warning letter
 - Confiscate tobacco products and paraphernalia
- Subsequent Offenses
 - Student/parent/administrator conference
 - Call BISD Police and file charges
 - ISS Placement

Theft--(Possession of another person’s property)

- Student/parent/administrator conference
- If appropriate, call BISD Police
- BAC Placement (30 day minimum)

Threats (bombs or otherwise) directed against school, student, or faculty / staff

- 1st Offense
 - Call BISD Police and file charges
 - Student / parent/administrator conference
 - Referral to counselor
 - Administrator may petition for expulsion depending on severity of the situation

Truancy (skipping class)

- 1st Offense-
 - Student / parent/administrator conference
 - Referral to Attendance Office (Attendance Contract.)
 - ISS placement
- Subsequent Offenses-
 - Begin court proceedings for truancy

- Student/parent/administrator conference
ISS or BAC placement

Vandalism of School Property

- Student/ parent/administrator/teacher conference
- ISS/BAC Placement depending on individual circumstances
- May also be responsible for cost of repairs.

Verbal Abuse Toward Faculty / Staff

- 1st Offense (cursing)
Student / parent/administrator/teacher conference
ISS/BAC Placement (depending on individual circumstances)
 - 1st Offense (disrespectful or name-calling)
Student/ parent/administrator/teacher conference
ISS/BAC Placement (depending on individual circumstances)
- Subsequent Offenses
Student / parent/administrator/teacher conference
BAC Placement

Verbal Abuse (cursing)(name-calling) Toward Students

- 1st Offense
 - Student / parent conference
 - Referral to school counselor
 - ISS placement (depending on circumstances)
- 2nd Offense
 - Student / parent/administrator conference
 - ISS/BAC Placement-(depending on individual circumstances)

Walking Out of Class without Permission

- 1st Offense
 - Student/parent/teacher/administrator conference
 - ISS placement depending on severity
- Subsequent Offenses
- Student/parent/administrator/teacher Conference
 - ISS/BAC Placement depending on individual circumstances

Weapons (possession or use of a knife, gun, firearms, brass knuckles, stun gun, club, other instruments used that can cause bodily harm-including “look-alikes”)

- Call BISD Police
- Student / parent/administrator conference
- Administrator will petition for expulsion

