

*1Brownsville Independent School  
District*



***STUDENT HANDBOOK  
2016 – 2017***

**2016-2017**

## **Hanna Early College High School Student Body**

Welcome to the 2016-2017 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 Early College 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 2016-2017 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!

Dr. Norma Ibarra-Cantu  
School Principal

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*\*The Homer Hanna Early College High School 2016 - 2017 Student Handbook was printed on August 15<sup>th</sup>, 2016. Any changes in BISD Policies after this date are not reflected but will be enforced. Please refer to the 2016-2017 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.**




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**Hanna Early College High School**  
 2615 E. Price Road  
 Brownsville, Texas 78521  
 Phone:(956) 548-7600 Fax: (956) 548-7602/7603

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**ADMINISTRATION**

**Principal:**

Dr. Norma Ibarra-Cantu

**Dean of Instruction:** Juan C. Chavez

**Assistant Principals:**

	<u>Grade Level</u>
Rocio Ramos	12 <sup>th</sup> grade
Margarita Fuentes	9 <sup>th</sup> grade
Antonio Ordaz	11 <sup>th</sup> grade
Ricardo Rodriguez	10 <sup>th</sup> grade
Jessica Todd	12 <sup>th</sup> grade

**COUNSELING DEPARTMENT**

Mariana Figueroa                      Transitional Counselor

	<u>Student Last Name</u>
Leslie Robinson	A,B,D,E,Sa
Becky Grist	C,F,I,J,K,V
Iris Perales	G,H,Z
Daniel Brama	L,M,T,U
Miriam Ontiveros	N,O,P,Q,R,Sc,W,X,Y

Alicia Rocha	Career Placement Officer
Agustine Anduiza	At - Risk Counselor
Miguel Mendoza	AT - Risk Counselor
Jeannette Fennimore	IDEA Counselor
Laura Sierra	Drop out Specialist

**NURSES**

Sandy Janke  
 Christy Ramirez

Marcela Gomez-Martinez  
*Career Adjustment Program Nurse*



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## Hanna Early College High School DAILY SCHEDULE

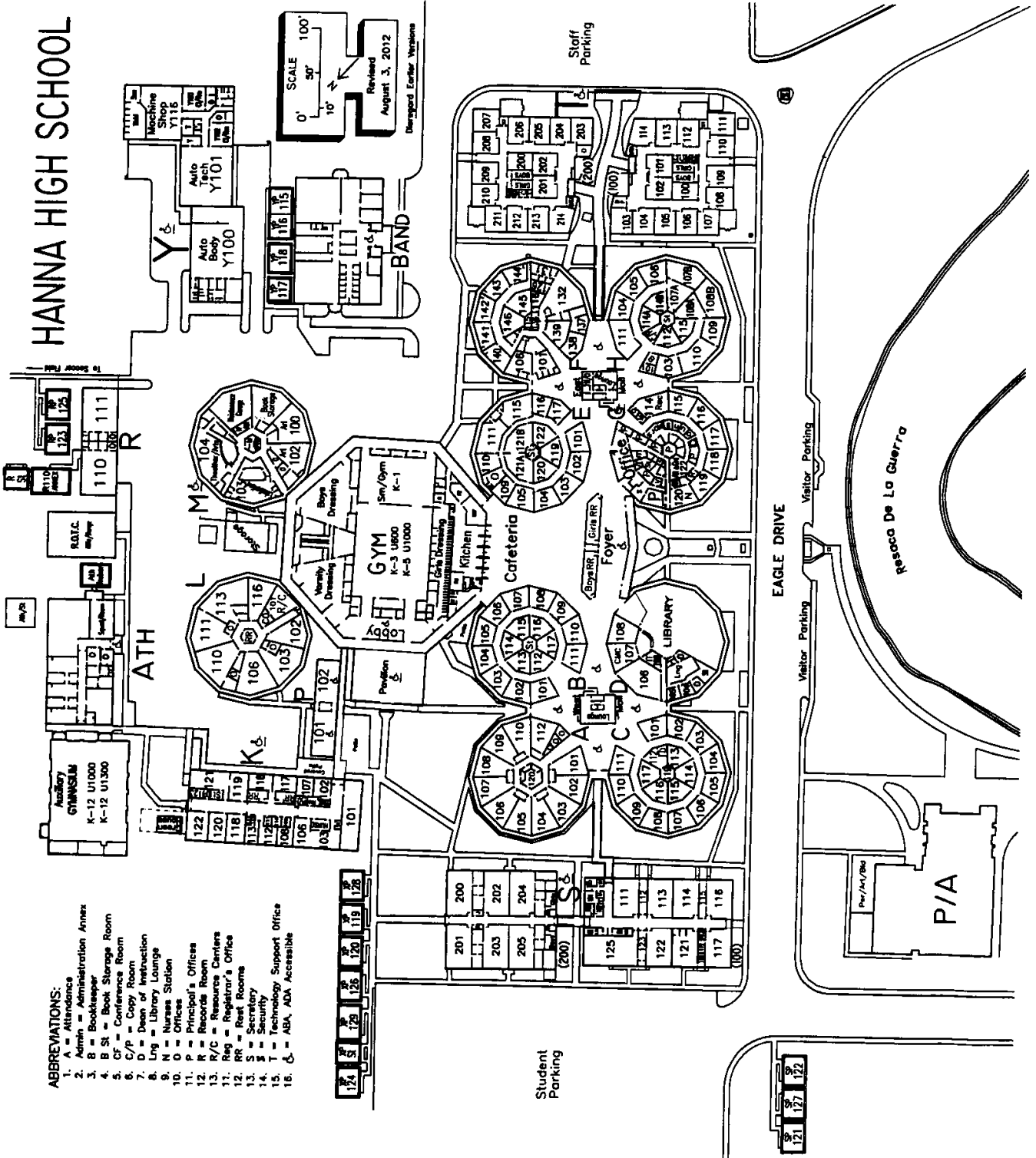
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<b>9<sup>TH</sup> &amp; 10<sup>TH</sup> GRADE STUDENTS</b>		<b>11<sup>TH</sup> &amp; 12<sup>TH</sup> GRADE STUDENTS</b>	
<b>Breakfast</b>	<b>7:30-8:40</b>	<b>Breakfast</b>	<b>7:30-8:40</b>
1st Period	8:45-9:30	1st Period	8:45-9:30
2nd Period	9:35-10:20	2nd Period	9:35-10:20
3rd Period	10:25-11:10	3rd Period	10:25-11:10
4 <sup>th</sup> Period	11:15 – 12:00	<b>4<sup>th</sup> Period (Lunch)</b>	<b>11:10 – 11:55</b>
<b>5th Period (Lunch)</b>	<b>12:00-12:45</b>	5th Period	12:00-12:45
6th Period	12:50-1:35	6th Period	12:50-1:35
7th Period	1:40-2:25	7th Period	1:40-2:25
8th Period	2:30-3:15	8th Period	2:30-3:15
9th Period	3:20-4:05	9th Period	3:20-4:05

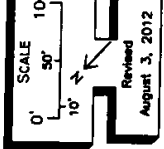
# SCHOOL MAP

## HANNA HIGH SCHOOL



**ABBREVIATIONS:**

1. A = Attendance
2. Admin = Administration Annex
3. B = Bookshelf
4. B.S. = Book Storage Room
5. C/P = Copy Room
6. D = Decoy Room
7. Lng = Library Lounge
8. N = Nurses Station
9. O = Offices
10. P = Principal's Office
11. R = Records Room
12. R/C = Resource Center
13. Reg = Registrar's Office
14. RR = Rest Rooms
15. S = Security
16. T = Technology Support Office
17. A = ABA, ADA Accessible



## HANNA HIGH SCHOOL

## ATH

## ATHLETIC CENTER

## GYM

## CAFETERIA

## LIBRARY

## OFFICES

## RESTROOMS

## COPY ROOMS

## BOOKSHELF

## NURSING STATION

## PRINCIPAL'S OFFICE

## RECORDS ROOM

## RESOURCE CENTER

## REGISTRAR'S OFFICE

## REST ROOMS

## SECURITY

## TECHNOLOGY SUPPORT OFFICE

## ABA, ADA ACCESSIBLE

## Visitor Parking

## Student Parking

## Eagle Drive

## Resaca De La Guerra

## P/A

## **ACADEMICS**

### **STUDENT ACADEMIC ASSISTANCE**

Hanna Early College 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 State of Texas Assessments of Academic Readiness (STAAR™). Take advantage of these sessions. Students will be notified of these varied opportunities through the morning announcements, school messenger, 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. The Screaming Eagle, the school newspaper, is also available through Mr. J. Perez in room F 101.

### **AFTER SCHOOL ACADEMIC / STAAR EOC TUTORIAL CLASSES**

After School Tutorial Classes provide students with assistance in their academic classes as well as preparing them for the STAAR End of Course. Students may attend tutorial classes to get help in preparing for a test, a special class project, homework or test-taking strategies. Tutorial classes are offered Monday through Thursday before school, and afterschool. See your teacher or counselor for more information.

### **EARLY COLLEGE / DUAL ENROLLMENT**

The Dual Enrollment Program at Hanna enables students who meet the requirements to earn college credit at UTRGV/TSTC/TSC while completing their high school requirements. Students may elect to take

- Communication / **COL153**,
- Psychology / **PSYC 2301**,
- Art Appreciation / **ARTS 1301**,
- Music Theory / **MUSI 1306**,
- English III DE / **COMP I 1301**,
- English IV DE/**COMP II 1302**,
- Algebra II DE/**COL ALG 1314**,
- Pre-Cal DE/**PRE-CALCULUS 2412**,
- Calculus DE/**CALCULUS 2413**,
- US History DE/**HIST 1301/1302**,
- Physics DE/**PHYSICS 1301/1101 & PHYS 1302/1102**,
- BIMS DE/**ITSC 1409**,
- Economics DE/**ECON 2301**,
- Government DE/**GOVT 2302**,
- Biology DE/**BIOL 1306/1106**,
- Principles of Health Science DE/**HPRS 1101**,
- Medical Terminology DE/**HPRS 1106**,
- Health Science DE/**HPRS 1204**,
- Practicum Health Science I & II DE/**HPRS 1205**, and
- Spanish Language DE/**SPAN 1311/1312**.

To qualify for the program, students must follow the normal college admissions procedure. Classes are based on availability. See your counselor for more details.

### **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 S.T.A.R.S. department in H 107. Eligible students who qualify to take the S.T.A.R.S. test must have a pass from their counselor.

### **STAAR COMPUTER LAB**

The STAAR Computer Lab is a class offered to students who have not passed all parts of the STAAR during their junior and/or senior year as well as for students that are in danger of not doing well on STAAR 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

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. (Allowed 8 absences during the 1<sup>st</sup> Semester/9 absences during the 2<sup>nd</sup> semester)**

**The following are examples of excuses that are NOT ACCEPTABLE 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, baby-sitting, excuses from another county.

BISD 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 holidays, juvenile court proceedings, unforeseen family emergencies (administrator's approval required), and pre-approved college visitations.

## **PROCEDURES A STUDENT MUST FOLLOW TO REGAIN CREDIT**

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 student's 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 receive a "No Credit Notice (NC)" attached to the report card.

\*Handwritten excuse may be taken to the attendance clerks (G122) for truancy purposes.

\*Only 5 written excuses are allowed per school year.

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

**Semester 1**  
August 24, 2016 – December 20, 2016

**15 School Days After**  
January 22, 2017

**Semester 2**  
January 5, 2017 – June 6, 2017

**15 School Days After**  
June 27, 2017

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. First Semester January 24, 2017. Second Semester June 27, 2017.

**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 phase must be logged in as tardy on eSchools. 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 eSchools as "tardy".
- 2). On the student's 4<sup>th</sup> tardy, **teachers** must write a discipline referral on Review 360 and send to the respective assistant principal.
- 3). Consequences for excessive tardiness are as follows:

<b><u>1<sup>st</sup> – 3<sup>rd</sup> Tardy</u></b>		<b>Teacher Contacts Parent (Parent Phone Log)</b>
<b><u>4<sup>th</sup> Tardy</u></b>	<b>45</b>	<b>Minutes lunch detention</b>
<b><u>5 – 6 Tardy</u></b>	<b>01</b>	<b>Day of ISS and parking permit warning</b>
<b><u>7-8 Tardy</u></b>	<b>02</b>	<b>day of ISS- removal of parking permit</b>

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

**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, come in late, 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 G122.

**STUDENTS WITHDRAWING FROM HANNA EARLY COLLEGE HIGH SCHOOL**

Students withdrawing from Hanna Early College High School must be accompanied by a legal guardian with proper identification and the name of the school, address, and 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

Note: These consequences are subject to change depending on the severity of the rule violation. The above rules and procedures also apply to any student riding on any or all district vehicles.

### **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 Early College 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 Early College High School students and are governed by B.I.S.D., policy and guidelines. All school and outside school sponsored activities are governed by the same guidelines.***

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, class bulletin boards as well as our school newspaper (*The Screaming Eagle*), and the counselors' newsletter (*The Eagle Eye*), which is posted in the counseling office. Copies of *The Eagle Eye* can be retrieved from the counseling office.

**\*ART SOCIETY- Mr. Palmenez**

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.

**\*ASTRONOMY CLUB – Mrs. P. Lewis**

we strive to promote the interest of astronomy. we plan to create and build an organization that can be beneficially educational and fun for its members.

**\*AUTOMOTIVE TECHNOLOGY SKILLS USA- Mr. Loa**

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

**\*BALLROOM DANCING- Mrs. Cortez-Escamilla**

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

**\*HANNA BAND- Mr. Ewing**

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 our band director Mr. Dennis Ewing at the Hanna Band Hall.

**\*CHEERLEADERS-Ms. Maldonado**

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.

**\*CHESSTEAM-Ms.Sally Chong**

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

**\*CHOIR- Mr. Holkup**

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 2017- Ms. Guzman**

The class of 2017 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 2018- Mrs. Del Angel**

The Class of 2018 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 2019- Ms. Brenda Leal**

The Class of 2019 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 2020-**

The Class of 2020 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- Mr. Cornejo**

Promotes the Automotive Industry awareness and opportunities.

**\*COMMUNITY THEATER PROGRAM- Mr. J. Rodriguez**

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)- Ms.Maldonado, & Mr. Jasso**

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 enforcement, as well as leadership skills, while working in concert with students from other schools throughout the state.

**\*DRAMA CLUB / ACTOR'S GUILD- Mr. J. Rodriguez**

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- Ms. N. Rogers**

The Hanna Early College 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- Mr. Molano**

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.

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

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

**\*GREENLIGHT PRODUCTIONS- Mr. J. Perez**

Greenlight Productions is designed to introduce members to the production process of media publications for the student body.

**\*GUITAR CLUB – Mr. R. Molano**

We play the music, not just the instrument. The purpose is to continue the tradition of serenades and community performances. We are a dedicated group of musicians that try to instill the beauty onto other people for a better tomorrow.

**\*HANNA HISTORY CLUB- Mrs. Moctezuma**

The history club's 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- 1<sup>st</sup> Sgt. Robinson**

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 (H.O.S.A.)- Mr. Montemayor**

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 E109 for more information.

**\*MASTERMINDS- Mr. Kessler**

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- Ms. Maldonado**

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.

**\* HANNA PALMETTO YEARBOOK- Mr. J. Perez**

The yearbook photojournalism class is by far one of the most challenging yet exciting classes offered at Hanna Early College 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 in Room F101.

**\*READERS CIRCLE- Ms. John & Ms. Nieto**

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

**\*SCREAMING EAGLE- Mr. J. Perez**

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.

**\*SEARCH FOR TRUTH BIBLE STUDY CLUB – Mr. H. Arredondo**

We want to reach students by showing them about the bible.

### **SILENT EAGLES – Ms. Manjarrez & Mr. Losoya**

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- Mrs. J. Garcia-Ramirez (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 Mrs. J. Garcia-Ramirez in the P-building for more information.

### **\*SPANISH CLUB – Mrs. M. Martinez/Mr. J. Morales**

Si se puede! yes, we can make a difference and help other.

### **\*SPORTS MEDICINE – Mr. Osowski & Ms. Greer**

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- Ms. Cortez-Escamilla**

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- Mr. T. Daughters**

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.

### **\*YOUTH ALIVE – Mr. R. Cisneros**

Youth Alive want to reach out to change lives.

### **PYTHAGOREAN MATH CLUB – Mr. R. Ibarra**

Love Math? Come join our club.

## **UIL- ACADEMICS- Mr. D. Garza**

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, 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 facts 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 the 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 principles 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 must 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, conduct 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, avoids cheating in written work, and shows 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 Early College High School will be issued an official Hanna Identification Card.

### **Please remember:**

- A. The Hanna Early College 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.
- B. 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**.
- C. 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. TSI, ACT, SAT, AP, etc.), school elections, requesting parking permits, boarding school bus, and admission to athletic and social events.

## **LETTERMAN'S JACKET**

Hanna Early College 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 5:30 p.m.** Students must make transportation arrangements ahead of time (before 5:30 p.m.). A designated office phone may be used before and after school until 5:00 p.m.

## **VENDING MACHINES**

Vending machines are available for student use 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 conclusively deemed to be too short, but longer lengths may be determined by the administrator to be inappropriate in certain cases. Dresses or skirts with slits above the level permitted for shorts and skirts shall not be permitted.
2. No baggy pants or shorts. All pants must be worn with the top around the wearer's waist and must be covering all undergarments. The waist size of pants must be appropriate for the size of the student. (No oversized or baggy clothing is allowed). No exposed undergarments allowed. (BISD says "wearer", Hanna says "student")
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 beach wear will be allowed.
7. No low-cut shirts or blouses.
8. Shirts that extend below the rear pocket are to be worn inside the waist of the pants or skirts; trench coats are not permitted.
9. State law requires that shoes be worn at all times. Thongs or shoes without heel straps and steel-toed boots or shoes are inappropriate. No shoes with metal taps or noisemakers will be allowed.
10. No hairnets, bandanas, ski caps/"beanies," doo-rags or similar scarves may be worn (on the head). **If worn, they will be confiscated and not returned.**
11. **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 can and will end up in BAC removal.

12. 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.
13. 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 (including handkerchiefs, rosaries, or any other articles that can be considered gang affiliated). Upon the campus administration in determining that a particular style of dress or accessory shall 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.
14. No student will be permitted to wear trench coats/ 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. Examples of the type of hairstyles which have been determined by the administration to be unacceptable are Mohawks, spiked hair, and the like.
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 the 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 previously, 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 or grooming, or accessory poses an unacceptable risk of disruption to the instructional environment because it is inappropriately distracting, is intended or likely to cause offense or incite conflict among the campus population, is unacceptably conducive to the concealment of weapons or other contraband, or on any other reasonable grounds. In that case, the campus administration 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 Early College High School Consequences:**

- 1<sup>st</sup> 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.)
- 2<sup>nd</sup> Violation**— Parental contact, change of clothing, and oversized bags/purses will be confiscated and will not be returned.
- 3<sup>rd</sup> Violation**— Insubordination-(see consequences of student behavior).

***Note: Students continuing to disobey administrative directives constitutes insubordination, and a student may be sent to ISS (depending on severity). Other discipline alternatives may also be used.***

**1<sup>ST</sup> PERIOD TEACHERS WILL BE RESPONSIBLE TO ADDRESS ANY DRESS CODE VIOLATIONS TO THE APPROPRIATE ASSISTANT PRINCIPAL.**

# Grading Policy

The following information was taken from the 2015-2016 Grading Procedures for High Schools that were approved by the BISD School Board of Trustees. Students should consult with their teacher, counselor, or principal for any other information or clarification.

## **GRADING and END OF COURSE ASSESSMENTS**

Based on the individual student graduation plan, the State of Texas Assessment of Academic Readiness (STAAR) assessment system mandated by House Bill 5 requires that students must take five (5) End of Course exams. (English I, English II, Algebra I, Biology, and United States)

## **GRADING SCALE:**

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

**90 - 100 Excellent progress**  
**80 – 89 Good progress**  
**75- 79 Satisfactory progress**  
**70- 74 Danger of failing**  
**69 – Below failing**

## **SIX WEEK 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 the students and the subject matter being assessed.

2. Mathematical formula:

$[2(\text{average major assessments}) + (\text{average minor assessments})] / 3 = \text{Grading Period Average}$

3. Example: Major Assessment Grade Average: 69 Minor Assessment Grade Average: 75

$[2(69)+75] / 3 = \text{Grading Period Average}$

$[138+75] / 3 = \text{Grading Period Average}$

$213 / 3 = 71$

4. Examples of minor assessments include but are not restricted to: oral reports, quizzes, and class participation.

5. Examples of major assessments include but are not restricted to: projects, reports, research papers, and tests.

## **SEMESTER GRADES**

1. The Marking Period (MP) or Semester Grade is the average of the three (3) six week grading periods.

2. The three (3) six week grading periods are added to final exam (FXM) grade and divided by four (4) to arrive at the semester grade. Insofar 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:

$(1\text{st six week average} + 2\text{nd six week average} + 3\text{rd six week average} + \text{Semester Exam}) / 4 = \text{Semester Grade}$

4. Semester Final Exam Exemptions are not part of the formula for calculating Semester Grades; therefore, not allowed for any BISD course offering.

5. An EOC assessment score shall not affect whether the student receives credit for the course.

6. A student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements.

7. If the student takes an EOC assessment, the District shall not include the retake score in the final grade calculation for the course as reported on the student's transcript. If the student retakes an EOC assessment, without retaking the course, the District will use the retake score for credit decisions in the same manner as credit by exam.

### **YEARLY GRADES**

1. For continuing courses (for example, English IA and IB), the yearly grade is the average of the two 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 IA and English IB:

English IA Semester Grade: 65% + English IB 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.

### **CHEATING:**

- Cheating is interpreted as a procedure which involves the 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 "0" on that work, and a failing grade for the semester [which will be recorded as a zero (0) in the teacher's grade book] if cheating occurs a second time during the same semester.
- 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.
- 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".

### **PLAGIARISM**

- Plagiarism (the stealing and passing off/presenting as new, original and one's own idea or product derived from an existing source) is cheating.
- Plagiarism consists of representing another person's ideas or writing as one's own. Plagiarism will be considered cheating, and the student shall be subject to disciplinary action. Policy EIA (Local)

### **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**

- No student, who has an excused or unexcused absence, 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 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 the student has been absent two or more days, the student will immediately make arrangements with the teacher for the make-up tests.
- ***Any student who does not appear for a prearranged make-up test or does not meet his prearranged due date for other work may receive a zero (0) on that test, work, or retesting.***

- Any student missing work due to participation in extracurricular activities must make prior arrangements with the teacher for work that will be missed.
- If a student has been sent to “in school suspension” (ISS), he/she is to receive grades for assigned work completed while there.
- If a student has been sent to the Brownsville Academic Center (BAC), he/she is to receive grades for assigned work completed while there.
- 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 school business days at the end of each semester in which to appeal an NC status.**
- Work that a student fails to complete in class due to extenuating circumstances may be made up at the discretion of the teacher.

### **RETESTING:**

- Retesting will take place upon student failure and **student request** except for research papers, major projects, benchmarks, 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 the failing grade, except under extenuating circumstances determined by the principal.
- The student may only raise his/her score to a maximum of 70 on the test 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 as much as possible.
- Assigned homework should be integrated into the assessment process and averaged accordingly.
- Homework for GT/Pre-AP/AP and Dual Enrollment classes may be given on a daily basis.

### **PARENTAL E-SCHOOL PLUS ACCOUNTS**

- E-SCHOOL PLUS can be accessed through the internet at [www.bisd.us](http://www.bisd.us). (click the E-SCHOOL PLUS Link)
- Parental accounts must be requested on-line. Users must have a valid e-mail address to sign up for E-SCHOOL PLUS.
- Once request is completed, the parent/legal guardian must submit photo identification in person at Hanna ECHS 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 Early College High School personnel. Usernames and/or passwords will not be given over the telephone, fax, or e-mail by Hanna Early College High School personnel. Parental users must use the “Forgot your Password” feature to retrieve forgotten passwords.
- When adding a student to an existing BISD E-SCHOOL PLUS 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 of their children in the school district. Procedures for obtaining an account may vary by campus. E-SCHOOL PLUS 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 E-SCHOOL PLUS 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:

Mariana Figueroa

Transitional Counselor

Leslie Robinson

Student Last Name  
A,B,D,E,Sa

Becky Grist

C,F,I,J,K,V

Iris Perales

G,H,Z

Daniel Brama

L,M,T,U

Miriam Ontiveros

N,O,P,Q,R,Sc,W,X,Y

Alicia Rocha

Career Placement Officer

Agustine Anduiza

At- Risk Counselor

Miguel Mendoza

At-Risk Counselor

Jeannette Fennimore

IDEA Counselor

\*The Career Pathways program 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 Sciences, 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.
- Assistance with applying for Higher Education (ex. Financial Aid, scholarships, and college applications, etc.)
- Registration for TSI, SAT, ACT, Credit by Exam, and THEA.

## Your sources of information...

- The "**Eagle Eye**" flyer is emailed to students once a month by the Counseling Department. It contains worlds of information—including scholarships, testing dates/deadlines, and opportunities. Empower yourself and READ IT!
- Check with Mrs. Ontiveros to add your email address to Hanna's distribution list.

## SCHEDULE CHANGE POLICY

### Objective(s):

1. To alleviate class overloads that result from schedule changes.
2. To assist students in making good choices.
3. 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:**
  - Have credit for course.
  - Wrong grade level course. (Ex: Senior in sophomore English)
  - Previously failed course with instructor.
  - Didn't meet testing requirements for Dual Enrollment course (s).
  - Senior needing specific course to graduate

### **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 Academy 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 retake a course that they have earned credit or (for), due to the fact that **a repeated course will not generate GPA points.**

**Note: Graduating juniors and seniors may be able to retake a course depending on class availability.**

- Students are recommended to take failed courses during summer school and afterschool programs. Students are also given the option to take a credit by exam for a course previously failed or lost credit due to absences.
- 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 a schedule change may be required thus changing an originally selected course, usually an elective. Once the conflict is resolved, the student will not be allowed to drop courses that result 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- the counselor thinks you're going to hurt yourself.
- 2- the counselor thinks you're going to hurt someone else.
- 3- the counselor thinks you're being abused.

**Under these circumstances the counselors are obligated to inform the authorities.**



## **LIBRARY INFORMATION**

**Library Hours: Monday – Thursday 7:30 a.m. - 5:00 p.m.  
Friday - 7:30 a.m. - 4:30 p.m.**

**The students must observe the following library rules:**

1. Absolutely no gum allowed in the library.
2. Only food & drinks purchased in the library Coffee House may be consumed in the library in designated areas.
3. Return furniture to its place.
4. Speak quietly.
5. Please make sure to clean your area before leaving the library.
6. Coffee House is open before school, after school, and during lunch hours. (NO EXCEPTIONS!!!!!!)

### **Hanna Early College High School ID 's:**

One free ID will be given to each student when they first enter Hanna Early College High School. The replacement cost is \$5.00.

### **Books:**

Students may check out up to 3 books for two weeks. Please be considerate of others and turn your books in on time.

### **Fines and Charges:**

#### **Lost and destroyed library materials and equipment:**

The charge for library materials that are lost or damaged beyond use will be 100% of the replacement cost.

#### **Overdue materials:**

Overdue materials-10 cents per day

- The maximum fine for overdue materials will be \$5.00.

#### **Library Printer:**

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, poster boards, index cards, colored paper, highlighters, glue sticks, and posters.

### **Internet Use**

Internet use in the library is for educational purposes only. Online games may be played after school only! Use of the internet in non-educational ways may result in be denied access for the rest of the school year.

First period teachers will distribute internet forms and issue passwords to students. All completed Internet forms should be sent to the office to be filed with student's signed code of conduct.

- Students must renew an internet form each year.
- Follow etiquette rules, which are posted in the library.
- Student must immediately report any damage, missing parts, or evidence of "hacking" to avoid being held responsible.
- Always log on/off with your own password.
- **Accessing social networking sites (such as Facebook or any other) is prohibited. All library computer stations are monitored using VISION SOFTWARE AND WILL BE BLOCKED FOR INAPROPRIATE USE.**

**FAILURE TO FOLLOWS THESE RULES WILL RESULT IN DISCIPLINARY ACTION.**

# 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 or large purses 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 will be allowed to carry a canvas backpack with the approval of the principal.
3. No backpacks nor large bags will be allowed the last week of school.

**Students who fail to comply shall be subject to the following consequences:**

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

***\*\*Note: Continued insubordination will result in several days of ISS and athletic bags will be searched at the administrations discretion.***

## **BULLYING and CYBER BULLYING**

Each student is strongly encouraged to alert his/her teacher, counselor, or principal (as well as parents/guardians) if another student is making fun of/bothering/harassing or picking on another student(s). Hanna Early College High School has zero tolerance for students harassing or bullying other students. If such incidents do occur appropriate action will be taken against such violators. School administrators will promptly investigate such matters, and will take immediate and appropriate administrative and/or legal action when necessary.

**Disciplinary consequences will be followed as per BISD Code of Conduct. BISD Police will be notified.**

## **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 our 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](http://www.txabusehotline.org)**

## **ELECTRONIC DEVICES**

- Laptop computers and video cameras are prohibited on school property.
- **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 submitted to Administration. Administration will follow procedures mentioned in Consequences for Student Behavior

## **BREAKFAST**

Breakfast will be provided to students prior to first period, from 8:35 – 8:50 am.

## **LUNCH**

**9<sup>th</sup> – 12<sup>th</sup> grade – CLOSED CAMPUS**

## **Graduation-(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 during the school year that may extend beyond the end of the year, that student may be prohibited from participating in commencement exercises.

## **Harassment –**

How it can be accessed on the BISD webpage:

### **Freedom from Harassment (Student Welfare)**

Type in the BISD website-<http://www.bisd.us>

- 1- Click on “policy online”.
- 2- Enter policy code (Example; FFH).
- 3- 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

### **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 Early College High School. Sexual harassment is illegal in schools 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 (e-mail & text messages, etc.), 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 our 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 and following the Student Code of Conduct. 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 front office.

## **MESSAGES**

**In order to ensure the safety of our students, the Hanna Early College High School office staff will not relay telephone or fax messages to students (except in extenuating circumstances).** 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 United States Driver's License (no learner or temporary permits allowed)
2. Hanna Early College High School I.D. card
3. Texas License Plate (out of state license plates will be allowed on a case-by-case basis)
4. Vehicle Insurance

To enter the student parking lot, a student must have a Hanna Early College High School parking permit clearly visible on the vehicle. Hanna Early College 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 parked illegally on Eagle Drive, the teacher'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**. An example of reasonable suspicion is when the canine alerts to a vehicle in the student parking lot.

## **SEARCH AND SEIZURES(including K-9)**

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. K-9 searches will be conducted regularly.

## **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.

## **VISITORS ON CAMPUS**

All visitors to Hanna Early College High School must report to the front office upon arrival. Visitors will be provided with a visitors pass 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 ECHS 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).

# **Consequences of Student Behavior**

Standards for student conduct as well as consequences for violations are clearly outlined in the 2015 – 2016 BISD Student and Parent Handbook. It is of utmost importance that students as well as parents read and understand these standards clearly. Hanna Early College 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.*

### **1. Bullying Students (consequences)**

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

### **2. Disruptive Behavior (ex. cafeteria disruption, persistent misbehavior, etc)**

#### **1<sup>st</sup> 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**

### **3. Electronic Devices – (consequences if confiscated)**

1<sup>st</sup> Offense-----Student Conference/Confiscation of device/Return device to student at the end of day

2<sup>nd</sup> Offense----- Student/Parent Conference/Return device to parent

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

### **4. Fighting-(mutual combat- regardless of instigator)**

**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.

#### **1<sup>st</sup> Offense**

- Call BISD Police (Administration may file charges (disorderly conduct) depending on circumstances)
- Student /Parent/Administrator Conference
- BAC Placement (30 day minimum)

#### **2<sup>nd</sup> Offense**

- Call BISD Police (Administration may file charges (disorderly conduct) depending on circumstances.
- Student /Parent/Administrator Conference
- BAC Placement (45 day minimum)

### **5. Forgery - (including but not inclusive -h all pas ses. d o cto r's excu ses. tardy slips. etc.)**

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

### **6. 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.

### **7. 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

### **8. Harrassment- (including Verbal + Sexual Harrassment)**

- Student/Parent/Administrator Conference
- Contact BISD Police

- ISS/BAC Placement depending on severity

**9. Insubordination-(ex -walking out of class-inappropriate internet use- possession and/or distribution of pornographic material)**

- Student/Parent/ Administrator Conference
- ISS/BAC Placement

**10. 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.

**11. Theft-(possession of another person's property)**

- Student/Parent/Administrator Conference
- If appropriate, call BISD Police
- BAC Placement (30 day minimum)

**12. Truancy -(skipping class)**

1<sup>st</sup> 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/BAC placement
- BISD Police Report

**13. Vandalism of School Property**

- Student/Parent/Administrator/Teacher Conference
- ISS/BAC Placement depending on individual circumstances
- May also be responsible for cost of repairs.
- BISD Police Contacted

**14. Verbal Abuse Toward Faculty / Staff**

- 1<sup>st</sup> Offense (cursing)  
Student /Parent/Administrator/Teacher Conference  
ISS/BAC Placement (depending on individual circumstances)
  - 1<sup>st</sup> 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

**15. Verbal Abuse (cursing)(name-calling) Toward Students**

- 1<sup>st</sup> Offense
  - Student/Parent Conference
  - Referral to school counselor
  - ISS placement (depending on circumstances)
- 2<sup>nd</sup> Offense
  - Student/Parent/Administrator Conference
  - ISS/BAC Placement (depending on individual circumstances)

# Alma Mater

**Hail to thee, our Alma Mater**

**Hail to Hanna High**

**Hail to thee, our Alma Mater**

**May your colors fly**

**So thee our best endeavors.**

**We will always strive**

**Hail to thee, our Alma Mater.**

**Hail to Hanna High**

